

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

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

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Emily Dunn 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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| <b>Celebrations</b>  | All | Dale | 5 min | <ul style="list-style-type: none"> <li>→ Emily Dunn - a great turnout for Grandparents Day</li> <li>→ Amanda - made it to day 10. cut no-shows down from 148 to 18. We appreciate all data managers and Dr. Cagle.</li> <li>→ Dr. Ellis - Joanna Perkins is the new Director of Elementary</li> </ul>   |  |  |
| <b>Superintendent Division</b> <ul style="list-style-type: none"> <li>● What do principals and CSS admin need to know and do?</li> <li>● September BOE Agenda</li> <li>● September Principal Agenda</li> <li>● School Opening</li> <li>● Administrative Services Update</li> </ul> | All | Dale | 5 min | <ul style="list-style-type: none"> <li>→ <b>Dr. Ellis</b> <ul style="list-style-type: none"> <li>◆ The board agenda is set.</li> <li>◆ The principal meeting is Wednesday. send all information to Wade or Joanna.</li> </ul> </li> <li>→ <b>Jack</b> <ul style="list-style-type: none"> <li>◆ Administrative Services Updates - September 9, 2024</li> <li>◆ National Campus Safety Awareness Month</li> <li>◆ 8 – International Literacy Day (Yesterday)</li> <li>◆ 8-14 National Historically Black Colleges and Universities Week</li> <li>◆ 10 – 16 National Arts in Education Week</li> <li>◆ 15 Hispanic Heritage Month Begins (Sept. 15 – Oct. 15) <ul style="list-style-type: none"> <li>● Counselor's Meeting, Tuesday, September 10, 2024, from 8:30 am to 10:00 am.</li> <li>● The information for Say Something Secondary (Sandy Hook Promise) student training will be sent to Principals this morning. Fourth and fifth graders will be included in the training, along with students from secondary schools.</li> <li>● Attendance Matters: Let's Make Each Day Count!</li> </ul> </li> </ul> </li> </ul> |  |  |
| <b>Learning Division</b> <ul style="list-style-type: none"> <li>● What do principals and CSS admin need to know and do?</li> <li>● Grant and Federal Program Updates</li> </ul>  | All | Wade | 5 min | <ul style="list-style-type: none"> <li>→ <b>Wade</b> <ul style="list-style-type: none"> <li>◆ Free and Reduced Lunch – Remember, we are a Community Eligible Provision district which allows all students a free Breakfast and Lunch. There is no need to submit Free and Reduced Lunch forms during your back to school events and paperwork. If anyone has questions, feel free to contact Wade Auman.</li> <li>◆ Community Eligible Provision – Participation was greatly improved last year and this enabled us to reapply for the CEP grant. We will begin a new 4 year grant beginning this</li> </ul> </li> </ul>  |  |  |

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| ● | Secondary Update          | GCS | Matthew | 10 min | <p>year. Please continue to encourage students to participate in the program.</p> <ul style="list-style-type: none"> <li>◆ ELISS Elementary After-School Programming – This applies to Candor Elementary, Green Ridge Elementary and Mt. Gilead Elementary. We will be using a new attendance tracking sheet provided by the state for the after-school program this year. Please make a copy of the following sheet and use it to track your attendance for the ELISS grant:<br/> <a href="https://docs.google.com/spreadsheets/d/1pz5GHuDztQFnob5lickdGIFMsN7iGU6G60FHATp05k/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1pz5GHuDztQFnob5lickdGIFMsN7iGU6G60FHATp05k/edit?usp=sharing</a> If you have any questions, please contact Katie Hursey, or Wade Auman.</li> <li>◆ ELISS Elementary Grant – There will be an ELISS grant meeting tomorrow. If anyone involved with the ELISS grant has any questions, please email them to Wade Auman or Katie Hursey.</li> <li>◆ After-School Programming – Page Street Elementary, Star Elementary, and Troy Elementary will continue after-school programming in the same manner that it was offered last year. We will offer a pay-to-stay option for parents. Please refer to the after-school handbook for any questions. Please make sure you are keeping accurate attendance. Before making staffing decisions in regards to numbers of students present, please contact Vance Thomas or Wade Auman. If anyone needs further information, please reach out to Vance or Wade.</li> <li>◆ MCS GEARUP Grant – We will have a GEARUP grant meeting on Wednesday to discuss budget and issues. If anyone involved in the GEARUP grant has any issues/questions, please email them to Sloan Bourgeois or Wade Auman.</li> <li>◆ Teacher and School Leader grant – Principals, please continue to work with Dr. Eury to finish any year 1 PD. Year 1 of the grant ends on September 30th. The 10 hours of whole staff PD and the micro-credentials must be completed prior to the end of Year 1. We are</li> </ul> |  |  |
| ● | Elementary Update         | GCS | Joanna  | 10 min |   |  |  |
| ● | Curriculum Support Update | GCS | Joanna  | 10 min |   |  |  |
| ● | EC Update                 | GCS | Takeda  | 10 min |   |  |  |
| ● | Pre-K Update              | GCS | Vance   | 10 min |   |  |  |
| ● | Differentiation Update    | GCS | Jessica | 10 min |   |  |  |

