

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 8/21/23- 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
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<p><b>Celebrations</b></p>	<p>All</p>	<p>Dale</p>	<p>5 min</p>	<p>The Hall of Honor Ceremony was a great opportunity to celebrate the accomplishments of some Montgomery County natives.</p> <p>The Timberwolves Football season started off strong.</p> <p>Jumpstart for our 6<sup>th</sup> graders and Camp Timberwolf for our rising 9<sup>th</sup> graders were very successful.</p>		
<p><b>Superintendent Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• September BOE Agenda</li> <li>• September Principal Agenda</li> <li>• School Opening</li> <li>• Administrative Services Update</li> </ul>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Dale</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>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>Put in work order requests through the work order system for Technology and Maintenance Departments</p> <p><b><i>Administrative Updates:</i></b></p> <ul style="list-style-type: none"> <li>• There will be <b><i>NO</i></b> Guidance Counselors meeting on August 24, 2023.</li> <li>• There will be a Guidance Counselors meeting on September 21, 2024 at 1:30 pm in the MCS Staff Development Room.</li> <li>• Guidance Counselors - I will be sending your homeless list by Friday. Please verify if the living conditions remain the same or have changed to permanent housing.</li> </ul>		

<p><b>Learning Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• Grant and Federal Program Updates</li> <li>• Secondary Update</li> <li>• Elementary Update</li> <li>• Curriculum Support Update</li> <li>• EC Update</li> <li>• Pre-K Update</li> <li>• Differentiation Update</li> </ul>	<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>Ellen</p> <p>Terri</p> <p>Terri</p> <p>Clarkie</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><b><i>Learning Division Updates:</i></b></p> <p>Free and Reduced Lunch – Remember, we are now a Community Eligible Provision district which allows all students a free Breakfast and Lunch. There is no need to submit Free and Reduced Lunch forms during your back to school events and paperwork. If anyone has questions, feel free to contact Wade Auman.</p> <p>NCVPS – NCVPS classes begin on August 28, 2023 and students taking these classes must be enrolled by the 25th to ensure they start on time. The last day to drop/add is September 11. If you have any questions regarding NCVPS, please contact Wade Auman.</p> <p>Elementary After-School Programming – Elementary School after-school programming will be offered in the same maner that it was offered last year. We will offer a pay-to-stay option to parents. Please refer to the after-school handbook for any questions. Please include this information during your Open House events to market the program to parents. Each student will need to fill out a registration form. If anyone needs further information, please reach out to Vance Thomas or Wade Auman.</p> <p>MCC Meeting – If anyone has any issues related to CCP or CIHS, please contact Wade Auman. There will be a meeting with MCC staff on September 1, 2023 to discuss topics to strengthen our partnership.</p> <p>School Improvement Plans – SIPs need to be completed by September 29, 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 October 2, 2023 Board meeting. If any school would like Learning Team members to assist with the drafting of the</p>		
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			<p>SIP, please 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><b><i>Secondary Updates:</i></b></p> <ul style="list-style-type: none"><li>• CWT Forms and Information will be communicated later this week</li><li>• CCRG: <a href="#">Rollout Link</a> – NCDPI has moved forward with the CCRG rollout requiring that all Seniors that fall in the GPA range are offered the opportunity to participate in modules through Math IV and English IV.<ul style="list-style-type: none"><li>○ Please follow up with teachers and make sure they have read the instructions that were sent to them and that they can navigate the platform.</li></ul></li></ul> <p><b><u>Title IX Updates</u></b></p> <ul style="list-style-type: none"><li>• Building level trainings have started. Please make sure to invite cafeteria workers, custodians, bus drivers, ect – if you need to schedule an additional time because they cannot make the building level session, please let me know. District office staff that did not receive training at the leadership retreat will need to attend a session as well! I will have a date for the central office soon. There will also be a few make-up sessions as well as monthly training</li></ul>	
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sessions for new employees throughout the year.

- Please continue to report all incidents to Mrs. Shaw until further notice

**CTE Updates**

- Please view the attached proof of learning and credential handout. I met with all high school teachers individually to make sure they knew their required POL and to make sure they are aware of the credentials available for students. We will talk more about this at the principal's meeting breakout session
  - [Credentials](#)
- Back to school meeting – First Health to present partnership opportunities with work based learning

**Upcoming Dates/PD**

- Middle School Open House - August 22; 5-7
- High School Open House - August 23 5-7
- August 24th - CTE Meeting in CTE Building
- August 24th - CCRG Meeting (Zoom) 3:00

***ELEMENTARY:***

The testing windows for the 2023-2024 school year are as follows:

BOY: Sept. 5 - 25

MOY: Jan. 9 – 30

EOY: May 6 – 24

The windows have been scheduled in iReady and mCLASS for BOY assessments.

Elementary principals, please share your school's master schedule with Terri Absher by September 1, 2023.

