

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 1/8/24- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Jon LaChance and Anne McLean 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
-------------	-------	------------------	------	-----------------	-------------	---------

<b>Celebrations</b>	All	Dale	5 min			
<b>Superintendent Division</b>						
<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Dale	5 min			
<ul style="list-style-type: none"> <li>• January BOE Agenda</li> </ul>	All	Dale	10 min	January BOE Agenda is set.		
<ul style="list-style-type: none"> <li>• January Principal Agenda</li> </ul>	All	Dale	10 min	Please send agenda items to Terri Absher or Wade Auman.		
<ul style="list-style-type: none"> <li>• Administrative Services Update</li> </ul>	All	Jack	10 min	<p><b><i>Administrative Services Updates:</i></b></p> <ul style="list-style-type: none"> <li>• January is National Human Trafficking Prevention Month</li> <li>• Tuesday, January 9, 2024 - <a href="#">National Law Enforcement Day</a> Please thank our SROs and local police.</li> <li>•</li> <li>• Wednesday, January 10, 2024 - The Teenage Dating Violence PD window opens January 10 - January 24, 2024</li> <li>• Thursday, January 11, 2024 - Celebrate National Human Trafficking Awareness Day by wearing blue (Please send pictures to Ms. Kornegay by 10:00 am on Friday, January 12, 2024).</li> <li>•</li> <li>• January 11, 2024 - TAG Meeting at 3:30 pm @CTE Building</li> </ul>		

<p><b>Learning Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• Grant and Federal Program Updates</li> <li>• Secondary Update</li> <li>• Elementary Update</li> <li>• Curriculum Support Update</li> <li>• EC Update</li> <li>• Pre-K Update</li> <li>• Differentiation Update</li> </ul>	<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>Terri</p> <p>Terri</p> <p>Takeda</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><b><i>Learning Division Updates:</i></b></p> <p>Title 1 Documentation – As schools hold various parent events and use Title 1 funds, make sure to collect artifacts to highlight the work you are performing. The Title 1 folders in Google have been shared with Principals, Assistant Principals and Instructional Facilitators. If you do not have access to the folders or have any Title 1 questions, feel free to contact Wade Auman.</p> <p>STEM class planning meeting – There will be a planning meeting for the STEM classrooms on January 9, 2024. If anyone has any topics/issues for discussion, please email them to Wade Auman.</p> <p>Teacher and School Leader grant meeting (TSL) – We will have a check-in meeting for the TSL grant on Wednesday, January 10, 2024. If anyone has any remaining questions regarding the grant, please email them to Wade Auman.</p> <p>Extended Learning and Integrated Student Supports grant – MCS is continuing to work on an ELISS grant to serve elementary schools that meet the requirements for funding. We may contact schools with remaining data points for the narratives. If you are asked for any data points, we need them quickly. This grant will be submitted on January 19, 2024.</p> <p>PPEERS Cohort 5 – MCS is recruiting individuals to participate in the upcoming PPEERS Cohort #5 beginning in July of 2024. If anyone is interested in more information, please contact Wade Auman. District applications are due on January 31, 2024, by email to Wade Auman. Informational Video: PPEERS on Vimeo</p> <p>NC Education Corps – The NC EdCorp tutors will begin the training phase of onboarding on January 16th. Tutors will report to the Central Office and meet in the Staff Development room. We will discuss remaining</p>		
---	---	--	--	--	--	--

			<p>questions/concerns at this week’s Principals’ meeting.</p> <p>Elementary After-School Programming – The Elementary School after-school programming has started. Please make sure you are keeping accurate daily attendance and tracking the payments made by families. Mr. Thomas will be contacting you for this information. Please refer to the after-school handbook for any questions. If anyone needs further information, please reach out to Vance Thomas or Wade Auman.</p> <p>School Improvement Plans – Remember, school improvement plans are living documents, and each SIT meeting should have discussions around selected indicators aligned to improvement efforts. If you would like for any Learning Team member to attend an upcoming SIT meeting at your school, feel free to contact us.</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 2023-24. If anyone is interested in attending, please communicate with your principal and then email Terri Absher to be signed up. Please use the link below to access the course offerings: PROFESSIONAL DEVELOPMENT   ptec (ptecnet.org)</p> <p><b><i>Secondary and CTE:</i></b></p> <p>FAFSA is now open! Encourage students to complete the application.</p> <ul style="list-style-type: none"><li>- UNC System Schools priority Deadline is March 1st</li><li>- Some grant programs have earlier cut offs</li><li>- Many private colleges have not changed their deadlines</li></ul>	
--	--	--	--	--

