

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 6/3/24- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Jon LaChance 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
<b>Celebrations</b>	All	Dale	5 min	<ul style="list-style-type: none"> <li>Last week, finish strong!</li> </ul>		
<p><b>Superintendent Division</b></p> <ul style="list-style-type: none"> <li>What do principals and CSS admin need to know and do?</li> <li>June BOE Agenda</li> <li>June Principal Agenda</li> <li>Administrative Services Update</li> </ul>	All	Dale	5 min	<ul style="list-style-type: none"> <li>No June Principal’s Meeting</li> </ul> <p><b>Administrative Services Update</b></p> <ul style="list-style-type: none"> <li>June Days</li> <li>Alzheimer's Awareness Month</li> <li>National Safety Month</li> <li>Please remind students to have a safe and enjoyable summer break.</li> <li>Exercise caution when at the beach and lakes.</li> <li>June 7, 2024, Last Day of School for students.</li> </ul>		
<p><b>Learning Division</b></p> <ul style="list-style-type: none"> <li>What do principals and CSS admin need to know and do?</li> </ul>	All	Wade	5 min	<p><b>Learning Division Grant and Federal Program Updates</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>		

<ul style="list-style-type: none"> <li>Grant and Federal Program Updates</li> </ul>	GCS	Wade	10 min	<p>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"> <li>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.</li> <li>EOG Testing Data – EOG testing data has been shared with all elementary and middle schools. Please use this data to see where we are and what needs to be completed during summer programming. If anyone has any questions regarding cut scores or the shared data, please reach out to Wade Auman, Terri Absher or Matthew Swain.</li> <li>Summer School time sheets – All summer school time sheets have to be turned in by June 14th to make payroll. Additional information will be emailed out to Principals regarding time. If you have any questions, reach out to Wade Auman.</li> <li>MCC Meeting – We have a meeting with MCC to discuss our partnership. If</li> </ul>		
<ul style="list-style-type: none"> <li>Secondary Update</li> </ul>	GCS	Matthew	10 min			
<ul style="list-style-type: none"> <li>Elementary Update</li> </ul>	GCS	Terri	10 min			
<ul style="list-style-type: none"> <li>Curriculum Support Update</li> </ul>	GCS	Terri	10 min			
<ul style="list-style-type: none"> <li>EC Update</li> </ul>	GCS	Takeda	10 min			
<ul style="list-style-type: none"> <li>Pre-K Update</li> </ul>	GCS	Vance	10 min			
<ul style="list-style-type: none"> <li>Differentiation Update</li> </ul>	GCS	Jessica	10 min			

anyone has any topics/concerns regarding next year, please send them to Wade Auman by Thursday afternoon.

- Mentor Logs – Mentor logs aligned with the TSL grant are due no later than June 7th. Please submit these logs to Jordan Hamilton.
- Education Value-Added Assessment System (EVAAS) – Principals, if your rosters have been sent back to make any corrections, please have them completed as soon as possible. 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.

- 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.

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 –District Verification Phase: May 23-June 19, 2024

			<p><b>Secondary/CTE Update</b></p> <ul style="list-style-type: none"><li>• If you need assistance with summer school, please let me know. Please encourage students to attend.</li><li>• Middle School and High School CTE teachers need to make sure their inventory is updated before the end of the school year. If they have received new equipment that needs to be added.</li></ul> <p>Upcoming Dates:</p> <ul style="list-style-type: none"><li>• Camp Timberwolf July 8-11</li></ul> <p><b>Elementary Update</b></p> <ul style="list-style-type: none"><li>• Representatives from the Star Heritage Association will visit fourth-grade students at each school to present essay and visual awards. We will begin at Page Street Elementary at 9:00 am.</li><li>• Instructional Facilitators, please be reminded to collect the following items from teachers during the checkout process at each school: LETRS Vol. 1 and 2, Letterland Intervention Guide, Bridge the Gap, Phonics for Reading (3 teachers guides and student books), mCLASS assessment materials/testing device, NC ENSI assessment materials, and UFLI manuals. Summer school staff members may keep the items until June 27.</li><li>• LETRS participants should be working to complete the final components of the</li></ul>	
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training, including the Bridge to Practice activities. All licenses for staff members who have participated in cohort 3 will expire on July 30, 2024.

