

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 4/15/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jon LaChance 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	Our enrollment is going in an upward direction!		
Superintendent Division						
• What do principals and CSS admin need to know and do?	All	Dale	5 min			
• May BOE Agenda	All	Dale	10 min	Please send agenda items to Cindy Davis.		
• May Principal Agenda	All	Dale	10 min	Please send agenda items to Terri Absher or Wade Auman.		
• Administrative Services Update	All	Jack	10 min	<p><i>Administrative Services Updates:</i></p> <p>World Autism Awareness Month Child Abuse Prevention Month Counseling Awareness Month Financial Literacy Month Multilingual Learner Advocacy Month National Volunteer Appreciation Month School Library Month</p> <ul style="list-style-type: none"> • Mental Health Professional Developments are extended to May 10, 2024. • Reminder of Student Supervision: Class changes, common areas, and dismissal. • Most school referrals come after Spring Break. 		
Learning Division						

•	What do principals and CSS admin need to know and do?	All	Wade	5 min	<p><i>Learning Division Updates:</i></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>NC ILA – All participants of the NC ILA program should have received a registration email for the upcoming session. If you did not receive the email, please contact Wade Auman. The next session will be on April 23, 2024 at the Embassy Suites Conference Center-Greensboro Airport location. The session will begin at 8:00 am.</p> <p>STEM Classroom Meeting – STEM classroom leaders will meet this Tuesday, April 16th to develop monthly plans. The meeting will begin at 8:15 am in the CTE Building. If anyone has any questions or topics for discussion, please email me or your assigned DLC.</p> <p>Education Value-Added Assessment System (EVAAS) – The preview phase of the Teacher roster verification process ends on the 17th. Principals, make sure teacher accounts are correct on your staff roster. If anyone has any questions, feel free to contact Wade Auman. Official roster verification begins on April 18th. If any school would like assistance, please contact a member of the Learning Team. Wade Auman has shared support materials through a</p>		
•	Grant and Federal Program Updates	GCS	Wade	10 min			
•	Secondary Update	GCS	Matthew	10 min			
•	Elementary Update	GCS	Terri	10 min			
•	Curriculum Support Update	GCS	Terri	10 min			
•	EC Update	GCS	Takeda	10 min			
•	Pre-K Update	GCS	Vance	10 min			
•	Differentiation Update	GCS	Jessica	10 min			

			<p>Google drive with Principals.</p> <p>School-Based Mental Health Grant – Montgomery County Schools is finalizing a SBMH submission to US Ed. for a recently released grant opportunity. If anyone has any last minute ideas or things they would like to see added to the grant, please contact Wade Auman.</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: 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>NC ILA – The next session of NC ILA is on April 23rd at 8:00 am in the Embassy Suites Conference Center, Greensboro Airport Location.</p> <p><i>Secondary & CTE Updates:</i></p> <p>High School FFA Plant sale will be April 13th 9 AM – 2 PM and April 20th 9 AM – 2 PM at the greenhouses behind MCC</p> <p>CCRG Staff Survey. Please send the link below to Staff that are involved in the CCRG classes. Participation is voluntary but if they have issues</p>		
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			<p>with the process this is one way to send those in. Staff Survey Link</p> <p>The CTE Advisory Board meets this Wednesday at 3 PM at the CTE Building</p> <p>Upcoming Dates:</p> <p>Skills USA Event in Greensboro NC April 23-25</p> <p>Coffee, Careers, and Conversations will be May 17</p> <p>Camp Timberwolf July 8-11</p> <p><i>ELEMENTARY:</i></p> <p>LETRS participants should be working on Unit 8, Part 6 this week. Please continue to complete Bridge to Practice activities for the three selected students and upload documentation. The final online professional learning session will take place on Friday, May 3 from 12:30 pm – 3:30 pm.</p> <p>The K-5 Curriculum Review Team will meet with Amplify representatives on Tuesday, April 16 at 3:15 pm in the staff development room. The next meeting is with Houghton Mifflin Harcourt on April 23.</p> <p>Instructional Rounds will take place at Candor Elementary at 8:30 am on Tuesday, April 16.</p> <p>Candor Elementary and Page Street Elementary will attend Star Heritage Days on Thursday, April 18. Green Ridge Elementary, Mt. Gilead</p>		
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Elementary, and Star Elementary will attend on Friday, April 19.