			<p>High School Registration for 24-25 starts this month.</p> <p>Mrs. Angela Rice-Tucker starts today. She will serve as the Director of Career Readiness for the CTE programs. She will be working with both middle and high school CTE teachers.</p> <p>NCVPS Courses will be wrapping up in the next 2 weeks if there are any CTE VPS courses that need to be tested please let me know.</p> <p><u>Upcoming Dates</u></p> <p>Middle School Visit to the high schools for registration will take place January 31st -WMS and February 1st EMS.</p> <p>Be Pro, Be Proud 1/22 – 1/24 the NC Career Simulation Trailers will be set up at the High School. Each Middle school will have a day for scheduled tours and MCEC and MCHS will have a day for select classes to rotate through.</p> <p><b><i>Elementary/Curriculum Support:</i></b></p> <p>LETRS participants should continue to complete Bridge to Practice activities for their three selected students and upload documentation. LETRS Online Professional Learning is taking place today, January 8, 2024, from 8:30 am – 3:30 pm. Training for Unit 8, Part 1 will take place on February 9 from 12:30 pm – 3:30 pm.</p> <p>There will be an Instructional Facilitators’ meeting on Thursday, January 11 at the central office. Elementary will meet at 8:30 am, and secondary will join at 9:30 am.</p> <p>The following MCS administrators will have LETRS Literacy for Leaders PD on February 9 from 12:30 pm – 3:30 pm at the central office: Emily Dunn, Jessalyn Spell, Mandy Hall, Daniel Jones, Adrian Clarett, and JaMese</p>	
--	--	--	---	--

Black.

***EC Updates:***

**Title IX**

- Always follow MCS Title IX Compliance Guidance.

**Exceptional Children**

- **IEP Goals and Data Training with PCG**
  - Thursday, January 18, 9 AM-2:30 PM, Montgomery Central High School Library, **each school must send at least one EC Teacher**, preferably an EC Teacher who serves as a teacher mentor or desire to serve as a teacher mentor. School will be allowed two slots. Schools may register here no later than January 11<sup>th</sup>: [https://docs.google.com/spreadsheets/d/1r6E06o0FLFjTz2YHH5tjYlqRSzG7lurOj5YdntGdX\\_Y/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1r6E06o0FLFjTz2YHH5tjYlqRSzG7lurOj5YdntGdX_Y/edit?usp=sharing)
- **Future Meetings 3:30 PM-4:40 PM:**
  - January 18th - **REQUIRED**
  - February 15th – **TBD/TRAINING**
  - March 14th - **REQUIRED**
  - April 18th – **TBD/TRAINING**
  - May 16th - **REQUIRED**
- **Monthly Behavior Team Meetings will resume in January 2024**
- **Special Olympics-** MCS will host a Special Olympics for students enrolled in Grades 3-12, and participating in a self-contained classroom, Friday, April 19, 2024, 8 AM-Noon, at Montgomery Central High School. Ms. Dee Dee Terry will serve as the point of contact and more information will be shared via future cabinet notes.
  - Here is the timeline for planning purposes:
    - **February 1<sup>st</sup>**-Deadline for physicals

and applications. Applications are available now via the [Special Olympics Google Folder](#). Schools should upload completed documents to their school's folder and save each file via the student's name and Grade (First, Last, Grade 3)

- **February 1-28-School leads complete** eight training sessions (total 8 hours).
- **March 15<sup>th</sup>**-Athlete Registration form for up to three events and a practice relay data sheet.
- **April 17<sup>th</sup>** –Orientation, 3:30 PM, MCHS Track
- **April 19<sup>th</sup>** -Games & Banner Parade (each school make a banner)
- **Assistive Technology Team** –Tuesday, January 16<sup>th</sup>, 3:30-4:30 PM, MCS Staff Development Room
- **NCDPI EC PD & Calendar of Events-**  
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>
  - Needing or wanting more professional development on your time? Check out the [APH Hive](#) for a lot of great offerings.

***Pre-K Updates:***

Online Pre-K and Kindergarten Enrollment is open now.

In-person dates:

2/20 - Candor Elementary (12-6 PM)

2/21 - Troy Elementary (12-6 PM)

2/27 - Star Elementary (12-6 PM)

2/28 - Green Ridge Elementary (12-6 PM)

2/29 - Mt. Gilead Elementary (12-6 PM)

***Differentiation Updates:***

MTSS

- I am waiting on a response from the state regarding December Dibels progress monitoring data in ecats. It is not going in automatically, but they are aware and working on it.
- Instructional Facilitators will be working on updating data protocols during PLCs as MOY data is finalized with grade levels.
  
