

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 5/6/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Enoc Robledo 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
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Celebrations	All	Dale	5 min	<p>Teacher Appreciation Week! Thank you to all our teachers! We appreciate all you do on a daily basis!</p> <p>Elementary teachers finished up LETRS Training last week!</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 	All	Dale	5 min	<p>BOE Agenda is set for the May meeting.</p> <p>Please send agenda items to Terri Absher or Wade Auman.</p> <p><i>Administrative Updates:</i></p> <p>Asian-Pacific American Heritage Month Military Appreciation Month National Mental Health Awareness Month National Physical Fitness and Awareness Month</p> <p>May 6 – 10 Teacher Appreciation Week Tuesday, May 7, 2024 – Mental Health Counselor Meeting 11:00 AM May 8 – School Nurse Day Thursday, May 9 – Mental Health Fair / WMS 8:00 AM to 12:45 PM Thursday, May 9, 2024 – TAG Meeting 3:30 PM @ CTE Bldg. Friday, May 10, 2024 – Mental Health Fair EMS 8:00 AM to 12:45 PM</p>		

				Mental Health Professional Developments are extended to May 10, 2024.		
<p>Learning Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Grant and Federal Program Updates • Secondary Update • Elementary Update • Curriculum Support Update • EC Update • Pre-K Update • Differentiation Update 	<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><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>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. Teachers have until May 8th to complete roster verification.</p> <p>ELISS Grant meeting – We will have an ELISS grant meeting tomorrow, May 7th. If anyone has any questions/topics, please email them to Katie Hursey or Wade Auman.</p> <p>PIM Grant meeting – We will have a PIM Grant meeting with our Federal Program Manager tomorrow, May 7th. If anyone has questions/topics for this meeting, please email them to Matthew Swain or Wade Auman.</p>		

			<p>MCC Check-In Meeting – There will be a partnership check-in meeting with our MCC partners on May 6th at 1:00 pm. If anyone has any topics/concerns related to our CCP/CIHS 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</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 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:</i></p> <p>If a principal needs to use a differentiated diploma process, Mr. Swain needs student names by Thursday, May 2nd for May Board approval or by Memorial Day for June Board approval.</p> <p>MCS/MCC Summer Career Camps (5th-8th graders) - June/July – Sign up will start soon Flyers will go out to schools next week.</p> <p>Angela Rice-Tucker will be handling district CTE testing, please direct all CTE post-assessment questions to her. She will train all test admins for CTE this year.</p> <p>Upcoming Dates</p> <p>Coffee, Careers, and Conversations will be held on May 17</p>		
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			<p>Camp Timberwolf July 8-11</p> <p><i>ELEMENTARY:</i></p> <p>The EOY testing window for mCLASS and iReady opens today and closes on May 24.</p> <p>Please contact Terri Absher if an invalidation needs to be approved.</p> <p>Instructional Facilitators are reminded to upload EOY videos to the shared Google folder as soon as possible if it has not been completed yet. The videos can highlight a test taking strategy or provide motivation for testing.</p> <p>LETRS participants should be working to complete the final components of the training, including the Bridge to Practice activities. All licenses for staff members who have participated in cohort 3 will expire on July 30, 2024.</p> <p>There will be an IF meeting on Thursday, May 9. The elementary IFs will meet at 8:30 am, and secondary will join at 9:30 am.</p> <p><i>EC Updates:</i></p> <p>Title IX</p> <ul style="list-style-type: none">• Always follow MCS Title IX Compliance Guidance and call Takeda. <p>Exceptional Children</p> <ul style="list-style-type: none">○ Future Meetings 3:00 PM-4:00 PM:		
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determine if those levels are aligned with the decision of the team. Examples of data sources include, but are not limited to:

- Curriculum-Based Measurements (e.g. DIBELS, AIMSweb)
- Computer Adaptive Assessments (e.g. MAP, iReady, Star Reading, Scholastic Reading Inventory)
- Recent psycho-education evaluation results (if available) (e.g. Woodcock Johnson, WIAT)
- Program-embedded assessments (e.g. Language, Reading Mastery)
- Diagnostic Assessments (e.g. CORE Phonics Survey, Quick Phonics Screener)”
- **ECATS-** The OEC has collaborated with PCG to provide additional Progress Monitoring data tiles via the Main Menu page of ECATS.
 - Progress Track Goal Status- This tile is a pie chart that displays the percentage of goals by status for the current school year. It answers the question of how many goals there are by status (On Track, Off Track, At Risk, N/A)
 - Progress Track Students by Goal Status- The data tile will answer the question of: How many students have at least

				<p>one goal that is On Track, Off Track, or At Risk.</p> <ul style="list-style-type: none">• 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-<ul style="list-style-type: none">○ 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		
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				<p>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.</p> <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		
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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](https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development)

o EC Remote/Virtual Learning Resources
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development/remote-virtual-instruction-resources>

o NCDPI 2023-2024 Discipline Reporting Manual
<https://www.dpi.nc.gov/discipline-data-collecting-and-reporting-procedures-manual-august-2023-2024/open>

o 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.

