

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 12/4/23- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to JaMese Black and Janet Deaton 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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| <b>Celebrations</b>   | All | Dale | 5 min  | The bus looked great going through the MG Christmas Parade.  |  |  |
| <b>Superintendent Division</b>  |     |      |        |  |  |  |
| <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul> | All | Dale | 5 min  |  |  |  |
| <ul style="list-style-type: none"> <li>• December BOE Agenda</li> </ul>                                   | All | Dale | 10 min | Board Agenda is set for December.  |  |  |
| <ul style="list-style-type: none"> <li>• December Principal Agenda</li> </ul>                             | All | Dale | 10 min | Please send agenda items to Terri Absher or Wade Auman.  |  |  |
| <ul style="list-style-type: none"> <li>• Administrative Services Update</li> </ul>                        | All | Jack | 10 min | <p><b><i>Administrative Services Updates:</i></b></p> <ul style="list-style-type: none"> <li>• <u>Substance Abuse Professional Development:</u><br/>Window of Completion for Staff: December 1 - December 19, 2023</li> <li>• December Character Traits:<br/>Compassion/Acceptance</li> <li>• Human Rights Month</li> <li>• <b>TAG</b> is Thursday, December 7, 2023 @ 3:30 pm at the CTE Building. (We will send a reminder)</li> </ul> <p>We have received the 504 Accommodations Signature Sheet from (MCHS and Candor Elem).</p> <p><b><u>Homeless - McKinney - Vento</u></b><br/> <u>MCS Vento Quarterly Assessment</u><br/> 1st Quarter due December .21, 2023<br/> 2nd Quarter due January 31, 2024</p> <p><b><u>504 Information</u></b><br/> <u>504 Information - Student Accommodations Signature</u></p> |  |  |

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|  |  |   |   | <a href="#">Sheets</a><br>Please ensure the teacher, principal, and 504 Coordinator sign and return to Mrs. Medley. This needs to be done before testing.<br><a href="#">People Helping People SECU Scholarship Flyer</a><br><a href="#">SECU “People Helping People” Scholarship - 2024 Timeline</a>   |  |  |
| <b>Learning Division</b> <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> | All<br><br>GCS<br><br>GCS<br><br>GCS<br><br>GCS<br><br>GCS<br><br>GCS<br><br>GCS | Wade<br><br>Wade<br><br>Matthew<br><br>Terri<br><br>Terri<br><br>Takeda<br><br>Vance<br><br>Jessica | 5 min<br><br>10 min<br><br>10 min<br><br>10 min<br><br>10 min<br><br>10 min<br><br>10 min | <p><b><i>Learning Division Updates:</i></b></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>EVAAS Individual Teacher Data – EVAAS data was made available on November 16, 2023. If any teacher has issues accessing the EVAAS system, please speak with your principal.</p> <p>New Grant Orientation Meetings – We will participate in our new grant orientation meetings this week. TSL will be on December 6th and GEARUP will be on December 7th. If anyone has any questions, or would like clarification on an item, please email Wade Auman.</p> <p>Central Support Services Survey – The annual Central Support Services survey will run from December 7-15, 2023. All staff members will receive 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 PPEERS Cohort #5 beginning</p> |  |  |

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|  |  |  | <p>in July of 2024. We have scheduled 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.<br/>Informational Video: PPEERS on Vimeo</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.</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>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> |  |
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|  |  |  | <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:<br/>PROFESSIONAL DEVELOPMENT   ptec (ptecnet.org)</p> <p>Upcoming Dates:</p> <p>Central Support Services survey – Link will be emailed, and survey will run December 7-15, 2023.</p> <p><b><i>Secondary and CTE Updates:</i></b></p> <p>Final CTE test training will take place this week. Outside the Window Testing is starting today for approved students.</p> <p>NCVPS classes are not aligned to our calendar, students will not be prepared for exams by the December 15<sup>th</sup> window.</p> <p>FAFSA Is opening this month this is later 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>Upcoming Dates</p> <p>Middle School Visit to the high schools for registration will take place in Mid-January due to the shortened semester. WE will set a date at the next Principals Meeting</p> <p>High School Honors Courses will be required to meet the standards of the newly revised Honors course guide in the 24-25 school year. We will start reviewing the standards at the next Principals meeting.</p> |  |
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Be Pro, Be Proud 1/22 – 1/24 the NC Career Simulation Trailers will be set up at the High School.

