

Montgomery County Schools

Meeting Agenda

Group: Cabinet

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

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Enoc Robledo and Dr. Amy Reynolds 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	The Timberwolf Throwdown was a success.		
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"> • Hispanic Heritage Month - September 15 - October 15 • Suicide Prevention Professional Development training began today Monday, October 2, 2023 - October 20, 2023 • In Force911 Training is underway • Today is Indigenous People's Day • Fire Prevention Week • 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 • Character Education Month • 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 GCS GCS GCS GCS GCS GCS GCS</p>	<p>Wade Wade Takeda Terri Terri Clarkie Vance Jessica</p>	<p>5 min 10 min 10 min 10 min 10 min 10 min 10 min 10 min</p>	<p><i>Learning 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>Perkins Innovation and Modernization Grant – MCS, in partnership with MCC, is working on a PIM grant submission to modernize existing CTE offerings. We will be submitting the grant this week on October 13, 2023. We may reach out for last minute data points. If you are contacted, please submit the request as soon as possible.</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>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</p>		
---	--	---	---	---	--	--

			<p>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: School Improvement Plans – SIPs are due to the Learning Team on October 20, 2023.</p> <p><i>ELEMENTARY:</i></p> <p>PDSA group leaders, please send the date of your first meeting by Wednesday, October 10 so that the MCS calendar can be updated. An email reminder will be sent today.</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</p>		
--	--	--	---	--	--

			<p>sure to put information into Travel Tracker.</p> <p>Instructional Rounds will take place on Tuesday, October 17 @ 8:30 am at West Middle School.</p> <p>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. Erin Leach will meet with new teachers on the same date.</p> <p>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.</p> <p>The 60-day deadline in NC ELI for kindergarten teachers is November 17, 2023.</p> <p><i>EC Updates:</i></p> <p>No updates at this time.</p> <p><i>Pre-K Updates:</i></p> <p>Mr. Thomas will be sending email program reminders this week.</p> <p><i>Differentiation Updates:</i></p> <p><u>MTSS</u></p> <ul style="list-style-type: none">• Literacy, Math, Attendance and Behavior core plans are due in ECATS by <u>October 20th</u>. I will provide feedback to school MTSS teams after	
--	--	--	--	--

completion.

- Instructional Facilitators have been completing data protocols housed in the district MTSS folders. Jessica will provide feedback on the protocols if adjustments are needed.
- *As a reminder, EC students should receive intervention if needed. EC services are an extra layer of support, not a replacement.*

AIG

- Math Olympic teams for 23-24 have been sent out to coaches and Instructional Facilitators.
- Instructional Facilitators are waiting to provide CogAT letters to parents once we have finalized dates. Thank you for your patience as we switch over to a new platform.
- AIG Fall Institute- Wednesday, October 11th @ Raleigh Convention Center
- Governor's School- Please begin the recruiting process so we can increase participation. Local deadlines will be shared soon. [Family Information Overview Recruitment Flyer](#)
 - Eligibility Requirements for the 2023-2024 school year:
 - Students must meet **ONE** of the following.
 - *Cumulative unweighted GPA of 3.25 or higher*

				<ul style="list-style-type: none"> ▪ <i>Cumulative weighted GPA of 3.5 or higher</i> ▪ <i>Score of 4 or higher on an NC End of Course Assessment</i> ▪ <i>Score of 3 or higher on an Advanced Placement Exam</i> ▪ <i>Grade of B or higher in a Career College Promise course on the Comprehensive Articulation Agreement, or a University Course</i> ▪ <i>Minimum composite score of 19 on the Pre-ACT/ACT or a minimum score of 1010 on the PSAT/SAT</i> ▪ <i>Minimum score of 90th percentile on an aptitude assessment (composite of subtest)</i> <p><u>ESL</u></p> <ul style="list-style-type: none"> • ESL teachers are finishing LIEP plans for new enrollments and Kindergarten students who will receive services. 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. • WIDA certification modules are now open. Modules have been updated and are ready. As a reminder, these certifications only last one school year and these must be completed prior to the ACCESS testing window. 		
--	--	--	--	---	--	--

				<ul style="list-style-type: none"> ○ Website to complete modules: https://portal.wida.us/ ● Monthly PLC- October 17th @ 3:15 in Staff Development Room 		
<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>Operations Updates:</p> <p>No updates at this time.</p> <p>HR Updates:</p> <ul style="list-style-type: none"> ● 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 next week. 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!!!
- 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 – 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 that 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 6:30AM. I know that there are times when teachers wake up sick, just try to get it entered ASAP.

				<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.• 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.• 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><u>Title IX Updates</u></p> <ul style="list-style-type: none">• Makeup training – will send out the date next week• Please continue to report all incidents <p><u>Upcoming Dates</u></p> <ul style="list-style-type: none">• Click here for the complete observation timeline:		
--	--	--	--	---	--	--

Observation Timeline

- October 13th- Comprehensive Observations #1 due
- October 15th- NCEES 1st Round Observations Complete
- October 20th, Appalachian State University Education Fair
- October 27th, Pre-K Halloween Treat or Treat @ Central Office
 - Troy @ 9:00am
 - Green Ridge @ 9:10am
 - Candor@ 9:20am
 - Mt. Gilead @ 9:30am
 - Star @ 9:40am
- November 2nd - Calendar Meeting 3:30 Staff Development Room Central Office
- December 7th - Calendar Meeting 3:30 Staff Development Room Central Office

Accountability Updates:

- Please send invoices for fees with interims and first report cards. Reach out to AJ Whitesell for assistance on printing invoices.

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.

				<ul style="list-style-type: none"> ○ 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"> ○ October 10, 2023, at 8:30 in the Staff Development Room at the Central Office <p>Testing Updates:</p> <ul style="list-style-type: none"> • Pre-ACT Parent Letter Template was shared last week, please customize that to your needs and get that sent out with testing dates. • 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>Marketing Updates:</p> <ul style="list-style-type: none"> • Hispanic Heritage Month - September 15th - October 15th; if you have any events planned for the month, please let us know so we can attend. • Central Office Pre-K Halloween is October 27th. • Please send Susanna your Classified Staff Advisory Representative by next Monday, Oct 9. The first Certified and Classified Advisory Meetings are on October 25th. • Video Content – social media: If you are aware of anything exciting happening in your building, please let Susanna or Sean know. • School Connections content to Sean Maness • Principals, please share the following link with your staff. 		

				<ul style="list-style-type: none"> ○ Teacher ImmuneBoosterAd • Tree of Hope will be accepting applications from 2:00 pm to 6:00 pm on the following dates. Monday, October 9, 2023 – Star Elementary Thursday, October 12, 2023 – Green Ridge Elementary 		
Budget & Resources						
<ul style="list-style-type: none"> • Budget Update 	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i></p> <p>Open Enrollment opens today!</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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