

**Montgomery County Schools**

Meeting Minutes

**Group:** Cabinet

**Date/Time:** 9/30/24- 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
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<b>Celebrations</b>	All	Dale	5 min	Thankful Thursday at East Middle went very good, very positive Elizabeth Divine named teacher of excellence Troy Elementary 1st graders at Blue St.		
<b>Superintendent Division</b>				<i>Dr. Ellis</i>		
<ul style="list-style-type: none"> <li>What do principals and CSS admin need to know and do?</li> </ul>	All	Dale	5 min	<ul style="list-style-type: none"> <li>Board agenda is set.</li> <li>Get principal’s meeting items to Wade or Joanna.</li> </ul>		
<ul style="list-style-type: none"> <li>September BOE Agenda</li> </ul>	All	Dale	10 min	<i>Dr. Jack Cagle</i>		
<ul style="list-style-type: none"> <li>September Principal Agenda</li> </ul>	All	Dale	10 min	<ul style="list-style-type: none"> <li>Key Events &amp; Announcements:                             <ul style="list-style-type: none"> <li>Hispanic Heritage Month:                                     <ul style="list-style-type: none"> <li>September 15 – October 15, 2024.</li> </ul> </li> <li>Principal Appreciation Month:                                     <ul style="list-style-type: none"> <li>Ongoing through October.</li> </ul> </li> <li>October 2, 2024:                                     <ul style="list-style-type: none"> <li>National School Custodian Appreciation Day: Let's celebrate the hard work of our custodial staff!</li> </ul> </li> <li>October:                                     <ul style="list-style-type: none"> <li>Breast Cancer Awareness Month: Support awareness efforts and encourage participation in events or fundraising.</li> </ul> </li> <li>Wednesday, October 16, 2024:                                     <ul style="list-style-type: none"> <li>Unity Day: In honor of National Bullying Prevention Month, we ask everyone to wear Orange to show support for kindness, courage, and inclusion.</li> </ul> </li> <li>Thursday, October 17, 2024:</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Administrative Services Update</li> </ul>	All	Jack	10 min			

				<ul style="list-style-type: none"> <li>■ Truancy Meeting: More details to come.</li> <li>● Note: Only accepting 10-day truancy letters for unexcused absences.</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> <li>● Grant and Federal Program Updates</li> <li>● Secondary Update</li> <li>● Elementary Update</li> <li>● Curriculum Support Update</li> <li>● EC Update</li> <li>● Pre-K Update</li> <li>● Differentiation Update</li> </ul>	<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>Ellen</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><b>Wade Auman</b></p> <ul style="list-style-type: none"> <li>● <b>Federal Programs Compliance</b> – Make sure you are collecting artifacts that justify the expenditure of federal funds and uploading them to the shared compliance folders.</li> <li>● <b>Low-Performing Schools</b> - Low-Performing Schools letters must be made available by tomorrow, October 1st. We will make the letters available to the public through the school website and have copies at the front desk. We will also provide copies for each student with their report card on Parent Conference day. If any Principal has any questions, feel free to contact Wade Auman.</li> <li>● <b>Dr. Eury Training</b> – Principals will be meeting with Dr. Eury tomorrow, October 1st, in the Staff Development Room for administrator training. If anyone has questions, feel free to contact Wade Auman.</li> <li>● <b>MCS/MCC Partnership Meeting</b> – We will be meeting with representatives from MCC on Friday, October 4th to discuss our partnership. If anyone has any topics/concerns for this meeting, please email them to Matthew Swain or Wade Auman.</li> <li>● <b>Teacher and School Leader grant</b> – Principals, make sure you are signed up for Year 2 PD to comply with the TSL grant goals. Please use the form linked here to submit your schools request for PD: <a href="https://forms.gle/eabCmTjTyFuYLqR27">https://forms.gle/eabCmTjTyFuYLqR27</a> If you have any questions, feel free to contact Wade Auman.</li> <li>● <b>Tutoring Programs</b> – NCEd Corp tutors have completed training and will begin tutoring today, September 30th. If anyone has questions, feel free to contact Joanna Perkins or Wade Auman.</li> <li>● <b>School Based Mental Health grant</b> – MCS applied for a SBMH grant at the end of last year. We will find out by today, September 30th, 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>● <b>School Improvement Plans</b> – The Learning Team will be providing feedback on SIPs and will need a quick turnaround on updates. SIPs will be submitted to the</li> </ul>		

School Board for approval at the October 7, 2024 Board meeting. If anyone has questions regarding their SIP or feedback, please feel free to contact a member of the Learning Team.

