

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 11/27/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Emily Dunn and Adam Matthews 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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Celebrations	All	Dale	5 min	<p>Congratulations to Camila Medina Bello, from Green Ridge Elementary, for receiving Honorable Mention at the 2023 North Carolina School Boards Association elementary poster contest.</p> <p>Janet Deaton has been invited to represent the Sandhills Region in the interview round of North Carolina Principal of the Year.</p>		
Superintendent Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • December BOE Agenda • December Principal Agenda • Administrative Services Update 	All	Dale	5 min	<p>Please send agenda items to Cindy Davis</p> <p>Please send agenda items to Terri Absher or Wade Auman.</p> <p><i>Administrative Services Updates:</i></p> <ul style="list-style-type: none"> • School Counselors will complete their FBA/BDA PD on either Tuesday, November 28, 2023, or Wednesday, November 29, 2023, starting at 8:15 a.m. here in the Central Office staff development room. • NCSECU Scholarship information meeting at 10:00 a.m. for Dr. Cagle and Mrs. Medley via Zoom. • Substance Abuse PD opens on Friday, December 1, 2023. Mrs. Medley will send the link. • November's Character Traits are KINDNESS and EMPATHY • American Indian and Alaska Native Heritage 		

				<p>Month</p> <ul style="list-style-type: none"> National Scholarship Month National Career Development Month. 		
<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>Terri</p> <p>Terri</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><i>Learning Division Updates:</i></p> <p>Title 1 Documentation – As schools begin to hold various parent events and begin using Title 1 funds, make sure to collect artifacts to highlight the work you are performing. The Title 1 folders in Google have been shared with Principals, Assistant Principals and Instructional Facilitators. If you do not have access to the folders or have any Title 1 questions, feel free to contact Wade Auman.</p> <p>EVAAS Individual Teacher Data – EVAAS data was made available on November 16, 2023. If any teacher has issues accessing the EVAAS system, please speak with your principal.</p> <p>Principals’ PLC – We will hold our second Principals’ PLC on November 29 starting at 8:30 am in the Staff Development room. Please use the link in the meeting invitation to post topics for discussion.</p> <p>NC ILA – The registration emails were sent last week for the NC ILA session #8. If you are a participant in NC ILA, please register using the link in the email. The event will be on November 30, 2023, beginning at 8:00 am at the Embassy Suites Conference Center-Greensboro Airport. If you have any questions, please contact Wade Auman.</p> <p>MCC Partnership Meeting – There will be a partners meeting with MCC on December 1, 2023. If anyone has any topics/concerns for discussion, please email them to Wade Auman.</p>		

