

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 1/13/2025- 9:00 a.m.

Place: Central Office (Staff Development Room)

Facilitator/Leader: Wade Auman

Attending: Central Support and Assigned Principals (Thanks to Jessalyn Spell and Heather Seawell for representing principals)

Overall Purpose: *Montgomery County Schools will graduate life-ready, globally competitive students who are leaders in their community, who value diversity, and who are College and Career Ready.*

Agenda Item	SP/SG	Person Reporting	Time	Action(s) Taken	Assigned To	By When
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Celebrations	All	Wade	5 min	MCEC is starting recruitment nights today!		
Superintendent Division				<i>Wade Auman</i>		
<ul style="list-style-type: none"> What do principals and CSS admin need to know and do? 	All	Wade	5 min	February board agenda is being worked on. please send items to Cindy Davis.		
<ul style="list-style-type: none"> February BOE Agenda 	All	Wade	10 min	February principals agenda is being worked on. Please send items to Dr. Perkins or Wade Auman.		
<ul style="list-style-type: none"> February Principal Agenda 	All	Wade	10 min	<i>Dr. Jack Cagle</i>		
<ul style="list-style-type: none"> Administrative Services Update 	All	Jack	10 min	Key Observances <ul style="list-style-type: none"> National School Board Month National Mentoring Month January 10 - January 24: Teenage Dating Violence PD Window of Completion (January 10 - January 24, 2025) January 20: Dr. Martin Luther King Jr. Holiday January 24: International Day of Education		

				<p>January 27: International Holocaust Day</p> <p>January 14, 2024 School Counselor Meeting 1:30 pm - 3:00 pm Staff Development Room</p>		
<p>Learning Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Grant and Federal Program Updates • Secondary Update • Elementary Update • Curriculum Support Update • EC Update • Pre-K Update • Differentiation Update 	<p>All</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p>	<p>Wade</p> <p>Wade</p> <p>Matthew</p> <p>Joanna</p> <p>Joanna</p> <p>Sarah</p> <p>Vance</p> <p>Jessica</p>	<p>5 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>Wade Auman</p> <p>Classified Staff Advisory meeting - We will hold the Classified Staff Advisory meeting on January 14th at 9:00 am in the MCS Board Room. If you have a question for submission, please send it to your school representative for this group.</p> <p>Certified Staff Advisory meeting – We will hold the Certified Staff Advisory meeting on January 14th at 3:30 pm in the MCS Board Room. If you have a question for submission, please send it to your school representative for this group.</p> <p>PPEERS Advisory meeting – We will be participating in a PPEERS Advisory meeting on Wednesday, January 15th. If anyone has any items for improvement with the PPEEERS program, please email them to Wade Auman.</p> <p>School Board school visits – We have rescheduled the school board visits for January 23rd beginning at 8:30 am. Schools have been contacted about the event and there have been calendar invites sent to each Principal. If anyone has</p>		

				<p>questions, feel free to contact Wade Auman.</p> <p>Early Literacy Specialist meeting – We will be meeting with our ELS, Erin Leach, on Friday, January 24th. If anyone has any topics/concerns for discussion, please email them to Joanna Perkins or Wade Auman.</p> <p>Project Prevent Grant Opportunity – MCS will be working on a US Ed. Grant opportunity to help with community violence and the impacts that students have from witnessing such events. We will be working on this over the coming weeks. If you are contacted for data, please be willing to submit it quickly.</p> <p>School Improvement Plans – The Learning Team will begin monthly coaching comments this month on SIPs. Remember, SIT meetings should focus on at least 1 indicator and you must upload meeting minutes from 2 monthly meetings focused on school improvement. If anyone has questions regarding their SIP or any coaching comments, please feel free to contact a member of the Learning Team.</p> <p>Training Opportunities:</p> <p>PTEC PD Offerings – If any staff members are interested in Professional Development, please look over the PTEC course offerings for 2024-25. If anyone is interested in attending, please communicate with your Principal and then email Joanna Perkins or Wade Auman to be signed up. Please use the link below to access the course offerings:</p>		
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94b.pdf (ptecnet.org)

Matthew Swain

Secondary and CTE

High School Registration should be starting to take place. If you need assistance, please let me know.

