

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 12/11/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Amy Reynolds 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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| Celebrations | All | Dale | 5 min | MLA got a grant for the Middle Schoolers for fresh fruit and snacks for students. | | |
| 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"> • December BOE Agenda | All | Dale | 10 min | Please send agenda items to Cindy Davis by December 19 th . | | |
| <ul style="list-style-type: none"> • December 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 Services Updates:</i></p> <ul style="list-style-type: none"> • All School Counselors have completed the Behavior Diagnostic Assessment & Behavior Improvement Plan training. If you have any questions regarding EC students, please contact Dr. LeGrand. For General Education questions, please contact Ms. Lowder. • Since the counselors met last week, we will not meet again until January. • Human Rights Month | | |
| Learning Division | | | | | | |
| <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? | All | Wade | 5 min | | | |
| <ul style="list-style-type: none"> • Grant and Federal Program Updates | GCS | Wade | 10 min | <p><i>Learning Division Updates:</i></p> <p>Title 1 Documentation – As schools hold various parent events and use 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> | | |

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| <ul style="list-style-type: none"> • Secondary Update • Elementary Update • Curriculum Support Update • EC Update • Pre-K Update • Differentiation Update | <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> | <p>Matthew</p> <p>Terri</p> <p>Terri</p> <p>Takeda</p> <p>Vance</p> <p>Jessica</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>Central Support Services Survey – The annual Central Support Services survey will run from December 7-15, 2023. All staff members have received an email with a link to the survey. Please use this survey to provide information on how central services can better support schools.</p> <p>PPEERS Cohort 5 – MCS is recruiting individuals to participate in the upcoming PPERS Cohort #5 beginning in July of 2024. We have schedule the interest meeting for December 11th at 3:30 pm in the Staff Development Room at the Central Office. If anyone is interested in more information, please contact Wade Auman. District applications will be due on January 31, 2024. Informational Video: PPEERS on Vimeo</p> <p>STEM Teacher Meeting – There will be a STEM Teacher meeting tomorrow, December 12th beginning at 8:15. This time will be used to plan the activities for January. If anyone has any topics/concerns that need to be addressed at this meeting, please email Wade Auman.</p> <p>Early Literacy Specialist meeting – There will be a monthly meeting with the MCS ELS on December 20th at 3:00 pm. If anyone has any topics/concerns that need to be addressed, please email them to Terri Absher, or 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. All Principals should have received an email from Katie Stockton, Director of Recruiting for NC EdCorp.</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</p> | | |
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| | | | <p>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>PRC 189 Tutoring – Principals, attendance for PRC 189 after-school programming will be kept within PowerSchool this year. Data Managers will be trained on how to setup the PRC 189 group in PowerSchool to keep up with attendance. The end of year report will be pulled from PowerSchool, so it is important for this to be completed and accurate.</p> <p>School Improvement Plans – Remember, school improvement plans are living documents, and each SIT meeting should have discussions around selected indicators aligned to improvement efforts. If you would like for any Learning Team member to attend an upcoming SIT meeting at your school, 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><u>Upcoming Dates:</u></p> <p>Central Support Services survey – Link will be emailed, and survey will run December 7-15, 2023</p> <p><i>Secondary and CTE:</i></p> <p>FAFSA Is now slated to open 12/31/23 this is much later</p> | |
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| | | | <p>than normal, and students will have a shorter time to apply for aid next school year. It is not open yet, but I will notify everyone.</p> <p>December 20th Bills crew will be moving CTE teacher supplies and Materials between Middle Schools. This may happen earlier based on their schedule.</p> <p>Upcoming Dates</p> <p>Middle School Visit to the high schools for registration will take place January 31st -WMS and February 1st EMS</p> <p>Be Pro, Be Proud 1/22 – 1/24 the NC Career Simulation Trailers will be set up at the High School.</p> <p><i>ELEMENTARY:</i></p> <p>Instructional Rounds will take place on December 12 at 8:30 am at Green Ridge Elementary.</p> <p>There will be an Instructional Facilitators meeting on December 14 in the staff development room. Elementary and secondary will meet at 8:30 am.</p> <p>LETRS participants should continue to complete Bridge to Practice activities for their three selected students and upload documentation. The next LETRS Online Professional Learning is scheduled for January 8, 2024, from 8:30 am – 3:30 pm. The handouts for Unit 7 will be provided to IFs this week.</p> <p>Principals, a Google form to select a date for spring Instructional Rounds will be emailed today. Please choose a date so that calendar invites can be generated.</p> | |
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EC Updates:

Title IX

- Always follow MCS Title IX Compliance Guidance.

