

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 10/30/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Janet Deaton 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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<p>Celebrations</p>	<p>All</p>	<p>Dale</p>	<p>5 min</p>	<p>Red Ribbon Week was successful for all schools.</p> <p>The middle school and high school career fairs were very successful for our students.</p> <p>Thank you to Troy Lumber Company for sponsoring the stadium, Wolf Den Stadium.</p>		
<p>Superintendent Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • November BOE Agenda • November Principal Agenda • Administrative Services Update 	<p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Dale</p> <p>Dale</p> <p>Dale</p> <p>Jack</p>	<p>5 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>Please send agenda items to Cindy Davis.</p> <p>Please send agenda items to Terri Absher or Wade Auman.</p> <p>Administrative Services Updates:</p> <ul style="list-style-type: none"> • Youth Mental Health PD window opens November 1, 2023 – November 20, 2023. Mrs. Medley will send the PowerPoint to the safety representatives. Certified staff and assistants are required to complete the PD. • November’s Character Traits are KINDNESS and EMPATHY. • American Indian and Alaska Native Heritage Month • National Scholarship Month 		

				<ul style="list-style-type: none"> National Career Development Month 		
Learning Division <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 	All GCS GCS GCS GCS GCS GCS	Wade Wade Matthew Terri Terri Takeda Vance Jessica	5 min 10 min 10 min 10 min 10 min 10 min 10 min	<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>TSL Grant Presentation – Principals, if you would like for the Learning Team to come present the TSL grant information but have not signed up please contact Wade Auman or Terri Absher.</p> <p>PRC 189 Tutoring – Principals, remember to keep attendance data once you begin your afterschool PRC 189 math tutoring. We will submit end of year reports to NCDPI and the data must be accurate. If you have any questions regarding the PRC 189 funding, please contact Wade Auman.</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. We will discuss it further at the upcoming Principals’ meeting.</p> <p>MCC Partnership meeting – There will be a partnership meeting on November 3 with MCC. If anyone has topics/concerns for discussion, please email them to Wade</p>		

			<p>Auman.</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 your school’s school improvement plan. Feedback will be provided as the plan is developed. SIPs will be submitted to the School Board for approval at the November 6, 2023 Board meeting. If any school would like Learning Team members to assist with the drafting of the SIP, please feel free to contact us.</p> <p>Training Opportunities:</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><i>Secondary Updates:</i></p> <ul style="list-style-type: none">• Middle Schools are hosting awards ceremonies for the 1st quarter this week and next.• CCRG Math and English Teachers will have a brief meeting with DPI staff in the next two weeks I am waiting on DPI to set the date.	
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				<p>Upcoming Dates</p> <ul style="list-style-type: none">• CELEBRATE! November 2023 - Career Development Month and November 15, 2023, NC CDC Day!• November 13-17, 2023, is National Career Development Week• November 15, 2023, is National Career Development Day <p><i>Elementary/Curriculum Updates:</i></p> <ul style="list-style-type: none">• A Google form will be shared with Instructional Facilitators this morning. Please share the names of any student who achieved Read to Achieve proficiency during reading camp this summer by the end of the day on Wednesday. Please reach out if you have any questions.• Instructional Rounds will take place on Wednesday, November 1 at 8:30 am at Troy Elementary.• LETRS Online Professional Learning for Unit 6, Part 1 will take place on November 17 from 12:30 pm – 3:30 pm.• The 60-day deadline in NC ELI for kindergarten teachers is November 17, 2023. All student data must be finalized in the platform by this date.• 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	
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place at the MCHS Auditorium on December 7 at 9:30 am. Please be sure to put information into Travel Tracker.

EC Updates:

Title IX

- 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.