			<p>Central Support Services Survey – The annual Central Support Services survey will run from December 7-15, 2023. All staff members will receive an email with a link to the survey. Please use this survey to provide information on how central services can better support schools.</p> <p>PRC 189 Tutoring – Principals, attendance for PRC 189 after-school programming will be kept within PowerSchool this year. Data Managers will be trained on how to setup the PRC 189 group in PowerSchool to keep up with attendance. The end of year report will be pulled from PowerSchool, so it is important for this to be completed and accurate.</p> <p>PPEERS Cohort 5 – MCS is recruiting individuals to participate in the upcoming PPEERS Cohort #5 beginning in July of 2024. We are working to schedule an interest meeting, but if anyone is interested in more information, please contact Wade Auman. District application will be due on January 31, 2024. Informational Video: PPEERS on Vimeo</p> <p>NC Education Corps – We have partnered with the NC Ed Corp to assist in recruiting K-5 tutors for literacy. As part of the program, all tutors will go through high impact tutor training. Tutors will be recruited with NC Ed Corp and then we will select from a shared spreadsheet of approved tutors.</p> <p>Elementary After-School Programming – The Elementary School after-school programming has started. Please make sure you are keeping accurate daily attendance and tracking the payments made by families. Mr. Thomas will be contacting you for this information. Please refer to the after-school handbook for any questions. If anyone needs further information, please reach out to Vance Thomas or Wade Auman.</p> <p>School Improvement Plans – Thank you for submitting</p>	
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			<p>your school’s school improvement plan. Remember, these plans are living documents, and each SIT meeting should have discussions around selected indicators aligned to improvement efforts. If you would like for any Learning Team member to attend an upcoming SIT meeting at your school, feel free to contact us.</p> <p><u>Training Opportunities:</u></p> <p>PTEC PD Offerings – If any staff members are interested in Professional Development, please look over the PTEC course offerings for 2023-24. If anyone is interested in attending, please communicate with your principal and then email Terri Absher to be signed up. Please use the link below to access the course offerings: PROFESSIONAL DEVELOPMENT ptec (ptecnet.org)</p> <p>Upcoming Dates:</p> <p>Principals’ PLC – November 29, 2023, in the Staff Development Room beginning at 8:30 a.m.</p> <p>NC ILA – November 30, 2023, at the Greensboro Embassy Suites beginning at 8:00 a.m.</p> <p>MCC Partnership Meeting – December 1, 2023</p> <p>Central Support Services survey – Link will be emailed, and survey will run December 7-15, 2023.</p> <p><i>Secondary and CTE:</i></p> <p>CTE Teachers that are in the New Teacher Institute have observations due December 1st as part of their portfolios. I am working with those teachers to complete those observations now.</p> <p>High School Principals: Please make sure you have submitted applications for early graduation if you have</p>	
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			<p>any. We need to check those names and make sure they take WorkKeys in December if they are eligible. Applications are due by November 27th but sooner is better because it takes a day or 2 to get them registered for WorkKeys on the accountability side.</p> <p>High Schools please review the high school registration guide that I sent out last week for any changes. I would like to publish that prior to the Christmas Break.</p> <p>High School Honors Courses will be required to meet the standards of the newly revised Honors course guide in the 24-25 school year. We will start reviewing the standards at the next Principals meeting.</p> <p>Middle and High School Ag Teachers have a grant opportunity through NCFFA for up to \$20,000 for program improvement/Capital. Please let me know if you are interested in a project I will help with the application. https://ncffa.org/agricultural-education/cte-grant-for-agriculture/</p> <p>Upcoming Dates:</p> <p>FAFSA will be made available in December this is later than normal and students will have a shorter time to apply for aid next school year.</p> <p>Middle School Visit to the high schools for registration will take place in Mid-January due to the shortened semester. WE will set a date at the next Principals Meeting</p> <p><i>Elementary and Curriculum Updates:</i></p> <p>Instructional Rounds will take place on November 29 at 8:30 am at Montgomery County Early College.</p> <p>The IF meeting scheduled for November 30 has been</p>	
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			<p>cancelled due to the NC ILA meeting.</p> <p>LETRS participants should continue to complete Bridge to Practice activities for their three selected students and upload documentation.</p> <p>Teacher guides and student permission forms were provided to elementary principals and IFs for the Children’s Theatre of Charlotte performance of Danny, King of the Basement. The play will take place at the MCHS Auditorium on December 7 at 9:30 am. Please be sure to put information into Travel Tracker.</p> <p><i>EC Updates:</i></p> <p>Title IX</p> <ul style="list-style-type: none">• Make sure all staff have been trained or are scheduled for an upcoming training.• A phone call to Takeda LeGrand’s cell should follow all emails regarding items that may be Title IX to ensure prompt support and Principals should be a part of the reports in the event information collected identifies a reportable offense.<ul style="list-style-type: none">○ Principals and Department Heads will receive a training attestation form on December 4th. <p>Exceptional Children</p> <ul style="list-style-type: none">• December 14th- Holiday Drop-in 3 PM- 4 PM, Optional Meeting.<ul style="list-style-type: none">○ Future Meetings 3:30 PM-4:40 PM:<ul style="list-style-type: none">▪ January 18th - REQUIRED▪ February 15th – TBD/TRAINING▪ March 14th - REQUIRED▪ April 18th – TBD/TRAINING▪ May 16th - REQUIRED• LEA Representative Items to Consider	
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Before/During an IEP Team Meeting:

- Go over meeting norms and expectations to create an environment for safe discourse.
- Parent definition for IEP Team by IDEA- Proof parents educational rights have been terminated. If not, share information with parents, guardians, foster parents, etc. In essence, a child may be in foster care and the parents can still attend the IEP Team Meeting and make decisions if their educational rights have not been terminated. .
- If you expect or have proof that the parent may seek legal action or file a State Compliant, ask: Are you working with an attorney on this matter? If yes, call and add Takeda to the meeting or take a break and call Takeda for guidance.
- **EC Funding Review**-Reviewing October and November EC enrollments to confirm if we can request additional funds from the State for students who qualify. Principals will be copied on any emails to staff to confirm information for funding as an FYI only. No action is required.
- **NCDPI EC PD & Calendar of Events-**
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>

Pre-K Updates:

November attendance is due on Thursday of this week. Scan/email to Mr. Thomas.