Exceptional Children

- **Thursday, December 14th**- Holiday Drop-in 3:30 PM- 4 :30PM, Optional Meeting.
 - **Future Meetings 3:30 PM-4:40 PM:**
 - **January 18th - REQUIRED**
 - **February 15th – TBD/TRAINING**
 - **March 14th - REQUIRED**
 - **April 18th – TBD/TRAINING**
 - **May 16th - REQUIRED**
- **Special Olympics-** MCS will host a Special Olympics for students enrolled in Grades 3-12, and participating in a self-contained classroom, Friday, April 19, 2024, 8 AM-Noon, at Montgomery Central High School. Ms. Dee Dee Terry will serve as the point of contact and more information will be shared via future cabinet notes. Here is the timeline for planning purposes:
 - **February 1st-**Deadline for physicals and applications.
 - **February 1-28-School leads complete** eight training sessions (total 8 hours).
 - **March 15th**-Athlete Registration form for up to three events and a practice relay date sheet.
 - **April 17th** –Orientation, 3:30 PM, MCHS Track
 - **April 20th** -Games & Banner Parade (each school make a banner)

- **Revised 2023-2024 MCS EC Manual-**
Revised documents:
<https://drive.google.com/drive/folders/1HX05VA9Pxbb4XLVRP6hptYJgQEclJBOt?usp=sharing>
- **Effective Math Instruction for Significant -**
This course aligns the Foundations of Math with the Extended Content Standards. It is a four-day offering in which three days are devoted to participants learning Evidence-Based Practices in Mathematics specific to the Components of Number Sense, assessing students with significant disabilities on these skills, and how to deliver instruction based on those assessment results. The fourth day integrates understanding the extended content standards and connecting the standards to the newly learned mathematical concepts. Participants will attend days one and two, then break for a period in order to apply the content with students in which they work, before returning for days three and four. Sessions will be on Feb 7, 8, 28, and 29 from 8:30-3:30 each day. At the end of this series participants will be awarded 3.0 CEUs. Participants **must** be able to attend all sessions and partial credit will not be awarded. Attendance is limited to the first 30 registrants for each location. You will be emailed the exact location in Goldsboro once registration closes. Registration Link: https://ncdpi.az1.qualtrics.com/jfe/form/SV_bloChebzBXNSgGG
- **Understanding the Math Extended Content Standards -**This one-day professional learning specializes in collaboration to provide an understanding of the Mathematic Extended Content Standards. This professional learning is directed towards teachers of students with significant cognitive disabilities. Professionals will collaborate to analyze, decode, plan, and create mathematical activities based on the Extended Content Standards. This training will be held in Williamston, NC on January 17,2023. The PD will be from 8:30 – 3:30. Registration

Link: https://ncdpi.az1.qualtrics.com/jfe/form/SV_9QxFtLRJANbOFSu

- **Adapted Physical Education Assessment Webinar: Join the webinar here**
<https://ncgov.webex.com/ncgov/j.php?MTID=m475ac188878c908dacfdef1334d493a6>
- **NC Prohibition of Three-Cuing**
<https://drive.google.com/file/d/1vNYt6I2jymNQgKJg29P9FTvNftSyrVU3/view>
- **NCDPI EC PD & Calendar of Events-**
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>

Pre-K Updates:

Schools need to be reviewing their Site Monitoring Tool. Principals and Teachers can meet and complete together. Mr. Thomas will send out a date to review. Review dates will be in January 2024.

Differentiation Updates:

MTSS

- Intervention groups should be reviewed in ECATS every 6 weeks. Please be mindful of the cycle timelines when creating intervention plans. Progress cannot be truly discussed if there is a lack of intervention data.
- Screenings and observations are housed into ECATS. If you have completed observations on paper, these need to be added into ECATS. Nurses are adding hearing and vision results directly into the students file in ECATS.
- Please make sure your team is keeping meeting

minutes of all MTSS meetings.

