

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 11/25/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jon LaChance 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
--------------------	--------------	-------------------------	-------------	------------------------	--------------------	----------------

Celebrations	All	Dale	5 min	Sarah Wright started today as the new EC Director.		
---------------------	-----	------	-------	--	--	--

Superintendent Division				Dr. Ellis		
<ul style="list-style-type: none"> ● What do principals and CSS admin need to know and do? 	All	Dale	5 min	<p>December Board agenda - get items to Wade or Cindy</p> <p>Principals Meeting - get items to Wade or Dr. Perkins</p>		
<ul style="list-style-type: none"> ● December BOE Agenda 	All	Dale	10 min	Dr. Jack Cagle		
<ul style="list-style-type: none"> ● December Principal Agenda 	All	Dale	10 min	<p>This memo serves as a reminder of several important observances and awareness initiatives taking place this November. We encourage everyone to participate and reflect on the significance of these events:</p>		
<ul style="list-style-type: none"> ● Administrative Services Update 	All	Jack	10 min	<p>1. Native American Heritage Month & American Indian and Alaska Native Heritage Month</p> <ul style="list-style-type: none"> ● This month celebrates the rich cultures, histories, and contributions of Native American, American Indian, and Alaska Native communities. ● Explore ways to learn more, such as attending events, reading literature, or supporting Native artists and businesses. <p>2. National Scholarship Month</p> <ul style="list-style-type: none"> ● Highlighting the importance of scholarships in making education accessible. ● If you know students or colleagues pursuing education, share available scholarship opportunities. <p>3. National Career Development Month</p> <ul style="list-style-type: none"> ● A time to focus on career exploration, skill-building, and professional growth. ● Take advantage of career development resources and workshops offered this month. <p>4. National School Psychology Awareness Month</p> <ul style="list-style-type: none"> ● Recognizing the vital role of school psychologists in supporting students' mental health, learning, and overall well-being. ● This is a great opportunity to express gratitude to those in this field. 		

				We encourage all staff to engage with these initiatives, whether through education, outreach, or participation in related events. Thank you for your continued commitment to fostering awareness and inclusivity.		
<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 	<ul style="list-style-type: none"> All GCS GCS GCS GCS GCS GCS GCS 	<ul style="list-style-type: none"> Wade Wade Matthew Joanna Joanna Ellen Vance Jessica 	<ul style="list-style-type: none"> 5 min 10 min 10 min 10 min 10 min 10 min 10 min 10 min 	<p>Wade Auman</p> <p>PTEC Representative meeting – We will be meeting with PTEC leadership on December 3rd at 8:00 am. If anyone has any topics/concerns for discussion, please share them with Wade Auman.</p> <p>ELISS After-School Grant meeting – We will hold an ELISS meeting on Tuesday, December 3rd with grant support. If anyone has any topics/concerns for discussion, please email them to Katie Hursey or Wade Auman.</p> <p>TSL Grant meeting – We will hold a TSL grant meeting on Tuesday, December 3rd with grant support. If anyone has any questions/concerns for discussion, please email them to Jessica Lowder or Wade Auman.</p> <p>TSL Individual Growth Bonuses – The TSL individual growth bonuses will be paid out in the December payroll. Anyone with a district EVAAS growth rating is eligible for the growth bonus.</p> <p>UNCG PPEERS Meeting – We will be meeting with UNCG representatives regarding the PPEERS program on Thursday, December 5th. If anyone has any questions/topics for discussion, please email them to Wade Auman.</p> <p>Principals’ PLC – We would like to propose December 11th as our next Principals’ PLC. Please contact Wade Auman if any Principal has issues with the date. We will meet in the staff development room beginning at 8:30 am.</p> <p>School Improvement Plans – The Learning Team will begin monthly coaching comments this month on SIPs. Remember, SIT</p>		

meetings should focus on at least 1 indicator and you must upload meeting minutes from 2 monthly meetings focused on school improvement. If anyone has questions regarding their SIP or any coaching comments, 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_ba9646c9c67c4cef9ba685acaf1ed94b.pdf
(ptecnet.org)

Matthew Swain

Secondary and CTE

High School: The FAFSA is live. Please encourage students to complete it. Several federal funding lines are based on the percentage of completion. Completing one is required to attend most colleges, regardless of whether you are receiving grants and scholarships.

High School and 8th Grade: The High School Registration Guide will be released by tomorrow. Please remember all class registrations for next school year are due by March 31, 2025.