- **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 Joanna Perkins or Wade Auman to be signed up. Please use the link below to access the course offerings:

[8d76be\\_ba9646c9c67c4cef9ba685acaf1e\\_d94b.pdf \(ptecnet.org\)](#)

***Matthew Swain***

- This Wednesday is “Made in Montgomery Day” it will be a job fair for MCHS and MCEC juniors and Seniors.
- Also this week Career Coaches at the middle and high school will be out of district for 2 days at the end of the week
- CTE BT-2s have state training next Monday and Tuesday so please be sure they have requested subs if you have a CTE BT2

***Dr. Joanna Perkins***

- **ELEMENTARY**

- NC ELI 30 Day Deadline is October 7th. This is required for Kindergarteners and PreK. We did a great job on MCLASS, so this needs to be prioritized now. The 60 Day Deadline is November 20. Thanks!
- Save the Date - November 8: Erin Leach and I will host K-5 Teacher Assistant PD from 1:00 pm - 3pm at PSES Media Center. This will be very beneficial for TAs to understand basic Science of Reading.
- LETRS from 9/27 will be rescheduled.

- **CURRICULUM SUPPORT**

- District PDSA Groups
  - MCS- PDSA Groups will be rescheduled from 9/27.
- We are submitting our final draft of the Literacy Intervention Plan today – be sure to familiarize staff with this and feel free to link it

in Indistar.

[620.montgomerycounty.2024-2025.liter...](#)

- Happy Principal's Month - We appreciate you and are celebrating with many meetings/PLCs. See the updated calendar below.

- FYI Links:

- [MCS Calendar 2024 - 2025](#) (Additions are highlighted in Yellow)
- [IF Newsletter Links: Feel Goo...](#)
- [Curriculum Support Resources](#)

- Running Reminders:

- October 6 is National Instructional Coaches Day.
- If anyone is interested in helping launch the Montgomery County Reading Association so we can participate in Young Authors, please email me.

***Ellen Jones***

- **Reminders:**

- Thank you for being patient as I adjust to the role of Interim EC Director. I will do my best to serve you and support you. Principals have my cell phone number - feel free to contact me as needed.
- \*Behavior Team Meeting- Today, 2:30-3:30 PM, Staff Development Room
- \*AU Team- Received DPI AU Planning Team Grant, seeking a regular education teacher to join the District AU Team. Principals should email Ellen if you have recommendations by Wednesday morning (if you submitted a name last week to Dr. Legrand, please resend). The next meeting is October 10th at 2:30 in the Staff Development Room
- \*ECATS Hearing Screening Updates - ECATS Hearing Screening Updates- Users will see enhancements to the hearing screening section in the Referral and Eligibility Processes in ECATS. Details are included in the Hearing Screening Updates
- \*2024-2025 EC Parent Survey - Every school district will participate in the EC parent survey for parent engagement. Be intentional with EC and parent engagement
- \*PRC 118/119 Special Needs Targets Grants- Application in-progress (Due October 18)

				<ul style="list-style-type: none"> <li>● <b>*Autism Spectrum (AU) Resource-</b> Optional for all but required for AU Team Members : CANVAS Course in NCESS 24619, Overview of Autism Spectrum Disorder 2023-2024, 0.2 hours. In 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.</li> <li>● <b>*P6</b> (Complete for initial/out-of-state transfer, parent requests, MTSS, etc.) (90-DAYS)</li> <li>● <b>*Compensatory Education Tracking Form</b>  <a href="https://docs.google.com/spreadsheets/d/1OUyXaXp13RZ1muJucay4xFUjW_grkxHpI6dHi8lGOQw/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1OUyXaXp13RZ1muJucay4xFUjW_grkxHpI6dHi8lGOQw/edit?usp=sharing</a></li> <li>● <b>*NEW Internal Child Find Form-</b>  <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.) NEW Reevaluation Tracking Form- enter all reevaluations</li> <li>● <b>* MLA ALP EC Service Forms</b>  <a href="https://docs.google.com/spreadsheets/d/17FArHxjoCx7Z8mYb2tqOTl-c8cXrvnuuZYmE4yujqDs/edit?usp=sharing">https://docs.google.com/spreadsheets/d/17FArHxjoCx7Z8mYb2tqOTl-c8cXrvnuuZYmE4yujqDs/edit?usp=sharing</a></li> <li>● <b>*EC Homebound &amp; Modified Day &amp; MLA-</b> Email Ellen prior to an IEP Team meeting IF you are considering a change in placement - Follow DPI Guidance in EC Handbook &amp; Meet Every 30-days.</li> <li>● <b>*December 1 Headcount-</b> Start preparing now and reviewing paper files and ECATS. Please make sure the Signed Consent form is in the folder.</li> <li>● <b>*IEP and Related Services Reminder-</b>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.</li> <li>● <b>*If the IEP team is considering adding services that would result in additional expense, please contact Ellen</b></li> </ul>		
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prior to the meeting so we can ensure funds are available and properly budgeted (for example: IEP team is considering asking for a one-on-one)