- SEL Screening for Secondary- This was discussed back in the fall and it is now time to prepare for our first district ratings. All middle school and high school teachers will need to complete initial training for student ratings in Aperture. The platform will be accessed through Clever. It is called Aperture Ed and is listed under More Apps
  - High School Requirement:
    - All roles (Site Leaders & Educators) supporting students with the student self-report will complete: [Introduction to the Aperture System: HSE SSR](#) (~ 1 hour)
  - Middle School Requirements:
    - Site Leaders for the Middle School Level will complete: [Aperture Essentials for School Leaders: Section 1](#) (~30 minutes)
    - Educators will complete: [Aperture Essentials for Educators: Section 1](#) (~30 minutes)

Standing Reminders:

- Any student receiving intervention should have an



				<p>intervention plan in ECATS. This includes EC students.</p> <ul style="list-style-type: none"> <li>• Intervention groups should be reviewed in ECATS every 6 weeks. Please be mindful of the cycle timelines when creating intervention plans. Progress cannot be truly discussed if there is a lack of intervention data.</li> <li>• Please make sure your team is keeping meeting minutes of all MTSS meetings.</li> </ul> <p><u>AIG</u></p> <ul style="list-style-type: none"> <li>• Science Fair Registration/Information Night- Thursday January 11th from 6-7 in Staff Development Room. Please remind your families going to regionals about this!</li> <li>• Any remaining Gifted Portfolios are due January 18th. Instructional Facilitators will scan placement records to Jessica Lowder.</li> </ul> <p><u>ESL</u></p> <ul style="list-style-type: none"> <li>• WIDA ACCESS window opens on January 22nd. Training modules must be completed prior to the ACCESS testing window opening. An email and the certification spreadsheet has been sent out so each person will know what is needed. TC's and Assistants are on one tab and ESL staff are on another. This is because the certification expectations are different.</li> <li>• Anyone needing an account that does not currently have one needs to contact Jessica Lowder. <ul style="list-style-type: none"> <li>○ <a href="https://portal.wida.us/">https://portal.wida.us/</a></li> </ul> </li> </ul>		
<p><b>Operations Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Matthew	10 min	<p><b><i>Operations Updates:</i></b></p> <p>Starting tomorrow, bus drivers will clock in on the bus.</p> <p>Some computers will not connect to the internet, this</p>		

<ul style="list-style-type: none"> <li>• Auxiliary Services Update</li> </ul>	21 Sys	Matthew	10 min	problem will be fixed.		
<ul style="list-style-type: none"> <li>• Human Resources Update</li> </ul>	LGI	Emily	10 min	<b>HR Updates:</b>		
<ul style="list-style-type: none"> <li>• Accountability Update</li> </ul>	21CP	Amanda	10 min	<ul style="list-style-type: none"> <li>• Q2 Attendance: Principals, please submit your Q2 staff perfect attendance by 1/12 – Visits will be on 1/17 to present tokens of appreciation.</li> <li>• Mentor/Mentee Changes: To stay in compliance with the TSL grant, mentor/mentees have been restructured. This format will be effective 1/8/24. Ms. Wilson has/will come around to meet with each principal to talk through any issues and will work with the mentors to explain the expectations of the role.</li> <li>• Praxis support <ul style="list-style-type: none"> <li>○ 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 <a href="#">Jordan Wilson</a> for a study code!</li> </ul> </li> <li>• Time <ul style="list-style-type: none"> <li>○ Please make sure part-time employees are not working over 29 hours per week.</li> <li>○ Full-time, classified employees Cannot go over 40 hours a week <ul style="list-style-type: none"> <li>▪ Can clock out for lunch</li> <li>▪ Leave early/arrive late – modify time</li> </ul> </li> <li>○ 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</li> </ul> </li> </ul>		

				<ul style="list-style-type: none"><li>• Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. <a href="#">NCEES Information</a><ul style="list-style-type: none"><li>○ Please do not get behind!!!</li><li>○ If you are a low-performing school – please make sure you have completed a super observation for every teacher in your building. Please remember your super observation is not an additional observation, it can be one of the required observations, it just requires additional documentation. <a href="#">Super Observations</a></li><li>○ Click here for the complete observation timeline: <a href="#">Observation Timeline</a></li><li>○ Mid-Year PDP – 12/15/23</li><li>○ Comprehensive #2 - 12/15/23</li><li>○ Standard #1 - 12/15/23</li><li>○ Abbreviated #1 - 12/15/23</li></ul></li><li>• Non-Certified Evaluations: Please make sure to complete a mid-year evaluation for all classified employees. Please use the form from the following link. Make sure to use the mid-year link not the summative. If you have an employee who does not fit into one of the listed categories, please let me know and we can determine the best fit. Please have these submitted to HR by 12/21. <a href="#">Non-Certified Evaluation Link</a></li><li>• Please refer to the interview process handout and the hiring process handout that was given to you at the Principal's Meeting last week when conducting interviews. If you have any questions, please let the HR department know. <a href="#">Interview Process</a> and <a href="#">Hiring Process</a>. Also, please remember to use the updated reference/staff action form. <a href="#">Updated Reference Form</a></li></ul>	
--	--	--	--	--	--

