

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 2/5/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to JaMese Black and Dr. Amy Reynolds 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
--------------------	--------------	-------------------------	-------------	------------------------	--------------------	----------------

Celebrations	All	Dale	5 min	<p>Yenny Vences, wrestler at MCHS, finished fourth at regionals and advances to the state finals.</p> <p>Our Beginning Teacher of the Year, Megan Strong will start the NC Beginning Teacher of the Year process this month!</p>		
Superintendent Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • February BOE Agenda • February Principal Agenda • Administrative Services Update 	All	Dale	5 min	<p>Board Agenda is set for the February Board Meeting.</p> <p>February Principals Meeting is the Mid-Year review.</p> <p><i>Administrative Services Updates:</i></p> <p>National School Counselors’ Week (February 5 - February 25, 2024) Black History Month Career and Technical Education Month Character Traits: Contemplation/ Cooperative Child Sexual Abuse PD – February 1 – February 28</p> <p><u>Sportsmanship:</u> <i>As we approach sporting events, I would like to take a moment to remind everyone of the significance of practicing good sportsmanship. Sportsmanship is an integral part of any game or competition, reflecting not only our individual characteristics but also the values of our team and organization. It goes beyond the final score and contributes to the overall positive experience for everyone involved, including players, coaches, officials,</i></p>		

				<i>and spectators.</i>		
<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>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><i>Learning Division Updates:</i></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>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>Perkins Innovation Grant – MCS received a federal Perkins Innovation grant to expand medical pathways and create new opportunities for students. We have meetings scheduled this week to start implementation discussions. More information will be coming out soon. If anyone has questions, feel free to contact Wade Auman.</p> <p>School Climate Grant meeting – There will be an SCTG meeting on February 15th. If anyone has any topics/concerns for discussion, please contact Jack Cagle or Wade Auman.</p> <p>Teacher and School Leader Grant meeting – There will be a TSL grant meeting on February 14th. If anyone has any topics/concerns for discussion, please contact Jessica Lowder or Wade Auman.</p> <p>NC ILA – Session 9 of NC ILA is scheduled for Tuesday,</p>		

			<p>February 6, 2024, at the Embassy Suites Conference Center, Greensboro Airport location. Please bring all that you need to prepare for an upcoming Weekly Data Meeting: standards, tasks, exemplars, student work, etc.</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>STEM Class meeting – There will be a STEM classroom 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:</p>	
--	--	--	---	--

			<p>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>February is CTE Month 2/9 PD Day All CTE teachers will have their PLC meetings at the CTE building starting at 12:30.</p> <p>2/8 Leadership Montgomery will tour MCHS and have Lunch at CTE</p> <p>CTE Concentrator Feedback Surveys are Due by the end of the month. Mrs. Rice-Tucker is coordinating that with the high school teachers.</p> <p>Registration is ongoing and HS Counselors are working to get course request in.</p> <p>Upcoming Dates</p> <p>Feb 23rd and 24th CTE Regional SKILLS USA Event in Salisbury</p> <p><i>ELEMENTARY:</i></p> <p>The STAR Reading assessment is available to all third-grade students who have not achieved Read to Achieve proficiency. Reading Retained students have been added to school rosters within the program. A Lexile level of 725 is required.</p>	
--	--	--	---	--

			<p>Elementary Instructional Facilitators will meet at 8:30 am on Thursday, February 8 in the Board Room to review MOY data and create Individual Reading Plans.</p> <p>LETRS participants should be working on Unit 7, Session 5 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. Links will be sent to participants today. Handouts for the session have been provided to each school.</p> <p>The following MCS administrators will have required 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- 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**
- **Federal Indicator 13-Post Secondary
Transition-** We are on the monitoring list for the 2024-2025 school year as we support SWD age 16 or older. Please expect more information after the March Director's Institute.
<https://drive.google.com/file/d/1chxSXjlUTycpfDcOkzWy4yfjc593zPJP/view?usp=sharing>
- **PRC 029 Behavior Grant- We are working on a
schedule for efficiency and growth. The final
schedule will be shared next week and is flexible
based on need.**
 - Spring CPI Training (20-seats available)
 - February -Complete online modules.
Email Mr. Kenston Scott to secure
an online seat.
 - March 29th-Attend in-person
training. 8:30-2:30, location TBD.
 - 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- Friday, April 19, 2024, 8 AM-
Noon, at Montgomery Central High School.**

Currently, we have 3 of 30 eligible students signed-up. We need at least 15 students to host the event. Schools are encouraged to work with parents to confirm the interest of all eligible students.