- Many of the CCP CTE Course codes are changing; however, that will not affect registration

FAFSA is now open! Encourage students to complete the application.

- UNC System Schools priority Deadline is March 1st

- Some grant programs have earlier cut offs

Ongoing items:

CTE teachers should continue using the spreadsheet provided to request instructional supplies.

HS---- Please do not withdraw a student from a CCP course. The only exception is a second-semester senior who doesn't have an opportunity to retake the course for grade suppression.

Middle School: The Career Development Plan Process is in full swing; please help all teachers and students understand this is a promotion requirement and will take everyone to make sure it happens. This process is not just filling out a paper, it is a

multi-step process that will take several months to complete.

Future Dates:

Feb 7 Coffee Careers and Conversations

Feb 21 First Health Career Fair for 8th graders transportation provided by CTE

March 18-21 Be Pro Be Proud Career Exploration Trailer

EMS March 18

WMS March 19

MCHS/MCEC March 20-21

Dr. Joanna Perkins

ELEMENTARY

- MOY Testing is upon us! Remember, for MCLASS even in 4th and 5th we do not test our own kids. Reach out if you need help making this happen.
- Computer reminder - please shut down and restart them regularly and keep computers off the floors at all times.
- Accelerated Reader - I will send a usage report soon, Training Forthcoming - keep reading and celebrating! Read Across America Week is coming quickly in March.

CURRICULUM SUPPORT K-12

- MOY Testing - keep up the great work with diagnostics and goal setting. Any student taking an EOG/EOC should know their Magic Number to pass starting

now - May will be here in a blink! Also, in earlier grades, it is crucial to practice testing online and using blank paper; utilize Schoolnet (all subjects K-12), Google Forms, etc.

- The current CWT forms will close on January 22 and the new one will open on January 27. The goal is 20 for each administrator and IF per round.
- I am working on a National Science Foundation Grant that is due at the end of January - be kind if I ask you for info. 😊
- DPI ELA/Literacy Info [Link](#); DOK [Link](#) - Erik Francis in the district the week of February 3
- I will offer after school PD with PDSA Leaders and Erik Francis since Feb 7 is a full day now. I will do February 5 after school with 6-12 and February 6 with K-5. I will send an invite to people who this would be pertinent to in the district, so everyone will not have to attend but all will get the info back at school.

FYI Links:

- [PTEC Calendar](#) - Email Joanna Perkins if you would like to sign up for PD.
- [MCS Calendar 2024 - 2025](#) (Updated 1/10/25)
- [IF Newsletter Links and PDSA: Feel Good Friday](#)
- [MCS Curriculum One Stop Shop](#)

Sarah Wright

New Items:

				<ul style="list-style-type: none">• Parent survey will open this week• We are going to start interviewing for the full time Behavior Specialist position and the assistant• New child find form- https://forms.gle/x9554csV1EVjPiYV8• We have a part time educational testing person and a full time Coordinator• EC Timelines are based on CALENDAR DAYS- there is not a consideration for weekends/days out of school.• Our EC BT training is January 16t <p>Ongoing items:</p> <ul style="list-style-type: none">• Please make sure you are using the testing chart only when determining what tests should be conducted after an initial referral is made. We are not in the position to do extra testing beyond what is on that document.• Changes to the Accommodations section of the IEP Process went into effect November 8, 2024. Use the attached IEP Accommodations Tip Sheet for step-by-step directions on navigating the new streamlined process.		
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- Inactive EC folders should be delivered to the EC office once a student has transferred out
- If the IEP team is considering adding services that would result in additional expense, please contact Sarah prior to the meeting so we can ensure funds are available and properly budgeted (for example: IEP team is considering asking for a one-on-one)
- Continue to be intentional with EC and parent engagement as we will be participating in the 2024-2025 EC Parent Survey
- P6 (Complete for initial/out-of-state transfer, parent requests, MTSS, etc.) (90-DAYS)
- [Compensatory Education Tracking form](#)
- [NEW Internal Child Find Form-](#) (Complete for initial/out-of-state transfer, parent requests, MTSS, special education referral, etc.)
- NEW Reevaluation Tracking Form- enter all reevaluations
- [MLA ALP EC Service Forms](#)
- EC Homebound & Modified Day & MLA- Email Sarah prior to an IEP Team meeting IF you are considering a change in placement - Follow DPI Guidance in EC Handbook & Meet Every 30-days.