				<p>LETRS Pacing Guides have been provided to Instructional Facilitators. It is recommended that teachers begin working on Unit 5, Session 1 not later than August 28. IFs will offer support for Bridge to Practice activities during PLCs.</p> <p>mCLASS training for new teachers will take place on Wednesday, August 23 at 1:00 pm in the staff development room at the central office.</p> <p>Links were provided to elementary principals and IFs for BOY Amplify (mCLASS) webinars. The information will be very informative regarding assessments and data analysis. Please contact Terri Absher with any questions. Reading Counts rosters for all schools will be completed this week.</p> <p><b><i>CURR. AND SUPPORT:</i></b> There will be an IF meeting on Thursday, August 31 at the central office.</p> <p>Instructional Facilitators, please be sure that all vertical PLC documents have been shared with the appropriate grade levels. Be aware of new teachers and teachers who have changed grade levels.</p> <p><b><i>EC Updates:</i></b> Back to School EC staff meeting will be on Wednesday, 8/23. We are offering sessions at both 9 &amp; 2 to accommodate everyone.</p> <p>At that time we'll be providing information on all ECATS updates along with access to our new EC Hub. Access to the Hub will be provided to District and School level administrators along with all EC staff.</p>		
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At this time we have one certified staff vacancy. If anyone has questions regarding EC services or personnel, feel free to contact me.

***Pre-K Updates:***

PreK PLC Meeting tomorrow for all PreK staff here at the Board of Education at 2:00pm.

Criminal Background Checks are required be on file for any person that may provide direct services to a PreK student. Remember - Child Care Criminal Background Check Qualifications are now "PLUS TWO." Due to the adoption of House Bill 103, DCDEE qualification letters are now valid for five years. Any existing letter will not be re-issued but providers can "PLUS TWO" to make the letter valid for five years. You can confirm the expiration date by viewing your dashboard in the CBC Portal.

Review your supervision plan with all PreK folks and school administration. Sign off sheets are due by September 6, 2023.

***Differentiation Updates:***

**NC Gear Up (MCHS Only)**

- Budget Workplan approved for 23-24 school year.
- Student sign in sheets must be kept on **all** events and activities.
- MCHS- Student signatures needed for grant reimbursement will need to be gathered August 28th-29th. I will be at the high school to assist.

**MTSS**

- Please send Jessica Lowder your list of school MTSS team members as soon as possible to prepare for BOY team meetings.
- Instructional Facilitators will be training K-5

				<p>teachers on the NCENSI (North Carolina Early Numeracy Skill Indicators) soon. This tool will be used as math progress monitoring for students receiving intervention only for this school year.</p> <ul style="list-style-type: none"> <li>• The Standard Treatment Protocol document has been updated and will be shared at the upcoming IF and principal meeting.</li> <li>• <a href="#">MTSS Summary for Families</a> needs to go home during the first two weeks of school.</li> </ul> <p><b><u>AIG</u></b></p> <ul style="list-style-type: none"> <li>• Data managers need to let Jessica Lowder know of any newly enrolled students that are AIG. Documentation should be uploaded into their school-level folders within Google Drive.</li> <li>• Annual Review of Service plans will be given to Instructional Facilitators at the next IF meeting to go home to families.</li> </ul> <p><b><u>ESL</u></b></p> <ul style="list-style-type: none"> <li>• PLC/Onboarding for New Staff- Wednesday, August 30th beginning at 3:15 in the Staff Development Room. New ESL staff will receive training and assistance with the following: <ul style="list-style-type: none"> <li>○ Ellevation</li> <li>○ Testing Accomodations</li> <li>○ Home Language Survey/BOY procedures</li> <li>○ Service Plans/LIEPs</li> <li>○ Scheduling</li> </ul> </li> </ul>		
<p><b>Operations Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• Auxiliary Services Update</li> </ul>	All	Emily	10 min			
	21 Sys	Matthew	10 min	<i>Auxiliary Services Updates:</i>		

<ul style="list-style-type: none"> <li>Accountability Update</li> </ul>	LGI	Amanda	10 min	Put in work order requests through the work order system for Technology and Maintenance Departments		
<ul style="list-style-type: none"> <li>Human Resources Update</li> </ul>	21CP	Emily	10 min	<p><b>Accountability Updates:</b></p> <ul style="list-style-type: none"> <li>Scheduling Rights <ul style="list-style-type: none"> <li>Rights will be removed on the 10th day of school. Please make sure all changes are made prior to the 10th day.</li> <li>Remember that schedule changes after the 10th day must be requested and approved by DPI before action is taken.</li> </ul> </li> </ul> <p><b>Data Managers Updates</b></p> <ul style="list-style-type: none"> <li>PowerSchool Accounts <ul style="list-style-type: none"> <li>Collect signed MOUs</li> <li>Remove/Disable old staff - make a list and verify with your principal before removing staff.</li> </ul> </li> <li>Last Call for Section Deletion <ul style="list-style-type: none"> <li>Please send any last-minute section deletion requests by noon on Thursday, August 24th.</li> </ul> </li> <li>Gradebook Set Up <ul style="list-style-type: none"> <li>Data Managers, please offer training to your staff on gradebook set up</li> <li>Verify gradebooks are ready by the next DM Meeting (9/13). Please let us know if you need any support.</li> </ul> </li> <li>First 10 Days <ul style="list-style-type: none"> <li>Reminder: Students cannot be absent on their first day of school</li> <li>Teachers take attendance on paper rosters and turn in to Data Manager</li> <li>DM will enter attendance.</li> <li>DM runs absentee report; attendance team helps make calls to absent students</li> <li>DM runs Refresh Premier Attendance</li> </ul> </li> </ul>		