• **Summer Insitute Guide for EC:**
<https://indd.adobe.com/view/bda3b43b-4ba8-410c-9b76-6bcf7ec88d0c>

• **NCDPI EC PD & Calendar of Events-**
<https://www.dpi.nc.gov/districts-schools/classroom->

[resources/exceptional-children/ec-events](#)

Pre-K Updates:

May is the last month we can capture attendance for reimbursement. Please make sure you contact families as soon as possible when your children begin missing school.

Differentiation Updates:

MTSS

- High school students are now completing self-ratings in the Aperture platform for SEL screening. Jessica will pull data reports and communicate results to principals and school counselors.
- Instructional Facilitators will work on EOY activities in ECATS through the end of May.
- Students who have met and/or exceeded benchmark goals should be removed from current intervention plans before the end of the year. The intervention plan will be archived in the MTSS history.

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

				<p>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> <ul style="list-style-type: none"> Meeting minutes should be kept on all MTSS meetings. <p><u>AIG</u></p> <ul style="list-style-type: none"> No updates at this time. <p><u>ESL</u></p> <ul style="list-style-type: none"> 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>Please work on getting the summer agreements signed for technology.</p> <p><i>HR Updates:</i></p> <ul style="list-style-type: none"> Central Office Staff Retention Contracts: I have those, please let all central office staff know that they will need to come and sign if they wish to accept the retention bonus for the 24/25 school year. TWC Survey results will be embargoed on the evening of April 30th. <ul style="list-style-type: none"> Initial Results TWC Results A TWC committee from DPI will work this summer to unpack 		

the data

- Mentor Logs: With the year coming to an end, please make sure that mentor logs are getting submitted to Jordan Hamilton. Remember with the grant, the logs need to reflect the examples shared at the Principal PLC.
- Field Trips: Please enter all field trips in travel tracker prior to the trip occurring. This allows for appropriate approval at the building level and at the central office level. Even if an activity bus/car is not being used, please enter the trip. There is an option in travel tracker to select if you are walking or utilizing a charter bus.
- Teacher of the Year Interviews will take place on May 17th. Portfolios are due on **May 6th** electronically to Jordan Hamilton. Jordan Hamilton will send their interview time on May 1st.
- 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.
 - **I sent out a list to principals last week 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. Winners will be announced May 24. Let me know if you have any questions.
- 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.
- 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.
- As of today, all positions posted are current. Please look over the listings and contact Emily if something is not correct or if you feel something is

missing. If you have ESS employees who are currently in teacher assistant roles, please make sure they know the positions are posted and they are welcome to apply. Please remember if you have a staff member who has not submitted their letter of retirement/resignation their position is not posted. If you have someone in your building who has indicated they are leaving, please ask them for their resignation, so we can get the position posted. Lastly, there are several principles I am waiting to hear from concerning the grade level/subjects you want to post based on shifting within your building, please let me know as soon as possible what you would like posted. Now is the time to post and hire quality teachers.

- Recruitment Fairs -Please contact the people on the third tab who have shown interest in MCS. [Job Fairs](#).
- 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. Please make sure you are helping out each other. We are seeing an increase in routes being delayed or combined.

- 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:

				<p>Observation Timeline</p> <ul style="list-style-type: none">○ 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 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.● 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		
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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

				<p>attached Homegrown</p> <ul style="list-style-type: none">○ 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• May 6th: TOY Portfolio due electronically to Ms. Hamilton• May 15th: Non-Renewal 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. Hamilton• May 24: Principal Notification of Classified Employee of the Year Winners• May 31: Comprehensive 4 and Standard 3 Complete• June 16: End of Year PDP due• June 16: End of Year Summative due <p><i>Accountability Updates:</i></p> <p><i>Data Managers Updates:</i></p> <ul style="list-style-type: none">• K-5 Class Size Document		
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- 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:

- 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 includes middle school Math I
 - MCEC can begin on 5/20
- All accommodation sheets and test plans were due last week. If you have not turned these in to AJ, please do so by the end of day today.
- 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.

- <https://center.ncsu.edu/training/>
- Please also remember that as Test Coordinators, you should have a roster documenting that every students has completed the online tutorial this year. A simple roster sheet with check marks or highlighting is sufficient.
- If you have anyone in your building who could help proctor at schools who are short, please let Amanda know. We can use community members as proctors. Proctors just need to be at least 18 years old and not a student in the K-12 system.
- If anyone at the district level would like to be trained as a back-up for test administrator or proctor, please let Amanda know
- Upcoming testing dates:
 - 5/13-5/17 MLA & MCHS Check-In B(Spring EOC) English II, Math I, Math III and Biology- Ecosystems
 - MCEC EOC, CTE and Final Assessments- 5/20-5/54
 - EOGs will begin on 5/24 for all K-8 schools

[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:

- 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 notification that you have received it, and photos so we can publish them.
- **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!		
Budget & Resources				<i>Budget Updates:</i>		
• 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.