Montgomery County Schools

Meeting Agenda
Group: Cabinet
Date/Time: 2/19/24- 9:00 a.m.
Place: Central Office
Facilitator/Leader: Dale Ellis
Attending: Central Support and Assigned Principals (Thanks to Jessalyn Spell 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	Time	Action(s)	Assigned	By When
		Reporting		Taken	То	

Celebrations	All	Dale	5 min	The MCHS Women's Basketball coach, Danasia Dumas is the Mid-Piedmont 3-A Women's Basketball Coach of the Year! The MCHS Wrestling team had five qualify for the state tournament! They earned 2 nd place in the 132lb weight class and 6 th place in the 129lb weight class. MCHS won 2 nd place, 4 th place, and 5 th place in the SkillsUSA western regional for woodworking! Four students will represent MCS at the state level science fair!
Superintendent Division				
• What do principals and CSS admin need to know and do?	All	Dale	5 min	
March BOE Agenda	All	Dale	10 min	Please send agenda items to Cindy Davis.
March Principal Agenda	All	Dale	10 min	Please send agenda items to Terri Absher or Wade Auman.
• Administrative Services Update	All	Jack	10 min	Administrative Services Updates:
				 Black History Month – please share any events going on in your building to your social media pages. Child Sex Trafficking PD is open February 1 - February 28th. Sex Trafficking Prevention PD is open February 2 - February 29th. The Diversity and Inclusion Taskforce Meeting is Tuesday, February 20th, 2024, at 3:30 pm in the MCHS Media Center.

				 Guidance Counselor's Meeting on Wednesday, February 22, 2024, at 12:00 PM February 20th - World Day of Social Justice
 Learning Division What do principals and CSS admin need to know and do? Grant and Federal Program Updates Secondary Update Elementary Update Curriculum Support Update 	All GCS GCS GCS GCS	Wade Wade Matthew Terri Terri	5 min 10 min 10 min 10 min 10 min	February 22, 2024, at 12:00 PM • February 20 th - World Day of Social Justice <i>Learning Division Updates:</i> 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. Individualized School PD Surveys – The response rate has been very low for some schools. Principals, please review your response rate and have teachers provide their input. We need to begin looking at teacher requests and need all
 EC Update Pre-K Update Differentiation Update 	GCS GCS GCS	Takeda Vance Jessica	10 min 10 min 10 min	 we need to begin holding at eacher requests and need and surveys to be completed by this Tuesday, February 20th. We will move forward with PD selection based upon the data we have at the end of this week. If you have any questions, feel free to contact Wade Auman. Digital Learning Coach meeting – There will be a DLC meeting on February 20th at 2:00 pm. If anyone has any topics/concerns for this meeting, please email them to Wade Auman. Micro-Credential Signup Sheet – Principals, there are some additional seats available if you have teachers interested in micro-credentials. If you have additional teachers needing to take a micro-credential, please email Wade Auman to add seats to your school on the spreadsheet. Principals' PLC – We will hold our quarterly Principals'

Elementary After-School Programming – The School after-school programming has started. sure you are keeping accurate daily attendance tracking the payments made by families. Mr. 'be contacting you for this information. If an further information, please after-school handbook for any questions. If an further information, please reach out to Vance Wade Auman. School Improvement Team Meetings – If you for any Learning Team member to attend an u meeting at your school, feel free to contact us. Training Opportunities: PTEC PD Offerings – If any staff members ar in Professional Development, please look ove course offerings for 2023-24. If anyone is inte attending, please communicate with your prin then email Terri Absher to be signed up. Pleas link below to access the course offerings: PROFESSIONAL DEVELOPMENT ptec (p NC New Teacher Support Program – NC NTS some free Idea Exchange sessions for new tea include Engagement Strategies, Differentiatio and many more. More information can be four https://nentsp.org/idea-exchange/	we and Thomas will refer to the invoid like invould like invoid like upcoming SIT invoid like invould like invoid like upcoming SIT invoid like invoid like invoid like upcoming SIT invoid like upcoming SIT
Secondary and CTE: I will be out of town Monday-Wednesday of t	this week

please email or text me if you need anything.
February is CTE Month, and this week is National FFA week for Agriculture Education.
CTE Concentrator Feedback Surveys are Due by the end of the month. Mrs. Rice-Tucker is coordinating that with the high school teachers.
Registration is ongoing, and HS Counselors are working to get course requests in.
Upcoming Dates:
Feb 23rd and 24th CTE Regional SKILLS USA Event in Salisbury
ELEMENTARY:
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.
LETRS participants should be working to complete Unit 7 this week. Please continue to complete Bridge to Practice activities for the three selected students and upload documentation.
PreK and Kindergarten registrations events will take place on February 20 at Candor Elementary and February 21 at Troy Elementary.
Instructional Rounds will take place on February 21 at 8:30 am at Montgomery Central High School.
The Instructional Facilitators' meeting scheduled for

