

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 1/22/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Enoc Robledo and Adam Matthews 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	Dale	5 min	Enrollments are going well for the upcoming school year!		
Superintendent Division						
<ul style="list-style-type: none"> What do principals and CSS admin need to know and do? 	All	Dale	5 min			
<ul style="list-style-type: none"> February BOE Agenda 	All	Dale	10 min	Please send agenda items to Cindy Davis.		
<ul style="list-style-type: none"> February Principal Agenda 	All	Dale	10 min	The February Principals Meeting will be Mid-Year review.		
<ul style="list-style-type: none"> Administrative Services Update 	All	Jack	10 min	<p><i>Administrative Services Updates:</i></p> <ul style="list-style-type: none"> January is National Human Trafficking Prevention Month Teenage Dating Violence: PD Window Closes this Wednesday, January 24, 2024 The Sandra Miller Hardship Fund is available to help students in crisis stay in school with funds for clothing, food, school supplies, literacy support, and other needs. Please work with Dr. Cagle and Mr. Mitch Taylor to secure these funds. 		
Learning Division						
<ul style="list-style-type: none"> What do principals and CSS admin need to know and do? 	All	Wade	5 min	Learning Division Updates:		
<ul style="list-style-type: none"> Grant and Federal Program Updates 	GCS	Wade	10 min	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		

<ul style="list-style-type: none"> • Secondary Update 	GCS	Matthew	10 min	do not have access to the folders or have any Title 1 questions, feel free to contact Wade Auman.		
<ul style="list-style-type: none"> • Elementary Update 	GCS	Terri	10 min	<p>NC ILA – All participants for NC ILA should have received an email to register for the upcoming event scheduled for Tuesday, February 6, 2024 at the Embassy Suites Conference Center, Greensboro Airport location. If you did not receive a registration email, please contact Wade Auman.</p> <p>MCC Check-In Meeting – Wade Auman will be meeting with MCC for the purpose of strengthening our partnership with them on Monday February 5th. If anyone has any topics for discussion, please email them to Wade Auman by Friday, February 2nd.</p> <p>Mid-Year Review – We will hold the Mid-Year Strategic Plan review meeting on February 7th beginning at 8:30 am in the MCHS Media Center. All participants should have received a calendar invite with team assignments attached. If anyone has any questions, feel free to contact Wade Auman.</p> <p>NC New Teacher Support Program – NC NTSP is hosting some free Idea Exchange sessions for new teachers. Topics include: Engagement Strategies, Differentiation, Resiliency and many more. More information can be found at: https://ncntsp.org/idea-exchange/</p> <p>Extended Learning and Integrated Student Supports grant – MCS has submitted an ELISS grant to serve elementary schools that meet the requirements for funding. We should hear news of awarded proposals by the end of February. If anyone has any questions regarding the MCS submission, please contact Wade Auman.</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,</p>		
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Terri	10 min			
<ul style="list-style-type: none"> • EC Update 	GCS	Takeda	10 min			
<ul style="list-style-type: none"> • Pre-K Update 	GCS	Vance	10 min			
<ul style="list-style-type: none"> • Differentiation Update 	GCS	Jessica	10 min			

			<p>please contact Wade Auman. District applications are due on January 31, 2024 by email to Wade Auman. Informational Video: PPEERS on Vimeo</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><i>Secondary and CTE:</i></p> <p>High School Registration for 24-25 starts this month. Course Request are due by March 15th. Be Pro, Be Proud 1/22 – 1/24 the NC Career Simulation Trailers will be set up at the High School. If CTE is paying for a bus, please get those invoices turned</p>	
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			<p>in ASAP.</p> <p>FAFSA is now open! Encourage students to complete the application.</p> <ul style="list-style-type: none">- UNC System Schools priority Deadline is March 1st- Some grant programs have earlier cut offs- Many private colleges have not changed their deadlines <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><i>ELEMENTARY:</i></p> <p>As the end of the MOY testing window approaches, please reach out if you need any support.</p> <p>NC Education Corps tutors who have completed training are in the buildings this week. Please arrange for them to shadow literacy blocks in the building and become familiar with intervention resources. Their schedule beginning January 29 will be created to meet the needs of identified students in each school building. As a reminder, tutors will work with no more than three students for 30 minutes at a time.</p> <p>District middle school PDSA groups will meet on January 24, and high school will meet on January 31.</p> <p>There will be an Instructional Facilitators' meeting on Thursday, January 25 at the central office. Elementary will meet at 8:30 am, and secondary will join at 9:30 am.</p> <p>LETRS participants should be working on Unit 7, Session 3 this week. Please continue to complete Bridge to Practice</p>	
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			<p>activities for the three selected students and upload documentation. LETRS Online Professional Learning is taking place on February 9 from 12:30 pm – 3:30 pm.</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 Black.</p> <p><i>EC Updates:</i></p> <p>Title IX</p> <ul style="list-style-type: none"> • Always follow MCS Title IX Compliance Guidance. <p>Exceptional Children</p> <ul style="list-style-type: none"> ○ Future Meetings 3:00 PM-4:00 PM: <ul style="list-style-type: none"> ▪ February 15th – TBD/TRAINING ▪ March 14th - REQUIRED ▪ April 18th – TBD/TRAINING ▪ May 16th - REQUIRED ○ Behavior Team Meeting-today, 2:30 PM, MCS Central Office Conference Room ○ Speech Team Meeting- today, 2:30 PM, MCS Staff Development Room • 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. <ul style="list-style-type: none"> ○ Here is the timeline for planning purposes: <ul style="list-style-type: none"> ▪ February 1st-Deadline for physicals 	
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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 15th** Athlete Registration form for up to three events and a practice relay data sheet.
- **April 17th** –Orientation, 3:30 PM, MCHS Track
- **April 19th** -Games & Banner Parade (each school make a banner)
- **EC Contracted Staff-** EC Contractor Staff
Reminder- MCS expectation is for contracted staff and non-MCS employees to enter through the front door, check-in the main office, and sign in and out.