**Elementary/Curriculum Updates:**

Instructional Rounds will take place on December 5 at East Middle School.

Instructional Facilitators, an email reminder was sent to create additional instructional videos and upload them to the Google folder. The videos will be shared on social media outlets.

LETRS participants should continue to complete Bridge to Practice activities for their three selected students and upload documentation.

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. Specific instructions for parking and entrance into the auditorium will be provided to elementary principals.

***EC Updates:***

**Title IX**

- Principals and Department Heads must complete the Title IX attestation form by COB, December 8<sup>th</sup>  
<https://forms.gle/isVfUd77qkvWdUHNA>

**Exceptional Children**

- **December 14<sup>th</sup>**- Holiday Drop-in 3 PM- 4 PM,

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**

- **Wednesday, December 6<sup>th</sup>, Virtual One Day SPIRE Training-** Click here --> [S.P.I.R.E.](#) to learn more about how to **integrate** scientifically based reading instruction and intervention strategies to ensure that all students, including students with reading disabilities like dyslexia, become skilled readers. S.P.I.R.E. provides direct, explicit, and systematic instruction needed to develop skilled readers.

- At this one-day workshop, participants will gain the skills to effectively teach the S.P.I.R.E. curriculum. In this engaging, interactive workshop, participants will:
- Understand the scope and sequence on skill acquisition.
- Learn how to assess the phonetic level of students and how to place them at the appropriate instructional level.
- Optimize the use of the S.P.I.R.E. materials and the time saving, teacher-friendly lesson plans included for each lesson.
- Practice the lesson multisensory teaching techniques utilized throughout the 10-Step lesson, including how to instruct students to actively break words into identified sounds and patterns for effective decoding.
- Assessment and progress monitoring - identify the progress monitoring assessments built into the program to ensure student's continued success.

- **Agenda:**
  - Module 1            8:30am-10:00am
  - Module 2            10:30am-12:00pm
  - Module 3            1:00pm-2:30pm
- **Cost:** \$389 per person. Includes one each of the following *S.P.I.R.E.* Level 1 materials: Teacher Guide, Blackline Master, Student Workbook, Word Cards, Phonogram Cards Level 1-6, Student Manipulative Kit, and the SPIRE Professional Learning Manual for the virtual workshop. Register 4 or more at the same time and SAVE, \$339 per person! **To learn more and register, visit – <https://spireva06dec.eventbrite.com>**
- **Special Olympics-** MCS will participate in an interest meeting with Stanly County tomorrow to learn more about the possibility of a joint Special Olympics for Spring 2024.
- **Revised 2023-2024 MCS EC Manual-** Will be released at the Principal's meeting on Wednesday and shared with EC staff this week.
- **EC Support & Related Staff-** Will receive a calendar invite for Professional Development Plan meetings by COB Friday.
- **NCDPI EC PD & Calendar of Events-**  
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>

***Pre-K Updates:***

PreK will be attending the Grinch show at MCHS on December 5, 2023, at 10:00am.

PreK PLC meeting on December 7, 2023, at 3:15pm (in



person) at the Board of Education office.

Mr. Thomas will be participating in a PreK statewide meeting that day from 10:00am-4:00pm.

Local PreK committee meeting on December 8, 2023, at 1:00pm (virtual).

***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.
- Please make sure your team is keeping meeting minutes of all MTSS meetings.

**AIG**

- Instructional Facilitators are working to collect teacher surveys and gifted portfolio information for potential AIG students. These are due to Jessica Lowder by December 15th.
- Newly placed AIG students will be shared with DLC's.
- School Science Fairs will take place this month! School fairs must be completed by December 15th and UNC-P winner names need to be send to Jessica Lowder.