Exceptional Children

- **December Headcount/IEP-** EC Case Managers and Principals, please check to make sure you have the folders of ALL the students on your caseload. If you are missing one, please alert Dee Dee Terry as soon as possible. Also, please check your folders to make sure there is a consent to serve. We can only count students on the headcount if there is a **signed consent to serve in the folder**. If you are missing one, please print off the one already finalized in ECATS and have the parent sign it again. Parents should put the current date on it, and case managers should place a sticky note stating that this is a replacement consent to serve. Please honor this request no later than COB, November 16th.
- **High School IEP Guidance-** Instead of adding C&I Course to IEP, state:
 - “Student will be placed in a 90-minute course, five days per week to support academic, career, and personal development.”
 - This statement will allow high schools to reduce C&I Course

offerings (1-2 sections/semester), and increase usage of Career & Technical Education, Arts, and JROTC Courses to meet the requirement.

- **Modified Day**-Students identified as EC and placed on modified-day are required to have the placement reviewed by the IEP Team every 30-days. Also, if behavior is the reason for the modified day placement, a FBA and BIP aligned to the IEP must be on file. Schools should work to meet this requirement no later than November 20, 2023, and reach out to Takeda LeGrand for support if needed.
 - Follow MCS 2023-2024 EC Manual & NC Disability Rights/NCDPI EC Guidance to support your efforts.
- **Functional Behavior Assessment (FBA)**- Permission must be on file prior to the administration of a Functional Behavior Assessment.
- **Matthew C. Graziadei Achievement Scholarship**
 - The Exceptional Children's Assistance Center (ECAC) is proud to offer the Matthew C. Graziadei Achievement Scholarship Award to a North Carolina high school senior with a disability. This award includes a \$1,500 scholarship, to be used for any post-high school learning experience/training or for equipment/technology needed for employment.
 - [THE APPLICATION IN ENGLISH](#)
 - [THE APPLICATION IN SPANISH](#)
- **Save the Date - Signing Santa**
 - Signing Santa will be at Northlake Mall in Charlotte, NC on December 7, 2023, from

9:00-12:00. Lunch will be provided at 12:00. To request more information, please contact [Brenda Freeman](#). Santa will be using ASL and assistive technology to communicate with children.

- **NCDPI EC PD & Calendar of Events-**
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>
- **Project Child Find Posters-Required Posting**
 - Update Contact Information <https://www.dpi.nc.gov/child-find-poster-0/download?attachment>
- **November is Family Engagement Month!**
The Exceptional Children Assistance Center (ECAC) is accepting nominations for the “Tell Us Something Good” award. More details can be found on the [ECAC webpage](#).
- **EC Who to Call?**
 - **Assistant Director of EC-Dee Dee Terry**
 - ECATS
 - Special Education Processes
 - Referrals/MTSS Interventions
 - Review
 - Compliance
 - IEP Meetings and processes
 - IEP Paperwork
 - Special Education student record requests
 - Special Education student data
 - EC Services and Evaluation for Private School/Homeschool Students
 - Headcount — Dec. & April
 - Indicators 7, 11, and 12
 - Student Transfers--In & Out
 - Random Moment Time Studies
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- **Executive Director of EC-Takeda LeGrand**
 - All Special Education issues and concerns
 - State and Federal regulations relating to students with disabilities
Special Education Processes
 - SPIRE
 - Letter Land
 - Employment as related to vacant EC positions
EC staff allotments
 - Child Find: EC Referral Process
 - MTSS—also consult Jessica Lowder, District MTSS Coordinator
 - Related services for students with disabilities (Transportation, Occupational Therapy, Speech Therapy, Physical Therapy, Counseling, and Behavioral Support)
 - Manifestation Determination Reviews
 - LEA Representatives
 - Request to Attend Conferences
 - Mileage Reimbursement/Travel
 - Reimbursement Approval
 - Behavior Support Information including
 - CPI Training
 - Grants: IDEA, Developmental Day, Risk Pool, Special State Reserve, Behavior Support, other special grants
 - PACE classroom referrals
 - Modified Day and Homebound
 - LEA Self-Assessment
 - Accounts Payable/Receivable

- Ordering materials for special education students

Pre-K Updates:

October attendance is due tomorrow.

Social Emotional Learning for PreK make up training from two weeks ago will be Friday, November 1 at 1:00pm(virtual).

Differentiation Updates:

MTSS

- Our district platform for Aperture Education (grades 6-12) has been set up to support district SEL initiatives. Jessica will share more information in the upcoming principals meeting.