- **Assistive Technology Team** –Tuesday, May 14th, 3:30-4:30 PM, MCS Staff Development Room
- **Adaptive PE Webinar- APE Report Writing, Thursday, Feb 8th, 3:00 - 4:30 pm**
 - APE Report Writing based on APE Assessments, Hosted by Dreama J McCoy
 - <https://ncgov.webex.com/ncgov/j.php?MTID=m264b410b6aa3c0899865e41214e78dd8>
 - Meeting number: 2424 469 9362
 - Password: siJDQUXB292
 - Join by video system, Dial [24244699362@webex.com](tel:24244699362), You can also dial 173.243.2.68 and enter your

				<p>meeting number.</p> <ul style="list-style-type: none">○ Join by phone +1-415-655-0003 US Toll, Access code: 242 446 99362 <ul style="list-style-type: none">● American Sign Language Storytelling Time for Children<ul style="list-style-type: none">○ The Division of Services for the Deaf and Hard of Hearing is hosting monthly ASL Storytelling Time for children through Zoom from a Deaf storyteller, beginning January 12, 2024. For more information, view the event flier.● Scholarship for Students Identified EC-Exceptional Children’s Assistance Center (ECAC) is proud to offer the Matthew C. Graziadei Achievement Scholarship Award to a North Carolina high school senior with a disability. This award includes a \$1,500 scholarship, to be used for any post-high school learning experience/training or for equipment/technology needed for employment.<ul style="list-style-type: none">○ <u>APPLICATION PROCESS:</u>○ Applications will only be accepted through Monday, February 5, 2024. The award will be presented to the winning student during his/her high school awards ceremony. Based on applications received, additional students may be selected as Runner Up.○ <u>APPLICATION REQUIREMENTS:</u>○ Applicants must submit the following documents for consideration, NOTE NEW REQUIREMENT:<ul style="list-style-type: none">○ Student Information Form – TRANSCRIPTS ARE NOT REQUIRED○ Nominated student must submit a written or dictated paragraph about why they qualify	
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				<p>for this award and how they would use the award to help with their future plans.</p> <ul style="list-style-type: none"> ○ Nomination Narrative - A one-page narrative, completed by a school counselor, student, or someone who knows the student describing the student and his/her accomplishments in relationship to the attributes. Include a brief personal history, education or career goals, and reasons why they should be selected for this award. ○ 3 Letters of Recommendation ○ Administrator from High School: Principal or Assistant Principal ○ A Teacher, Coach, or School Counselor ○ Community Member – can include student’s employer, Minister, another student, service provider, etc. <ul style="list-style-type: none"> • <u>CLICK HERE FOR THE APPLICATION IN ENGLISH</u> • <u>CLICK HERE FOR THE APPLICATION IN SPANISH</u> • <u>DEADLINE:</u> • One copy of the completed, signed application packet must be received by Monday, February 5, 2024. Winner and finalists, if applicable, will be selected by April 12th and the individual nominating the student or the high school counselor will be notified by May 3. Incomplete applications will be deemed ineligible and rejected. • <u>SEND TO:</u> • To send via email, scan your completed application, supporting materials, etc. into a single PDF and email to MCGaward@ecacmail.org. If you have not received an email confirmation within 3 business days, please contact 800-962-6817 before the application deadline. • EC Annual Conference : NC Council for 		
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Exceptional Children February 23-24, 2024. <https://drive.google.com/file/d/1TqGn9yc75l3VvY5sm3qkxEMHf1KDLN1/view?usp=sharing>

- **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:

We have flyers and signs out in the community for our upcoming registration events. If you see a place that needs a flyer let Ms. Absher or Mr. Thomas know.