Vance Thomas

Continuing to advertise our PreK and Kindergarten registrations.

Will be meeting to score NC PreK Site Applications later this week. Results should be available by the end of the January 2025.

Jessica Lowder

MTSS

- Plan reviews should be completed in ECATS after each 6-8-week intervention cycle.
- Make sure student plans/data are up to date.

AIG

- Instructional Facilitators will be working with classroom teachers for their classroom-level spelling bees. School spelling bees. All school-level spelling bees must be completed by the end of January.
- District Spelling Bee: February 6th @ MCHS Auditorium 4:00 PM
- Regional Parent Registration Night- January 21st @ PSES Cafeteria 5:30-6:30 PM. I will send a flyer to principals and IF's to share with families.
 - Registration for the Regional Science Fair is now open for any family that wants to go ahead and get started:
 - https://ncsefr eg4.stemwizard.com/public_site/add_student/ncsefr eg4
 - February 15th: UNCP Regional

				<p>Fair (9:00 AM-3:00 PM)</p> <p>ESL</p> <ul style="list-style-type: none"> • ACCESS Window is now open • Anyone administering screeners or ACCESS for ELLs 2.0, must be certified. School-level testing coordinators and assistant coordinators must also be certified. WIDA certifications only last one academic year and these must be completed prior to the ACCESS testing window. Website to complete training modules: https://portal.wida.us/ 		
<p>Operations Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Auxiliary Services Update • Human Resources Update • Accountability Update 	<p>All</p> <p>21 Sys</p> <p>LGI</p> <p>21CP</p>	<p>Matthew</p> <p>Matthew</p> <p>Emily</p> <p>Amanda</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>Matthew Woodard</p> <p>With the schedule change for next year, we will have to update units in schools.</p> <p>Dr. Emily Shaw</p> <p>Updates</p> <ul style="list-style-type: none"> • Please remember your one-stop shop in the HR Hub! All current forms/policies are located here HR HUB • Recruitment Fairs: Please utilize the linked spreadsheet (also in HR Hub) to see leads from upcoming job fairs! Also, place positions you know you will need for the upcoming year. Job Fair Link • NCEES: Please refer to the NCEES timeline in the HR HUB. Ms. Ward sent principals their cheat sheets with the plan types. Please go in and set plan types for employees 		

				<ul style="list-style-type: none">○ NCEES issues should be directed to Emily Shaw or Wade Auman○ By 12/20: You should have completed Round 1 observations and PDPs BOY and PDP Mid Year for all certified staff and have completed Round 2 for comprehensive and standard.. I will send you an updated progress chart this week.○ Additionally, low performing schools need to have completed the super observation by 12/20 <ul style="list-style-type: none">● Q2 Attendance: (See Link for details) Link<ul style="list-style-type: none">○ Attendance Required: October 21- December 20○ Celebration 01/16/25- We will come around to each school● Classified Evaluations: An email with instructions was sent last week! There is a new tool that is located in the HR Hub! Please try to have completed ASAP● 9/27 Makeup Day: 2/7/25 will now be a full day for staff and students● Mentor Logs: MUST HAVE 6 hours documented!!! Principals DO NOT sign if they do not have 6 hours!!!!● Clinical Hours: If you have someone reach out to you needing to observe a classroom/teacher/student from a	
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				<p>college please direct them to HR and we will help set that up. We need to make sure we have a current MOU including a background check prior to someone being around students.</p> <ul style="list-style-type: none">● Staff Action forms: Please make sure you are using the most current version. Additionally, please make sure it is filled out. If you are unsure of a section, please reach out to me or Crystal and we will provide guidance. Staff Action Form<ul style="list-style-type: none">○ Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.○ Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.○ Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.● Praxis support<ul style="list-style-type: none">○ MCS has partnered with Learning Liaisons - a company that has a 92% Praxis pass rate. If you have a teacher trying to clear a license, please have them contact Jordan Hamilton for a study code!● Time		
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				<ul style="list-style-type: none">○ Please make sure part-time employees are not working over 29 hours per week.○ Full-time, classified employees Cannot go over 40 hours a week<ul style="list-style-type: none">■ Can clock out for lunch■ Leave early/arrive late – modify time○ Dual employees - cannot make up time missed from the primary job (employee is not percentages down until they miss more than 97% of their assigned hours <ul style="list-style-type: none">● Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email ALL completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance. Homebound Handbook ● Homegrown Updates<ul style="list-style-type: none">○ Keep pushing Homegrown teachers – See the information attached Homegrown○ Homegrown instructors - If you have a homegrown		
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instructor in your building, please let me know so they can get paid at the end of the semester.