**EC Update**

- **Title IX:** Always follow MCS Title IX Compliance Guidance and call Takeda.
- **Least Restrict Environment Team:** Implementation Round 1- Pending (Required for full team)
- **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.

				<ul style="list-style-type: none"><li>• <b>2023-2024 Indicators Reports-</b> Review in-progress. You may receive an email or phone call to verify information. Thank you in advance for your time and patience. <b>COCS Transition Tasks (1-9)-</b> Under review.</li><li>• <b>General EC Resources:</b><ul style="list-style-type: none"><li>○ MCS EC Manual /Student History Screen in ECATS/PCG Playbook Modules (Email Takeda LeGrand if you need a login)</li><li>○ Parents Rights/Procedural Safeguards <a href="https://www.dpi.nc.gov/parent-rights-handbook/open">https://www.dpi.nc.gov/parent-rights-handbook/open</a></li><li>○ EC State Training Materials <a href="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</a></li><li>○ EC Remote/Virtual Learning Resources <a href="https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development/remote-virtual-instruction-resources">https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development/remote-virtual-instruction-resources</a></li><li>○ NCDPI 2023-2024 Discipline Reporting Manual <a href="https://www.dpi.nc.gov/discipline-data-collecting-and-reporting-procedures-manual-august-2023-2024/open">https://www.dpi.nc.gov/discipline-data-collecting-and-reporting-procedures-manual-august-2023-2024/open</a></li></ul></li></ul>		
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- ECATS  
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manuals-tip-sheets-documentation>

**Pre-K Update**

- The local PreK committee met Friday and approved our 2024-2025 budget. The committee also approved the following sites: Candor-2 classes, Green Ridge-2 classes, Star-1 ½ classes, Mt. Gilead-1 class, Troy-2 ½ classes, Kountry Kids-1 class, and Wescare-1 class.

**Differentiation Update**

MTSS

- Instructional Facilitators will work on district data protocols with each grade level and are completing EOY activities in ECATS.
- ECATS will reset on July 1. All plans and student data will be archived.
- A copy of the intervention plan and current parent letter must be in the student cumulative folder.

AIG

- No updates at this time.

ESL

- ESL teachers will send home ACCESS



				score reports with parent letters by June 5th.		
<p><b>Operations Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• Auxiliary Services Update</li> <li>• Human Resources Update</li> <li>• Accountability Update</li> </ul>	<p>All</p> <p>21 Sys</p> <p>LGI</p> <p>21CP</p>	<p>Matthew</p> <p>Matthew</p> <p>Emily</p> <p>Amanda</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p><b>Auxiliary Services</b></p> <ul style="list-style-type: none"> <li>• IT will compile data but each principal must log in and verify. On Wed June 5, Helms will send out email w. log-in instructions. Principals should test log-in by Friday, June 7. IT will have data ready and available for principals to log-in and verify on Friday, June 21. IT will send final report to the state on Friday, June 28.</li> </ul> <p><b>Human Resources Update</b></p> <ul style="list-style-type: none"> <li>• Non-Certified Evaluations: Please make sure to complete an end-of-year evaluation for all classified employees. Please use the form from the following link. Make sure to use the summative form and not the mid-year. If you have an employee who does not fit into one of the listed categories, please let me know and we can determine the best fit. Please have these submitted to HR by 6/14. <a href="#">Non-Certified Evaluation Link</a></li> <li>• Teacher Contracts: 1,2, and 4-year contracts will go before the board on 6/3/24. Once contracts are approved and signed by Dr. Ellis, HR will bring them to principals to have teachers sign. These will be due back to HR by 6/17/24.</li> </ul>		

