

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 4/22/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to JaMese Black 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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<p>Celebrations</p>	<p>All</p>	<p>Dale</p>	<p>5 min</p>	<p>The 4th grade classes had a wonderful time at Star Heritage Day! Thank you to the Star Heritage Association!</p> <p>Mount Gilead is excited to hire their new IF.</p> <p>MCEC had an awesome Prom over the weekend!</p>		
<p>Superintendent Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • May BOE Agenda • May Principal Agenda • Administrative Services Update 	<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 items to Terri Absher or Wade Auman.</p> <p><i>Administrative 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> <p>Monday, April 22, 2024 - EARTH DAY</p>		



Tuesday, April 23, 2024 - World Book and Copyright Day

Mental Health Professional Developments are extended to May 10, 2024.

Student Supervision: Class changes, common areas, and dismissal. Please make sure staff are on duty during these times.

Learning Division

- What do principals and CSS admin need to know and do? All Wade 5 min
- 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

Learning Division Updates:

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.

NC ILA – All participants of the NC ILA program should have registered for the

<ul style="list-style-type: none"> • EC Update 	GCS	Takeda	10 min	<p>upcoming session. If you have not registered, please contact Wade Auman as soon as possible. The next session will be tomorrow, April 23, 2024 at the Embassy Suites Conference Center-Greensboro Airport location. The session will begin at 8:00 am.</p>		
<ul style="list-style-type: none"> • Pre-K Update 	GCS	Vance	10 min			
<ul style="list-style-type: none"> • Differentiation Update 	GCS	Jessica		<p>Education Value-Added Assessment System (EVAAS) – Teacher roster verification started on April 18th. Principals, make sure you share out the support materials provided in the Google Drive. If anyone has any questions, feel free to contact Wade Auman. If any school would like assistance, please contact a member of the Learning Team.</p> <p>School-Based Mental Health Grant – Montgomery County Schools is finalizing a SBMH submission to US Ed. for a recently released grant opportunity. We will be submitting the grant proposal this week. Thank you to everyone that offered suggestions.</p> <p>Digital Learning Coach meeting – There will be a meeting with the DLCs on Thursday, April 25th at 1:00 pm. If anyone has any topics/concerns for discussion, please email them to Wade Auman by Wednesday afternoon.</p> <p>Principals’ PLC – The next Principals’ PLC will be held on April 30th beginning at 8:30 am. We will meet in the Staff Development Room at the Central Office.</p> <p>MCC Check-In Meeting – There will be a partnership check-in meeting with our MCC partners on May 3rd at 1:00 pm. If anyone has any topics/concerns related to our CCP/CIHS</p>		

			<p>program, please email them to 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 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>		
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			<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 and CTE Updates:</i></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 with the process this is one way to send those in. https://ncdpi.az1.qualtrics.com/jfe/form/SV_b2ufpjHjioDOc18</p> <p>Skills USA Events are this week. Montgomery County is taking 35 Students in 12 different categories.</p> <p>DPI has updated its ON DEMAND PD offerings if any K-12 Social Studies Teachers are interested.</p>		
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			<p>https://ncdpi.instructure.com/courses/6560/pages/on-demand-professional-learning-offerings</p> <p>FAFSA Deadlines can be different at every college or university, but many of those dates are approaching now. While the Federal Deadline is June 30th priority consideration may be earlier for you to get the most support to attend a school.</p> <p>Upcoming Dates</p> <p>Coffee, Careers, and Conversations will be May 17</p> <p>Camp Timberwolf July 8-11</p> <p><i>Elementary Updates:</i></p> <p>LETRS participants should be working on Unit 8, Part 7 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 Houghton Mifflin Harcourt representatives on Tuesday, April 23 at 3:15 pm via Zoom. A Google survey will be shared with all team members to provide feedback regarding the programs that have been reviewed.</p> <p>Fourth-grade students’ Star Heritage essays are due on April 30. Terri Absher is available to pick up the materials at individual schools to</p>		
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deliver them to the judges.

EC Updates:

Title IX

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

Exceptional Children

- **Future Meetings 3:00 PM-4:00 PM:**
 - **May 16th - REQUIRED**
- **Speech Team Meeting- Today, 2:30 PM, MCS Staff Development Room**
- **Assistive Technology Team Meeting- May 15th, 3:00 PM, MCS Staff Development Room**
- **Monthly Behavior Team Meeting- May 20th, 2:30 PM, MCS Conference 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 23rd , 3:30-4:30 PM, MCS Staff Development Rm (Required for full team)
- Implementation Round 1- May (Required for full team)

- **IDEA Warning List Notice**-We are on the warning list for disproportionality with EC students in ISS, OSS and total discipline. Please review your discipline data to ensure accurate coding and respond to any trends with EC students. If we move to the mandatory list, we will receive additional guidance with required actions from the DPI.