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|  |  |  |  | <p>signing up for Year 2 PD. Please use the form linked here to submit your schools request for PD: <a href="https://forms.gle/eabCmTjTyFuYLqR27">https://forms.gle/eabCmTjTyFuYLqR27</a><br/> If you have any questions, feel free to contact Wade Auman.</p> <ul style="list-style-type: none"> <li>◆ Tutoring Programs – We will continue our partnership with Future Forward and NCEd Corp. for tutoring services this school year. Future Forward will focus on K-2 and NCEd Corp. will focus on 3-5. If anyone has questions, feel free to contact Joanna Perkins or Wade Auman.</li> <li>◆ School Based Mental Health grant – MCS applied for a SBMH grant at the end of last year. We will find out in September if we receive this grant. This grant will provide multiple wrap around services for our students. If you have any questions, feel free to contact Wade Auman.</li> <li>◆ School Improvement Plans – SIPs need to be completed by September 27, 2024 for review by the Learning Team. Feedback will be provided as the plan is developed. SIPs will be submitted to the School Board for approval at the October 7, 2024 Board meeting. If any school would like Learning Team members to assist with the drafting of the SIP, please feel free to contact us.</li> <li>◆ Training Opportunities:</li> <li>◆ PTEC PD Offerings – If any staff members are interested in Professional Development please look over the PTEC course offerings for 2024-25. If anyone is interested in attending, please communicate with your Principal and then email Terri Absher or Wade Auman to be signed up. Please use the link below to access the course offerings:<br/> <a href="https://www.ptecnet.org/files/ugd/8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf">https://www.ptecnet.org/files/ugd/8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf</a></li> </ul> <p>→ <b>Matthew</b></p> <ul style="list-style-type: none"> <li>◆ CTE teachers should continue using the spreadsheet provided to request instructional supplies.</li> <li>◆ NCVPS</li> </ul> |  |  |
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|  |  |  |  | <ul style="list-style-type: none"> <li>● - Today, September 9: Last day to drop/Add</li> <li>● - January 10th Last day of class</li> <li>◆ NCVPS does not follow our Calendar, so testing and exams will be different for students in NCVPS <a href="https://ncvps.org/2024-2025-academic-year-guide/">https://ncvps.org/2024-2025-academic-year-guide/</a></li> <li>◆ All middle school ELA programs should now have access to AMPLIFY ELA. If there are any issues please let Dr. Perkins or myself know</li> <li>◆ Future Dates: <ul style="list-style-type: none"> <li>● Oct 2nd: Made in Montgomery Career Fair with MCHS and MCC for Juniors and Seniors</li> <li>● Oct 24th: Regional Honors Portfolio Train the Trainer. Montgomery County has five seats for this train-the-trainer</li> </ul> </li> </ul> <p>→ <b>Joanna</b></p> <ul style="list-style-type: none"> <li>◆ ELEMENTARY <ul style="list-style-type: none"> <li>● The testing window for BOY is September 3 – 23.</li> <li>● 4th Graders who are considered RR or Transitional are not appearing properly across the state in MCLASS. Please wait to test them until closer to the end of the window; I will let you know when we get an answer on how to fix it.