

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 9/16/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to James Black and Rufus Samkin 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"> → office staff at Mt. Gilead helped an employee during an episode → MCHS students not on phones during lunch and socializing 		
<p>Superintendent Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • September BOE Agenda • September Principal Agenda • School Opening • Administrative Services Update 	<ul style="list-style-type: none"> All All All All 	<ul style="list-style-type: none"> Dale Dale Dale Jack 	<ul style="list-style-type: none"> 5 min 10 min 10 min 10 min 	<ul style="list-style-type: none"> → Dr. Ellis <ul style="list-style-type: none"> ◆ send board meeting notes. ◆ send principals meeting notes to Wade and Joanna. → Dr. Jack Cagle <ul style="list-style-type: none"> ◆ National Campus Safety Awareness Month ◆ Hispanic Heritage Month (Sept. 15 – Oct. 15) <ul style="list-style-type: none"> • Safety Meeting, Tuesday, September 17, 2024, at 3:30 PM in the Staff Development Room at the County Office • TAG Meeting, Thursday, September 19, 2024, at 3:30 PM at the CTE Building • The Training window for the Say Something ends on September 27, 2024. Only three schools have been trained - East Middle, Montgomery Early College, and Montgomery Learning Academy. • The 4th and 5th graders Start With Hello program (Sandy Hook Promise Say Something) should start this week. ◆ Goals <ul style="list-style-type: none"> • The three goals of the Start With Hello program are to teach students how to: <ul style="list-style-type: none"> ○ Recognize loneliness and social isolation in their peers. 		

				<ul style="list-style-type: none"> ○ Help their peers who may be lonely and/or socially isolated. ○ Grow an empathetic and inclusive community. <p>◆ Attendance Matters: Let's Make Each Day Count!</p>		
<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>Joanna</p> <p>Joanna</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>→ Wade Auman</p> <ul style="list-style-type: none"> ◆ Federal Programs Compliance – Make sure you are collecting artifacts that justify the expenditure of federal funds and uploading them to the shared compliance folders. ◆ Low-Performing Schools - Low-Performing Schools letters must be made available by October 1st. (Sample letters were emailed to Principals) ◆ 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: <ul style="list-style-type: none"> 📄 2025 Attendance Spreadsheet Template-re... If you have any questions, please contact Katie Hursey, or Wade Auman. ◆ 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. ◆ Early Learning Specialist meeting – There will be a meeting with our Early Learning Specialist on September 26th. If anyone has any topics/questions for the meeting, please email them to Wade Auman. ◆ MCS/MCC Partner Meeting – We will be meeting with representatives from MCC on Wednesday to discuss Spring scheduling. If anyone has any topics/concerns for this meeting, 		

				<p>please email them to Matthew Swain or Wade Auman.</p> <ul style="list-style-type: none"> ◆ 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 signing up for Year 2 PD. Please use the form linked here to submit your schools request for PD: https://forms.gle/eabCmTjTyFuYLqR27 If you have any questions, feel free to contact Wade Auman. ◆ 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. NCEd Corp tutor will train on September 23rd and will begin tutoring on September 30th. If anyone has questions, feel free to contact Joanna Perkins or Wade Auman. ◆ 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. ◆ 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. ◆ Training Opportunities: ◆ 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: 		
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[8d76be_ba9646c9c67c4cef9ba685acafled94b.pdf \(ptecnet.org\)](#)

→ **Matthew Swain**

- ◆ CCRG for English 4 and Math 4 students with a GPA from 2.2 – 2.799. I will be reaching out directly to those teachers with account information this week. I will copy Principals.
- ◆ CTE teachers should continue using the spreadsheet provided to request instructional supplies.
- ◆ All middle school ELA programs should now have access to AMPLIFY ELA. If there are any issues, please let Dr. Perkins or myself know
- ◆ Future Dates:
 - Oct 2nd: Made in Montgomery Career Fair with MCHS and MCC for Juniors and Seniors
 - Oct 24th: Regional Honors Portfolio Train the Trainer. Montgomery County has five seats for this train-the-trainer


→ **Dr. Joanna Perkins**

- ◆ ELEMENTARY
 - Kudos to all teachers and support staff for their hard work with MCLASS testing.
 - Erin Leach, the IF team, and I collaborated on a sample daily schedule to maximize instructional time each day: [CKLA Sample Schedule](#)
- ◆ CURRICULUM SUPPORT
 - Instructional Facilitators PLC will focus on amping up rigor and the power of higher order thinking skills/questions this year. (We are delving into AVID Costa's Levels, Depth of Knowledge, Writing to Learn vs. Learning to Write, and One-Pagers as Synthesis, for example). I am including a folder where I will add strategies, links, articles, etc. throughout the year: [Curriculum Support Resources](#)
 - District PDSA Groups meet on 9/27: PDSA Group Members will mostly stay the same, so please let Joanna know if you would like a change or have any

ideas to improve the day. We will send the groups and agenda out by 9/17.