				<ul style="list-style-type: none"><li>• Q4 Perfect Attendance: Staff Q4 Perfect Attendance Celebration will be on June 4th. Because of the time crunch and with it being the last week, I will bring treats for staff who had perfect attendance. Staff that received year-long perfect attendance will be recognized at the board meeting on June 3rd.</li><li>• K-3 Class size: I have asked to meet briefly (by Zoom) with elementary principals on June 5th at 11:30 to discuss the organization of K-5 classes. At allotment meetings suggested class organizations were provided based on district enrollment. I have updated the enrollment numbers. All of these conversations and suggestions are to prevent being out of compliance and changes during the first 10 days of school next year.</li><li>• 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.</li><li>• 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. Those who have applied have been contacted</li></ul>		
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to start the onboarding process.

- Classified Employee of the Year. Winners will be recognized at the June 3rd board meeting.
- Transfers: The student transfer window is now closed. The deadline to request a transfer was June 1<sup>st</sup>. Transfers will only be considered if room is available and they are currently in good standing, per MCS Board Policy 4130-R.
  - Brooke has provided data managers with a list of all the students who are currently at your school on a transfer so conversations can be generated if they are not holding up their end of the agreement.
- HR will update Unified Talent by Wednesday 6/5/2024 to reflect hires/resignations that will be approved at the 6/3/24 board meeting. Please make sure to look over the list on Wednesday and reach out if something needs to be updated.
- 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.

- Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. [NCEES Information](#)
  - ALL OBSERVATIONS SHOULD BE COMPLETE AND IN NCEES
  - Summatives and PDPs: Due 6/16
  - NCEES access to edit 23/24 content shuts down on 6/29
- 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

				<p>anytime anyone in your building changes roles or adds a role.</p> <ul style="list-style-type: none"><li>○ Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.</li></ul> <ul style="list-style-type: none"><li>● TWC Survey results will be embargoed on the evening of April 30th.<ul style="list-style-type: none"><li>○ Initial Results <a href="#">TWC Results</a></li><li>○ A TWC committee from DPI will work this summer to unpack the data</li></ul></li><li>● Praxis support<ul style="list-style-type: none"><li>○ 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 <a href="#">Jordan Wilson</a> for a study code!</li><li>○ UNCC is also offering FREE classes for Praxis support - please use the link to register and to see what tests are supported! <a href="#">UNCC Praxis Support</a></li></ul></li><li>● Time<ul style="list-style-type: none"><li>○ Please make sure part-time employees are not working over 29 hours per week.</li><li>○ Full-time, classified employees Cannot go over 40 hours a week<ul style="list-style-type: none"><li>▪ Can clock out for lunch</li><li>▪ Leave early/arrive late – modify time</li></ul></li></ul></li></ul>		
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- 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](#)

- 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**

- May 29: Mentor Logs due to Ms. Hamilton
- 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:***

- 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.
- Continue to run SQL EOY reports and make corrections
- Continue to run the state EOY prevalidation report
- Continue to clean up addresses within PowerSchool

***Testing Updates:***

- EOC Testing begins today.
- We have around 30 EOGs make-ups left. Please let Amanda know when you are planning these so scores can be pulled.
- We appreciate the hard work that went into testing this year and how everyone stayed on top of things. For the most part, everything went smoothly for the first week and we hope the same for this week.
- Please ensure that all testing manuals have been returned to Test Coordinators once you have finished your testing for the year.

[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 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"> <li>• <b>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!</b></li> </ul>		
<p><b>Budget &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Budget Update</li> </ul>	21 Sys	Mitch	5 min	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• The state has changed the way we can order money – Please make sure all purchases adhere to the deadline that Donna emailed.</li> </ul>		

Next Steps:

SP/SG – strategic priority and strategic goal

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