

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 3/4/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Enoc Robledo 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	After school at EMS is very successful.		
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	March BOE agenda is set.		
<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	Administrative Services Updates: <ul style="list-style-type: none"> • National Women’s History Month • Read Across America Week – March 4 – 8th • Music in our School Month • National Nutrition Month • Youth Art in our School Month • Say Something Week – March 4 – 8th (Please post pictures to your websites. • Nation School Social Work Week – This week • International Women’s Day – March 8, 2024 • International Social Emotional Learning/SEL Day – March 8, 2024 		
Learning Division						
<ul style="list-style-type: none"> • What do principals and CSS admin need to 	All	Wade	5 min	<i>Learning Division Updates:</i>		

know and do?						
<ul style="list-style-type: none"> Grant and Federal Program Updates Secondary Update Elementary Update Curriculum Support Update EC Update Pre-K Update Differentiation Update 	GCS	Wade	10 min	<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>Individualized School PD Surveys – Principals, if you have not turned in your feedback on the PD survey data you received at Principals’ PLC, please bring it to Principals’ meeting this week. We will begin looking for vendors and dates for upcoming PD. If you have any questions, feel free to contact Wade Auman.</p> <p>Education Value-Added Assessment System (EVAAS) – The preview phase of the Teacher roster verification process will begin on April 4, 2024. This period will be utilized to ensure that all teachers have access to the system and understand the importance of the roster verification process. Principals, go ahead and be reviewing your staff lists to make sure teachers are correct on your staff roster. If anyone has any questions, feel free to contact Wade Auman.</p> <p>School-Based Mental Health Grant – Montgomery County Schools will be working on a SBMH submission to US Ed. for a recently released grant opportunity. If anyone has any ideas or things they would like to see added to the grant, please contact Wade Auman.</p>		
	GCS	Matthew	10 min			
	GCS	Terri	10 min			
	GCS	Terri	10 min			
	GCS	Takeda	10 min			
	GCS	Vance	10 min			
	GCS	Jessica	10 min			

			<p>PRC 189 After-School Tutoring – Principals, the attendance for all PRC 189 tutoring should be kept on paper. The PowerSchool component will not be added until the end of the year. The attendance data will be added for the end of year report by the Learning Team. Please keep accurate attendance of all 4th and 5th graders attending.</p> <p>Micro-Credential Signup Sheet – Principals, there are still 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.</p> <p>Teacher and School Leader grant meeting – We will have a grant meeting with our TSL partners on March 6th. If anyone has any questions, or topics for discussion please email them to Jessica Lowder or Wade Auman.</p> <p>PTEC Signature School event – All participants in the PTEC Signature School event should have received an email to sign up. If anyone has questions, feel free to contact Wade Auman. The event will take place on March 7, 2024 at 9:00 am on the campus of UNCG.</p> <p>Elementary After-School Programming – 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</p>		
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			<p>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><u>Upcoming Dates:</u></p> <p>EVAAS Dates – Teacher Preview Phase: April 4-17, 2024, Teacher Verification Phase: April 18-May 8, 2024, School Verification Phase: May 9-22, 2024, District Verification Phase: May 23-June 19, 2024</p> <p><i>Secondary/CTE Updates:</i></p> <p>High School Registration is wrapping up. Rising 9th Graders are registering in the next couple weeks.</p> <p>MCEC Applications have closed with ~ 145</p>		
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			<p>applicants.</p> <p><u>Upcoming Dates:</u> MCEC Lottery March 19 March 25th WMS 5th Grade Visits Coffee, Careers, and Conversations will be in April Camp Timberwolf July 8-11</p> <p><i>Elementary Updates:</i></p> <p>LETRS participants should be working on Unit 8, Part 1 this week. Please continue to complete Bridge to Practice activities for the three selected students and upload documentation.</p> <p>Instructional Rounds will take place tomorrow morning at Mt. Gilead Elementary School.</p> <p>Quarter 3 classroom walk-throughs will end on March 20. All principals, assistant principals, IFs, and assigned district staff should complete five CWTs each week.</p> <p>There will be an Instructional Facilitators' meeting on March 7. Elementary IFs will meet at 8:30 am, and secondary will join at 9:30 am</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 Future Meetings 3:00 PM-4:00</p>		
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PM:

- **Wednesday
March 13th (Date
Change) –**
**REQUIRED- Email
topics of interest to
Takeda LeGrand.
(Retirements/Manifesta
tion Determination
Review/IEP Team
Membership/Summer
School)**
- **April 18th –
TBD/TRAINING**
- **May 16th -
REQUIRED**
- **Behavior Team
Meeting- March 18th, 2:30
PM, MCS Central Office
Conference Room**
- **Speech Team Meeting-
March 25th , 2:30 PM, MCS
Staff Development Room**
- **Assistive Technology
Team Meeting- May 15th, 3:00
PM, MCS Staff Development
Room**

- **Revised BIP for Students
identified as EC** [NEW BIP 3 1
2024.docx](#)

- **Joy Prom-** Joy Prom on May
18. MCHS cafeteria from 6pm-8pm.
The theme this year is Beach Party.
Come wearing your beach attire and
accessories and be ready to dance.

IEP/PCG Playbook Training-March

20th, 8:30-2:30, MCS Staff
Development Room, eight slots
remaining.

https://docs.google.com/spreadsheets/d/1r6E06o0FLFjTz2YHH5tjYlqRSzG7lurOj5YdntGdX_Y/edit?usp=sharing

- Writing Measurable IEP Goals
- Determining Present Levels of Academic Achievement and Functional Performance (PLAAPF)
- Developing a Progress Monitoring Plan

• **April 1 Headcount/IEP-** EC Case Managers and Principals, please check to make sure you have the folders of ALL the students on your caseload. **We can only count students on the headcount if there is a signed consent to serve in the folder.** If you are missing one, please print off the one already finalized in ECATS and have the parent sign it again. Parents should put the current date on it, and case managers should place a note stating that this is a replacement consent to serve. Please honor this request no later than COB, March 15th.

• **Least Restrict Environment Team-** We are creating a LRE Team to review student placement in separate setting and eventually resource. We will begin a pilot this Spring with PreK to K, or K placement in a separate setting for 2024-2025. Interested elementary

Principals and Kindergarten teachers interested in serving on the team should email Takeda LeGrand.

- Work Session # 1, March 19th, 2-3 PM, MCS Staff Dev. Rm (optional)
- Work Session # 2, March 26th, 11- Noon, MCS Staff Dev. Rm (optional)
- Orientation- April 9th, 3-4 PM, MCS Staff Dev. Rm (Required for full team)
- Implementation Round 1- April-May (Required for full team)
- **PRC 029 Behavior Grant- Spring CPI Training (16/20-seats available)**
 - February-March 8th-Complete online modules. Email Mr. Kenston Scott to secure an online seat. sign-out a training manual in the EC Suite at Central Office (manuals are on the table with a sign-out sheet). In-person CPI Training, March 15th, 8:30 AM-12:30 PM, MCS Staff Development Room.
 - **Behavior Support Specialists Assignments & Schedules (Subject to Change)**

Mr. Kenston Scott-MLA, Mt. Gilead, Troy, Page St., and MCEC
Monday

			<p>MLA-All Day Paperwork/Emails/Trainings/PDP Tuesday MLA 1-hour Troy MCHS 2- hours MCEC MGES 1-hour Wednesday MLA 1-hour Page Street MGES 1- hour Thursday MLA 1- hour MCHS 2- hours MCEC MGES 1 -hour Friday MLA-All Day Paperwork/Emails/Trainings/PDP</p> <p>Mr. James Bryant Schedule-EMS, WMS, GRES, Star, Candor, and MCHS</p> <p>Monday Candor PACE/GRES- 1 hour Star Paperwork/Emails/Trainings/PDP Tuesday PACE/GRES 1-hour EMS- 2hours Star Paperwork/Emails/Trainings/PDP Wednesday PACE/GRES 1-hour WMS- 2hours MCHS- 2hours Thursday</p>		
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			<p>EMS-2 hours WMS- 2 hours MCHS- 2 hours Friday Candor PACE/GRES- 1hour Star Paperwork/Emails/Trainings/PDP</p> <ul style="list-style-type: none">• IEP Compliance Note- 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.<ul style="list-style-type: none">○ 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 reevaluation meeting and 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 eligibility meeting.• 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	
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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)

- **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#5:** Verify that EC school site staff have appropriate credentials for each course

they are assigned to teach. Reference to the Licensure Guidance Tool for details for determining the credentials required to teach each course. *Note excerpt from Licensure Guidance Tool memo: “When an EC teacher is considered the Teacher of Record for a content area in middle school or high school, that teacher must have the corresponding content area licensure as well as special education licensure.”

