

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 3/25/24- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Janet Deaton 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 Reporting	Time	Action(s) Taken	Assigned To	By When
-------------	-------	------------------	------	-----------------	-------------	---------

<p><b>Celebrations</b></p>	<p>All</p>	<p>Dale</p>	<p>5 min</p>	<p>Sawyer Ceneskie (PSES) and Gage Williams (SES) were awarded exemplary recognitions at the North Carolina State Level Science and Engineering Fair.</p> <p>Math Olympics was a great event for our students. Great job, everyone!</p> <p>Marla Medina has been selected to serve as a Governor's Page in Raleigh this summer. She has also been selected for a Seeds of Fortune Innovation Research Fellowship. Marla will be a member of a virtual consultant group with a partner corporation, NASDAQ, for 10 weeks in the spring and summer of 2024, and travel to New York City to present at NASDAQ and enjoy a special tour of NYU.</p>		
<p><b>Superintendent Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• April BOE Agenda</li> <li>• April Principal Agenda</li> <li>• Administrative Services Update</li> </ul>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Dale</p> <p>Dale</p> <p>Dale</p> <p>Jack</p>	<p>5 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>Please send agenda items to Cindy Davis.</p> <p>Please send agenda items to Terri Absher or Wade Auman.</p> <p><b><i>Administrative Updates:</i></b></p> <ul style="list-style-type: none"> <li>• Reminder for East Middle, West Middle, Montgomery Learning Academy, and Montgomery Central students and parents to complete the School Climate Survey by April 19,</li> </ul>		

				<p>2024.</p> <ul style="list-style-type: none"> <li>• AFJROTC special awards ceremony on Wednesday, Mar 27, at 2:00 PM in front of Montgomery Central.</li> <li>• Explain to students that Spring Break does not mean a break from responsibility. Be clear about your expectations and the consequences of breaking the rules.</li> </ul>		
<p><b>Learning Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• Grant and Federal Program Updates</li> <li>• Secondary Update</li> <li>• Elementary Update</li> <li>• Curriculum Support Update</li> <li>• EC Update</li> <li>• Pre-K Update</li> <li>• Differentiation Update</li> </ul>	<p>All</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p>	<p>Wade</p> <p>Wade</p> <p>Matthew</p> <p>Terri</p> <p>Terri</p> <p>Takeda</p> <p>Vance</p> <p>Jessica</p>	<p>5 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<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 Facilitators. If you do not have access to the folders or have any Title 1 questions, feel free to contact Wade Auman.</p> <p>MCC Partners Meeting – There will be an MCC partners meeting on Wednesday, March 27th. If anyone has any topics/concerns regarding our partnership with MCC, please email them to Matthew Swain or 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</p>		

			<p>be reviewing your staff lists to make sure teachers are correct on your staff roster. Exceptional Children teachers need to participate in the roster verification process. 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>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</p>		
--	--	--	--	--	--


			<p>to the after-school handbook for any questions. If anyone needs further information, please reach out to Vance Thomas or Wade Auman.</p> <p>School Improvement Team Meetings – If you would like for any Learning Team member to attend an upcoming SIT meeting at your school, feel free to contact us.</p> <p><u>Training Opportunities:</u></p> <p>PTEC PD Offerings – If any staff members are interested in Professional Development, please look over the PTEC course offerings for 2023-24. If anyone is interested in attending, please communicate with your principal and then email Terri Absher to be signed up. Please use the link below to access the course offerings: PROFESSIONAL DEVELOPMENT   ptec (ptecnet.org)</p> <p>NC New Teacher Support Program – NC NTSP is hosting some free Idea Exchange sessions for new teachers. Topics include Engagement Strategies, Differentiation, Resiliency and many more. More information can be found at: <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, 2024</p> <p><b><i>Secondary and CTE:</i></b></p>		
--	--	--	--	--	--

			<p>March 25th WMS 5th Grade Visits “Jump Start”</p> <p>March 26th EMS 5th Grade Visits “Jump Start”</p> <p><u>Upcoming Dates:</u></p> <p>Skills USA Event in Greensboro NC April 23-25</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 4 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 Montgomery County Early College Tuesday, March 26 at 8:30 am, at Page Street Elementary on Wednesday, March 27 at 8:30 am, and at Green Ridge Elementary School on Thursday, March 28 at 8:30 am.</p> <p>Quarter 3 classroom walk-throughs ended on March 20. Quarter 4 links have been shared with admin teams.</p> <p><b><i>EC Updates:</i></b></p> <p><b>Title IX</b></p>		
--	--	--	---	--	--

- Always follow MCS Title IX Compliance Guidance and call Takeda.

