

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 9/18/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Janet Deaton 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	We are excited about Dr. LeGrand joining MCS, she is the Director of Secondary Education and CTE.		
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"> October BOE Agenda 	All	Dale	10 min	Please send agenda items to Cindy Davis		
<ul style="list-style-type: none"> October 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 School Equity Plans were due Friday, September 15, 2023 Tuesday, September 19, 2023 - Diversity and Inclusion Task Force @ 3:30 pm – 5:00 pm MCHS Media Center School Counselor meeting on Thursday, September 21, 2023, at 1:30 pm - Central Office Thursday, September 21, 2023, TAG @ 3:30 pm CTE Building Sandy Hook - Student Training window is open for secondary schools. 		
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 Updates:</i></p> <p>Title 1 Documentation – As schools begin to hold various parent events and begin using Title 1 funds, make sure to</p>		

<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min	<p>collect artifacts to highlight the work you are performing. The Title 1 folders in Google will be shared with Principals, Assistant Principals and Instructional Facilitators this afternoon. If you have any Title 1 questions, feel free to contact Wade Auman.</p>		
<ul style="list-style-type: none"> • Secondary Update 	GCS	Takeda	10 min			
<ul style="list-style-type: none"> • Elementary Update 	GCS	Terri	10 min	<p>Principals' PLC – Our first Principals' PLC of the year will be on September 27, 2023, starting at 8:30 am in the Staff Development Room at the Central Office. Please use the link in the invite to submit items for discussion.</p>		
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Terri	10 min			
<ul style="list-style-type: none"> • EC Update 	GCS	Clarkie	10 min	<p>Perkins Innovation and Modernization Grant – MCS, in partnership with MCC, is working on a PIM grant submission to modernize existing CTE offerings. October 13, 2023, is the due date for submission and we will be reaching out for data points. If contacted, please submit the request as soon as possible due to a quick turnaround timeline.</p>		
<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>NC Instructional Leadership Academy – All participants should have received a registration email this weekend or the upcoming NCILA event. We will be attending the Greensboro cohort again this year. The 1st session for the 2023-24 school year will be October 3, 2023, at the Embassy Suites Conference Center at the Greensboro Airport location. If you are a participant and have not received your registration email, 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</p>		

			<p>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>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>Principals’ PLC – September 27, 2023, at 8:30 am in the Staff Development Room</p> <p>School Improvement Plans – SIPs are due to the Learning Team on October 20, 2023.</p> <p>NCILA – October 3, 2023, at the Embassy Suites Greensboro starting at 8:00 am</p> <p><i>Secondary Updates:</i></p> <p>Dr. Takeda LeGrand is the Director of Secondary Education and CTE.</p> <p><i>Elementary and Curriculum Support Updates:</i></p> <p>The BOY testing window remains open until September 25. Please continue to reach out for any support with</p>	
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			<p>iReady and mCLASS. Please remember that there are no longer Gating Rules in mCLASS.</p> <p>Calendar invites have been sent for Instructional Rounds. Please let us know if you have any questions.</p> <p>The updated list of PDSA groups will be emailed today. Team leads, please be sure to schedule your first meeting.</p> <p>The first online learning sessions for K-5 teachers for LETRS will take place on September 29 from 12:30 pm–3:30 pm. The online link will be provided to participants this week. New administrators will participate in Literacy for Leaders.</p> <p>The 30-day deadline in NC ELI for kindergarten teachers is October 6, 2023.</p> <p><u>CURR. AND SUPPORT</u></p> <p>There will be an IF meeting on Thursday, September 21 at the central office.</p> <p><i>EC Updates:</i></p> <p>We will have a meeting on Thursday at 3, in the staff dev. room, to train the EC staff that have not completed their SLD state required modules.</p> <p>There will be a speech team meeting on Sept. 25th and a behavior team meeting on Sept. 26th.</p> <p>Stephanie Harvell has been nominated as our Educator of Excellence to represent us at the EC Conference in Greensboro on Oct. 23rd at 6:30pm.</p> <p><i>Pre-K Updates:</i></p>	
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All staff should continue to assist with getting Health Assessment and Immunizations turned into the school. Due next week.

Interim/Progress Reports go home later this week-make it a positive communication, and ask parents to support any classroom initiatives you are working on, and promote family engagement through PBS Kids and Ready Rosie.