- **PD** The Office of Exceptional Children is pleased to offer a technical assistance package titled: Participation in the North Carolina Alternate Assessment: An NCEXTEND1UserGuide. The short,5-minute video explains the TA package and all the information it contains. (See attached) Recording Link Password: TApkg2024

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

Pre-K Updates:

The Smart Start contract from the Partnership for Children has arrived. It will begin with the February attendance.

At parent/teacher conferences, PreK Teachers will be sending applications home again with children that did not register for kindergarten. We will provide these applications to the

principals on Wednesday.

Differentiation Updates:

MTSS

- Aperture Education: High School Only
 - Student Self Ratings: Wait to hear from Jessica Lowder on when students will begin their ratings.
- Data protocols will be reviewed and feedback will be provided to school MTSS teams.
- It is time to begin scheduling FAM-S meetings at school. Jessica will send out a link to sign up for a time afterschool between now and the end of April.

Standing Reminders:

- Any student receiving intervention at one school should continue to receive intervention at the child's new school until the end of that cycle. After the cycle, the team can adjust plans based upon the data. This transition should happen within 10 school days to avoid a gap in effectively monitoring progress.
- 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

- Governor's School Update- The team at NCDPI should have decision letters uploaded to our districts folcer by this

				<p>Friday, March 8th. I will notify nominees of acceptance next week.</p> <p><u>ESL</u></p> <ul style="list-style-type: none"> • ACCESS testing window closes this Friday, March 8th. • ESL PLC March 12th @ 3:15 in the Staff Development Room 		
<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:</i></p> <p>No updates at this time.</p> <p><i>HR Updates:</i></p> <ul style="list-style-type: none"> • Covid Update: CDC has provided new guidance concerning Covid. I am currently working with Ms. Luther and DHHS to see how this will impact our district. Administrators, look for an email (this afternoon or tomorrow) with the latest updates and instructions. • 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 		

				<p>your super observation is not an additional observation, it can be one of the required observations, it just requires additional documentation. Super Observations</p> <ul style="list-style-type: none">○ Click here for the complete observation timeline: Observation Timeline○ Please make sure you get caught up – Progress charts were updated last week. <ul style="list-style-type: none">● 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<ul style="list-style-type: none">○ Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.○ Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.○ Additionally, if you have an employee resign, (part-time or full-time) they must submit a letter of resignation.● Teacher Working Conditions Survey: The window opens on March 1st. Teachers will receive an email from NCTWC@adi.org containing the		
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survey. Please review the attached documents for additional information. Please encourage everyone to participate.

- Please make sure that either you or your POC received an email to verify the number of codes needed
- [Timeline](#)
- [FAQ](#)

- Teacher of the Year: 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.
- MSA Opportunity at UNC [Info Link](#)
- 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.

- 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

- 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](#)

- 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.
- 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 - information coming soon

Upcoming Dates

- March 1-30: TWC Survey Window opens
- May 17th: TOY Interviews
- May 20th: Teacher of the Year/Retirement Banquet
- March 26th and March 28th: Allotment Meetings
- March 27th: Q3 Attendance Celebrations

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:

- As this week is Severe Weather Awareness Week and the statewide tornado drill is scheduled, please ensure that there is no testing going on in your building when this drill takes place.
- **ACCESS Window will close this Friday, March 8th.**
 - Once all testing in your building

				<p>is complete, please fill out the Test Ticket Destruction Verification Form and return it to Amanda.</p> <ul style="list-style-type: none"> ACT, CCRAA Grade 11, Extend I Grade 11 and WorkKeys were all completed last week. Make-up sessions may still be going on. This is the last week of our testing window. <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"> The Back-to-School Block Party is scheduled for August 1st, 2024. Information will be sent out regarding the event soon. Summer plans are underway for TroyFest, Peach Festival, and Stuff the Bus. Alumni Spotlights - please share this form with MCS alumni that would like to be featured as a spotlight for us. We want to celebrate all the amazing alumni we have and share role models for our current students. Spotlights will be shared on social media, the newspaper, and the website. MCS Alumni Spotlight Form Please take a moment to look over your staff lists/ information on the school web pages. If any updates need to be made, please reach out if you have any questions or need training. 		

				<ul style="list-style-type: none"> • 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				<i>Budget Updates:</i>		
• Budget Update	21 Sys	Mitch	5 min	No updates at this time.		

Next Steps:

SP/SG – strategic priority and strategic goal

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