- ◆ FYI Links:
 - [-Science DPI Monthly Newsletter](#)
 - -PD at [PTEC Sept/Oct](#) Preview; ([About PTEC](#))
 - -Instructional Resources for [Hispanic Heritage Month](#)

→ **Dr. Takeda Legrande**

- ◆ **Assistive Technology Team Meeting-** Wednesday, 2:30-3:30 PM, MC Staff Dev. RM
- ◆ **EC Staff Meeting-** Wednesday, 3:30-4:30 PM, MCS Staff Dev. RM
- ◆ **IEP Goals, Classroom and Testing Accommodations-** EC teachers should share with all regular education teachers and TAs assigned to students by COB Friday.
- ◆ **Autism Spectrum (AU) Resource-** Optional-All, Required-MCS AU Team Members
 - [CANVAS Course inn NCESS 24619, Overview of Autism Spectrum Disorder 2023-2024, 0.2 hours-](#) This self-paced course participants will analyze prevalence and achievement data to set the context of the importance for building educator knowledge and skills specific to understanding and serving students with ASD. They will also increase their knowledge of this complex disability, as well as its features and characteristics.
- ◆ **NEW Internal Child Find Form-** <https://forms.gle/W6ztoy5HpgKB2MgP6>(Complete for initial/out-of-state transfer, parent requests, MTSS, etc.) (90-DAYS)
- ◆ **Compensatory Education Tracking Form**  **2024-2025 MCS Compensatory ...**
- ◆ **NEW Internal Child Find Form-** <https://forms.gle/W6ztoy5HpgKB2MgP6>(Complete for initial/out-of-state transfer, parent requests, MTSS, special education referral, etc.)

- ◆ [NEW Reevaluation Tracking Form-](#)
enter all reevaluations
- ◆ **MLA ALP EC Service Forms**
- ◆ **📄 Copy of 2024-2025 MLA ALP E...**
- ◆ **EC Homebound & Modified Day & MLA-**
Email Takeda prior to a change in placement IEP
Team meeting, Follow DPI Guidance in EC
Handbook & Meet Every 30-days.
- ◆ **Discipline- MTSS.** Takeda. De-escalation.
Restorative Practices. FBAs. BIPs. IEP Team
Meetings.
- ◆ 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 [NEW MCS Transition
Monitoring & Support Tool](#).. Work may be
completed prior to arrival. Real-time feedback will
be provided onsite.
- ◆ September 24, 2:30 – 4:00 PM OR by appointment
with Dr. Richardson
- ◆ December 1 Headcount- Start preparing now and
reviewing paper files and ECATS. Signed Consent
form must be in the folder.
- ◆ 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
- 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>
- 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>

→ Vance Thomas

- ◆ Working with Maddi Lynthacum, in the marketing department, in sharing "Get to know the PreK staff" post on social media. Be on the lookout for it.
- ◆ PreK is participating in Block Fest in downtown Troy in the next couple of weeks.

				<p>→ Jessica Lowder</p> <ul style="list-style-type: none"> ◆ MTSS <ul style="list-style-type: none"> ● 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. All core plans need to be completed by October 31st. ◆ AIG <ul style="list-style-type: none"> ● Please recruit coaches for STEMlympics <ul style="list-style-type: none"> ○ Coach List 24-25 ◆ ESL <ul style="list-style-type: none"> ● ESL teachers are working to set up LIEP meetings in Ellevation. These must be signed by all core content teachers that provide instruction to the ML student. ● Screening is going well! ESL teachers are adding results to their designated school spreadsheets and I am working to flag them EL in PowerSchool. ● Screener windows: <ul style="list-style-type: none"> ○ K-8 Within 30 calendar days of enrollment ○ 9-12 within 45 calendar days of enrollment 		
<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 	<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>→ Matthew Woodard</p> <ul style="list-style-type: none"> ◆ All phone issues were resolved for all schools. Please communicate all issues with Matthew or Brian. Tell parents about phone issues and reassure them that it is okay. ◆ Brian is working on student devices and hotspots. ◆ Brian Helms <ul style="list-style-type: none"> ● Phones <ul style="list-style-type: none"> ○ NC ITS tickets for phone issues have been marked as resolved. The issue was verified to be resolved with MGES. No further issues have been reported at other schools at this time. ● Virtual Speech Therapy <ul style="list-style-type: none"> ○ CES and PSES have communicated technology needs for virtual speech therapy devices. Please submit a ticket if 		