**Exceptional Children**

- **Future Meetings 3:00 PM-4:00 PM:**
  - **April 18th – TBD/TRAINING**
  - **May 16th - REQUIRED**
- **Speech Team Meeting- March 25<sup>th</sup> , 2:30 PM, MCS Staff Development Room**
- **Assistive Technology Team Meeting- May 15<sup>th</sup> , 3:00 PM, MCS Staff Development Room**

- **Revised BIP for Students identified as EC**  **NEW BIP 3 1 2024.docx**

- **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.**

- All Principals and EC Case Managers need to complete the verification form by **COB Wednesday, March 27.**  
**<https://forms.gle/Jy3Q3sADBgxo7UTv6>**

- **1% Justification and Extend I Content Standards-** As a reminder, we must submit a justification statement to the DPI for Grade Levels & Subjects

over 1%. At this time we need to closely monitor students in Grades 3 and 4 and as Principals LEA Rep transition meetings for students who are DD and need a new EC eligibility by age 8/Grade 3, please make sure the team is using the latest Least Restrictive Environment guidance and the eligibility criteria for extend I if students are placed in a sperate setting.

- **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 # 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**

- March -Complete online modules. Email Mr. Kenston Scott to secure an online seat. In-person CPI Training-TBD

- **IEP Compliance-** 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, initials, and transfer meetings must be reviewed by Takeda LeGrand 7-10 days before the meeting and 7-10 days before the eligibility meeting.

- Out of State or Non-NC Public Schools Transfer students who are EC should have a copy of their IEP file sent to the EC Department within 10 days of the enrollment start date. All other Transfer Students, who are EC, contact information should be sent to the EC office for review.

- We are working on submitting the April 1 Headcount and the Federal Personnel Survey this week. I ask for your patience and kindness in advance of any phone calls or emails that may require your response to ensure accurate reporting 😊

- **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 #8:** OCS Verification #8: Verify that the school site has a method to provide required CTE courses. You may want to consider the NCVPS CTE offerings if you are a school district that does not offer CTE courses or one with a limited offering of CTE courses. Remember (4) CTE credits are required for the OCS pathway. OCS Learning- North Carolina Virtual ([ncvps.org](http://ncvps.org)) Catalogs- North Carolina Virtual ([ncvps.org](http://ncvps.org)) (Search for CTE course options in the course catalog.)

- **General EC Resources:**

- MCS EC Manual /Student History Screen in ECATS/PCG Playbook Modules (Email Takeda LeGrand if you need a login)

- Parents Rights/Procedural Safeguards <https://www.dpi.nc.gov/parent-rights-handbook/open>

- EC State Training Materials <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development>

- EC Remote/Virtual Learning Resources <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional->

				<p><a href="#">children/professional-development/remote-virtual-instruction-resources</a></p> <ul style="list-style-type: none"> <li>○ NCDPI 2023-2024 Discipline Reporting Manual <a href="https://www.dpi.nc.gov/discipline-data-collecting-and-reporting-procedures-manual-august-2023-2024/open">https://www.dpi.nc.gov/discipline-data-collecting-and-reporting-procedures-manual-august-2023-2024/open</a></li> <li>○ ECATS <a href="https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manuals-tip-sheets-documentation">https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manuals-tip-sheets-documentation</a></li> </ul> <ul style="list-style-type: none"> <li>• <b>Science Extend Content Science Webinar</b> NCDPI Office of Exceptional Children will be hosting a webinar about the new Science Extended Content Standards to be implemented in the 2024-2025 school year on March 27, 2024, from 12:00 to 1:00. Participants will learn about the creation of the Science ECS and supporting documents to assist educators in implementing the new Science ECS. The link for the webinar can be found <a href="#">here</a>.</li> <li>• <b>Need Teachers for Co-teaching PD with DPI-Interested EC teachers</b> should email Takeda LeGrand by COB, Thursday.</li> <li>• <b>PD</b> The Office of Exceptional Children is pleased to offer a technical assistance package titled: Participation in the North Carolina Alternate</li> </ul>		
--	--	--	--	--	--	--

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:***

Attendance is due on March 28, 2024. Scan/email to Vance.