- Special Functions > Attendance Functions > Refresh Premier Attendance
  - DM runs Daily Headcount Adjustment (prints before and after changes)
  - DM Uploads Documents to Google as single file in your school's Data Manager folder - named "Day [X] 2023."
    - Paper rosters
    - Absentee Report
    - Daily Headcount Adjustment (before and after)
    - Enrollment Summary
  - **Daily Deadline: 2:00pm.** If you are able to complete sooner, please do.
- 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.
- EC Scheduling
  - NC Instructional Pull-Out Sessions in PowerSchool will be completed September 20th at 8:30 at a mandatory work session in the Accountability Office for any Data Manager that has instructional pull-outs at their school. Work with EC staff to get your list ready for this session.

**Testing Updates**

- [Testing Calendar](#)
- [Testing Chart](#)
- [District Test Plan](#)
- Test Training for ALL School Test Administrators and ESL Staff will be this Thursday August 24th

beginning at 8:30 in the Staff Development Room. Invitations to this meeting will be sent out today.

- BOG3 Testing
  - Accommodations due ASAP after initial test training on August 24th in your school's Google Drive testing folder, please email or share with AJ Whitesell once they are dropped in the folder.
  - School level trainings need to be scheduled. They will be offered during 3rd grade PLCs or afterschool. Please email AJ Whitesell to schedule your staff training time.
  - Test Plans due one week prior to your school's testing window.
  - Testing Window is August 28-September 18, 2023.

***Human Resources Updates:***

- Be on the lookout for UFactor Videos. Tasha will be sending out an email with instructions pertaining to the first set. In addition to the UFactor, staff will also need to watch the video on The Code of Ethics and the Concussion Powerpoint.
- Principals please review the email sent on 8/18/23 about NCEES reminders (Orientation and PDPs. Principals complete the NCEES orientation during the first 10-days.
- Ms. Ward will send out observation tracking forms this week. Please be mindful of the dates.
- 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.

- Please make sure attendance is accurate the first 10 days. We will be monitoring this to determine class size compliance.

**Title IX Updates**

- Building level trainings have started. Please make sure to invite cafeteria workers, custodians, bus drivers, ect – if you need to schedule an additional time because they cannot make the building level session, please let me know. District office staff that did not receive training at the leadership retreat will need to attend a session as well! I will have a date for the central office soon. There will also be a few make-up sessions as well as monthly training sessions for new employees throughout the year.
- Please continue to report all incidents to Mrs. Shaw until further notice.

**Upcoming Dates**

- August 30 - BTOY announcement: Dr. Ellis to visit the school
- September 11 - POY and BTOY recognized at the board meeting
- September 15, Youfactor (Blood Borne, CPR, Student Confidentiality, Child Abuse, Ethics Video, and Concussion PowerPoint)
- September 25, Beginning PDP due, all certified staff in NCEES. If they do not have a license, they will not be in NECEES, and it will need to be completed on paper and turned into HR.
- September 26th 30 Days of School Immunization Deadline – look for information from your school

				nurse.		
<b>Process Management</b> <ul style="list-style-type: none"> <li>• Media Minute</li> <li>• Other process issues?</li> </ul>	LGI  All	Susanna  Dale	5 min  5 min	<b>Marketing Updates:</b> <ul style="list-style-type: none"> <li>• Please let Susanna know who is running your school's webpage by August 30<sup>th</sup>.</li> <li>• Website work session is scheduled for September 20<sup>th</sup> @ 3pm in the Staff Development Room. The person in charge of your school's website needs to attend the work session. Please send a list of dates for your school and an updated staff list with them to the meeting.</li> <li>• Video Content – principals will receive an email before Susanna or Sean coming.</li> <li>• School Connections content to Sean Maness</li> <li>• Please begin posting all the positive things happening in your buildings as soon as you can, we want to share it!</li> <li>• School Marketing Plans will be completed during the work session, I will send the files out this week.</li> </ul>		
<b>Budget &amp; Resources</b> <ul style="list-style-type: none"> <li>• Budget Update</li> </ul>	21 Sys	Mitch	5 min	<b>Budget Updates:</b>  None at this time.		

Next Steps:

SP/SG – strategic priority and strategic goal

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