Differentiation Updates:

MTSS

- MTSS PLC meetings should be discussions for core needs and goals. As BOY data enters the Early Warning System, grade level teams will create core plans to address the deficits.
- I will be reaching out to school level MTSS teams to schedule a meeting for BOY.

AIG

- Please recruit coaches for Math Olympics and Battle of the Books! Books for Battle were given at EOY last year so students should have everything they need to prepare for practicing.
 - [Coach List 23-24](#)

ESL

- ESL work session tomorrow morning in the Staff Development Room from 8-11 AM. ESL teachers will be working on scheduling LIEP meetings for signatures within Ellevation.
- Screeners will be given to any new students to our system who marked a language other than English on their Home Language Survey
 - K-8 Within 30 calendar days of enrollment
 - 9-12 within 45 calendar days of enrollment

				WIDA Screener Online & Screener for Kindergarten certification is valid until September 29th, 2023. Anyone needing to update WIDA certification should do so <u>after October 2nd</u> . This is due to updates being made.		
Operations Division						
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Matthew	10 min	<p><i>Auxiliary/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"> • UFactor videos, video on The Code of Ethics, and the Concussion PowerPoint need to be watched by September 15th. Employees should have received an email from Tasha. Please send in your sign-off sheet for the ethics video and concussion PowerPoint to Tasha 		
<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"> • Principals, please review the email sent on 8/18/23 and 9/5/23 about NCEES reminders (Orientation and PDPs. Principals complete the NCEES orientation during the first 10 days. Attached is the information from the principals' meeting concerning observations and super observations. NCEES Information • 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. 		

				<ul style="list-style-type: none">• Sign-on bonus and bonus for new EC, Science, and Math teachers – Cut off is September 30th. Contracts will be distributed starting September 18th. Bonus will be paid in October• 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.• 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. <p><u>Title IX Updates</u></p> <ul style="list-style-type: none">• Building level trainings have started. Please make sure to invite cafeteria workers, custodians, bus drivers, etc – If you need to schedule an additional time because they cannot make the building-level		
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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! 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

Upcoming Dates

- September 20- AP Meeting #1: MCHS 9:45
- September 25, Beginning PDPs due for 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 submitted to HR. Click here for the complete observation timeline: [Observation Timeline](#)
- September 26th 30 Days of School Immunization Deadline – Look for information from your school nurse
- September 27th - Mentor Logs due to Jordan Wilson
- October 5th - Calendar Meeting 3:30 Staff Development Room Central Office
- October 13th- Comprehensive Observations #1 due
- October 15h- NCEES 1st Round Observations Complete
- November 2nd - Calendar Meeting 3:30 Staff Development Room Central Office
- December 7th - Calendar Meeting 3:30 Staff Development Room Central Office

Accountability Updates:

- I will be attending the Regional Accountability Coordinators Meeting this Thursday in Union County.
- Please send invoices for Fees with interims and first report cards. Reach out to AJ Whitesell for assistance on printing in 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.
 - **If you enroll or withdraw a student in K-2, please email Amanda Deaton and let her know.**
- Next Meeting
 - October 10, 2023, at 8:30 in the Staff Development Room at Central Office

Testing Updates:

- [2023-2024 MCS Testing Calendar](#)
- [MCS District Testing Plan](#)
- **BOG3 Testing**
 - **Today is the last day for BOG3 Testing.**
- **Pre-ACT and CCRAA Grade 10 Test Training has been rescheduled for Thursday September 28, 2023 from 3:15-4:00 in the Accountability Office.**

<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"> Website work session is scheduled for September 20th @ 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. 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. <ul style="list-style-type: none"> Tuesday, September 26, 2023 - Troy & Page Street Elementary at Page Street Wednesday, October 4, 2023 – Mt. Gilead Elementary Thursday, October 5, 2023 – Candor Elementary Monday, October 9, 2023 – Star Elementary Thursday, October 12, 2023 – Green Ridge Elementary Hispanic Heritage Month - September 15th - October 15th, if you have any events planned for the month, please let us know so we can attend. 		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	<p>21 Sys</p>	<p>Mitch</p>	<p>5 min</p>	<p>Budget Updates:</p> <p>No update at this time.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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