

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 5/20/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jessalyn Spell 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
Celebrations	All	Dale	5 min	<ul style="list-style-type: none"> • Successful Joy Prom • Larry Lane Horne Scholarship Banquet: They would like to continue their partnership and provide scholarships 		
Superintendent Division				<ul style="list-style-type: none"> • No June Principal’s Meeting 		
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Dale	5 min	Administrative Services Update <ul style="list-style-type: none"> • May Days 		
<ul style="list-style-type: none"> • June BOE Agenda 	All	Dale	10 min	Asian-Pacific American Heritage Month Military Appreciation Month National Appreciation Month National Physical Fitness and Awareness Month		
<ul style="list-style-type: none"> • June Principal Agenda 	All	Dale	10 min			
<ul style="list-style-type: none"> • Administrative Services Update 	All	Jack	10 min	<ul style="list-style-type: none"> • Reminder: All hands-on deck with supervision 		
Learning Division				Learning Division Grant and Federal Program Updates		
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Wade	5 min	<ul style="list-style-type: none"> • Title 1 Documentation – As schools 		

<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min	<p>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> <ul style="list-style-type: none"> • PRC 189 Tutoring – Data for students participating in PRC 189 math tutoring for 4th and 5th grades is due to the state on June 30, 2024. Schools offering this tutoring, please submit your finalized attendance spreadsheets when your program has completed for the school year. If anyone has questions, feel free to contact Wade Auman. • ELISS Grant meeting – There will be an ELISS check in meeting tomorrow morning. Any school participating in the ELISS programming can email questions/topics for discussion to Katie Hursey or Wade Auman. • Perkins Innovation Grant meeting – We have a meeting with our USED project manager tomorrow, May 21st. If anyone has any questions regarding our PIM grant, please email Matthew Swain or Wade Auman. • Teacher and School Leader Grant meeting – We have a TSL grant meeting with our USED project manager on Wednesday, May 22nd. If anyone has 	
<ul style="list-style-type: none"> • Secondary Update 	GCS	Matthew	10 min		
<ul style="list-style-type: none"> • Elementary Update 	GCS	Terri	10 min		
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Terri	10 min		
<ul style="list-style-type: none"> • EC Update 	GCS	Takeda	10 min		
<ul style="list-style-type: none"> • Pre-K Update 	GCS	Vance	10 min		
<ul style="list-style-type: none"> • Differentiation Update 	GCS	Jessica	10 min		

any questions regarding the TSL grant, please email them to Jessica Lowder or Wade Auman.

- Education Value-Added Assessment System (EVAAS) – Principals, you have until this Wednesday, May 22nd to review and make any corrections to the school rosters. If anyone has any questions, feel free to contact Wade Auman.
- Student Fee Collection – As we begin end-of-the-year celebrations and activities, please remember to adhere to Board Policy 4601-Collection of Student Fees. To keep fees from accumulating to large balances, please make efforts to collect fees. Students in grades 3-12 can be withheld from all non-educational events for not making payments towards fee balances as outlined in the policy.
- 10-hour PD with Eury Consulting – All schools should be working on initial PD with Eury Consulting. If anyone has any questions, feel free to reach out to Wade Auman.
- Digital Learning Coach meeting – We will have a DLC meeting on May 21st at 1:00 pm. If anyone has any topics/concerns for discussion, please email them to Wade Auman by Monday, May 20th.
- Indistar School Improvement Plans – Spring Comprehensive Plan Reports are

due by May 30th. Please work with your School Improvement Teams to review all indicators, upload any artifacts, address any comments and finalize your plan for the year prior to submitting the plan report. Please make sure you submit the plan report by the May 30th deadline.

- 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.
- 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.

Training Opportunities:

- 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)

- 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/>

Upcoming Dates:

- EVAAS Dates – School Verification Phase: May 9-22, 2024, District Verification Phase: May 23-June 19, 2024
- Indistar Comprehensive Plan Reports – Reports are due for submission by May 30th

Secondary/CTE Update

- 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.
- The Final Deadline to submit student names to meet the requirements of the Differentiated Diploma Process is May 29th
- Please encourage counselors to keep working with students on FASFA. Our preliminary numbers are much lower than last year. I will send out the info to schools this afternoon.

