

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 10/16/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Emily Dunn and Anne McLean 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	Green Ridge Elementary is having their spirit week this week.		
Superintendent Division						
• What do principals and CSS admin need to know and do?	All	Dale	5 min			
• November BOE Agenda	All	Dale	10 min	Please send agenda items to Cindy Davis.		
• November Principal Agenda	All	Dale	10 min	Please send agenda items to Terri Absher or Wade Auman.		
• Administrative Services Update	All	Jack	10 min	<p>Administrative Services Updates:</p> <ul style="list-style-type: none"> • Suicide Prevention Professional Development training ends Friday, October 20, 2023 • In Force911 Training is underway • Today is National Boss's Day • Unity Day is Wednesday, October 18, 2023 - Please wear ORANGE • School Counselor Meeting on Thursday, October 19, 2023 @ 1:30 pm CO Staff Dev. Room • Filipino American History Month • Italian American History Month • German American History Month • National Principal Appreciation Month • Careers in Construction Month • Breast Cancer Awareness Month • World Bullying Prevention Month • National Crime Prevention Month • Down Syndrome Awareness Month 		
Learning Division						

<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Wade	5 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 the Learning Team to come present the TSL grant information but have not signed up please contact Wade Auman or Terri Absher.</p> <p>TSL Grant Kickoff meeting – We will have our kickoff meeting with USED this week to implement the TSL Grant. We will have timelines for implementation ready for Principals at the November Principals’ meeting. If anyone has questions, feel free to contact Wade Auman.</p> <p>Perkins Innovation and Modernization Grant – MCS has submitted the PIM Grant. We should hear about acceptance/awarding early January.</p> <p>STEM Teacher meeting – There will be a STEM teacher meeting on Thursday beginning at 12:30 @ PSES. We will be working on the next month’s curriculum and activities. If anyone has any topics for discussion, please email Wade Auman, Rebecca Shepherd or Nora Beasley.</p> <p>October 20th PD Day – Just a reminder that the ½ day PD Day for this Friday is a school level PD day. Principals, if you need any assistance with any PD ideas, please reach out to a Learning Team member.</p>		
<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min			
<ul style="list-style-type: none"> • Secondary Update 	GCS	Matthew	10 min			
<ul style="list-style-type: none"> • Elementary Update 	GCS	Terri	10 min			
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Terri	10 min			
<ul style="list-style-type: none"> • EC Update 	GCS	Takeda	10 min			
<ul style="list-style-type: none"> • Pre-K Update 	GCS	Vance	10 min			
<ul style="list-style-type: none"> • Differentiation Update 	GCS	Jessica	10 min			

			<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>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 – SIPs need to be completed by October 20, 2023, for review by the Learning Team. Feedback will be provided as the plan is developed. SIPs will be submitted to the School Board for approval at the 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><i>Training Opportunities:</i></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>School Improvement Plans – SIPs are due to the Learning Team on October 20, 2023.</p>	
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Secondary and CTE Updates:

Made in Montgomery October 25th @ 8 AM will be for all Juniors and Seniors at MCHS and MCEC

Schedule will be sent out by tomorrow.

First Health Career Fair for 8th Graders October 26th @ MCHS Aux Gym

West Middle 9 AM

East Middle 10 AM

NC CTE Presidential Scholars -

<https://www.dpi.nc.gov/students-families/enhanced-opportunities/advanced-learning-and-gifted-education/us-presidential-scholars>

o MCS may nominate two students before Nov. 3rd.

CTE Monthly PLC Meetings: 3rd Wednesday of the month, 3:30-4:30 PM, Joseph R. Blair CTE Buidling at MCHS/Virtually (no more than three meetings per year). Calendar invites sent on Friday. Agenda items due the noon, the Monday before the meeting. Next meeting: Oct. 18, in-person.

Upcoming Dates

CELEBRATE! November 2023 - Career Development Month and November 15, 2023, NC CDC Day!

o November 13-17, 2023, is National Career Development Week

o November 15, 2023, is National Career Development Day

ELEMENTARY:

Thank you to PDSA group leaders for sharing dates of first meetings. All information has been updated on the MCS calendar. If you have not yet shared the date, please do as soon as possible.

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.

Instructional Rounds will take place on Tuesday, October 17 @ 8:30 am at West Middle School.

The second online learning session for K-5 teachers for LETRS will take place on Friday, October 20 from 12:30 pm– 3:30 pm. Links will be forwarded to participants today. Erin Leach will meet with new teachers on the same date.

The second session of Literacy for Leaders will take place on October 20 from 12:30 pm – 3:30 pm. The location for this session is the staff development room at the central office.

The 60-day deadline in NC ELI for kindergarten teachers is November 17, 2023.

EC Updates:

Dr. LeGrand will be making rounds to EC teachers in the coming weeks.