PreK check-in (virtual) will be Friday, January 26, 2024 at 1:00pm.

Differentiation Updates:

MTSS

- Instructional Facilitators will be working on updating data protocols during PLC's as MOY data is finalized with grade levels.

- SEL Screening for Secondary- All middle school and high school teachers will need to complete initial training for student ratings in Aperture by end of January. 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 intervention plan in ECATS. This includes EC students.
- 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.
- Please make sure your team is keeping meeting minutes of all MTSS meetings.

AIG

- Excellent turn out for Science Fair Registration Night! Mock Regional Science Fair- Information will be sent this week after finalized.
- Thank you for your patience as students worked through gifted portfolios. Jessica will send final AIG student lists to principals.

				<p><u>ESL</u></p> <ul style="list-style-type: none"> • ACCESS testing cannot begin until all building members have completed training modules. • ESL teachers need to attend ACCESS test training tomorrow @ 8:30 in the Staff Development Room • Anyone needing an account that does not currently have one needs to contact Jessica Lowder. <ul style="list-style-type: none"> ○ 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><i>Operations Updates:</i></p> <p>Spring Lockdown drills need to be scheduled. Please coordinate with the Sheriffs Department.</p> <p><i>HR Updates:</i></p> <ul style="list-style-type: none"> • Recruitment Fairs - Please see the link that indicates the job fairs that we will be attending this year. If you know of an open position that you will have for next year, you can add it to the tab located at the bottom of the page. Jordan Wilson will know to look for these. The third tab will be leads that she finds. Please feel free to contact potential leads to start building relationships. Please do not make any offers of jobs without consulting HR first! Allotment meetings will take place mid-March and you will have a better idea of what you will be looking for in the 24-25 school year. Job Fairs. In addition, if you are interested in an international teacher next year, please let me know. • Teacher/Staff Performance Concerns: I will send out a google doc today for you to identify teacher 		

performance concerns that could potentially impact contracts or employment for next year.

- Mentor/Mentee Changes: To stay in compliance with the TSL grant, mentor/mentees have been restructured. This format was 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. Please let me or Jordan know if you do not know who in your building should have a one-on-one mentor or if you have BTs that you have not assigned one one-on-one mentors.

- Praxis support
 - 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 Wilson](#) for a study code!
 - UNCC is also offering FREE classes for Praxis support - please use the link to register and to see what tests are supported! [UNCC Praxis Support](#)

- Time
 - 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
 - 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

- Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. [NCEES Information](#)
 - Please do not get behind!!!
 - 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. [Super Observations](#)
 - Click here for the complete observation timeline: [Observation Timeline](#)
 - Peer Observation for Comprehensive 2/16/24
 - Standard #2 - 2/16/24
 - Abbreviated #2 - 2/16//24
- Please make sure you have submitted classified evaluations HR
- 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. [Interview Process](#) and [Hiring Process](#). Also, please remember to use the updated reference/staff action form. [Updated Reference Form](#)

				<ul style="list-style-type: none">• Travel Tracker Invoices will be sent out monthly • 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 • 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. • K-3 Class size: Even though we are now in compliance, please know that we are still EXTREMELY close to the maximum number of 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<ul style="list-style-type: none">○ 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		
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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 31: Mentor Logs Due to Jordan Wilson
- February 16: Peer Observation for Comprehensive
- February 16: Standard #2
- February 16: Abbreviated #2

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 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.
 - **If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know.**

				<p><i>Test Coordinator Updates:</i></p> <ul style="list-style-type: none"> • Test Coordinator Meeting with ESL <ul style="list-style-type: none"> ◦ Tuesday, January 23 at 8:30 in the Staff Development Room <p>2023-2024 MCS Testing Calendar</p> <p>MCS District Testing Plan</p>		
<p>Process Management</p> <ul style="list-style-type: none"> • Media Minute • Other process issues? 	<p>LGI</p> <p>All</p>	<p>Susanna</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p><i>Marketing Updates:</i></p> <ul style="list-style-type: none"> • Please take a moment to look over your staff lists on the school web pages. If any updates need to be made, please reach out if you have any questions or need training. • School Connections content to Sean Maness • If someone in your building needs a badge made, please have them reach out to Susanna or Sean before coming. • We want to celebrate all our employees and schools who have received grants. Please send me any background information on the grant, the notification that you have received the grant, and photos so we are able to publish it. • 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! 		
<p>Budget & Resources</p> <ul style="list-style-type: none"> • Budget Update 	<p>21 Sys</p>	<p>Mitch</p>	<p>5 min</p>	<p><i>Budget Updates:</i></p> <p>Friday, February 2nd will be the last day for sign-ups for insurance.</p>		

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Next Steps:

SP/SG – strategic priority and strategic goal

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