

Montgomery County Schools

Meeting Agenda

Group: Cabinet

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

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to JaMese Black 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>Olivia Thomas, Abby Salazar, and Marla Medina play today in day two of tennis regionals. Also, all three ladies qualified for the state tennis tournament beginning in Burlington on Friday.</p> <p>Timberwolf Tennis Team play at home in the second-round duals tomorrow.</p> <p>MGES has started a school council and attended the Fall Festival.</p> <p>MCS received 8 total Bright Ideas Grants!</p>		
Superintendent Division						
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Dale	5 min			
<ul style="list-style-type: none"> • November BOE Agenda 	All	Dale	10 min	Please send agenda items to Cindy Davis.		
<ul style="list-style-type: none"> • November Principal Agenda 	All	Dale	10 min	Please send agenda items to Terri Absher or Wade Auman.		
<ul style="list-style-type: none"> • Administrative Services Update 	All	Jack	10 min	<p><i>Administrative Updates:</i></p> <ul style="list-style-type: none"> • Mental Health PD is for Certified Teachers and Assistants, Principals and Assistant Principals • Red Ribbon Week - October 23 - 27, 2023 • 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 		

				<ul style="list-style-type: none"> National Crime Prevention Month Down Syndrome Awareness 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>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>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>Early Literacy Specialist meeting – We will be meeting with our ELS this week. If anyone has any topics for discussion, please email them to Terri Absher or Wade Auman.</p> <p>Future Forward meeting – We will be meeting with representatives with Future Forward this week. If anyone has topics/concerns for discussion, please email them to Terri Absher or Wade Auman.</p> <p>MCC Partnership meeting – There will be a partnership</p>		

			<p>meeting on November 3 with MCC. If anyone has topics/concerns for discussion, please email them to 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 – 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> <p>Made in Montgomery October 25th @ 8 AM will be for all Juniors and Seniors at MCHS and MCEC</p> <p>Schedule has been sent to High School Principals</p>	
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			<p>First Health Career Fair for 8th Graders October 26th @ MCHS Aux Gym</p> <p>West Middle 9 AM</p> <p>East Middle 10 AM</p> <p>NC CTE Presidential Scholars - https://www.dpi.nc.gov/students-families/enhanced-opportunities/advanced-learning-and-gifted-education/us-presidential-scholars</p> <p>o MCS may nominate two students. Return applications to Matthew Swain by October 27th.</p> <p>Upcoming Dates</p> <p>CELEBRATE! November 2023 - Career Development Month and November 15, 2023, NC CDC Day!</p> <p>o November 13-17, 2023, is National Career Development Week</p> <p>o November 15, 2023, is National Career Development Day</p> <p><i>Elementary/Curriculum Support Updates:</i></p> <p>Quarter one CWT forms will be closed at the end of the day on Tuesday, October 24. New forms will be shared on Wednesday.</p> <p>An Instructional Facilitator meeting is scheduled for Thursday, October 26.</p> <p>Instructional Rounds will take place on Wednesday, November 1 at 8:30 am at Troy Elementary.</p> <p>Following the administration of the Read to Achieve</p>	
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			<p>assessment during the first week of November, reading retained labels will be examined for all $\frac{3}{4}$ students. More information will follow.</p> <p>The 60-day deadline in NC ELI for kindergarten teachers is November 17, 2023.</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"> · Refresher Training at November Principals Meeting · Schedule a Title IX Training for new staff or staff who missed training at the beginning of the year and enter the location here: https://bit.ly/MCSTitle9 <ul style="list-style-type: none"> o Principals received an email on Thursday from staff who completed the training earlier this year. o Central Office will host two training options for all central office departments who have team members who need the 2023-2034 Title IX training on October 31st at 9 AM-930 AM and 3 PM-330 PM. <p>Exceptional Children</p> <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> o Update Contact Information https://www.dpi.nc.gov/child-find-poster-0/download?attachment · Extend One Content Standards Training 		
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			<p>o ECS 101 is a one-day, in-person professional learning covering the essentials of teaching students with significant cognitive disabilities. This course is for newer professionals working with students with significant cognitive disabilities. Lillington, NC on Monday, Nov. 13, 8:30 - 3:30. The exact location will be on Nov. 6. Register https://ncdpi.az1.qualtrics.com/jfe/form/SV_54P8wQ0DDv2o3v8</p> <p>Complex Learners with Hearing Loss (Deaf Plus)</p> <p>This face-to-face training is scheduled to take place on Thursday December 14th from 8:30-3:30pm in the Randolph Community College in Asheboro NC located at 629 Industrial Park Ave. Register here.</p> <p>This workshop is geared towards professionals who work with complex learners with hearing loss in NC public schools. This workshop will help identify and understand your learner and communication goals. This workshop will help professionals create strategies to help their students achieve within the classroom on a daily basis. This is presented by M. Antwan Campbell, Heidi Carico, and Matthew Martinez. 0.6 PS CEUs will be awarded.</p> <p>Questions about this professional learning can be directed to M. Antwan Campbell (antwan.campbell@dpi.nc.gov)</p> <p><i>Pre-K Updates:</i></p> <p>Make sure you have completed all Brigance screeners this week. The due date is October 31.</p> <p>GEER grant information session with all sites at 1:00pm, October 24, 2023. Vance will send the virtual invitation.</p>		
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PreK Trick or Treating at the CO on October 27, 2023.