- General EC Resources that may be helpful:
  - \*PD offered through PTEC at [www.ptecnet.org](http://www.ptecnet.org)
  - \*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***

- Attendance is due to Mr. Thomas today, September 30, 2024.
- All PreK classes will travel to Biscoe Park on October 3 for a fall festival.

***Jessica Lowder***

- MTSS
  - All core plans (Literacy, Math, Attendance, Behavior) need to be completed in ECATS by October 31st. If any support is needed, please contact Jessica.
  - NCDPI is hosting small PD sessions to support behavior needs. This PD is open to any and all staff that wants to attend. Link containing dates and registration links is below:

- [Micro-PD Behavior Series Reg...](#)

- AIG

				<ul style="list-style-type: none"> <li>○ Governor’s School- Applications due to the Learning Division by November 25th.</li> <li>○ <b>Eligibility requirements: To be eligible to apply to the NC Governor’s School, a student must meet at least one of the criteria listed below:</b> <ul style="list-style-type: none"> <li>■ Cumulative unweighted GPA of 3.25 or higher;</li> <li>■ Cumulative weighted GPA of 3.5 or higher;</li> <li>■ Score of 4 or higher on an NC End of Course assessment;</li> <li>■ Score of 3 or higher on an Advanced Placement exam;</li> <li>■ Grade of B or higher in a Career College Promise course on the Comprehensive Articulation Agreement, or a university course;</li> <li>■ Minimum composite score of 19 on the Pre-ACT/ACT or a minimum score of 1010 on the PSAT/SAT;</li> <li>■ Minimum score of 90th percentile on aptitude assessment (composite or subtest).</li> </ul> </li> <li>○ <b>Governor's School</b> folder for application, recommendation letters and other information.</li> <li>○ CogAT testing window is open. Instructional Facilitators are sending me students rosters and once completed testing may begin.</li> <li>● ESL <ul style="list-style-type: none"> <li>○ ESL PLC- October 15th</li> <li>○ 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. <b>All meetings need to be completed and signed by October 31st..</b></li> <li>○ Writing PD Opportunity-Open to all staff: <a href="#">WIDA Writing Webinar Registration</a></li> <li>○ Upcoming WIDA PD Offerings: <a href="#">Professional Development</a></li> </ul> </li> </ul>		
<b>Operations Division</b>				<p><b>Matthew Woodard</b></p> <ul style="list-style-type: none"> <li>● minimal damage.</li> <li>● please put in a ticket if your school is having issues from the storm.</li> </ul>		

<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Matthew	10 min	<p><b>Brain Helms</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Technology Cabinet Notes SY 25</a></li> </ul> <p><b>Dr. Emily Shaw</b></p> <ul style="list-style-type: none"> <li>• <b>HR Updates</b> <ul style="list-style-type: none"> <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>○ The calendar committee met last week and has 2 versions of a calendar. Your rep should be sharing these calendars for feedback to bring to the October meeting.</li> <li>○ Mentor Logs: MUST HAVE 6 hours documented!!! Principals DO NOT sign if they do not have 6 hours!!!!</li> <li>○ Flu Shots: The Health Center staff will be giving employees flu vaccines starting the first week of October. The schedule was sent out along 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 receive the vaccine.</li> <li>○ 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.</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 Videos</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> <li>■ Please remind staff to be watching the AccuTrain videos. Remember employees were given access to all videos required to complete.</li> <li>■ Certified Staff can receive CEUs for this activity. After ALL videos are complete, please print verification</li> </ul> </li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Auxiliary Services Update</li> </ul>	21 Sys	Matthew	10 min			
<ul style="list-style-type: none"> <li>• Human Resources Update</li> </ul>	LGI	Emily	10 min			
<ul style="list-style-type: none"> <li>• Accountability Update</li> </ul>	21CP	Amanda	10 min			



from ACCUTRAIN and send it to Emily Shaw.