EC Updates:

Title IX

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

Exceptional Children

- **Future Meetings 3:00 PM-4:00 PM:**
 - **April 18th – No Training (Finalize EOY meetings)**
 - **May 16th - REQUIRED**
- **Assistive Technology Team Meeting- May 15th, 3:00 PM, MCS Staff Development Room**
- **Least Restrict Environment Team-** We are creating a LRE Team to review student placement in separate setting and eventually resource setting. 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.
 - Orientation- April 18th, 3:30-4:30 PM, Green Ridge Elementary School (Required for full team)
 - Implementation Round

				<p>1- April-May (Required for full team)</p> <ul style="list-style-type: none">• PRC 029 Behavior Grant-<ul style="list-style-type: none">○ Spring CPI Training○ March -Complete online modules. Email Mr. Kenston Scott to secure an online seat. In-person CPI Training-TBD• IEP Compliance- Monitor your ECATS Dashboard and ensure all documentation is entered in a timely manner. 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, 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.		
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				<ul style="list-style-type: none">○ ECATS is the authoritative source that is monitored by MCS and DPI.● Child Find Tips: Because the State has supported violations of IDEA without a written referral and used notice (conversations/implied language from emails to begin the 90-day timeline). Here is what should happen once a referral is received:<ul style="list-style-type: none">▪ Referral-Share date, type, and information with Principal and Takeda LeGrand. Follow other school-level and MCS expectations for sharing.▪ Select Spanish under Student Profile/Personal Information if any parent or student may need the documents in Spanish. Failure to select Spanish at this stage will require for final documents to be translated on paper.▪ Acknowledge Referral (Parent Reply/Notice) and Start 90-days Window▪ Complete a Proposed Referral Form in ECATS▪ Send Invitations (two) to Conference Notice in ECATS		
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- Make sure Referral Form is drafted in ECATS with date to begin 90-days timeline.

- **Draft PWN in ECATS**

- **EC Needs Assessment- In-progress** for 2024-2025 EC Compliance and Continuous Improvement Support based on key IDEA performance indicators and ESSA performance measures. Be on the lookout for ways to support input.

- **OCS Transition Tasks (1-9)-** Under review.

- **April is Assistive Technology Awareness Month-**On April 03, 2024, Governor Roy Cooper Proclaimed April to be Assistive Technology Awareness Month.

<https://governor.nc.gov/governor-proclaims-assistive-technology-awareness-month-2024> Additionally, Please note that **April 17th is National AT Awareness Day: ATAP National AT Awareness Day Announcement.**

<https://ataporg.org/policy-and-advocacy/national-at-awareness-day/>

- **Pre-K age 2 to 3 Transition (IDEA Part C to B) Planning Tips:**
<https://drive.google.com/file/d/1ZlwFadiqsoUnlxnIPhDBFdNc4VxDQU1j/view?usp=sharing>

- **General EC Resources:**
 - MCS EC Manual /Student History Screen in ECATS/PCG Playbook Modules (Email Takeda LeGrand if you

				<p>need a login)</p> <ul style="list-style-type: none">○ 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-children/professional-development/remote-virtual-instruction-resources○ NCDPI 2023-2024 Discipline Reporting Manual https://www.dpi.nc.gov/discipline-data-collecting-and-reporting-procedures-manual-august-2023-2024/open○ ECATS https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manuals-tip-sheets-documentation <ul style="list-style-type: none">• Budgeting for Next Year-IDEA Grants Open for 2022-2025 on April 22nd.• NCDPI EC PD & Calendar of		
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Events-

<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>

Pre-K Updates:

PreK is receiving 100 bike helmets from a grant from the Montgomery County Health Department. Thank you to Tiffany Ward at the MC Health Department for working on this for us.

Mr. Thomas will be attending a directors meeting at the Montgomery County Partnership for Children at 11:30am on April 16, 2024.

Differentiation Updates:

NC Gear Up (MCHS Only)

- The MATHia Motivation Challenge runs through May 19th.

MTSS

- Plan Reviews should be completed on every child receiving intervention.

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

				<p>on the data. This transition should happen within ten school days to avoid a gap in effectively monitoring progress.</p> <p><u>AIG</u></p> <ul style="list-style-type: none"> • NCDPI AIG Spring Institute- This Wednesday and Thursday @ The Friday Institute in Raleigh • AIG Spring Headcount- Due April 30th • Battle of the Books- April 24th @MCHS auditorium beginning at 9:00 AM, • STEMlympics- May 1st @ MCHS aux gym beginning at 9:00 AM. <p><u>ESL</u></p> <ul style="list-style-type: none"> • The monthly ESL PLC scheduled for tomorrow, April 16th will be canceled due to the training that will take place during the IF meeting on April 25th. ESL teachers will join instructional facilitators for an ML Training with NCDPI. This will last through the morning and will finish around noon. 		
<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 	<p>All</p> <p>21 Sys</p> <p>LGI</p>	<p>Matthew</p> <p>Matthew</p> <p>Emily</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p>	<p><i>Operations Updates:</i></p> <p>If you have a bus driver that will be out, please contact other schools asking for coverage.</p> <p>Please continue to utilize SchoolDude for all maintenance requests.</p>		