AIG

- Governor's School nominations are due to the central office Friday, November 17th,
 - [Application and Recommendation Forms 23-24](#)

ESL

- EL Headcount due in PowerSchool Friday, November 10th
- Please notify Jessica Lowder of any student needing the Alternate ACCESS assessment. Students must meet *all criteria according to state guidance* and be labeled in PowerSchool as Tier T by November 16th.
 - [Guidelines for Testing ELs](#) (page 3)
- Next PLC- November 14th @ 3:15 PM in the Staff Development Room

Standing Reminders

- 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
- 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)

Middle and High School levels need to complete the following:

- 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)

Operations Division						
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Matthew	10 min	<p><i>Operations Updates:</i></p> <p>We are getting closer to using software to track school buses.</p>		
<ul style="list-style-type: none"> • Auxiliary Services Update 	21 Sys	Matthew	10 min			
<ul style="list-style-type: none"> • Human Resources Update 	LGI	Emily	10 min	<p><i>HR Updates:</i></p>		
<ul style="list-style-type: none"> • Accountability Update 	21CP	Amanda	10 min	<ul style="list-style-type: none"> • 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 • FLMA updated posters: Please make sure these 2 FLMA posters are posted in your building in a high-traffic area and are in your staff handbook. <ul style="list-style-type: none"> ○ https://www.dol.gov/sites/dolgov/files/WH/D/legacy/files/fmlaen.pdf ○ https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12ScreenRdr.pdf • Make sure the first round of UFactor videos, video on The Code of Ethics, and the Concussion PowerPoint have been watched. Please send in your sign-off sheet for the ethics video and concussion PowerPoint to Tasha – Round 2 videos coming soon! • 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.

- Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. [NCEES Information](#)
 - Please do not get behind!!!
 - **Comprehensive observations Round 1 were to be completed by October 13th – Please make sure these are completed. If you need help, let me know!**
 - Click here for the complete observation timeline: [Observation Timeline](#)
- COVID reminders - Please remember that we now encourage employees to follow the CDC guidelines and/or doctor recommendations if staff or students test positive. We no longer track or follow cases. Also, Covid leave is no longer offered. If an employee is out due to COVID, they will use sick leave while out from work.
- 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 have 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.**

				<ul style="list-style-type: none">• 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<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 - We still have room for one more apprentice! If you know someone who would be interested in this opportunity, please let me know.• East Carolina University’s Partnership Teach applications for the 2024 virtual cohorts are NOW open!! Please see the attached flyer ECU Info – Please share this with all classified employees Are you interested in a TA to Teacher <u>online</u> degree completion program that results in a Bachelor’s Degree & NC Teaching License? If yes, ECU’s Partnership Teach program might be perfect for you!		
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- 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 2nd - Calendar Meeting 3:30 Staff Development Room Central Office
- November 15th- BT 1 Meeting Virtual 3:15
- December 5th - BT2 Meeting Virtual 3:15
- November 29th- Mentor Logs due to Ms. Wilson
- 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 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-2, please email Amanda Deaton and let her know.
- Next Meeting

				<ul style="list-style-type: none"> ○ November 14, 2023, at 8:30 in the Staff Development Room at the Central Office <p><i>Testing Updates:</i></p> <ul style="list-style-type: none"> • Check-Ins for grade levels 3-12 in all subject areas are happening throughout this month. Let us know if you have any questions or need additional training. • RtA Test for Reading Retained- by 11/1. • Pre-ACT Window 10/9-11/17– Our Schools are starting this week. • CCRAA Window 10/9-11/17 • WorkKeys for early grads- 11/6-12/8 <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 to everyone who took pictures and posted pictures and videos from last week and thus far in the year. • Tree of Hope slips are being sent home this week. • The Coalition4Christ is offering Thanksgiving meals and Christmas assistance for referred families. Thanksgiving meal referral registration is open now through November 12th. 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 • We want to celebrate all our employees and schools who have received grants. Please send me any 		

				background information on the grant and the notification that you have received the grant, so we are able to publish it.		
Budget & Resources						
<ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i></p> <p>We had 100% participation for Open Enrollment!</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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