</li> </ul> </li> <li>◆ CURRICULUM SUPPORT <ul style="list-style-type: none"> <li>● If you have any updates to the district calendar, email Joanna. Here is a link to the calendar that will reflect any changes throughout the year: <a href="#">MCS Calendar 2024 - 2025</a></li> </ul> </li> <li>◆ Instructional Rounds begin September 17.</li> <li>◆ DOK Train the Trainer PD Part Two for Instructional Facilitators will take place on September 19-20.</li> <li>◆ Joanna Perkins' cell is 910-709-6982. She is grateful to be part of the team!</li> </ul> <p>→ <b>Takeda</b></p> <ul style="list-style-type: none"> <li>◆ Educator of Excellence Finalists</li> </ul> |  |  |
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|  |  |  |  | <ul style="list-style-type: none"> <li>● Elizabeth Divine, MLA, EC Teacher</li> <li>● Holley Riitter, MCS, EC Pre-K</li> <li>● Beth Tilley, MCS, School Psychologist <ul style="list-style-type: none"> <li>○ Congratulations! Interviews will be held on September 24.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>◆ Mrs. Frances Morris- EC Coordinator-Instruction/Transition (Unavailable until October 1, 2024, direct her duties for: <ul style="list-style-type: none"> <li>● Educational Evaluations due by October 15th to Mrs. Martha Beth Tilley</li> <li>● MTSS, Instructional Support, Progress Monitoring, items to your Instructional Facilitator or Ms. Jessica Lowder</li> <li>● IEP Training, Monitoring, Support, PCG Playbook, and Extend I Placement to Dr. Vera Richardson</li> <li>● All other items to Dr. Takeda LeGrand</li> </ul> </li> <li>◆ Share annual Medicaid Notice by September 26, a copy is located here <a href="#">Annual Medicaid Notice</a></li> <li>◆ NEW Internal Child Find Form- <a href="https://forms.gle/W6ztoy5HpgKB2MgP6">https://forms.gle/W6ztoy5HpgKB2MgP6</a> (Complete for initial/out-of-state transfer, parent requests, MTSS, special education referral, etc.)</li> <li>◆ <a href="#">NEW Reevaluation Tracking Form</a>- enter all reevaluations</li> <li>◆ Indicator 13-Transition Monitoring Visit Work Session- High School EC Teachers must attend one of the two opportunities below for an estimated two hours and bring all their EC folders to complete a mock transition audit of their folders using the <a href="#">NEW MCS Transition Monitoring &amp; Support Tool</a> Work may be completed prior to arrival. Real-time feedback will be provided onsite. <ul style="list-style-type: none"> <li>● September 17, 2:30-4:30</li> <li>● September 24, 2:30 - 4:30</li> </ul> </li> </ul> |  |  |
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- ◆ December 1 Headcount- Start preparing now and reviewing paper files and ECATS.
- ◆ April 1 Headcount-Terminated by the DPI.
- ◆ Annual Deaf and Hard Hearing Report-Terminated by DPI.
- ◆ IEP Case Managers in ECATS- Principals and EC Teachers review students and email Dr. Vera Richardson if IEP Team Case Manager changes support is needed. All students must be assigned an EC Case Manager/EC Teacher in ECATS.
- ◆ IEP and Related Services Reminder-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.
- ◆ ECATS BOY Update- [ECATS Beginning-of-Year \(BOY\) Process Complete.pdf \(govdelivery.com\)](#)
- ◆ General EC Resources:
  - PD offered through PTEC at [www.ptecnet.org](http://www.ptecnet.org)
  - MCS EC Manual /Student History Screen in ECATS/PCG Playbook Modules (Email Frances Morris 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>