<ul style="list-style-type: none"> Accountability Update 	21CP	Amanda	10 min	<p><i>HR Updates:</i></p> <ul style="list-style-type: none"> TOY/Retirement Celebration: Ms. Douglas sent an email last week with instructions and the sign-up sheet. Please remember that the TOY/Retiree plus one guest is complimentary. If they wish to have additional guests it will be \$17 each. Please use the sign up sheet to sign up these guests and to collect the money. Please make sure that all of your TOY/Retirees sign themselves up and their one complimentary guest as well, so we can have an accurate headcount. This form needs to be completed by 4/29 and sent to Susanna Kornegay. Administrators should be prepared to give a brief speech about your TOY/Retiree. Summer Hours: Summer hours (7:00 AM-5:00 PM) for 11 and 12-month employees will start the week of June 24th and end August 9th. The first Friday off will be June 28th and the last Friday off will be August 9th. Please make you make your bookkeeper/director aware of work plans for the week of July 4th. With the holiday being in the week, employees will be short 2 hours. Employees will need to take .25 of an AL day or work to make up the time. Bus Drivers: Please remember to use all 		
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of your resources prior to canceling or doubling up a route. Call other schools and ask for assistance.

- Allotment meetings will be on April 18th. Please make sure you have signed up for a time! Please come to the central office for your meeting. We will meet in my office.
- ESS: ESS sent a letter to ALL current subs explaining the transition for the 24-25 school year. Assure them that there will not be any changes this school year. We are currently recruiting subs for the 24-25 school year. ALL current subs will need to apply through our website to begin the onboarding process.
 - To ease the transition, MCS will hold a Q&A and application assistance on April 17th from 3:00-5:00 at the central office. Please feel free to drop in and ask questions and to receive help with the next steps. All principals have a copy of the flyer that was sent. Please let me know if you have any questions or need additional information.
- 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](#)

				<ul style="list-style-type: none">• 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<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		
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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](#)
 - 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.

- 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.

- 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

- April 19th: Contract Recommendations due to HR
- April 29th: TOY/Retirement RSVP/payment due to S. Kornegay
- 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 17, 2024, at 8:30 in the Staff Development Room at the Central Office. (This has been rescheduled from 4/16)

Testing Updates:

- EOY Test Training is scheduled for Wednesday, April 24th in the Staff Development Room. K-8 8:30 / 9-12 11:00
- When you have your test schedule created, please share with Amanda and AJ.
 - EOG's can begin on 5/24.
 - EOC's can begin on 6/3 **This

				<p>includes middle school Math I</p> <ul style="list-style-type: none">○ MCEC can begin on 5/20.● Please start reviewing your accommodations now while we have time. All accommodation sheets will be due with test plans on the following dates:<ul style="list-style-type: none">○ MCEC: April 19th○ All K-8: April 26th○ All 9-12: May 3rd● The latest state guidance from DPI states that Guidance Counselor's cannot serve as Testing Coordinators or Testing Administrators but can be used in other roles as necessary to facilitate testing.● If you are going to use anyone in your building as a test administrator and they have not completed the online training course, please go ahead and have them complete that. You should have documentation of everyone who has completed.<ul style="list-style-type: none">○ https://center.ncsu.edu/training/● Upcoming testing dates:<ul style="list-style-type: none">○ 4/8-4-19 Spring Semester Biology Check-In #3○ 4/15-4/26 Grades 3-8 Reading and Math/Grade 5 Earth Science/Grade 8 Life Science Check-In #3○ 4/17-4/18 MCEC Year Long Based Math I Check-In #2○ 4/29-5/2 MCEC Spring Semester Math 3 and English II Check-In #2		
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[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:

- Certified and Classified Staff Advisory Meetings are Wednesday, 4/17/24. Classified will meet at 9am and Certified will meet at 3:30pm.
- Summer Events and Sign-Ups! ○
 - [Sign up here for the Back to School Block Party!](#)
 - [Sign up here for Stuff the Bus!](#)
 - [Sign up here for TroyFest!](#)
- 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 outstanding 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 information on the grant, the

				<p>notification that you have received it, and photos so we can publish them.</p> <ul style="list-style-type: none"> THANK YOU! Our social media presence is incredible, and it is all thanks to you! Thank you for helping show the community all the positive things that happen in our classrooms daily! 		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	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.