				<ul style="list-style-type: none"><li>• Travel Tracker Invoices will be sent out monthly</li><li>• Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email <b>ALL</b> completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance. <a href="#">Homebound Handbook</a></li><li>• Make sure the first and second rounds of UFactor videos, video on The Code of Ethics, and the Concussion PowerPoint are being watched.</li><li>• Principals, please continue to ensure that HR is in the loop with employees who are not following through on their commitments of driving buses when needed. If we have refusals of emergency bus routes, HR needs to be aware.</li><li>• ESS updates: Please be sure to report any issues with ESS to Ms. Shaw. Especially if you have trouble with one of the subs and request that they not return to your building. Also, if you notice an uptick in unfilled positions, please let Ms. Shaw know. Please remind teachers that the sooner they can put in the absence the better chance of the position being filled. We are having several unfilled positions, but upon investigation, the absences are not being entered until after 6:30 AM. I know that there are times when teachers wake up sick, just try to get it entered ASAP. <b>Also, if you notice sub positions being changed from unfilled to filled by ESS and are not filled, please let me know.</b></li><li>• K-3 Class size: Even though we are now in compliance, please know that we are still <b>EXTREMELY</b> close to the maximum number of</li></ul>	
--	--	--	--	--	--

students across the district in K-3. Please be understanding if additional shifts within your building have to be made to stay in compliance.

- National Boards: If you are interested in pursuing your National Boards, funding could be available. – Please let me know if you are interested!
- Homegrown Updates
  - Keep pushing Homegrown teachers – See the information attached [Homegrown](#)
  - Homegrown instructors - If you have a homegrown instructor in your building, please let me know so they can get paid at the end of the semester.
  - Homegrown Apprenticeship - We still have room for one more apprentice! If you know someone who would be interested in this opportunity, please let me know.
- Custody Agreements: Please make sure you are aware of any custody agreements. Please read them, make notes, inform teachers, and let me know if you have any questions.

**Upcoming Dates**

- January 12: Attendance List due to Ms. Shaw
- January 17: Attendance Gift Visits to schools

***Accountability Updates:***

**Data Managers Updates:**

- K-5 Class Size Document
  - Please continue to update the class size document as requested. Thank you for your help in this and your immediate response to

				<p>requests to fill in the document. Remember this year's class size caps for the school level are as follows: K-21, 1st-19, 2nd-20, 3rd-20.</p> <ul style="list-style-type: none"> <li>○ <b>If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know.</b></li> <li>• PMR Due- January 12, 2024</li> <li>• Next Meeting <ul style="list-style-type: none"> <li>○ January 17, 2024, at 8:30 in the Staff Development Room at the Central Office. (It is a Wednesday this month.)</li> </ul> </li> </ul> <p>Testing Updates:</p> <ul style="list-style-type: none"> <li>• There will be one last pull for test scores to ensure that we have them all. These will be complete by the end of the day.</li> </ul> <p><a href="#">2023-2024 MCS Testing Calendar</a></p> <p><a href="#">MCS District Testing Plan</a></p>		
<p><b>Process Management</b></p> <ul style="list-style-type: none"> <li>• Media Minute</li> <li>• Other process issues?</li> </ul>	<p>LGI</p> <p>All</p>	<p>Susanna</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p><b><i>Marketing Updates:</i></b></p> <ul style="list-style-type: none"> <li>• Please send Susanna any pictures taken at schools of staff or students wearing blue on Thursday, January 11<sup>th</sup> for National Human Trafficking Awareness Day by NOON on Friday, January 12<sup>th</sup>.</li> <li>• School Connections content to Sean Maness</li> <li>• If someone in your building needs a badge made, please have them reach out to Susanna or Sean before coming.</li> <li>• We want to celebrate all our employees and schools who have received grants. Please send me any background information on the grant, the</li> </ul>		

				<p>notification that you have received the grant, and photos so we are able to publish it.</p> <ul style="list-style-type: none"> <li>• <b>THANK YOU! Our social media presence is out-of-this-world, and it is all thanks to you! Thank you for helping show the community all the positive things that happen in our classrooms daily!</b></li> </ul>		
<p><b>Budget &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Budget Update</li> </ul>	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i></p> <p>No updates at this time.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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