- Homegrown Apprenticeship - information coming soon

Upcoming Dates

- January 15h: BT 1 Virtual Check in 3:15
- January 16th: Q2 Attendance Celebrations starting at 8:30
- January 28th: Code of Conduct Task Force Meeting – Link will be emailed
- January 29th: Mentor Logs due
- January 30th: AP PD at MCHS 8:30

Amanda Deaton

Data Managers Updates:

- K-5 Class Size
 - **If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know.**
- Next Meeting
 - Scheduled for January 15, 2025, at 8:30 in the staff development room
- PMR 4 is due January 15.

Testing Updates:

- **If all WIDA test training is complete, ACCESS testing may begin today.**

				<ul style="list-style-type: none"> • Please keep WIDA test plans up to date and remember that a final test plan with all sessions must be turned in at the end of the testing window. • School Test Coordinators have until 1/24 to request accommodations for ACT. Please reachout to AJ Whitesell if you have any questions. • 2024-2025 Testing Calendar <p><i>Infinite Campus Transition:</i></p> <ul style="list-style-type: none"> • March 31, 2025 is a hard deadline for 2025/2026 scheduling. This is for master schedule and class rosters. If you have any questions, please reach out to Amanda or AJ. • Now that the 25-26 calendar has been voted on, Data Managers may go ahead and start setting up next school year in PowerSchool to help you meet the deadline. • Once you have decided on your bell schedule for next year, please send it to Amanda. • We will be hosting DPI for Data Manager training on 2/4 (9:00-11:30) and 2/27 (8:00-3:30). It will be essential for Data Managers to attend these meetings. • Amanda and AJ will be out of the office 1/21-1/23 for Infinite Campus training at the NC Ed Connect Symposium. 		
<p>Process Management</p> <ul style="list-style-type: none"> • Media Minute 	LGI	Maddi	5 min	<p><i>Maddi Lynthacum</i></p> <p>Huge thank you to our media and marketing representatives. Our social media presence is incredible! Keep up the good work.</p>		

<ul style="list-style-type: none"> Other process issues? 	All	Wade	5 min	<p>Send all school connections content to Maddi. :)</p> <p>If your school is having an event that you would like photographed, please communicate that with me!</p> <p>Classified & Certified Staff Advisory Meetings are tomorrow at 9:30 AM & 3:30 PM respectively. Representatives have been notified.</p> <p>Badges this week on Friday 3-5 PM.</p> <p>Wade: PowerSchool data breach. It is worldwide not just us. This is a major breach of data. Mr. Auman was notified over the weekend that our data and those of other districts were compromised. The key thing is that it was not a Montgomery County Schools thing. We were not able to stop this—more information to come. We did put a notice out on our website about the breach. We will be sending out a letter to parents and staff members about the breach. We are following the guidelines sent by DPI.</p> <p>Sarah: The PCG plays are being reevaluated. Please disregard emails.</p>		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<p>Mitch Taylor Pierce Group will be at Central Office tomorrow at 9:30 AM.</p> <p>No updates on budget</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

Distribution: Central support administrators, building administrators, and web page.