

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 3/11/24- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Emily Dunn 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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<b>Celebrations</b>	All	Dale	5 min	Montgomery County Schools was awarded the ELISS grant.		
<b>Superintendent Division</b>						
<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Dale	5 min			
<ul style="list-style-type: none"> <li>• April BOE Agenda</li> </ul>	All	Dale	10 min	Please send agenda items to Cindy Davis		
<ul style="list-style-type: none"> <li>• April Principal Agenda</li> </ul>	All	Dale	10 min	Please send agenda items to Terri Absher or Wade Auman		
<ul style="list-style-type: none"> <li>• Administrative Services Update</li> </ul>	All	Jack	10 min	<p><b><i>Administrative Services Updates:</i></b></p> <ul style="list-style-type: none"> <li>• National Women’s History Month</li> <li>• Music in our School Month</li> <li>• National Nutrition Month</li> <li>• Youth Art in our School Month</li> <li>• TAG - Wednesday, March 14, 2024, at the CTE Building at 3:30 PM</li> <li>• PI Day - March 14, 2024 - Check your local grocery stores for bargains of pies and pizza 🍕</li> </ul>		
<b>Learning Division</b>						
<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Wade	5 min	<p><b><i>Learning Division Updates:</i></b></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</p>		
<ul style="list-style-type: none"> <li>• Grant and Federal Program Updates</li> </ul>	GCS	Wade	10 min			
<ul style="list-style-type: none"> <li>• Secondary Update</li> </ul>	GCS	Matthew	10 min			


<ul style="list-style-type: none"> <li>Elementary Update</li> </ul>	GCS	Terri	10 min	Facilitators. If you do not have access to the folders or have any Title 1 questions, feel free to contact Wade Auman.		
<ul style="list-style-type: none"> <li>Curriculum Support Update</li> </ul>	GCS	Terri	10 min	Individualized School PD Surveys – Principals, if you have not turned in your feedback on the PD survey data you received at Principals’ PLC, please send it to the Central Office. We will begin looking for vendors and dates for upcoming PD. If you have any questions, feel free to contact Wade Auman.		
<ul style="list-style-type: none"> <li>EC Update</li> </ul>	GCS	Takeda	10 min			
<ul style="list-style-type: none"> <li>Pre-K Update</li> </ul>	GCS	Vance	10 min			
<ul style="list-style-type: none"> <li>Differentiation Update</li> </ul>	GCS	Jessica	10 min	<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> <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</p>		