Elementary Update

				<ul style="list-style-type: none"> • AVID CCI reports for EMS, WMS, MCHS, and MCEC are due on Friday, May 24. • The EOY testing window for mCLASS and iReady continues until May 24. • Please contact Terri Absher if an invalidation needs to be approved. • Classroom Walkthroughs for quarter four need to be completed by May 24. • 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. • 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>EC Update</p> <ul style="list-style-type: none"> • Monthly Behavior Team Meeting- Today, May 20th, 2:30 PM, MCS Conference Room • Least Restrict Environment Team <ul style="list-style-type: none"> ○ Implementation Round 1- Week of May 20th (Required for full team) • EC End-of-Year Closeout- Data review and verification for all federal 		
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indicators are in-progress and communications to clarify and confirm data prior to final submission will occur between now and September 2024 (deadline for some 2023-2024 indicators). Thank you in advance for your time and patience as we work to submit accurate data.

- **ECATS Medicaid Reimbursement-** The IEP and Plan of Care MUST be finalized at the same time and use the same dates. If services are logged BEFORE a Plan of care is on file, we cannot bill for the services during the regular billing cycle and may be able to recover funds at the end of the year at a reduced rate. Once the IEP dates change, the Plan of care dates need to change too. The Consent to Evaluate and the Consent for Services must be on file and the sections must be completed in ECATS to avoid a false 90-days violation error.
- **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

				<ul style="list-style-type: none">• 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		
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emails to begin the 90-day timeline). Here is what should happen once a referral is received:

- 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**
- Make sure Referral Form is drafted in ECATS with date to begin 90-days timeline.
- **Draft PWN in ECATS**

- **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.
- **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 Update

- PreK to Kindergarten transition parent meetings at Green Ridge today. Troy PreK on May 28 at breakfast.
- All PreK programs will have a fun day at Biscoe Park tomorrow May 21, 2024. Thanks to those who are helping with this event.
- PreK virtual check-in at 1:00pm on Friday, May 24, 2024.

Differentiation Update

MTSS

- High school students are now completing self-ratings in the Aperture platform for SEL screening.
- Middle School teachers need to

				<p>complete ratings in Aperture for EOY. The same raters should complete them this time to have an accurate comparison.</p> <ul style="list-style-type: none"> Instructional Facilitators will work on district data protocols with each grade level and are completing EOY activities in ECATS. <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"> ESL PLC (rescheduled due to ACCESS score report release)- Wednesday, May 22nd @ 3:15 in Staff Development Room 		
<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>Auxiliary Services</p> <ul style="list-style-type: none"> If you have a help desk request, please do so in a reasonable time so we will have time to complete the order. If you have something that is last minute, you may want to call to make sure we saw the order. <p>Human Resources Update</p> <ul style="list-style-type: none"> Q4 Perfect Attendance: Staff Q4 Perfect Attendance Celebration will be on June 4th. The cut-off will be May 30th. Please send your list to me by May 31st. I know it is a short turnaround time, but we have to be able to squeeze it all in. Please see the guidelines below. 		

				<ul style="list-style-type: none">○ Perfect Attendance from March 20th - May 30th. If you have a teacher that you know is going to be out from May 31- June 7th, please do not include them!○ Full-time classified and certified○ Must have been physically present at work -- not by using comp time or AL time for a full day – Exception: "No Day" or Optional Teacher Workday –○ If you have a classified employee who needed to use comp time and did so when students were not in the building, that will not count against them. <ul style="list-style-type: none">● Consider teaching at the NC Governor's School - We need Science teachers! Come and work with talented and intellectually engaged high school students in a thriving learning community this summer – without grades! NCDPI is specifically seeking creative, engaging teachers. This is an opportunity to play a role in shaping a life-changing summer for these amazing students. More information can be found on the employment page of our Governor's School Website. GS is currently seeking a Natural Science instructor for Governor's School West, hosted by Greensboro College. Governor's School will take place June 23-July 20, with employees arriving on		
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June 17 to begin orientation. We are currently reviewing applications and conducting interviews. If you have questions regarding any openings, reach out to us at ncgovschool@dpi.nc.gov.

- MCS has 2 EPI teachers to place – A MCS team interviewed numerous teachers in February and selected 2. If you are interested in one of these for a vacancy let me know. They have a K-2 preference.
- TWC Survey results will be embargoed on the evening of April 30th.
 - 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.