For Spring Break, please bring inside and secure any playground items you have on your playground.

We will celebrate Week of the Young Child April 8-12. Please let me know if you are able to be a guest reader for a PreK classroom during this week.

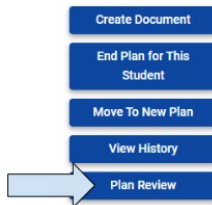
***Differentiation Updates:***

MTSS

- Counselors received training and resources to support behavior/SEL and attendance intervention last week. I will continue to add training support and resources at the upcoming counselor

meetings.

- Superflex Curriculum (Social Skills) will soon be delivered to K-5 counselors to support social skills intervention. New sets of Zones of Regulation have been ordered for K-12 counselors to support emotional self-regulation intervention.
- MTSS academic intervention plans should be reviewed every six weeks in ECATS. This is done by clicking plan review under a student's plan page.



Standing Reminders:

- Transfer within the 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 on the data. This transition should happen within ten 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

				<p>cannot be genuinely discussed if there is a lack of intervention data.</p> <ul style="list-style-type: none"> <li>• Please ensure your team keeps the meeting minutes of all MTSS meetings.</li> </ul> <p><u>AIG</u></p> <ul style="list-style-type: none"> <li>• Battle of the Books- April 24th @MCHS auditorium beginning at 9:00 AM,</li> <li>• STEMlympics- May 1st @ MCHS aux gym beginning at 9:00 AM.</li> </ul> <p><u>ESL</u></p> <ul style="list-style-type: none"> <li>• ESL teachers will join instructional facilitators for an ML Training with NCDPI alongside the IF meeting on April 25th. This will last through the morning and will finish around noon.</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>Please shut down all devices that can be shut down during Spring Break.</p> <p><b><i>HR Updates:</i></b></p> <ul style="list-style-type: none"> <li>• Allotment meetings begin Tuesday, March 26th. Please come to the central office for your meeting. We will meet in my office.</li> <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 a few weeks ago. 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 and closes April 5th. 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></li></ul>		
--	--	--	--	---	--	--



- [Timeline](#)
- [FAQ](#)

District	School	Invites	Responses	Response Rate
Montgomery County Schools	Cantor Elementary	22	20	90.92%
Montgomery County Schools	East Middle	33	33	100%
Montgomery County Schools	Green Ridge Elementary	26	22	84.62%
Montgomery County Schools	Montgomery Central High	53	53	100%
Montgomery County Schools	Montgomery County Early College	11	11	100%
Montgomery County Schools	Montgomery Learning Academy	8	7	87.5%
Montgomery County Schools	Mount Gleason Elementary	19	15	78.95%
Montgomery County Schools	Page Street Elementary	14	14	100%
Montgomery County Schools	Star Elementary	20	20	100%
Montgomery County Schools	Troy Elementary	19	19	100%
Montgomery County Schools	West Middle	27	22	81.48%

- **Teacher of the Year:** Ms. Wilson will send out portfolios and the next steps this week.
- **Recruitment Fairs -** Please see the link that indicates the job fairs we will attend 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 job offers without consulting HR first! Allotment meetings will take place in 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.
- **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-April 5: TWC Survey Window opens
- March 26th and March 28th: Allotment Meetings
- March 27th: Q3 Attendance Celebrations
- April 19th: Contract Recommendations due to HR
- May 2nd: AP meeting at MCHS 11:30

- 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- April 18, 2024
- Next Meeting
  - April 16, 2024, at 8:30 in the Staff Development Room at the Central Office.

**Testing Updates:**

- ACT- We still have a couple of students at MLA who we still need to test. We will get them in Window 3.
- 2 emails went out this morning for ACT and Check-In dates Please check that and let Amanda know if any changes ASAP.

[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 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
- 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

				<p>information on the grant, the notification that you have received it, and photos so we can publish them.</p> <ul style="list-style-type: none"> <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.