High School: If you have any additional Early Grads, let me know ASAP. They must be approved at the board meeting on Dec. 2nd in order to graduate.

Middle School: The Career Development Plan Process is in full swing; please help all teachers and students understand this is a promotion requirement and will take everyone to make sure it happens. This process is not just filling out a paper, it is a multi-step process that will take several months to complete.

Ongoing items:

CTE teachers should continue using the spreadsheet provided to request instructional supplies.

HS---- Please do not withdraw a student from a CCP course. The only exception is a second-semester senior who doesn't have an opportunity to retake the course for grade suppression.

Joanna Perkins

ELEMENTARY

- Letterland Training is coming up on December 6 - [Link](#)
- **CURRICULUM SUPPORT K-12**
- December 1 is the deadline for Young Authors - (submit entries to Dr. Perkins): [Link about Young Authors](#). ([Handout Link for Students](#)) The theme for the 2024-2025 Young Authors' Project is Beacons of Light Shining Towards a Brighter Future. This initiative is supported by the North Carolina Reading Association; we have also started a local Montgomery County Reading Association.
- K-8: Stay tuned for information on rolling out Digital Safety training for students before the Holiday break via Learning.com; this group is meeting with the IFs on December 5 from 9-10 am – this initiative is tied to e-rate funding and will be good for students' digital citizenship. These are brief modules kids will access during appropriate non-core times throughout the school day.
- Erik Francis, Solution Tree Author and DOK Expert, will be in the district December 5-6. He will be continuing to train with the IFs on December 5 from 10-3 pm.
- Happy Thanksgiving! I am on vacation with my family on a special trip, and I will return to the office on Tuesday, December 3rd. My cell is 910-709-6982 if needed.

FYI Links:

- [PTEC Calendar](#) - Email Joanna Perkins if you would like to sign up for PD.
- [MCS Calendar 2024 - 2025](#)
- [Literacy Intervention Plan](#)

- [IF Newsletter Links: Feel Good Friday](#)
- [MCS Curriculum One Stop Shop](#)
- [Curriculum Support Resources](#)

Sarah Wright

New Items:

[MCS EC Staff](#)- This is for all principals to complete. Please include your current EC Teachers, Teacher Assistants, and any openings you have. Please let me know if they are BT, and if they are, what year they are in.

*Today, Behavior Support Team meeting in staff development room at 2:30 pm.

*December 1 Headcount- This will be the ONLY headcount this year and funding for 2025-2026 is dependent on our accurate headcount. EC teachers should be efficient and timely to complete as many eligibility/placements that are in process by November 26th.

*Changes to the Accommodations section of the IEP Process went into effect November 8, 2024. Use the attached IEP Accommodations Tip Sheet for step-by-step directions on navigating the new streamlined process.

Thanks to those who are assigned “plays” through the PCG playbook for the progress you are making. This first round of plays needs to be completed by January 17.

Ongoing Reminders

*Inactive EC folders should be delivered to the EC office once a student has transferred out

*If the IEP team is considering adding services that would result in additional expense, please contact Ellen prior to the meeting so we

			<p>can ensure funds are available and properly budgeted (for example: IEP team is considering asking for a one-on-one)</p> <p>*Continue to be intentional with EC and parent engagement as we will be participating in the 2024-2025 EC Parent Survey</p> <p>*P6 (Complete for initial/out-of-state transfer, parent requests, MTSS, etc.) (90-DAYS)</p> <p>*Compensatory Education Tracking Form https://docs.google.com/spreadsheets/d/1OUyXaXp13RZ1muJucay4xFUjW_grkxHpI6dHi8IGQQw/edit?usp=sharing</p> <p>*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</p> <p>* MLA ALP EC Service Forms https://docs.google.com/spreadsheets/d/17FArHxjoCx7Z8mYb2tqQTl-c8cXrvnuuZYmE4yujqDs/edit?usp=sharing</p> <p>*EC Homebound & Modified Day & MLA- Email Ellen prior to an IEP Team meeting IF you are considering a change in placement - Follow DPI Guidance in EC Handbook & Meet Every 30-days.</p> <p>*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.</p> <p><i>Vance Thomas</i> Attendance is due to Mr. Thomas by Tuesday, November 26, 2024.</p>	
--	--	--	--	--

Please ensure you bring inside or secure all outside items at your site. We don't want outside items to be in the weather or wander off during Thanksgiving break.