<ul style="list-style-type: none"> Accountability Update 				<p>your school has additional needs for this project.</p> <ul style="list-style-type: none"> Communication with Techs <ul style="list-style-type: none"> Technology is currently short staffed due to medical leave. Please submit tickets for technology issues versus texting or emailing technicians directly. The link below can be used for submitting technology work tickets. 1to1plus.com/login/Montgomery_NC <p>→ Dr. Emily Shaw</p> <ul style="list-style-type: none"> ◆ Please remember your one-stop shop in the HR Hub! All current forms/policies are located here HR HUB ◆ Flu Shots: The Health Center staff will be giving employees flu vaccines starting the first week of October. The schedule will be sent out later this week with the appropriate consent form and vaccine information sheet. Each employee who would like to receive the vaccine will need to complete the form and give it to the health center staff when they arrive to give the vaccine. ◆ Clinical Hours: If you have someone reach out to you needing to observe a classroom/teacher/student from a college please direct them to HR and we will help set that up. We need to make sure we have a current MOU including a background check prior to someone being around students. ◆ 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. Training Instructions <ul style="list-style-type: none"> • Set one must be completed by 9/6/24 (Ethics video and concussion pp) - send sign off sheet to Shaina White ◆ 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 		
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● NCEES Orientation should be completed by 9/9/24

- NCEES issues should be directed to Emily Shaw or Wade Auman
- ◆ 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, 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.
 - PLEASE HAVE ALL TEACHERS MAKE SURE THEY CAN THEIR LOGIN IN WORKS.
 - Login is the same for returning teachers
 - New MCS employes go to WillSubplus.com, enter email, click on forgot password and it will send a temp password. They will then reset their password
 - Email Emily Shaw with issues
- ◆ 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
- ◆ 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.
- ◆ K-3 Class size: HR and Accountability are working together to review the class rosters in PowerSchool.
- ◆ 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.

				<ul style="list-style-type: none"> ● 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. <p>◆ Praxis support</p> <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 Hamilton for a study code! <p>◆ Time</p> <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 miss more than 97% of their assigned hours <p>◆ 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.</p> <p>Homebound Handbook</p> <p>◆ Homegrown Updates</p> <ul style="list-style-type: none"> ● 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 <p>◆ Upcoming Dates</p> <ul style="list-style-type: none"> ● September 18: BT1 Virtual Check In ● September 19: AP Professional Development 9:00 at CES ● September 20: Fundraising requests due 		
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- September 24 Calendar Committee Meeting 3:15, Central Office
- September 25 NCEES PDPs due
- September 25: Mentor Logs due
- October 24: NCEES Observation 1 due for all plan types

→ **Amanda Deaton**

◆ Accountability Updates:

- 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.
- Please send invoices for Fees with interims and first report cards. Reach out to AJ Whitesell for assistance on printing invoices.

◆ Data Managers Updates:

- PowerSchool
 - Collect signed MOUs
 - 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.
- 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-2, please email Amanda Deaton and let her know.**

◆ Next Meeting

				<ul style="list-style-type: none"> ● September 18, 2024, at 8:30 in the Staff Development Room at Central Office ● EC Scheduling <ul style="list-style-type: none"> ○ NC Instructional Pull-Out Sessions in PowerSchool will be completed September 18th in a mandatory work session following the DM Meeting <p>◆ Testing Updates:</p> <ul style="list-style-type: none"> ● 2024-2025 Testing Calendar ● BOG3 Testing <ul style="list-style-type: none"> ○ Testing Window is August 26-September 16, 2024. ○ Please complete all make-up testing within this window. ● WIDA Screener First 30 days ● Still no updates yet for Science Check-In specifics. I will let you know as soon as I have them. ● Tentative Pre-ACT/CCRAA test training 9/23 at 9:30 AM in the Accountability Office <p>◆ Title IX</p> <ul style="list-style-type: none"> ● 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"> ○ 9/16- Star- 3:00 ○ 9/24- Bus Garage/Maintenance Staff- 11:00 ○ 9/25- Candor- 1:30 and 3:00 ○ 10/16- MLA- 2:40 ○ 10/24- MCEC- 2:40 ● Central Office staff who missed the training last week- we will have a make-up training. Amanda will send an email out about that. 		
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<p>Process Management</p> <ul style="list-style-type: none"> Media Minute Other process issues? 	<p>LGI All</p>	<p>Maddi Dale</p>	<p>5 min 5 min</p>	<p>→ Maddi</p> <ul style="list-style-type: none"> ◆ If anyone in your building needs a new badge please have them reach out to Maddi to set up a time. ◆ Video Content - Social Media, if you are aware of anything exciting happening in your building, please let Maddi know. ◆ School Connections content to Maddi ◆ If you haven't already, please send your meeting notes to Maddi. <p>→ Dr. Ellis</p> <p>→ Mitch</p> <ul style="list-style-type: none"> ◆ no updates. 		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	<p>21 Sys</p>	<p>Mitch</p>	<p>5 min</p>			

Next Steps:

SP/SG – strategic priority and strategic goal

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