

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 2/12/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Janet Deaton 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 |
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| Celebrations | All | Dale | 5 min | | | |
| 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"> • March BOE Agenda | All | Dale | 10 min | Please send agenda items to Cindy Davis. | | |
| <ul style="list-style-type: none"> • March Principal Agenda | All | Dale | 10 min | Please send agenda items to Terri Absher or Wade Auman. | | |
| <ul style="list-style-type: none"> • Administrative Services Update | All | Jack | 10 min | <p><i>Administrative Services Updates:</i></p> <p>Black History Month – please share any events going on in your building to your social media pages.</p> <p>Child Sex Trafficking PD is open now.</p> <p>The Diversity and Inclusion Taskforce Meeting is next Tuesday, February 20th, 2023, at 3:30pm in the MCHS Media Center.</p> | | |
| Learning Division | | | | | | |
| <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? | All | Wade | 5 min | | | |
| <ul style="list-style-type: none"> • Grant and Federal Program Updates | GCS | Wade | 10 min | | | |
| <ul style="list-style-type: none"> • Secondary Update | GCS | Matthew | 10 min | | | |
| <ul style="list-style-type: none"> • Elementary Update | GCS | Terri | 10 min | Individualized School PD Surveys – Principals, please | | |

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| <ul style="list-style-type: none"> • Curriculum Support Update | GCS | Terri | 10 min | make sure the PD surveys for your school have been disseminated to your teachers. We would like to begin looking at teacher requests and would like all surveys to be completed by this Friday, February 16th. If you have any questions, feel free to contact Wade Auman. | | |
| <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 | Micro-Credential Signup Sheet – Principals, please have submissions for the micro-credentials completed by Friday, February 16th. We need to move forward with grouping and registration. If anyone has questions, feel free to contact Wade Auman. | | |
| <ul style="list-style-type: none"> • Differentiation Update | GCS | Jessica | 10 min | <p>MCC Meeting – We will be meeting with MCC this week to discuss course sequencing and other partnership topics. If anyone has any topics/questions/concerns, please share them with Matthew Swain or 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>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>Principals’ PLC – We will hold our quarterly Principals’ PLC on February 28th at 8:30 am in the Staff Development Room. Please add any topics for discussion to the linked agenda in the calendar invite. If you have any questions, please contact a Learning Team member.</p> | | |

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| | | | <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>February is CTE Month</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> | |
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| | | | <p>If you have a transfer student or any more mid-year promotions at this point, please pay close attention to Concentrator Status because WorkKeys testing is coming up.</p> <p>Registration is ongoing, and HS Counselors are working to get course requests in.</p> <p><u>Upcoming Dates:</u></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>LETRS participants should be working on Unit 7, Session 6 this week. Please continue to complete Bridge to Practice activities for the three selected students and upload documentation.</p> <p>Instructional Rounds scheduled at Mt. Gilead Elementary tomorrow (February 13) have been postponed. Instructional Rounds will take place on February 21 at 8:30 am at Montgomery Central High School.</p> <p>PreK and Kindergarten registrations events will take place on February 20 at Candor Elementary and February 21 at Troy Elementary.</p> <p><i>EC Updates:</i></p> | |
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EC Tuition Reimbursement
Memo https://drive.google.com/file/d/16d_d_ykcIP_uxhTG0nqnFZ0R12IW_X9u/view?usp=drivesdk

The in-person CPI training in March is no longer scheduled for the No-day in March. A new March date will be shared next week.

An APH Legally Blind Census Document was placed in ECATS by PCG. A tipsheet for capturing the data will be released from the DPI soon.

IEP Team Membership Clarification- A regular education teacher for the purpose of an IEP Team meeting is a Math, Science, ELA, Social Studies or CTE Teacher. For students receiving instruction in a self-contained classroom/Extend Content Standards, the Health/PE teacher who provides adaptive PE is the regular education teacher.

EC DPI PD Calendar <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>

Pre-K Updates:

PreK registration tomorrow at Wescare Center for Children in Troy from 12-6:00pm.

Please continue to promote our registration events.

Differentiation Updates:

TSL Grant

- Monthly team meeting- Wednesday, February 14th

Gear-Up Grant

- Jessica is working with Gear Up staff and finance to make sure teachers receive their stipend for completing MATHIA PD through Carnegie Learning.

MTSS

- Aperture Education: High School Only
 - Student Self Ratings: Wait to hear from Jessica Lowder on when students will begin their ratings.
- Instructional Facilitators will be working on updating data protocols during PLCs as MOY data is finalized with grade levels.

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

- Our district Spelling Bee will take place this Thursday, February 15th beginning at 4:00 PM in

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| | | | | <p>the MCHS Auditorium.</p> <ul style="list-style-type: none"> The Sandhills Regional Science Fair will take place this Saturday, February 17th at UNC-Pembroke. Governor’s School Update- The team at NCDPI are still reviewing applications at this time. <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. | | |
| <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>Operations Division:</p> <p>Please be vigilant on phishing emails and scams. If you receive a phishing email, please forward it to the Technology Department.</p> <p>HR Updates:</p> <ul style="list-style-type: none"> 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**

- 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](#)
 - Part-time employees: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.
- 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](#) – Please announce your TOY to your staff on Mar 1, 2024. Ms. Wilson will send out portfolios and the next steps the week prior to spring break.
- 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.

- Principals - Please sign up for an allotment meeting [Link](#)
- Retention Letters/Transfer List: These documents will be sent out by the end of the week.
- Teacher Working Conditions Survey:
 - Please make sure to send me your POC. That way I can make sure your school is receiving all of the communication from the office of TWC.
- 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
 - 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](#)

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| | | | | <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• 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. | | |
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- 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.

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
- May 17th: TOY Interviews
- May 20th: Teacher of the Year/Retirement Banquet

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.)

Testing Updates:

- ACCESS Window is open now thru March 8th.
- Check-In Window is open now.
 - Please make sure you are checking SIQs prior to testing.
- 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 scheduled for 2/28.
 - MCHS training 1/29
- WorkKeys 2/20 (MCHS) TBD (MLA) TBD (MCEC)
 - MCHS training 2/8

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| | | | | <ul style="list-style-type: none"> ○ 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><i>Marketing Updates:</i></p> <ul style="list-style-type: none"> • Pre-K and Kindergarten Registration is coming up. Please make sure that your schools date is advertised to parents and your community. Use all your communication channels, including your 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. • 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! | | |

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| | | | | Thank you for helping show the community all the positive things that happen in our classrooms daily! | | |
| Budget & Resources | | | | | | |
| <ul style="list-style-type: none"> Budget Update | 21 Sys | Mitch | 5 min | <i>Budget Updates:</i> No updates at this time. | | |

Next Steps:

SP/SG – strategic priority and strategic goal

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