All sites will be completing the site selection application in December 2024. Please look for emails from Mr. Thomas about the upcoming PLC meeting/work session.

Jessica Lowder

MTSS

- Any students receiving intervention should have an intervention plan documented in ECATS.
- EC services are an *extra layer* of support in addition to classroom interventions, therefore, classroom interventions should continue if learning gaps are present.

AIG

- Fall Headcount- November 30th
- Governor's School- Applications are due to the Learning Division by 5:00 PM today

ESL

- Anyone administering screeners or ACCESS for ELLs 2.0, must be certified. School-level testing coordinators and assistant coordinators must also be certified. WIDA certifications only last one academic year and these must be completed prior to the ACCESS testing window. Website to complete training modules: <https://portal.wida.us/>
- ACCESS window opens January 13th-March 12th

Elementary levels need to complete the following modules:

- WIDA Screener for Kindergarten: Administration & Scoring (except PSES)
- WIDA Screener Online: Administration
- Writing for Grades K-5: Scoring ACCESS Paper & WIDA Screener
- Speaking for Grades K-5: Scoring ACCESS Paper & WIDA Screener
- Online ACCESS for ELLs: Administration
- Kindergarten: ACCESS for ELLs
- Alternate ACCESS for ELLs: Administration (Only if applicable)

				<p>Middle and High School levels need to complete the following:</p> <ul style="list-style-type: none"> ○ WIDA Screener Online: Administration ○ Writing for Grades 6-12: Scoring WIDA Screener ○ Speaking for Grades 6-12: Scoring WIDA Screener ○ Online ACCESS for ELLs: Administration ○ Alternate ACCESS for ELLs: Administration (Only if applicable) 		
<p>Operations Division</p> <ul style="list-style-type: none"> ● What do principals and CSS admin need to know and do? ● Auxiliary Services Update ● Human Resources Update ● Accountability Update 	<p>All</p> <p>21 Sys</p> <p>LGI</p> <p>21CP</p>	<p>Matthew</p> <p>Matthew</p> <p>Emily</p> <p>Amanda</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p><i>Matthew Woodard</i></p> <p>New laptops from Gear-Up for Elementary. They will be going out the first week of December. Please turn in old laptops when you receive new laptops.</p> <p>They will be doing server maintenance during Thanksgiving break so please look out for that.</p> <p><i>Dr. Emily Shaw</i></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 ● Tree of Hope: I have tags for students that need adopting. Please consider! If you would like to sponsor a student, please let me know and I will send you the information. ● For any teacher or teacher recruits looking for housing: - Rental House in Troy, call His Brandon Buie at 704-242-2470 for details ● Spanish in the Classroom PD from Sandhills Community College: Last week to sign up! <ul style="list-style-type: none"> ○ This course is designed to bridge the communication gap between you, your Spanish-speaking students, and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavior problems, and provide grades and homework. ○ It is a self-paced module - 6 weeks to complete (Starting January 15th) 		

			<ul style="list-style-type: none">○ The district will cover the cost of the class for the first 15 to sign up. If you are interested in this opportunity, please complete the Google form.○ Visit the link for more information: Info○ Spanish in the Classroom Sign-Up ● Adjustment to the 24-25 school calendar – Please note the calendar currently reads that 12/23 is a Holiday and 12/24 is an AL day – Those two codes will flip-flop. 12/23 will become an AL day and 12/24 will become a Holiday. Additionally, 1/3/25 is listed as a Holiday, and 1/2/25 is listed as an AL day. Those codes will flip-flop as well. ● 9/27 Makeup Day: 2/7/25 will now be a full day for staff and students ● Mentor Logs: MUST HAVE 6 hours documented!!! Principals DO NOT sign if they do not have 6 hours!!!! ● 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○ Please remind staff to be watching the AccuTrain videos. Remember employees were given access to all videos required to complete.○ Certified Staff can receive CEUs for this activity. After ALL videos are complete, please print verification from ACCUTRAIN and send it to Emily Shaw. (10 contact hours) ● 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">○ NCEES Orientation should have been completed by 9/9/24		
--	--	--	---	--	--