- Here is the timeline for planning purposes:
 - 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)

- **NC Assistive Technology Training**
<https://drive.google.com/file/d/1dFo8S1J1Rs5q1yieOKs1xNtH1wcipVT/view?usp=sharing>
- **Policy Guidance on AT**
<https://educationtechpoints.us19.list-manage.com/track/click?u=4ae46b04715bada9d037611e5&id=6440ff0640&e=0f67e725b5>
- **2024 Weekly Verifications:** Occupational Course of Study (OCS)- Be on the lookout for verification

for students in Grades 8-12 for the next nine weeks.

- OCS Verification#1: OCS Consideration
Verify that an OCS Considerations document has been completed for each student under consideration for the OCS. The Occupational Course of Study is available for those students with disabilities who are specifically identified forth is program. These requirements are listed in Sections II, IV and VI and VII of the GRAD-004policy. The completion of the OCS Considerations document is the necessary artifact that confirms the student has been determined appropriate for the OCS graduation pathway. 2 Learn more recording linked below:(recording timeapprox.50minutes)
<https://www.livebinders.com/media/get/MjM0NTM5NTM=>

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

Pre-K Updates:

Mr. Thomas has a virtual PreK State Advisory meeting on February 8 from 10:00am-1:00pm.

PreK PLC meeting at 1:00pm on February 9, 2024. More information will come out later this week.

Differentiation Updates:

MTSS

- Plan review should be completed to show that a student receiving intervention has gone through a cycle. This is completed in ECATS and notes are added under the student graph.
- Anytime a plan is modified, multiple data points after this change are required to indicate progress. Until then, ECATS will say not enough data.
- Instructional Facilitators will be working on updating data protocols during PLC's as MOY data is finalized with grade levels.
- Middle and High School: Student ratings for Aperture open up this week. I will provide more information on what this will look like at the principals meeting.
 - If training still needs to be completed, please use the links below.
 - High School Requirement:
 - Principals/APs/IFs/Teachers: [Introduction to the Aperture System: HSE SSR](#) (~ 1 hour)
 - Middle School Requirements:
 - Principals/APs/IFs:: [Aperture Essentials for School Leaders: Section 1](#) (~30 minutes)
 - Teachers:: [Aperture Essentials for Educators: Section 1](#) (~30 minutes)

Standing Reminders:

- Any student receiving intervention should have an intervention plan in ECATS. This includes EC

				<p>students.</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Flyer has been sent home. Please remind families! Participants will need to bring their project board and any display materials with them. <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. ESL PLC- February 13th 		
<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 Division Updates:</i></p> <p>An HVAC Mechanic will be starting on Feb 18th.</p> <p><i>HR Updates:</i></p> <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 		

				<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: Complete the google doc that was shared on 1/22/24 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. 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<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 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	
--	--	--	--	--	--

				<ul style="list-style-type: none">• Time<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)• Attached is the information from the principals’ meeting concerning PDPs, observations, and super observations. NCEES Information<ul style="list-style-type: none">○ 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](#)

- 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
 - 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
- February 23: TOY nomination due via google form

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

				<ul style="list-style-type: none"> • Next Meeting <ul style="list-style-type: none"> ◦ 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 <p>Testing Updates:</p> <ul style="list-style-type: none"> • ACCESS Window is open now thru March 8th. • Check-In Window is open now. <ul style="list-style-type: none"> ◦ Please make sure you are checking SIQs prior to testing. • ACT is scheduled for 2/27 at all three campuses. <ul style="list-style-type: none"> ◦ MCHS training 2/6 ◦ MLA training 1/29 ◦ MCEC training 2/15 • CCRAA 11 is scheduled for 2/27. <ul style="list-style-type: none"> ◦ MCHS training 1/30 • Extend I Grade 11 is schedule for 2/28. <ul style="list-style-type: none"> ◦ MCHS training 1/29 • WorkKeys (testing date TBD) <ul style="list-style-type: none"> ◦ MCHS training 2/8 ◦ MCEC training 2/13 ◦ 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? 	<p>LGI</p> <p>All</p>	<p>Susanna</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p>Marketing Updates:</p> <ul style="list-style-type: none"> • Pre-K and Kindergarten Registration in coming up. Please make sure that your schools date is advertised to parents and your community. Use all your communication channels, including your 		

				<p>school's marquee, to reach as many folks as possible. Flyers were printed and delivered to each school, if you need extra flyers or packets, please let us know.</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><i>Budget Updates:</i></p> <p>Multiple job classifications are overstaffed. Obvious examples of this include custodian and bus monitors (among others). That was fine when we had the Covid money, but those funds will be expiring. Dr. Ellis knows it will not be popular, but we are going to have to look at tightening our belt, beginning now and carrying over to next year. Discussions will be ongoing on how to address overstaffing issues.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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