February 22 is cancelled due to EVAAS training.
EC Updates:
Title IX
Always follow MCS Title IX Compliance
Guidance.
Exceptional Children
• Future Meetings 3:00 PM-4:00
PM:
 March 14th – REQUIRED-
Email topics of interest to Takeda
LeGrand. (Manifestation
Determination Review/IEP Team
Membership/)
April 18th –
TBD/TRAININGMay 16th - REQUIRED
• Behavior Leam Meeting- February 19th, 2:30 PM, MCS Central
Office Conference Room
• Speech Team Meeting- February
26 th , 2:30 PM, MCS Staff Development
Room
Assistive Technology Team Meeting-
May 15 th , 3:00 PM
Updated Vision Screening Guidance
from DPI-
https://drive.google.com/file/d/1UnPIKEfwzc1j6
<u>R15n7jAHizG0 9vphPq/view?usp=drive link</u>
• 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. MCS Staff
Development Room.
 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 <u>Special Olympics</u>
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 th -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/1dFo8S1J1Rs5q1 y ieOKs1xNtH1weipVT/view?usp=sharing • Policy Guidance on AT https://educationtechpoints.us19.list- manage.com/track/click?u=4ae46b04715bada9d 037611e5&cid=6440ff0640&c=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#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the OCS Verification and Professional Learning
https://drive.google.com/file/d/1dFo8S1J1Rs5q1y ieOKs1xNtH1wcipVT/view?usp=sharing• Policy Guidance on AThttps://educationtechpoints.us19.list- manage.com/track/click?u=4ae46b04715bada9d 037611e5&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#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
 y ieOKs1xNtH1wcipVT/view?usp=sharing Policy Guidance on AT https://educationtechpoints.us19.list- manage.com/track/click?u=4ae46b04715bada9d 037611e5&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#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
 Policy Guidance on AT https://educationtechpoints.us19.list-manage.com/track/click?u=4ae46b04715bada9d 037611e5&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#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
https://educationtechpoints.us19.list- manage.com/track/click?u=4ae46b04715bada9d 037611e5&id=6440ff0640&e=0f67e725b5•2024 Weekly Verifications: Occupational Course of Study (OCS)- Be on the lookout for
manage.com/track/click?u=4ae46b04715bada9d037611e5&id=6440ff0640&e=0f67e725b5•2024 Weekly Verifications: OccupationalCourse of Study (OCS)- Be on the lookout for verification for students in Grades 8-12 for the next nine weeks.•OCS Verification#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
 037611e5&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#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
 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#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
Course of Study (OCS)- Be on the lookout for verification for students in Grades 8-12 for the next nine weeks. OCS Verification#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
 verification for students in Grades 8-12 for the next nine weeks. OCS Verification#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
 nine weeks. OCS Verification#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
OCS Verification#3: Occupational Course of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
of Study (OCS) Weekly Communication Verifications 2024: Week 3: Implementing the
Verifications 2024: Week 3: Implementing the
OCS Verification and Protessional Learning
Community (PLC) resource. Please share each
weekly communication with all appropriate 8 th
through 12th grade Exceptional Children (EC)
staff. (Reminder, a document containing all 9
verifications with resources will be provided at
week 9 along with OCS Verification #9.) OCS
Verification #3: Verify that EC school site staff
have created a list of the Least Restrictive
Environment (LRE)
https://iris.peabody.vanderbilt.edu/wp-
content/uploads/pdf_info_briefs/IRIS_Least_Restri
ctive_Environment_InfoBrief_092519.pdf and
Individualized Education Program (IEP) services
and support needs for each student identified as
appropriate for the OCS. Verification of required
IEP services and location of services is necessary
for scheduling appropriately. Learn more about the
LRE and IEP by reviewing EC Policy Manual
linked below: (see page 27) NC EC Policy Manual
*Note: Module 4d LRE and ESY.6.26.18 (nc.gov)
may provide additional clarification on the process
of determining the LRE for each student.