Differentiation Updates:

MTSS

- DIBELS 8 progress monitoring data for K-3 students is now automatically added into the student's intervention data in ECATS if that subtest was selected as the source for monitoring.
- Please make sure your team is keeping meeting minutes of MTSS meetings.

AIG

- AIG Work Session with IFs- Tomorrow at 8:30 in the Board Room (TES and MCHS do not need to attend)
- Fall Headcount in PowerSchool: November 30th.

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 school year and these must be completed prior to the ACCESS testing window and prior to administering a screener. Website to complete training modules: <https://portal.wida.us/>

Elementary levels need to complete the following modules:

- WIDA Screener for Kindergarten: Administration & Scoring
- WIDA Screener Online: Administration
- Writing for Grades K-5: Scoring ACCESS Paper & WIDA Screener

				<ul style="list-style-type: none"> ○ Speaking for Grades K-5: Scoring ACCESS Paper & WIDA Screener ○ Online ACCESS for ELLs:Administration ○ Paper 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 ○ Paper 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 	<p>All</p> <p>21 Sys</p> <p>LGI</p>	<p>Matthew</p> <p>Matthew</p> <p>Emily</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p>	<p><i>Operations Updates:</i></p> <p>Gaggle will go live on December 5th. Appropriate people will be trained.</p> <p>Please be vigilant about phishing emails. Do not click on any links from emails that don't come from @montgomery.k12.nc.us.</p>		

<p>Update</p> <ul style="list-style-type: none"> Accountability Update 	<p>21CP</p>	<p>Amanda</p>	<p>10 min</p>	<p><i>HR Updates:</i></p> <ul style="list-style-type: none"> Please make sure part-time employees are not working over 29 hours per week. Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. NCEES Information <ul style="list-style-type: none"> Please do not get behind!!! If you are a low-performing school – please make sure you have completed a super observation for every teacher in your building. Please remember your super observation is not an additional observation, it can be one of the required observations, it just requires additional documentation. Please see the link for the super observation requirements. I will send out Zoom links later today with our check in times that are scheduled for tomorrow, 11/28. Super Observations Click here for the complete observation timeline: Observation Timeline Mid-Year PDP – 12/15/23 Comprehensive #2 - 12/15/23 Standard #1 - 12/15/23 Abbreviated #1 - 12/15/23 Non-Certified Evaluations: Please make sure to complete a mid-year evaluation for all classified employees. Please use the form from the following link. Make sure to use the mid-year link not the summative. If you have an employee who does not fit into one of the listed categories, please let me know and we can determine the best fit. Please have these submitted to HR by 12/21. Non- 		
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[Certified Evaluation Link](#)

- Please make sure to look over the employee payroll Google sheet and contact Michelle Brady to update your employees and positions. Please make all updates by Tuesday 11/21. Moving forward, please make sure to ALWAYS complete a staff action form for internal moves within your building. Please see the attached staff action form. It is not necessary to check references for existing employees. [Staff Action Form](#)

- Please refer to the interview process handout and the hiring process handout that was given to you at the Principal's Meeting last week when conducting interviews. If you have any questions, please let the HR department know. [Interview Process](#) and [Hiring Process](#). Also, please remember to use the updated reference form. [Updated Reference Form](#)

- Travel Tracker Invoices
 - Bookkeepers will get an invoice from the Central Office (Shaina White) for trips from July-October. This invoice needs to be paid ASAP. If there is a trip on there that should not come from your school account. For example, CTE agreed to pay for the trip, you will need to subtract that from the total and write on the invoice who Shaina needs to invoice for that trip.
 - Moving forward, we will send invoices at the end of the month.

- Staff Spreadsheets - I will send those out by the end of the day. Please look over and review. Please make sure that every person that comes into your building is listed, even if it is part-time or they are split with schools. Also, look at the instructions

concerning bus drivers.

- 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](#)
- Make sure the first and second round of UFactor videos, video on The Code of Ethics, and the Concussion PowerPoint are being watched.
- Principals, please continue to ensure that HR is in the loop with employees who are not following through on their commitments of driving buses when needed. If we have refusals of emergency bus routes, HR needs to be aware.
- ESS updates: Please be sure to report any issues with ESS to Ms. Shaw. Especially if you have trouble with one of the subs and request that they not return to your building. Also, if you notice an uptick in unfilled positions, please let Ms. Shaw know. Please remind teachers that the sooner they can put in the absence the better chance of the position being filled. We are having several unfilled positions, but upon investigation, the absences are not being entered until after 6:30 AM. I know that there are times when teachers wake up sick, just try to get it entered ASAP. **Also, if you notice sub positions being changed from unfilled to filled by ESS and are not filled, please let me know.**
- K-3 Class size: Even though we are now in compliance, please know that we are still **EXTREMELY** close to the maximum number of

students across the district in K-3. Please be understanding if additional shifts within your building have to be made to stay in compliance.