- 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

- NCEES Orientation should be completed by 9/9/24

- NCEES issues should be directed to Emily Shaw or Wade Auman
- Should be working on PDPs with staff and starting round one observations - PDPs were due 9/25/24 and round one observations for all cycles are due 10/14/24

- 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 employees 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: We are in compliance as of now! Please make sure to communicate with Ms. Deaton if you have new enrollments for assistance with placements.
- 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 and Reference Request.pdf

- Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.
- Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.
- Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.
- Praxis support
  - 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!
- Time
  - Please make sure part-time employees are not working over 29 hours per week.
  - Full-time, classified employees Cannot go over 40 hours a week
    - Can clock out for lunch
    - Leave early/arrive late – modify time
  - Dual employees - cannot make up time missed from the primary job ( employee is not percentages down until they miss more than 97% of their assigned hours
- Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email ALL completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance.  
☰ 24-25 Homebound Documents - Montgomery Co...
- Homegrown Updates
  - Keep pushing Homegrown teachers – See the information attached
    - scan\_emily.shaw\_2023-09-15-11-30-54....
  - 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

				<ul style="list-style-type: none"> <li>● Upcoming Dates <ul style="list-style-type: none"> <li>○ September 25 NCEES PDPs due</li> <li>○ September 25: Mentor Logs due</li> <li>○ October 1-4: Flu Vaccinations</li> <li>○ October 15- Q1 Attendance Celebration</li> <li>○ October 22- Calendar Committee Meeting 3:15 at Central Office</li> <li>○ October 22- BT1 Meeting 3:30 Staff Development Room Central Office</li> <li>○ October 23: AP PD at MGES 9:00</li> <li>○ October 24: NCEES Observation 1 due for all plan types</li> </ul> </li> <li><b>Amanda Deaton</b></li> <li>● <b>Accountability Updates:</b> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> <li>○ Please send invoices for Fees with interims and first report cards. Reach out to AJ Whitesell for assistance on printing invoices.</li> </ul> </li> <li>● <b>Data Managers Updates:</b> <ul style="list-style-type: none"> <li>○ PowerSchool <ul style="list-style-type: none"> <li>■ Collect signed MOUs</li> <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> </ul> </li> <li>○ K-5 Class Size Document <ul style="list-style-type: none"> <li>■ <b>If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know.</b></li> </ul> </li> <li>○ Next Meeting <ul style="list-style-type: none"> <li>■ October 8, 2024, at 8:30 in the Staff Development Room at Central Office</li> </ul> </li> </ul> </li> <li>● <b>Testing Updates:</b> <ul style="list-style-type: none"> <li>○  2024-2025 MCS Testing Calendar (1).pdf</li> </ul> </li> </ul>		
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<b>Process Management</b> <ul style="list-style-type: none"> <li>● Media Minute</li> <li>● Other process issues?</li> </ul>	LGI All	Maddi Dale	5 min 5 min	<b>Maddi Lynthacum</b> <ul style="list-style-type: none"> <li>● If anyone needs a badge made, let them know to come on Tuesdays and Fridays between 3:00 PM and 5:00 PM.</li> <li>● I will be putting a donation box in the county office for victims of Hurrican Helene. My neighbor is donating items to those in need. I will send out the deadline for donating as soon as I receive it.</li> <li>● Thank you to our media and marketing representatives. Our social media presence is incredible.</li> <li>● Schools - if something is happening in your schools that you want pictures of, let me know.</li> <li>● Send all school connections to Maddi.</li> </ul>		
<b>Budget &amp; Resources</b> <ul style="list-style-type: none"> <li>● Budget Update</li> </ul>	21 Sys	Mitch	5 min	<b>Mitch Taylor</b> <ul style="list-style-type: none"> <li>● Nothing on budget.</li> </ul>		

Next Steps:

SP/SG – strategic priority and strategic goal

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