https://www.dpi.nc.gov/documents/ec/module4d-lre-and-esy/download?attachment • NCDPI EC PD & Calendar of Events- https://www.dpi.nc.gov/districts- schools/classroom-resources/exceptional- children/ec-events • EC Teachers, please remember that all IEPs due through September 2024 should be completed this school year and ALL reevaluations due through October 2024 should be completed this school year. • EC Teachers, please make sure that all your student's folders have a signed consent to serve. • Reminder that all reevaluations with testing must be reviewed by Dee Dee Terry 7-10 days before the eligibility meeting. • Reminder that all Initial Referrals must be reviewed by Dee Dee Terry 7-10 days prior to the initial referral meeting and 7-10 days prior to the initial referral meeting and 7-10 days prior to the eligibility meeting.
<i>Pre-K Updates:</i> Registration events this week and next. For all staff-we want to provide meaningful opportunities for families to
engage in their child's education and to begin to develop partnerships with families.
Differentiation Updates:
MTSS Middle Schools have done a great job completing

Operations Division				student ratings! Discussion of what to do with the results will come at the upcoming principal PLC 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 PLC's as MOY data is finalized with grade levels. <u>Standing Reminders:</u> • 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. <u>AIG</u> • Governor's School Update- The team at NCDPI are still reviewing applications at this time. <u>ESL</u> • ACCESS testing is underway. Please continue to be flexible as groups adjust accordingly. Make sure the test plans are updated to reflect any changes.
• What do principals and CSS admin need to know and do?	All	Matthew	10 min	<i>Operations Updates:</i> No updates at this time.

 Auxiliary Services Update 	21 Sys	Matthew	10 min	
• Human Resources Update	LGI	Emily	10 min	HR Updates:
• Accountability Update	21CP	Amanda	10 min	 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 for Comprehensive 2/16/24 Standard #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 employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.
				opens on March 1st. Teachers will receive an email from <u>NCTWC@adi.org</u> containing the survey.

Please review the attached documents for
additional information. Please encourage everyone
to participate.
$\circ \underline{\text{Timeline}}$
• <u>FAQ</u>
• 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. <u>TOY Link</u> – 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
Detention Letters/Terrefor L' (D) 1 (1
Retention Letters/Transfer List: Please complete by
March 1 – Please note for the transfer list, this is

 only to be completed if an employee wants to transfer schools/locations. If an employee wishes to move grade levels/assignment within the building that is to be worked out with the employee and the supervisor. 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 <u>Jordan Wilson</u> 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! <u>UNCC Praxis Support</u>
Time OPlease 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
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
students deross the district in IC-3.1 lease 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 <u>Homegrown</u> 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 February 16: Peer Observation for Comprehensive February 16: Standard #2 February 16: Abbreviated #2
 February 23: TOY nomination due via google form February 28: Mentor Logs due to Jordan Wilson March 1: TWC Survey Window opens. March 1: Announce/Post School TOY 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- March 13, 2024 Next Meeting March 12, 2024, at 8:30 in the Staff Development Room at the Central Office. Testing Updates: Candor will be participating in NAEP testing next Monday. ACCESS Window is open now thru March 8th. School Test Coordinators should have received ACT Refresher videos this morning from AJ. Please share these with test administrators. ACT is scheduled for 2/27 at all three campuses. MCHS training 2/6 	
	 March 12, 2024, at 8:30 in the Staff Development Room at the Central Office. <u>Testing Updates:</u> Candor will be participating in NAEP testing next Monday. ACCESS Window is open now thru March 8th. School Test Coordinators should have received ACT Refresher videos this morning from AJ. Please share these with test administrators. ACT is scheduled for 2/27 at all three campuses. 	
	 MCEC training 2/13 MLA training 2/14 	

				2023-2024 MCS Testing Calendar
				MCS District Testing Plan
Process Management				
Media Minute	LGI	Susanna	5 min	Marketing Updates:
• Other process issues?	All	Dale	5 min	 Pre-K and Kindergarten Registration o-FISH-ally starts this week. 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! Thank you for helping show the community all the positive things that happen in our classrooms daily!

Budget & Resources • Budget Update 21 Sy	21 Svg	21 Sys Mitch	5 min	Budget Updates:	
	21 Sys			No updates at this time.	

Next Steps:

SP/SG – strategic priority and strategic goal Distribution: Central support administrators, building administrators, and web page.