Differentiation Updates:

MTSS

- Feedback on core plans in ECATS will be sent to principals this week.
- 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

				<p>administering a screener. Website to complete training modules: https://portal.wida.us/</p> <p>Elementary levels need to complete the following modules:</p> <ul style="list-style-type: none"> ○ 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) <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? 	All	Matthew	10 min	<p><i>Operations Updates:</i></p> <p>No updates at this time.</p>		

<ul style="list-style-type: none"> • Auxiliary Services Update 	21 Sys	Matthew	10 min	<p><i>HR Updates:</i></p> <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. 		
<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			

				<ul style="list-style-type: none">• 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!!!○ 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.• Sign-on bonus – 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 :)• 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.		
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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.
- 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.
- 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 online** 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!

- Ms. Wilson has about 8-10 names she received from the ASU. She will be sharing a google sheet with contact information.
- 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.
- Attendance Celebrations: Quarterly attendance celebrations will occur 10/26. We will come to deliver attendance gifts. (Based on feedback from Strategic Planning Meeting at LAW).

Upcoming Dates

- Click here for the complete observation timeline: [Observation Timeline](#)
- October 24th- Campbell Education Fair
- October 25th- BT 1 Meeting at Central Office 3:30-4:30
- October 25th- Mentor Logs due to Ms. Wilson
- October 26th- Attendance Celebration
- October 26th- BT 3 Meeting Virtual 3:15
- October 27th- Pre K Central Office Trick or Treat
- 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:

- PowerSchool Updates – PowerSchool underwent an update yesterday and is having problems today. This is a statewide issue that we are aware of.
- 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
 - November 14, 2023, at 8:30 in the Staff Development Room at the Central Office

Testing Updates:

- 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.
- If you haven’t sent Pre-ACT letters home, please do that soon and document the date that you sent them.
- RtA Test for Reading Retained- by 11/1.
- Pre-ACT Window 10/9-11/17.
- Pre-ACT School-Based Training
 - October 25th at MLA
- CCRAA Window 10/9-11/17

				<ul style="list-style-type: none"> WorkKeys for early grads- 11/6-12/8 <p>2023-2024 MCS Testing Calendar</p> <p>MCS District Testing Plan</p>		
Process Management <ul style="list-style-type: none"> Media Minute Other process issues? 	LGI All	Susanna Dale	5 min 5 min	Marketing Updates: <ul style="list-style-type: none"> Red Ribbon Week Central Office Pre-K Halloween is this Friday, October 27th. <ul style="list-style-type: none"> Troy @ 9:00am Green Ridge @ 9:10am Candor@ 9:20am Mt. Gilead @ 9:30am Star @ 9:40am The first Certified and Classified Advisory Meetings are this Thursday, October 26th. Certified meets at 3:30om and Classified meets at 9am. Tree of Hope slips will be sent home next week to qualifying families. 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	Budget Updates: The state raise will be reflected in pay this month.		

				Open Enrollment is happening now!		
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Next Steps:

SP/SG – strategic priority and strategic goal

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