**ESL**

- Monthly PLC- 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
- Alternate ACCESS for ELLs: Administration (Only if applicable)

**Middle and High School levels need to complete the following:**

- 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)

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| <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> <li>• Human Resources Update</li> <li>• Accountability Update</li> </ul> | <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><b><i>Operations Updates:</i></b></p> <p>Everyone will be onboarded to Gaggle by the end of next week. Keep an eye out for an email about online and in-person training.</p> <p><b><i>HR Updates:</i></b></p> <ul style="list-style-type: none"> <li>• Time <ul style="list-style-type: none"> <li>○ Please make sure part-time employees are not working over 29 hours per week.</li> <li>○ Full-time, classified employees Cannot go over 40 hours a week <ul style="list-style-type: none"> <li>▪ Can clock out for lunch</li> <li>▪ Leave early/arrive late – modify time</li> </ul> </li> <li>○ 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</li> </ul> </li> <li>• Attached is the information from the principals’ meeting concerning PDPs, observations, and super observations. <a href="#">NCEES Information</a> <ul style="list-style-type: none"> <li>○ Please do not get behind!!!</li> <li>○ 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. <a href="#">Super Observations</a></li> </ul> </li> </ul> |  |  |
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- 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 make sure to look over the employee payroll Google sheet and contact Michelle Brady to update your employees and positions. Please make all updates by Tuesday 11/21. Moving forward, please make sure to ALWAYS complete a staff action form for internal moves within your building. Please see the attached staff action form. It is not necessary to check references for existing employees. [Staff Action Form](#)
- 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 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: The state did not provide recurring funds to assist with submission costs. – We would still like to encourage teachers to obtain National Board Certification. We will be hosting an interest meeting soon to offer support to those interested in pursuing the process.
- 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**

- Click here for the complete observation timeline: [Observation Timeline](#)
- December 5th - BT2 Meeting Virtual 3:15
- 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 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.**
- PMR was due last week. If you haven't submitted, please do so ASAP.
- Next Meeting
  - December 12, 2023, at 8:30 in the Staff Development Room at the Central Office.

***Testing Updates:***

- EOC Training for MLA 12/4
- WorkKeys Testing MCHS 12/4
- ACT Accommodations Work Session- 12/7 3:00 (Front Conference Room at CO)
- EOC Window opens 12/15
  - If you haven't turned your test plan and accommodations in, please do so by 3:00 this afternoon.

[2023-2024 MCS Testing Calendar](#)

**Process Management**

- Media Minute
- Other process issues?

LGI

Susanna

5 min

All

Dale

5 min

**Marketing Updates:**

- **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 every day!**
- MCS Holiday Card Contest entries are due to Susanna by Friday, December 8th.
- Wellness in the Winter, Family Wellness Festival at Troy Elementary on December 7th. This is a free family event and food drive.



Join NC Families United for games, giveaways, art, photos, resources & community building!

\*The event will be free for families with a suggested donation of a non-perishable food or personal care item which will be donated to local families in need.

- **Educator Appreciation is back at Bank of America Stadium!**  
The Educator Appreciation Game will take place



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|  |        |       |       | <p>against the Atlanta Falcons on <b>Sunday, December 17<sup>th</sup> at 1PM</b>. 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></p> <p><b>PURCHASE HERE:</b> <a href="#">EDUCATOR APPRECIATION TICKETS</a></p> <p>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></p> <ul style="list-style-type: none"> <li>• If you or anyone in your building would like to participate in the Star Christmas Parade on December 9th, please meet in the parade line-up location indicated in the email sent out on November 15th. If there are teachers or clubs that want to participate with students, please make sure they will be responsible for the safety of the students.</li> <li>• School Connections content to Sean Maness</li> <li>• If someone in your building needs a badge made, please have them reach out to Susanna or Sean prior to coming.</li> <li>• 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.</li> </ul> |  |  |
| <p><b>Budget &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Budget Update</li> </ul> | 21 Sys | Mitch | 5 min | <p><b><i>Budget Updates:</i></b></p> <p>No updates at this time.</p>   |  |  |

Next Steps:

SP/SG – strategic priority and strategic goal

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