AIG

- AIG Placement records are due to Jessica Lowder by December 15th.
- Newly placed AIG students will be shared with DLC's to update groups.
- School fairs must be completed by December 15th and UNC-P winner names need to be sent to Jessica Lowder.

ESL

- Monthly PLC- Tomorrow, December 12th @ 3:15 in the Staff Development Room

Standing Reminder:

- 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

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| | | | | <ul style="list-style-type: none"> ○ 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? • 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"> • Praxis support <ul style="list-style-type: none"> ○ MCS has partnered with Learning Liaisons - a company that has a 92% Praxis pass rate. If you have a teacher trying to clear a license, please have them contact Jordan Wilson for a study code! • Time <ul style="list-style-type: none"> ○ Please make sure part-time employees are not working over 29 hours per week. ○ Full-time, classified employees Cannot go over 40 hours a week. <ul style="list-style-type: none"> ▪ Can clock out for lunch. ▪ Leave early/arrive late – modify | | |

time.

- Dual employees - cannot make up time missed from the primary job (employee is not percentages down until they miss more than 97% of their assigned hours)

- Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. [NCEES Information](#)
 - Please do not get behind!!!
 - If you are a low-performing school – please make sure you have completed a super observation for every teacher in your building. Please remember your super observation is not an additional observation, it can be one of the required observations, it just requires additional documentation. [Super Observations](#)
 - Click here for the complete observation timeline: [Observation Timeline](#)
 - Mid-Year PDP – 12/15/23
 - Comprehensive #2 - 12/15/23
 - Standard #1 - 12/15/23
 - Abbreviated #1 - 12/15/23

- Non-Certified Evaluations: Please make sure to complete a mid-year evaluation for all classified employees. Please use the form from the following link. Make sure to use the mid-year link not the summative. If you have an employee who does not fit into one of the listed categories, please let me know and we can determine the best fit. Please have these submitted to HR by 12/21. [Non-Certified Evaluation Link](#)

- Please refer to the interview process handout and the hiring process handout that was given to you at

the Principal's Meeting last week when conducting interviews. If you have any questions, please let the HR department know. [Interview Process](#) and [Hiring Process](#). Also, please remember to use the updated reference/staff action form. [Updated Reference Form](#)

- Travel Tracker Invoices will be sent out monthly
- 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](#)
- Make sure the first and second round of UFactor videos, video on The Code of Ethics, and the Concussion PowerPoint are being watched.
- 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.
- 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. 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: Update coming soon!
- 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.
- 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

- December 15th- Mid Year PDPs due
- December 15th - Comprehensive #2, Standard #1, Abbreviated #1 Observations due
- 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-3, please email Amanda Deaton and let her know.**
- Next Meeting
 - December 12, 2023, at 8:30 in the Staff Development Room at the Central Office.

Testing Updates:

- ACT Accommodations Work Session- If you need an additional work session, please let AJ or Amanda know. We'll be glad to help you get this done.
 - All accommodations need to be uploaded by 12/21.
- EOC Window opens 12/15 for MCHS, MLA and MCEC.

[2023-2024 MCS Testing Calendar](#)

[MCS District Testing Plan](#)

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| <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! Our social media presence is out-of-this-world, and it is all thanks to you! Thank you for helping show the community all the positive things that happen in our classrooms daily! • Educator Appreciation is back at Bank of America Stadium! The Educator Appreciation Game will take place against the Atlanta Falcons on Sunday, December 17th at 1PM. Tickets are \$70 and come with a Panthers educator-themed T-shirt. <i>T-shirts are only redeemable when purchased through the link below.</i> PURCHASE HERE: EDUCATOR APPRECIATION TICKETS We appreciate all you do for our community and look forward to seeing you in December! <i>Group tickets are available for groups of 10+ and include additional perks. Please reach out to me directly for more information.</i> <ul style="list-style-type: none"> • School Connections content to Sean Maness • If someone in your building needs a badge made, please have them reach out to Susanna or Sean before coming. • We want to celebrate all our employees and schools who have received grants. Please send me any background information on the grant, the notification that you have received the grant, and photos so we are able to publish it. | | |

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| Budget & Resources <ul style="list-style-type: none"> Budget Update | 21 Sys | Mitch | 5 min | <i>Budget Updates:</i> No updates at this time. | | |
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Next Steps:

SP/SG – strategic priority and strategic goal

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