

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 3/18/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to JaMese Black and Dr. Heather Seawell for representing principals)

Overall Purpose: *Montgomery County Schools will graduate life-ready, globally competitive students who are leaders in their community, who value diversity, and who are College and Career Ready.*

Agenda Item	SP/SG	Person Reporting	Time	Action(s) Taken	Assigned To	By When
Celebrations	All	Dale	5 min	Jaycie Beth Parsons has been accepted to attend North Carolina's 2024 Governor's School! MCS currently has a video going viral, thank you to all who share!		
Superintendent Division <ul style="list-style-type: none"> <li data-bbox="132 850 527 954">• What do principals and CSS admin need to know and do? <li data-bbox="132 997 527 1036">• April BOE Agenda <li data-bbox="132 1078 527 1117">• April Principal Agenda <li data-bbox="132 1159 527 1224">• Administrative Services Update 	All	Dale	5 min	Please send agenda items to Cindy Davis. Please send agenda items to Terri Absher or Wade Auman. <i>Administrative Services Updates:</i> No updates at this time.		
Learning Division <ul style="list-style-type: none"> <li data-bbox="132 1403 527 1468">• 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>Digital Learning Coach meeting – We have a DLC meeting scheduled for tomorrow afternoon. If anyone has any topics/concerns for discussion, please email them to 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 by Friday, March 22nd.</p> <p>GEARUP Mgmt. Team & Advisory Meeting – There will be a GEARUP management and</p>		

			<p>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 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</p>		
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			<p>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>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, 2024</p> <p><i>Secondary and CTE Updates:</i></p> <p>High Schools need to start looking at students who will need diploma seals and endorsements. Those will need to be ordered.</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> <p>As part of the test development process, the North Carolina Department of Public</p>		
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			<p>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">· General education mathematics, reading, and science teachers (grades 3-8, NC Math 1, NC Math 3, and English II);· special education teachers specializing in North Carolina Extended Content Standards for grades 3-8 and 10.· ESL teachers.· Mathematics, reading, and science content specialists.· Mathematics, reading, and science content specialists who work with special education teachers.· District-level personnel with mathematics, reading, and science credentials. <p>In-person workshops will be held in Raleigh:</p> <ul style="list-style-type: none">· June 20 for EOG and EOC reading, mathematics, and science· July 8-9 for NCEXTEND1 reading, mathematics, and science		
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			<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><i>ELEMENTARY:</i></p> <p>LETRS participants should be working on Unit 8, Part 3 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 Star Elementary School Tuesday, March 19 at 8:30 am and at Montgomery Learning Academy on Wednesday, March 20 at 8:30 am.</p> <p>There will be an IF meeting on Thursday, March 31. Elementary and secondary will meet at 8:30 am in the staff development room at the central office.</p> <p>Quarter 3 classroom walk-throughs will end on</p>	
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March 20. All principals, assistant principals, IFs, and assigned district staff should complete five CWTs each week.

Exceptional Children Updates:

- Meetings 3:00 PM-4:00 PM:
 - April 18th – Optional (Tutoring/Interventions aligned to Data)
 - 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
- **IEP/PCG Playbook Training-March 20th, 8:30-2:30, MCS Staff Development Room, bring a laptop, 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.**

- **Post-secondary Monitoring by DPI after March 29th for students in Grades 8-12. We will be in touch by the end of the week regarding any outstanding information needed.**
- **IEP Compliance- Email PWNs and draft IEPs for initials, re-evaluations, and transfers to Takeda LeGrand 7-10 days before a scheduled IEP Team meeting for review. Email all parent referrals to Takeda LeGrand upon receipt.**
- **Least Restrict Environment Team-**
 - 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**
 - February-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 22, 8:30 AM-12:30 PM, MCS Staff Development Room.

Pre-K Updates:

Early Childhood Education Advisory meeting at MCC, March 18 at 10:00am.

PreK Budget Training March 20 at 10:00am (virtual).

PreK PLC meeting on March 20 at 3:15pm- location (tbd).

Differentiation Updates:

MTSS

- 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 an afterschool time between now and the end of April.
- Training for elementary and middle school counselors on Behavior and Attendance protocol within MTSS will take place today-March 18th 10 AM-12 PM in the Staff Development Room.

Standing Reminders:

- 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.

- 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 genuinely discussed if there is a lack of intervention data.
- Please make sure your team is keeping the meeting minutes of all MTSS meetings.

AIG

- Math Olympics will take place on Friday, March 22nd, at MCEC, beginning at 9:00 AM. Teams should arrive by 8:45 AM to get checked in.
- Battle of the Books- April 24th @MCHS auditorium beginning at 9:00 AM,
- STEMlympics- May 1st @ MCHS aux gym beginning at 9:00 AM.

ESL

- No updates at this time.

<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 Updates:</i></p> <p>Security vestibules are on hold for now.</p> <p><i>HR Updates:</i></p> <ul style="list-style-type: none"> • Contract Recommendations: Principals, 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 last week. Please let me know if you have any questions. Please share that guidance with your staff. 		
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				<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○ Please make sure you get caught up – Updated progress charts will be sent out later this week• 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		
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				<p>changes roles or adds a role.</p> <ul style="list-style-type: none">○ Additionally, if you have an employee resign, (part-time or full-time) they must submit a letter of resignation. <ul style="list-style-type: none">● 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: SurveySupport@adi.org<ul style="list-style-type: none">○ 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.		
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				<ul style="list-style-type: none">• 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<ul style="list-style-type: none">○ MCS has partnered with Learning Liaisons - a company that has a 92% Praxis pass rate. If you have a teacher trying to clear a license, please have them contact Jordan Wilson for a study code!○ UNCC is also offering FREE classes for Praxis support - please use the link to register and to see what tests are supported! UNCC Praxis Support• 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		
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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

				<ul style="list-style-type: none">• 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 <p><i>Accountability Updates:</i></p> <p>Data Managers Updates:</p> <ul style="list-style-type: none">• K-5 Class Size Document<ul style="list-style-type: none">○ 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- April 18, 2024• Next Meeting<ul style="list-style-type: none">○ April 16, 2024, at 8:30 in the Staff Development Room at the Central Office.		
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				<p>Testing Updates:</p> <ul style="list-style-type: none"> • 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. <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 about the event will be sent out soon. • Summer plans are underway for TroyFest, Peach Festival, and Stuff the Bus. • Alumni Spotlights - please share this form with MCS alumni who would like to be featured as a spotlight for us. We want to celebrate all our amazing alumni 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. • School Connections content to Sean Maness 		

				<ul style="list-style-type: none"> • If someone in your building needs a badge made, please have them contact Susanna or Sean before coming. • We want to celebrate all our employees and schools that have received grants. Please send me any background information on the grant, the notification that you have received the grant, and photos so we can publish them. • 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 Updates:		
<ul style="list-style-type: none"> • 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.