			<p>attending.</p> <p>GEARUP Mgmt. Team &amp; Advisory Meeting – There will be a GEARUP management and advisory team meeting on March 27, 2024. The meeting will begin at 3:00 pm in the Learning Team Office at the Central Office. Contact Sloan Bourgeois or Wade Auman if you have any questions.</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. We must have 8 individuals to sign up for a session to “make”, so we may need to talk some teachers into changing sessions or to pick up an additional session.</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 would like for any Learning Team member to attend an upcoming SIT meeting at your school, feel free to contact us.</p> <p>Training Opportunities:</p> <p>PTEC PD Offerings – If any staff members are interested in Professional Development, please</p>		
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			<p>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: <a href="https://ncntsp.org/idea-exchange/">https://ncntsp.org/idea-exchange/</a></p> <p>Upcoming Dates:</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, 202</p> <p><b><i>Secondary and CTE:</i></b></p> <p>MCEC Lottery Committee will meet this week.</p> <p>AI Implementation Guide for Public Schools <a href="https://drive.google.com/file/d/1AMH50jKoulQwQ0j_YAQRsGAKh8Bs4n_q/view">https://drive.google.com/file/d/1AMH50jKoulQwQ0j_YAQRsGAKh8Bs4n_q/view</a></p> <p>This June and July, the North Carolina Department of Public Instruction will host item writing workshops for the state’s mathematics, reading, and science end-of-grade (EOG), end-of-course (EOC), and NCEXTEND1 assessments.</p>		
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			<p>As part of the test development process, the North Carolina Department of Public Instruction is recruiting educators to participate in an item writing workshop for mathematics and reading grades 3–8, science grades 5 and 8, Biology, NC Math 1, NC Math 3, and English II. During item writing workshops, participants will learn how to write and review assessment items aligned to the Standard Course of Study or North Carolina Extended Content Standards for the end-of-grade, end-of-course, and(or) NCEXTEND1 assessments.</p> <p>The following are invited to apply for the workshop:</p> <ul style="list-style-type: none"><li>· General education mathematics, reading, and science teachers (grades 3-8, NC Math 1, NC Math 3, and English II);</li><li>· special education teachers specializing in North Carolina Extended Content Standards for grades 3-8 and 10.</li><li>· ESL teachers.</li><li>· Mathematics, reading, and science content specialists.</li><li>· Mathematics, reading, and science content specialists who work with special education teachers.</li><li>· District-level personnel with mathematics, reading, and science credentials.</li></ul> <p>In-person workshops will be held in Raleigh:</p> <ul style="list-style-type: none"><li>· June 20 for EOG and EOC reading, mathematics, and science</li></ul>		
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			<p>· July 8-9 for NCEXTEND1 reading, mathematics, and science</p> <p>Participants will be compensated \$180 per day, reimbursed for travel, and awarded 0.7 continuing education units per day.</p> <p>Complete this form by March 22, if you would like to be considered. Space at these workshops is limited and statewide representation is needed. Selected participants will be contacted by April 15, 2024, with additional information. Completing this form does not guarantee participation in the training.</p> <p><u>Upcoming Dates:</u></p> <p>March 25th WMS 5th Grade Visits</p> <p>Coffee, Careers, and Conversations will be in April.</p> <p>Camp Timberwolf July 8-11</p> <p><b><i>ELEMENTARY:</i></b></p> <p>LETRS participants should be working on Unit 8, Part 2 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 at Troy Elementary School Wednesday, March 13 at 8:30 am and at East Middle School on Thursday, March 14 at 8:30 am.</p> <p>The Charlotte Children’s Theatre will present Schoolhouse Rocks Live! on Thursday, March</p>		
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			<p>14 at 9:30 am at the MCHS auditorium for all K-2 students. Please be sure that the information has been entered in Travel Tracker for each 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><b><i>EC Updates:</i></b></p> <p>Exceptional Children</p> <ul style="list-style-type: none"> <li>• Future Meetings 3:00 PM-4:00 PM:</li> <li>• <b>Wednesday March 13<sup>th</sup> (Date Change)</b> – REQUIRED- Email topics of interest to Takeda LeGrand. (Retirements/Manifestation Determination Review/IEP Team Membership/Summer School)</li> <li>• April 18<sup>th</sup> – TBD/TRAINING</li> <li>• May 16<sup>th</sup> - REQUIRED</li> <li>• Behavior Team Meeting- March 18<sup>th</sup>, 2:30 PM, MCS Central Office Conference Room</li> <li>• Speech Team Meeting- March 25<sup>th</sup>, 2:30 PM, MCS Staff Development Room</li> <li>• Assistive Technology Team Meeting- May 15<sup>th</sup>, 3:00 PM, MCS Staff Development Room</li> <li>• Revised BIP for Students identified as EC  <a href="#">NEW BIP 3 1 2024.docx</a></li> <li>• Joy Prom- Joy Prom on May 18. MCHS cafeteria from 6pm-8pm. The theme this</li> </ul>		
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year is Beach Party. Come wearing your beach attire and accessories and be ready to dance. IEP/PCG Playbook Training-March 20<sup>th</sup>, 8:30-2:30, MCS Staff Development Room, eight slots remaining.

[https://docs.google.com/spreadsheets/d/1r6E06o0FLFjTz2YHH5tjYlqRSzG7lurOj5YdntGdX\\_Y/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1r6E06o0FLFjTz2YHH5tjYlqRSzG7lurOj5YdntGdX_Y/edit?usp=sharing)

- Writing Measurable IEP Goals
- Determining Present Levels of Academic Achievement and Functional Performance (PLAAFP)
- 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 15<sup>th</sup>.

• **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 19<sup>th</sup>, 2-3 PM, MCS Staff Dev. Rm (optional)
- Work Session # 2, March 26<sup>th</sup>, 11- Noon, MCS Staff Dev. Rm (optional)
- Orientation- April 9<sup>th</sup>, 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 15 or March 22, 8:30 AM-12:30 PM, MCS Staff Development Room. You only need to attend one in-person training.

			<p><b><i>Pre-K Updates:</i></b></p> <p>We can now increase class size up to 20. It will probably not affect any classrooms this year but will be in the plan for funding and classrooms beginning in August 2024.</p> <p>Classrooms have partnered with MCPC to begin the Raising a Reader program.</p> <p><b><i>Differentiation Updates:</i></b></p> <p><u>MTSS</u></p> <ul style="list-style-type: none"><li>• Data protocols will be reviewed, and feedback will be provided to school MTSS teams.</li><li>• 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.</li><li>• Training for elementary and middle school counselors on Behavior and Attendance protocol within MTSS- March 18th 10 AM-12 PM.</li></ul> <p><u>Standing Reminders:</u></p> <ul style="list-style-type: none"><li>• Transfer within district- 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.</li><li>• Any student receiving intervention should have an intervention plan in</li></ul>		
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				<p>ECATS. This includes EC students.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Please make sure your team is keeping meeting minutes of all MTSS meetings.</li> </ul> <p><u>AIG</u></p> <ul style="list-style-type: none"> <li>• Math Olympics will take place on Friday, March 22nd @MCEC beginning at 9:00 AM. Teams should arrive by 8:45 AM to get checked in.</li> </ul> <p><u>ESL</u></p> <ul style="list-style-type: none"> <li>• ACCESS testing is now complete. ESL teachers should resume regular schedules.</li> <li>• ESL PLC- Tomorrow, March 12th @ 3:15 in the Staff Development Room</li> </ul>		
<p><b>Operations Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• Auxiliary Services Update</li> <li>• Human Resources Update</li> <li>• Accountability Update</li> </ul>	<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><b><i>Operations Updates:</i></b></p> <p>No updates at this time.</p> <p><b><i>HR Updates:</i></b></p> <ul style="list-style-type: none"> <li>• Contract Recommendations: Principals,</li> </ul>		

