

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 1/29/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Emily Dunn and Marvin Smith 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	Montgomery County Schools received a seven-million-dollar grant for CTE Expansion!		
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 Mid-Year Review is scheduled for the February Principal's Meeting.		
<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 Child Sexual Abuse Prevention: PD Window Opens this Thursday, February 1, 2024, through February 28, 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	<i>Learning Division Updates:</i>		
<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,		

<ul style="list-style-type: none"> • Secondary Update • Elementary Update • Curriculum Support Update • EC Update • Pre-K Update • Differentiation Update 	<p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p>	<p>Matthew</p> <p>Terri</p> <p>Terri</p> <p>Takeda</p> <p>Vance</p> <p>Jessica</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>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>School Improvement Plans – NCDPI coaches have started providing feedback on SIPs. Please review any coaching comments and address them at an upcoming SIT meeting. Remember, school improvement plans are living documents, and each SIT meeting should have discussions around selected indicators aligned to improvement efforts.</p> <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>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>STEM Class meeting – There will be a STEM classroom</p>		
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			<p>meeting to develop curriculum and share resources on February 13th at PSES starting at 8:15 am. If anyone has topics/concerns regarding the STEM programs, please email Wade Auman.</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 Team Meetings – 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><u>Training Opportunities:</u></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>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><i>Secondary and CTE:</i></p> <p>High School Registration for 24-25 starts this month.</p>		
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			<p>Course Request are due by March 15th.</p> <p>If CTE is paying for a bus, please get those invoices turned in ASAP.</p> <p>Middle School Visit to the high schools for registration will take place January 31st -WMS and February 1st EMS.</p> <p>FAFSA is now open! Encourage students to complete the application.</p> <p>UNC System Schools priority Deadline is March 1st</p> <p>Some grant programs have earlier cut offs</p> <p>Many private colleges have not changed their deadlines</p> <p><i>ELEMENTARY:</i></p> <p>The MOY testing window closes tomorrow. Please reach out if you any assistance is needed. District MOY data will be provided to principals this week.</p> <p>The STAR Reading assessment is available to all third-grade students who have not achieved Read to Achieve proficiency. A Lexile level of 725 is required.</p> <p>High school PDSA groups will meet on January 31.</p> <p>LETRS participants should be working on Unit 7, Session 4 this week. Please continue to complete Bridge to Practice 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</p>	
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EC Updates:

Title IX

- Always follow MCS Title IX Compliance Guidance.

Exceptional Children

- **Future Meetings 3:00 PM-4:00 PM:**
 - **February 15th – TBD/TRAINING**
 - **March 14th - REQUIRED**
 - **April 18th – TBD/TRAINING**
 - **May 16th - REQUIRED**
- **Behavior Team Meeting- February 19th, 2:30 PM, MCS Central Office Conference Room**
- **Speech Team Meeting- February 26th, 2:30 PM, MCS Staff Development Room**
- **Assistive Technology Team Meeting- May 15th, 3:00 PM**
- **PRC 029 Behavior Grant-** Vaping was identified as an area of focus and we are working through the Behavior Support Team to prevent and stop students from vaping.
 - Here is the Entrance Tool for recommending a student to receive direct services from Mr. Scot to Mr. Bryant [MCS Entrance & Exit tool.xlsx](#) . Please email all initial requests to Mr. Scott and Takeda and we will schedule a meeting to determine the next steps.
 - Behavior Support Specialists Assignments
 - **Mr. Kenston Scott**-MLA, Mt. Gilead, Troy, Page St., and MCEC
 - **Mr. James Bryant**-EMS, WMS,

GRES, Star, Candor, and MCHS

- **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 1st**-Deadline for physicals and applications. We are aware of a need to work with the School Health Centers to provide physicals for some students and working a plan of action now. An update will be shared via email for impacted schools. 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)
- **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?MTI>

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- Meeting number: 2424 469 9362;
Password: siJDQUXB292 Join by video system, Dial 24244699362@webex.com, You can also dial 173.243.2.68 and enter your meeting number. Join by phone +1-415-655-0003 US Toll, Access code: 242 446 99362

- **NCDPI EC PD & Calendar of Events-**
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>

Pre-K Updates:

Please continue to promote our registration events.

Attendance for January is due on Wednesday, January 31, 2024. Attach sick notes when sending.

Work to get all GEER funding spent by the first week of March 2024.

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- Training must be completed by the end of January. The district student ratings open on February 5th.

- High School Requirement:

				<ul style="list-style-type: none"> ▪ Principals/APs/IFs/Teachers: Introduction to the Aperture System: HSE SSR (~ 1 hour) ○ Middle School Requirements: <ul style="list-style-type: none"> ▪ Principals/APs/IFs: Aperture Essentials for School Leaders: Section 1 (~30 minutes) ▪ Teachers: Aperture Essentials for Educators: Section 1 (~30 minutes) <p><u>Standing Reminders:</u></p> <ul style="list-style-type: none"> • 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. <p><u>AIG</u></p> <ul style="list-style-type: none"> • Mock Regional Science Fair- February 8th @ Page Street Elementary Gym beginning at 5:30 PM <p><u>ESL</u></p> <ul style="list-style-type: none"> • ACCESS testing is underway. Please continue to be flexible as groups adjust accordingly. Make sure the test plans are updated to reflect any changes. • ACCESS Window: January 22nd- March 8th • ESL Monthly PLC- February 13th 		
<p>Operations Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Matthew	10 min	<p><i>Operations Updates:</i></p> <p>The Adobe package has been rolled out to students; he is</p>		

<ul style="list-style-type: none"> • Auxiliary Services Update 	21 Sys	Matthew	10 min	<p>working on teachers now.</p> <p>Cameras will be changed at MCHS.</p>		
<ul style="list-style-type: none"> • Human Resources Update 	LGI	Emily	10 min	<p><i>HR Updates:</i></p>		
<ul style="list-style-type: none"> • Accountability Update 	21CP	Amanda	10 min	<ul style="list-style-type: none"> • Teacher of the Year: Please use the google form to nominate the Teacher of the Year to represent your school. As a reminder, your nominee must hold a Continuing License, be employed full-time, and spend at least 70% of his or her time in direct instruction of North Carolina public school students. Please have your selection entered by Feb 23, 2024. TOY Link • 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 sent out a google doc last week for you to identify teacher performance concerns that could potentially impact contracts or employment for next year. Please use the Google Doc to identify any concerns. • 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!!!

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| | | | | <ul style="list-style-type: none">○ 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 <ul style="list-style-type: none">● 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● 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 | |
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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
 - 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 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.**
- PMR Due- February 13, 2024
- Next Meeting
 - February 14, 2024, at 8:30 in the Staff Development Room at the Central Office. (It is a Wednesday this month.)
- SADLS Report- Due by February 9th

Testing Updates:

- ACCESS Window is open now thru March 8th.
- ACT is scheduled for 2/27 at all three campuses.
 - MCHS training 2/6
 - MLA training 1/29
 - MCEC training 2/15
- CCRAA 11 is scheduled for 2/27.
 - MCHS training 1/30
- Extend I Grade 11 is schedule for 2/28.
 - MCHS training 1/29
- WorkKeys (testing date TBD)
 - MCHS training 2/8
 - MCEC training 2/13

				<ul style="list-style-type: none"> ○ MLA training 2/14 <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? 	LGI All	Susanna Dale	5 min 5 min	<p>Marketing Updates:</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 	21 Sys	Mitch	5 min	<p>Budget Updates:</p> <p>The Pierce Benefit Representatives will be at the Central Office on Friday, February 2nd.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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