			<p>Behavior Team Meeting @ 3:00 pm CO Staff Dev. Room</p> <p><i>Pre-K Updates:</i></p> <p>Each PreK classroom will be receiving GEER funding in the next couple of weeks. Mr. Thomas will be sending out more guidance soon.</p> <p>PreK PLC meeting on Friday, October 20, 2023 from 1-3:30pm. More details will be sent out this week.</p> <p><i>Differentiation Updates:</i></p> <p><i>MTSS</i></p> <p>Literacy, Math, Attendance and Behavior core plans are due in ECATS by October 20th. I will provide feedback to school MTSS teams after completion.</p> <p>We are working on rostering and setting up our district platform for Aperture Education. This will help us screen for SEL needs and provide strategies and interventions for this area.</p> <p><i>AIG</i></p> <p>We are working on some technical errors with CogAT rostering. Thank you for your patience. Testing will begin as soon as we are able.</p> <p>Govenor’s School- Please begin the recruiting process so we can increase participation. Local deadlines will be shared soon. Family Information Overview Recruitment Flyer</p> <p>Eligibility Requirements for the 2023-2024 school year:</p>	
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				<p>Students must meet ONE of the following.</p> <p>Cumulative unweighted GPA of 3.25 or higher</p> <p>Cumulative weighted GPA of 3.5 or higher</p> <p>Score of 4 or higher on an NC End of Course Assessment</p> <p>Score of 3 or higher on an Advanced Placement Exam</p> <p>Grade of B or higher in a Career College Promise course on the Comprehensive Articulation Agreement, or a University Course</p> <p>Minimum composite score of 19 on the Pre-ACT/ACT or a minimum score of 1010 on the PSAT/SAT</p> <p>Minimum score of 90th percentile on an aptitude assessment (composite of subtest)</p> <p><i>ESL</i></p> <p>All LIEP Plans should be signed off in Ellevation by October 20th. Parent letters of students who were screened are required to go home regardless of placement. Letters for each result are located in Ellevation.</p> <p>WIDA certifications only last one school year and these must be completed prior to the ACCESS testing window.</p> <p>Website to complete modules: https://portal.wida.us/</p> <p>Monthly PLC- October 17th @ 3:15 in Staff Development Room</p>		
<p>Operations Division</p> <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>The unveiling date for Timberwolf stadium is pending.</p>		

<ul style="list-style-type: none"> • Auxiliary Services Update 	21 Sys	Matthew	10 min	<p><i>HR Updates:</i></p> <p>Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email ALL completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance. Homebound Handbook</p> <p>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.</p> <p>https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/flmaen.pdf</p> <p>https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12ScreenRdr.pdf</p> <p>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 – I will send a reminder email to principals if I am missing sign-off sheets this week. Round 2 videos coming soon!</p> <p>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.</p> <p>Attached is the information from the principals’ meeting concerning PDPs, observations, and super observations.</p>		
<ul style="list-style-type: none"> • Human Resources Update 	LGI	Emily	10 min			
<ul style="list-style-type: none"> • Accountability Update 	21CP	Amanda	10 min			

			<p>NCEES Information</p> <p>Please do not get behind!!! There are about 10 employees that still have not finished their PDPs – Please take care of that this week!</p> <p>Comprehensive observations Round 1 were to be completed by October 13th – Please make sure these are completed.</p> <p>Click here for the complete observation timeline: Observation Timeline</p> <p>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.</p> <p>Sign-on bonus – Last week principals were given all contracts to distribute to new employees. Please explain to staff, it is possible that we may have overlooked someone BUT we can get the problem corrected ASAP if necessary!!!!!! Please just ask them to have grace and know that we are working hard to ensure that everyone who is warranted the bonus receives it :)</p> <p>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</p>	
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			<p>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.</p> <p>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 understand if additional shifts within your building have to be made to stay in compliance.</p> <p>National Boards: The state did not provide recurring funds to assist with submission costs.</p> <p>Homegrown Updates</p> <p>Keep pushing Homegrown teachers – See the information attached Homegrown</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Attendance Celebrations: Quarterly attendance celebrations will occur (Based on feedback from Strategic</p>	
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			<p>Planning Meeting at LAW).</p> <p>Upcoming Dates</p> <p>Click here for the complete observation timeline: Observation Timeline</p> <p>October 20th- Appalachian State University Education Fair</p> <p>October 20th- End of Q1</p> <p>October 24th- Campbell Education Fair</p> <p>October 25th- Mentor Logs due to Ms. Wilson</p> <p>October 26th- Attendance Celebration</p> <p>October 27th- Pre K Central Office Trick or Treat</p> <p>November 2nd - Calendar Meeting 3:30 Staff Development Room Central Office</p> <p>December 7th - Calendar Meeting 3:30 Staff Development Room Central Office</p> <p><i>Accountability Updates:</i></p> <ul style="list-style-type: none">• Please send invoices for fees with interims and first report cards. Reach out to AJ Whitesell for assistance on printing invoices. <p><i>Data Managers Updates:</i></p>	
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				<ul style="list-style-type: none"> • K-5 Class Size Document <ul style="list-style-type: none"> ○ 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"> • Amanda will be in Union County for state test training on Thursday. • Pre-ACT School-Based Training <ul style="list-style-type: none"> ○ October 11th at MCHS ○ October 18th at MCEC ○ October 25th at MLA <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"> • Oct 16 - Oct 20 is Digital Citizenship Week • Oct 16 - Oct 20 is School Safety Week • Oct 16 - Oct 20 is School Bus Safety Week • Central Office Pre-K Halloween is October 27th. <ul style="list-style-type: none"> ○ Troy @ 9:00am ○ Green Ridge @ 9:10am 		

				<ul style="list-style-type: none"> ○ Candor@ 9:20am ○ Mt. Gilead @ 9:30am ○ Star @ 9:40am • The first Certified and Classified Advisory Meetings are on October 26th. Certified meets at 3:30om and Classified meets at 9am. • 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 		
Budget & Resources						
<ul style="list-style-type: none"> • Budget Update 	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i></p> <p>Open Enrollment for Health Insurance is open now!</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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