			<ul style="list-style-type: none">○ NCEES issues should be directed to Emily Shaw or Wade Auman○ PDPs were due 9/25/24- I sent out progress forms last week. Please make sure to finish these up ASAP. – Remember if you are planning to put someone on a monitored or directed plan – talk with me first.○ Round one observations for all cycles were due 10/14/24○ You should be working on round 2 for comprehensive and standard as well as mid year PDPs. <ul style="list-style-type: none">● 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 their email, click on forgot password and it will send a temp password. They will then reset their password○ Email Emily Shaw with issues <ul style="list-style-type: none">● 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 <ul style="list-style-type: none">● 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. <ul style="list-style-type: none">● 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. <ul style="list-style-type: none">● Staff Action forms: Please make sure you are using the most current version. Additionally, please make sure it is filled out.	
--	--	--	--	--

			<p>If you are unsure of a section, please reach out to me or Crystal and we will provide guidance. Staff Action Form</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ● Praxis support <ul style="list-style-type: none"> ○ MCS has partnered with Learning Liaisons - a company that has a 92% Praxis pass rate. If you have a teacher trying to clear a license, please have them contact Jordan Hamilton for a study code! ● Time <ul style="list-style-type: none"> ○ Please make sure part-time employees are not working over 29 hours per week. ○ Full-time, classified employees Cannot go over 40 hours a week ■ Can clock out for lunch ■ Leave early/arrive late – modify time ○ Dual employees - cannot make up time missed from the primary job (employees are 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 <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

Upcoming Dates

- November 20: Mentor Logs due
- November 21: AP Meeting at MLA 8:30
- December 11: BT 1,2,3 Virtual Check In
- December 13: NCEES Mid Year PDPs and Round 2 Comprehensive and Standard Observations due
- December 20: UFactor/Accutrain Videos Due

Amanda Deaton

Accountability Updates:

- **Please notify Amanda and AJ of any early graduates by today so that we can ensure that WorkKeys testing gets completed for that student if needed.**

Data Managers Updates:

- K-5 Class Size
- **If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know.**
- Next Meeting
- Scheduled for December 10, 2024, at 8:30 in the Staff Development Room at Central Office
- **If we have any students to enroll as displaced from Hurricane Helene, please let Amanda know and we will work with Dr. Cagle's office to ensure this enrollment is entered correctly.**

Testing Updates:

- [2024-2025 Testing Calendar](#)
- **High school students are taking check-ins this week.**

				<ul style="list-style-type: none"> • 5 & 8 Science Check-ins have finally been released. School test coordinators please let Amanda know when you plan to take it. This needs to be done before Christmas break. • WIDA ACCESS training- December 3rd at 3:00 in the Staff Development Room • WorkKeys for early grads- 11/4-12/6 • Bio Check-In #4- 10/2-12/6 • Fall Check-In #2 for Math 1, Math 3, and Eng.II- 11/25-12/6 • MCEC/MCS Fall EOC & CTE Window- 12/16-12/20 <p><i>Infinite Campus Transition:</i></p> <ul style="list-style-type: none"> • March 30, 2025, is a hard deadline for 2025/2026 scheduling. This is for the master schedule and class rosters. If you have any questions, please reach out to Amanda or AJ. • Once you have decided on your bell schedule for next year, please send it to Amanda. • Data managers are working on data cleanup. Please ensure that this is taken care of ASAP. <ul style="list-style-type: none"> ○ Contacts ○ Siblings List ○ Addresses • There will be several things that Amanda will need to submit before Christmas. I'll be reaching out to each school for these items. • Data Managers- don't forget about the Google Doc that we started for questions that need answers. 		
<p>Process Management</p> <ul style="list-style-type: none"> • Media Minute • Other process issues? 	<p>LGI</p> <p>All</p>	<p>Maddi</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p><i>Maddi Lynthacum</i></p> <p>Website updates are progressing slowly but surely, so please be patient. If you have any feedback about the website (positive or negative), please let me know!</p> <p>Since this is a short week, I will be doing badges on Tuesday from 3-5 PM. I will also be here on Wednesday if anyone needs one, just let me know in advance.</p> <p>Tree of Hope is approaching quickly!! Please let me or Dr. Shaw know if you would like to sponsor a child this year.</p>		

				Huge thank you to our media and marketing representatives. Our social media presence is incredible! Keep up the good work. Send all school connections content to Maddi. :)		
Budget & Resources				<i>Mitch Taylor</i> No updates.		
• Budget Update	21 Sys	Mitch	5 min			

Next Steps:

SP/SG – strategic priority and strategic goal

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