please complete and submit the form provided at the Principal's Meeting concerning contracts to HR no later than 4/19. Please use the following guidance to make sure the employee is eligible for the suggested contract. [Guidance](#)

- If you have a BT in your building; chances are there is something they need to be doing to secure licensure for the upcoming school year. HR has been frequently reminding them of what they need to be doing. Please encourage them to work on their plan of action so they will dodge a nonrenewal letter in April/May.
- Covid Update: CDC has provided new guidance concerning Covid. I emailed guidance from DHHS and Ms. Luther on Friday. Please let me know if you have any questions. **Please share that guidance with your staff.**
- 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

				<p>documentation. <a href="#">Super Observations</a></p> <ul style="list-style-type: none"><li>○ Click here for the complete observation timeline: <a href="#">Observation Timeline</a></li><li>○ Please make sure you get caught up – Updated progress charts will be sent out later this week</li></ul> <ul style="list-style-type: none"><li>● 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. <a href="#">Staff Action Form</a><ul style="list-style-type: none"><li>○ Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.</li><li>○ Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.</li><li>○ Additionally, if you have an employee resign, (part-time or full-time) they must submit a letter of resignation.</li></ul></li><li>● Teacher Working Conditions Survey: The window opened on March 1st. Please encourage all staff to participate. If you feel that your number of surveys are incorrect, please contact TWC. They are extremely helpful and responsive: <a href="mailto:SurveySupport@adi.org">SurveySupport@adi.org</a><ul style="list-style-type: none"><li>○ <a href="#">Timeline</a></li></ul></li></ul>		
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- [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.

				<p>If you have a teacher trying to clear a license, please have them contact <a href="#">Jordan Wilson</a> for a study code!</p> <ul style="list-style-type: none"><li>○ UNCC is also offering FREE classes for Praxis support - please use the link to register and to see what tests are supported! <a href="#">UNCC Praxis Support</a></li><li>• Time<ul style="list-style-type: none"><li>○ Please make sure part-time employees are not working over 29 hours per week.</li><li>○ Full-time, classified employees Cannot go over 40 hours a week<ul style="list-style-type: none"><li>▪ Can clock out for lunch</li><li>▪ Leave early/arrive late – modify time</li></ul></li><li>○ 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</li></ul></li><li>• Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email <b>ALL</b> completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance. <a href="#">Homebound Handbook</a></li><li>• K-3 Class size: Even though we are now in compliance, please know that we are</li></ul>		
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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
- April 19th: Contract Recommendations due to HR

***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:**

- ACCESS testing complete. Materials are due back to the office today by 12:00.
- Spring Semester Check-Ins for English II, Math I & III and Biology opens today through 3/15.
- Shoutout to everyone who helped with testing and a huge shout out to everyone who jumped in when we had technology issues. It was great to see everyone come together to make testing happen that day so that we didn't lose a day of instruction.
- ACT- We have just a couple of students at MLA who we still need to test. We will get them in Window 2 or 3.

[2023-2024 MCS Testing Calendar](#)

[MCS District Testing Plan](#)

**Process Management**

- Media Minute      LGI      Susanna      5 min
- Other process issues?      All      Dale      5 min

***Marketing Updates:***

- 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.
- The Montgomery County Cattleman's Association is holding a cheeseburger plate fundraiser on Friday, March 15th at the Montgomery County Demonstration Kitchen located at 303 West Spring Street, Troy. Plates are \$8 each and include a local beef cheeseburger, a bag of chips, a homemade dessert and a drink. All proceeds will go to a scholarship for a local high school senior planning to major in agriculture.
- 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

				<p>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.</p> <ul style="list-style-type: none"> <li>• School Connections content to Sean Maness</li> <li>• If someone in your building needs a badge made, please have them reach out to Susanna or Sean before coming.</li> <li>• 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.</li> <li>• <b>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!</b></li> </ul>		
<p><b>Budget &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Budget Update</li> </ul>	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i></p> <p>No updates at this time.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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