- National Boards: The state did not provide recurring funds to assist with submission costs. – We would still like to encourage teachers to obtain National Board Certification. We will be hosting an interest meeting soon to offer support to those interested in pursuing the process.
- Homegrown Updates
 - Keep pushing Homegrown teachers – See the information attached [Homegrown](#)
 - Homegrown instructors - If you have a homegrown instructor in your building, please let me know so they can get paid at the end of the semester.
 - Homegrown Apprenticeship - We still have room for one more apprentice! If you know someone who would be interested in this opportunity, please let me know.
- Custody Agreements: Please make sure you are aware of any custody agreements. Please read them, make notes, inform teachers, and let me know if you have any questions.

Upcoming Dates

- Click here for the complete observation timeline: [Observation Timeline](#)
- November 29th - **AP Meeting: VIA EMAIL**
- November 29th- Mentor Logs due to Ms. Wilson
- December 5th - BT2 Meeting Virtual 3:15
- December 6th- BT 1 Meeting Virtual 3:15
- December 7th - BT 3 Meeting Virtual 3:15
- December 7th - Calendar Meeting 3:30 Staff

- Development Room Central Office
- December 15th- Mid Year PDPs due
 - December 15th - Comprehensive #2, Standard #1, Abbreviated #1 Observations due
 - December 20th-Mentor Logs due to Ms. Wilson

Accountability Updates:

Data Managers Updates:

- 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-3, please email Amanda Deaton and let her know.**
- Next Meeting
 - December 12, 2023, at 8:30 in the Staff Development Room at the Central Office.
- Please notify Amanda and AJ of any early graduates as soon as possible so that we can ensure that WorkKeys testing gets completed for that student if needed.

Testing Updates:

- EOC training will take place at MCHS Tuesday 11/28.
- MCEC will take place on 11/29.
- MLA will take place on 12/6.
- WorkKeys training will take place at MCHS Thursday 11/30.

				<ul style="list-style-type: none"> • WorkKeys for early grads- 11/6-12/8 • Check-Ins for Math I, Math II and English II- 11/27-12/1 • EOC Window opens 12/15 <p>2023-2024 MCS Testing Calendar</p> <p>MCS District Testing Plan</p>		
<p>Process Management</p> <ul style="list-style-type: none"> • Media Minute • Other process issues? 	<p>LGI</p> <p>All</p>	<p>Susanna</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p><i>Marketing Updates:</i></p> <ul style="list-style-type: none"> • THANK YOU! Our social media presence is out-of-this-world, and it is all thanks to you! Thank you for helping show the community all the positive things that happen in our classrooms every day! • MCS Holiday Card Contest entries are due to Susanna by Friday, December 8th. • Educator Appreciation is back at Bank of America Stadium! Join us in December at our game against the Atlanta Falcons for our annual Educator Appreciation game. Tickets are \$70 and come with a Panthers educator-themed T-shirt. <i>T-shirts are only redeemable when purchased through the link below.</i> PURCHASE HERE: EDUCATOR APPRECIATION TICKETS <p>We appreciate all you do for our community and look forward to seeing you in December! <i>Group tickets are available for groups of 10+ and include additional perks. Please reach out to me directly for more information.</i></p> <ul style="list-style-type: none"> • If you or anyone in your building would like to participate in the Mount Gilead Christmas Parade on December 2nd or the Star Christmas Parade on December 9th, please meet in the parade line-up 		

				<p>location indicated in the email sent out on November 15th. If there are teachers or clubs that want to participate with students, please make sure they will be responsible for the safety of the students.</p> <ul style="list-style-type: none"> Coalition4Christ is offering Christmas assistance for referred families. Christmas assistance referral registration is open now through December 3rd. If you know of a family in need in your school, please refer them to this program. <ul style="list-style-type: none"> Referral Link: http://www.coalition4christ.org/assistance-program.html School Connections content to Sean Maness If someone in your building needs a badge made, please have them reach out to Susanna or Sean prior to coming. We want to celebrate all our employees and schools who have received grants. Please send me any background information on the grant, the notification that you have received the grant, and photos so we are able to publish it. 		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i></p> <p>Before Christmas break, the Colonial Benefits will start contacting principals for times to come and meet with your staff.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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