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|  |  |  |  | <ul style="list-style-type: none"> <li>● EC Remote/Virtual Learning Resources<br/><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<br/><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> <li>● ECATS<br/><a href="https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manuals-tip-sheets-documentation">https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manuals-tip-sheets-documentation</a></li> </ul> <p>→ <b>Vance</b></p> <ul style="list-style-type: none"> <li>◆ PreK Virtual PLC meeting at 1:00 pm, on Thursday, September 12, 2024.</li> <li>◆ Remind parents that up-to-date Health Assessments and Immunization records are due by September 24, 2024. Share this in any messaging and newsletters.</li> </ul> <p>→ <b>Jessica</b></p> <ul style="list-style-type: none"> <li>◆ MTSS <ul style="list-style-type: none"> <li>● MTSS Team meeting times should be added to the <a href="#">calendar</a></li> <li>● As BOY data is finalized, MTSS teams will add core plans into ECATS. Instructional Facilitators will complete plans for Literacy and Math. School counselors will complete plans for Attendance and Behavior.</li> </ul> </li> <li>◆ AIG <ul style="list-style-type: none"> <li>● Please recruit coaches for STEMlympics, Math Olympics, and Battle of the Books!</li> <li>● <a href="#">Coach List 24-25</a></li> </ul> </li> <li>◆ ESL</li> </ul> |  |  |
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|   |   |  |   | <ul style="list-style-type: none"> <li>• Please let me know of new staff members needing Ellevation access. All core content teachers will have to sign off on LIEP plans in the platform.</li> <li>• Screener windows: <ul style="list-style-type: none"> <li>○ K-8 Within 30 calendar days of enrollment</li> <li>○ 9-12 within 45 calendar days of enrollment</li> </ul> </li> </ul>  |  |  |
| <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>Matthew</b></p> <ul style="list-style-type: none"> <li>◆ IT opportunities have risen to top of the ladder</li> <li>◆ <b>Brian</b> <ul style="list-style-type: none"> <li>• Student Device Issues <ul style="list-style-type: none"> <li>○ The issues affecting student devices this school year are due to a conflict with the latest GoGuardian App that is used for Windows based student devices. This has affected approximately 30% of our devices. The fastest way to resolve the issue is to re-image the device which is the path that technology has taken to resolve the issue. Techs have resolved most issues at MCHS. A tech remains at MCHS to resolve any remaining student device issues and a team of two techs were sent to EMS and WMS last week. Middle schools should be completed on Wednesday of this week. Elementary schools are next on the list and should have student device issues resolved by the end of this week. Techs will start working on additional requests after completing all elementary schools. Tickets that affect classroom</li> </ul> </li> </ul> </li> </ul> |  |  |