- 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 non renewal 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. Additionally, transfer request forms on need to be completed for the initial year of the transfer and at a gateway year.

- 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 principals 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: [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

				<p>action form is completed anytime anyone in your building changes roles or adds a role.</p> <ul style="list-style-type: none">○ Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.○ Please send in staff action forms for summer school!!!! <ul style="list-style-type: none">● Praxis support<ul style="list-style-type: none">○ MCS has partnered with Learning Liaisons - a company that has a 92% Praxis pass rate. If you have a teacher trying to clear a license, please have them contact Jordan Wilson for a study code!○ UNCC is also offering FREE classes for Praxis support - please use the link to register and to see what tests are supported! UNCC Praxis Support● Time<ul style="list-style-type: none">○ Please make sure part-time employees are not working over 29 hours per week.○ Full-time, classified employees Cannot go over 40 hours a week<ul style="list-style-type: none">▪ Can clock out for lunch▪ Leave early/arrive late – modify time○ Dual employees - cannot make up time missed from the primary job (employee is not percentages down until they		
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miss more than 97% of their assigned hours

- Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email **ALL** completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance. [Homebound Handbook](#)
- K-3 Class size: Even though we are now in compliance, please know that we are still EXTREMELY close to the maximum number of students across the district in K-3. Please be understanding if additional shifts within your building have to be made to stay in compliance.
- Homegrown Updates
 - Keep pushing Homegrown teachers – See the information attached [Homegrown](#)
 - Homegrown instructors - If you have a homegrown instructor in your building, please let me know so they can get paid at the end of the semester.
 - Homegrown Apprenticeship - information coming soon

Upcoming Dates

- **April 24: Mentor Logs Due to Ms. Wilson**

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- 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 4th: Q4 Attendance Celebration
- June 16: End of Year PDP due
- June 16: End of Year Summative due

Accountability Update

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- June 14, 2024 (Last one of the year!!!)
- Next Meeting
 - June 12, 2024, at 8:30 in the Staff Development Room at the

Central Office.

Testing Updates:

- If TC's or Principals want any additional, last minute feedback on your test plans, please let AJ know ASAP.
- A "Who is Testing and When" schedule went out to TC's and principals today. Please take a look at that and leave any changes in the comments.
- **If you are combining any EOG testing sessions, please turn in your request form to Amanda ASAP. These have to be approved at the state level before you can test.**
- 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 student has completed the online tutorial this year.** A simple roster sheet with check marks or highlighting is sufficient.
- **Please make sure that you are following the Test Audit Sheet that was given to you during test training to ensure that there are no irregularities based on environment.**
If you are in doubt, take it down/cover it up, or call us and ask us!

				<ul style="list-style-type: none">• 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.• Just a reminder that all 3-8 Reading and Math EOG Scores will come from the new reporting platform. 3-8 Science and all EOC scores will be pulled each morning as they are ready.• Video and PowerPoint Training for EOG Reports<ul style="list-style-type: none">○ Using the Teacher Access & Teacher Report Verification Tools<ul style="list-style-type: none">▪ Video▪ PowerPoint○ Accessing Online Resources School Report Reviewers<ul style="list-style-type: none">▪ Video▪ PowerPoint○ Accessing Online Resources for Teachers<ul style="list-style-type: none">▪ Video▪ PowerPoint• Upcoming testing dates:<ul style="list-style-type: none">○ MCEC EOC, CTE and Final Assessments- 5/20-5/54○ EOGs will begin on 5/24 for all K-8 schools○ EOCs will begin on 6/3.		
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				2023-2024 MCS Testing Calendar MCS District Testing Plan		
Process Management <ul style="list-style-type: none"> Media Minute Other process issues? 	LGI All	Susanna Dale	5 min 5 min	Marketing Updates <ul style="list-style-type: none"> If you have events occurring in your school, please reach out to Sean Maness! Summer Events and Sign-Ups! ☉ <ul style="list-style-type: none"> 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 Sean Maness before coming. We want to celebrate all our employees and schools that have received grants. Please send Sean 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"> • 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>Budget</p> <ul style="list-style-type: none"> • No updates at this time. 		

Next Steps:

SP/SG – strategic priority and strategic goal

Distribution: Central support administrators, building administrators, and web page.