- **PRC 029 Behavior Grant-**

- 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.○ 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-		
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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**
- 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.
- **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-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>

- **Budgeting for Next Year- IDEA Grants Open for 2022-2025** on today and we will be working to plan EC projects for next school year until May 31st.

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

Pre-K Updates:

PreK PLC meeting at Board of Education Office on April 24, 2024, at 3:15pm.

Summer PreK to Kindergarten Transition Camp forms are due May 3, 2024. Please continue to promote the program.

Differentiation Updates:

				<p><u>NC Gear Up (MCHS Only)</u></p> <ul style="list-style-type: none">• No updates at this time. <p><u>MTSS</u></p> <ul style="list-style-type: none">• Plan Reviews should be completed on every child receiving intervention every 6 weeks. <p><u>Standing Reminders:</u></p> <ul style="list-style-type: none">• 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. <p><u>AIG</u></p> <ul style="list-style-type: none">• AIG Spring Headcount- Due April 30th• Battle of the Books- Wednesday @MCHS auditorium<ul style="list-style-type: none">○ Elementary at 9:00 AM○ Middle School at 12:30 PM• STEMlympics- May 1st @ MCHS aux gym beginning at 9:00 AM <p><u>ESL</u></p> <ul style="list-style-type: none">• ESL teachers will join instructional facilitators for an ML Training with NCDPI Thursday morning. This training will finish around noon.		
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Operations Division						
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Matthew	10 min	<p><i>Operations Division Updates:</i></p> <p>The bus garage will be without power in approximately 7-10 days due to upgrades for HVAC. The Transportation Office Staff will be working for the maintenance building, mechanics will be in the field.</p>		
<ul style="list-style-type: none"> • Auxiliary Services Update 	21 Sys	Matthew	10 min			
<ul style="list-style-type: none"> • Human Resources Update 	LGI	Emily	10 min			
<ul style="list-style-type: none"> • Accountability Update 	21CP	Amanda	10 min	<p><i>HR Updates:</i></p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ I will send a list out to principals this afternoon of everyone who has applied—please review this list with your bookkeeper if you see someone who has not applied, please call them!!! • Classified Employee of the Year: Principals, attached are the forms for your classified employee of the year nominations. Please make a copy of the forms, complete them as you feel necessary, and scan them back to me by 		

May 3. Winners will be announced May 24. Let me know if you have any questions. [Nomination Forms](#)

- Transfers: While we always encourage students to attend their assigned schools, some families request transfers. Brooke and I have worked to condense this process. The deadline to request a transfer will be June 1st and will only be considered if room is available and they are currently in good standing, per MCS Board Policy 4130-R. With that being said, later this month Brooke will provide you with a list of all the students that are currently at your school on a transfer so conversations can be generated if they are not holding up their end of the agreement. I have the flyer in English and Spanish. Please let me know if you need additional copies.
- With recruiting teachers, it is often difficult to find housing in Montgomery County. I have a lead on a rental if you know of someone who might be interested.
- 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. MCEC Summer Hours: Summer hours (7:00 AM-5:00 PM) for 11 and 12-month employees will start the week of June 21st and end August 2nd.
- Bus Drivers: Please remember to use all of your resources prior to canceling or doubling up a route. Call other schools and ask for assistance.
- 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.
Letters will be sent out on May 15th.

- 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 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

- 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

				<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Keep pushing Homegrown teachers – See the information attached <u>Homegrown</u> ○ 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 <p><u>Upcoming Dates</u></p> <ul style="list-style-type: none"> • April 24: Mentor Logs Due to Ms. Wilson • April 29th: TOY/Retirement RSVP/payment due to S. Kornegay • May 2nd: AP meeting at MCHS 11:30 • May 3rd: Classified Employee Nominations Due • May 15th: Nonrenewal letters to teachers not being renewed • May 17th: TOY Interviews • May 20th: Teacher of the Year/Retirement Banquet • May 29: Mentor Logs due to Ms. Wilson • May 24: Principal Notification of Classified Employee of the Year 		
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Winners

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- May 16, 2024
- Next Meeting
 - May 14, 2024, at 8:30 in the Staff Development Room at the Central Office.

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.

				<ul style="list-style-type: none">○ EOG's can begin on 5/24○ EOC's can begin on 6/3 **This includes middle school Math I○ 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• 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/• Please also remember that as Test Coordinators, you should have a roster documenting that every student has completed the online tutorial this year. A simple roster sheet with check marks or highlighting is sufficient.• 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		
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				<p>Check-In #2</p> <p><u>2023-2024 MCS Testing Calendar</u></p> <p><u>MCS District Testing Plan</u></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"> • Summer Events and Sign-Ups! 🌞 <ul style="list-style-type: none"> ◦ <u>Sign up here for the Back to School Block Party!</u> ◦ <u>Sign up here for Stuff the Bus!</u> ◦ <u>Sign up here for TroyFest!</u> • 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. <u>MCS Alumni Spotlight Form</u> • 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.