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|  |  |  |  | <p>learning will take priority first.</p> <ul style="list-style-type: none"><li>● Account Issues<ul style="list-style-type: none"><li>○ Account issues are still a work in progress. Our previous vendor could not meet NCDPI requirements placed on vendors that hold student data. The vendor decided to not support us moving forward two weeks before schools started. We have developed an in-house application to synchronize account information between Powerschool and other systems. Data issues have limited progress with this project. Accountability has been working with us on these issues and the process will improve as we move forward. Account updates are a manual process at this point until automation can be fully tested and implemented. New enrollments will take at least one working day to have access at this time.</li></ul></li><li>● Long Term Substitute Teachers<ul style="list-style-type: none"><li>○ Accounts will be created for long-term substitute teachers with an expiration date that reflects their term of service. A device will also be checked out to the long-term substitute teacher for that same duration. Please notify technology with a ticket/workorder as you have a need. We also ask that principals help us with collecting devices at the end</li></ul></li></ul> |  |  |
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|  |  |  |  | <p>of a term of service for long-term substitute teachers.</p> <ul style="list-style-type: none"> <li>● GoGuardian Teacher Accounts <ul style="list-style-type: none"> <li>○ GoGuardian disabled all teacher accounts over the summer. This behavior has occurred in other school districts as well. We were not aware of the issue until it was reported during the beginning of school. As of Friday September 6th, all teacher accounts for the district should be active again. If teachers are having an issue with GoGuardian please have them submit a ticket/workorder for the issue.</li> </ul> </li> </ul> <p>→ <b>Emily</b></p> <ul style="list-style-type: none"> <li>◆ HR Updates</li> <li>◆ Please remember your one-stop shop in the HR Hub! All current forms/policies are located here <a href="#">HR HUB</a></li> <li>◆ Ethics Video and AccuTrain: Please review the following handout with specifics concerning training videos for the year. Shainia sent an email on 8/20/24 with instructions for staff to complete. <a href="#">Training Instructions</a> <ul style="list-style-type: none"> <li>● Set one must be completed by 9/6/24 (Ethics video and concussion pp) - send sign off sheet to Shaina White</li> </ul> </li> <li>◆ NCEES: Please refer to the NCEES timeline in the HR HUB. Ms. Ward sent principals their cheat sheets with the plan types. Please go in and set plan types for employees <ul style="list-style-type: none"> <li>● <b>NCEES Orientation should be completed by 9/9/24</b></li> <li>● NCEES issues should be directed to Emily Shaw or Wade Auman</li> </ul> </li> <li>◆ Subs: Please be patient as we build our sub-pool. There is a current list of all trained subs in the HR Hub. Please make sure you are only using these subs. They have all been set up in WillSub+ and can pick up jobs. Additionally,</li> </ul> |  |  |
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|  |  |  |  | <p>all teachers have been added to WillSub+ and can enter their absences. It is imperative that ALL teachers enter their absences in WillSub+. If you need training on how to do this, please reach out to me and I will assist.</p> <ul style="list-style-type: none"><li>● PLEASE HAVE ALL TEACHERS MAKE SURE THEY CAN THEIR LOGIN IN WORKS.</li><li>● Login is the same for returning teachers</li><li>● New MCS employees go to WillSubplus.com, enter their email, click on forgot password and it will send a temp password. They will then reset their password</li><li>● Email Emily Shaw with issues</li></ul> <ul style="list-style-type: none"><li>◆ If you have a sub starting the year to cover a vacant position, please make sure to complete a staff action form to serve as an interim employee</li><li>◆ If you have a staff member teaching a “4th block” or teaching a block for MCC, please let HR know ASAP so they can be added to the spreadsheet to ensure they are paid for their additional services.</li><li>◆ K-3 Class size: HR and Accountability are working together to review the class rosters in PowerSchool. As of now, we are in compliance!</li><li>◆ Mentors: Please note that a log is required for August. You must log 6 hours. Instructional Facilitators should have the blank logs and give them to the mentors. Any mentors NOT trained received an email from Ms. Hamilton with instructions on how to become trained. Currently, 2 mentors are needed at MGES. If you have someone in your building who would like to do this, please email Ms. Hamilton.</li><li>◆ 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. <a href="#">Staff Action Form</a></li></ul> |  |  |
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|  |  |  |  | <ul style="list-style-type: none"> <li>● Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.</li> <li>● Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.</li> <li>● Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.</li> </ul> <p>◆ Praxis support</p> <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 Jordan Wilson for a study code!</li> </ul> <p>◆ Time</p> <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> <li>● 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</li> </ul> <p>◆ Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email <b>ALL</b> completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance.</p> <p><a href="#">Homebound Handbook</a></p> <p>◆ Homegrown Updates</p> <ul style="list-style-type: none"> <li>● Keep pushing Homegrown teachers – See the information attached <a href="#">Homegrown</a></li> <li>● Homegrown instructors - If you have a homegrown instructor in your</li> </ul> |  |  |
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building, please let me know so they can get paid at the end of the semester.

- Homegrown Apprenticeship - information coming soon

◆ Upcoming Dates

- September 9: NCEES 10-day orientation complete
- September 18: BT1 Virtual Check In
- September 20: Fundraising requests due
- September 25 NCEES PDPs due
- September 25: Meteor Logs due
- October 24: NCEES Observation 1 due for all plan types

→ **Amanda**

◆ Accountability Updates

- Scheduling Rights
  - Rights will be removed TODAY, the 10th day of school, at 4:00 pm. Please make sure all changes are made prior to the end of the day.
  - Remember that schedule changes after the 10th day must be requested and approved by DPI before action is taken.
- If anyone has new employees that may need access to PowerSchool, please complete the access request from located in the HR Hub and submit it to Amanda.
- Please remember if you are going to use any programs or share any student data with companies, you will need to check to see if a data share agreement is needed. You can call or email Amanda and she can help you determine what is needed.

◆ Data Managers Updates

- PowerSchool
  - Collect signed MOUs

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|  |  |  |  | <ul style="list-style-type: none"><li>○ Please be very diligent when you input data. Everything from names to email addresses need to be checked for accuracy so that they pull over to other programs correctly.</li><li>● Gradebook Set Up<ul style="list-style-type: none"><li>○ Data Managers, please offer training to your staff on gradebook set up</li><li>○ Verify gradebooks are ready by the next DM Meeting (9/12). Please let us know if you need any support.</li></ul></li><li>● Gradebook Set Up<ul style="list-style-type: none"><li>○ Data Managers, please offer training to your staff on gradebook setup; and document training with a sign-in sheet.</li><li>○ Verify that grade books are ready by the next DM Meeting (9/18). Please let us know if you need any support.</li></ul></li><li>● K-5 Class Size Document<ul style="list-style-type: none"><li>○ 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.</li></ul></li><li>● Next Meeting<ul style="list-style-type: none"><li>○ September 18, 2023 at 8:30 in the Staff Development Room at Central Office</li></ul></li><li>● EC Scheduling<ul style="list-style-type: none"><li>○ NC Instructional Pull-Out Sessions in PowerSchool will be completed September</li></ul></li></ul> |  |  |
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|  |  |  |  | <p>18th in a mandatory work session (following the DM Meeting) in the Staff Development Room for any Data Manager that has instructional pull-outs at their school. Work with EC staff to get your list ready for this session.</p> <ul style="list-style-type: none"> <li>● <a href="#">Fall Start/End Times Report Due</a> - Tuesday, September 10, 2024</li> <li>● Common Follow-Up Report Due- September 24th, 2024</li> <li>● PMR Due- September 30th, 2024.</li> <li>● Advanced Math Course Enrollment Report Due- October 9th, 2024</li> </ul> <p>◆ Testing Updates</p> <ul style="list-style-type: none"> <li>● <a href="#">2024-2025 Testing Calendar</a></li> <li>● BOG3 Testing <ul style="list-style-type: none"> <li>○ Testing Window is August 26-September 16, 2024.</li> <li>○ Please complete all make-up testing within this window.</li> </ul> </li> <li>● WIDA Screener First 30 days</li> <li>● Still no updates yet for Science Check-In specifics. I will let you know as soon as I have them.</li> <li>● Tentative Pre-ACT/CCRAA test training 9/23 at 9:30 AM in the Accountability Office.</li> </ul> <p>◆ Title IX</p> <ul style="list-style-type: none"> <li>● Building level trainings have started. If you haven't already scheduled a training date with Amanda, please do so this week so we can get that on the calendar. Please make sure to invite cafeteria workers, custodians, bus drivers, ect - if you need to schedule an additional time because they cannot make the building-level session, please let me know. <ul style="list-style-type: none"> <li>○ 9/9- Page Street- 3:00</li> <li>○ 9/13- Troy- 3:30</li> <li>○ 9/11- Mt. Gilead 3:00</li> <li>○ 9/16- Star- 3:00</li> </ul> </li> </ul> |  |  |
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|   |            |               |                | <ul style="list-style-type: none"> <li>Central Office staff who missed the training last week- we will have a make-up training. Amanda will send an email out about that.</li> </ul>  |  |  |
| <b>Process Management</b> <ul style="list-style-type: none"> <li>Media Minute</li> <li>Other process issues?</li> </ul> | LGI<br>All | Maddi<br>Dale | 5 min<br>5 min | <ul style="list-style-type: none"> <li>→ <b>Maddi</b> <ul style="list-style-type: none"> <li>◆ Our badge printer is finally up and running! If anyone in your building needs a new badge please have them reach out to Maddi to set up a time.</li> <li>◆ Video Content - Social Media, if you are aware of anything exciting happening in your building, please let Maddi know.</li> <li>◆ School Connections content to Maddi</li> <li>◆ Tree of Hope letters are to be sent out this week.</li> <li>◆ HUGE thank you to our media and marketing representatives for each school. Our engagement is up by at least 20% for each school.</li> <li>◆ If you haven't already, please send your meeting notes to Maddi.</li> </ul> </li> <li>→ <b>Dr. Ellis</b></li> <li>→ <b>Mitch</b> <ul style="list-style-type: none"> <li>◆ No updates.</li> </ul> </li> </ul> |  |  |
| <b>Budget &amp; Resources</b> <ul style="list-style-type: none"> <li>Budget Update</li> </ul>                           | 21 Sys     | Mitch         | 5 min          |   |  |  |

Next Steps:

SP/SG – strategic priority and strategic goal

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