

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 9/25/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jessalyn Spell 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
-------------	-------	------------------	------	-----------------	-------------	---------

Celebrations	All	Dale	5 min	<p>21 Million dollar grant for the next three years to assist employees.</p> <p>Mrs. Galloway will represent MCS at the state level building a curriculum for CTE.</p>		
Superintendent Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • October BOE Agenda • October Principal Agenda • Administrative Services Update 	All	Dale	5 min	<p>Please send agenda items to Cindy Davis</p> <p>Please send agenda items to Terri Absher or Wade Auman</p> <p><i>Administrative Services Updates:</i></p> <ul style="list-style-type: none"> • School Counselors - Please upload your staff signatures from your Homeless and 504 staff training into their respective folders. • Hispanic Heritage Month - September 15 - October 15 • Sandy Hook - Student Training window is open for secondary schools • Suicide Prevention Professional Development training will begin on Monday, October 2, 2023 		
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 Division Updates:</i></p> <p>Title 1 Documentation – As schools begin to hold various</p>		

<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min	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.		
<ul style="list-style-type: none"> • Secondary Update 	GCS	Takeda	10 min			
<ul style="list-style-type: none"> • Elementary Update 	GCS	Terri	10 min			
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Terri	10 min	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 (and below) to submit items for discussion.		
<ul style="list-style-type: none"> • EC Update 	GCS	Clarkie	10 min	https://docs.google.com/document/d/1B_H0WkhWWRBK-0g6mGHAitfognz1stIqLEROngPX59w/edit?usp=sharing		
<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>PRC-189 After-School Math Tutoring – If you have not submitted your attendance from the 2022-23 school year for the after-school math tutoring funded through PRC-189, please do so as soon as possible. The year-end report is due to the state and we need this data to complete the report. If you have any questions, feel free to contact Wade Auman.</p> <p>Monthly Early Literacy Specialist meeting – If anyone has any topics for discussion regarding our ELS, please share them with Terri Absher or Wade Auman. We will have our monthly meeting tomorrow, September 26th at 3:00 pm.</p> <p>MCC Partnership meeting - If anyone has any topics for discussion regarding our partnership with MCC, please send them to Wade Auman. There will be a partnership meeting on October 6th at 1:00 pm.</p> <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</p>		

			<p>request as soon as possible due to a quick turnaround timeline.</p> <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 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>Upcoming Dates:</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>Secondary Updates:</p> <ul style="list-style-type: none">• Laura Stauderman-New K-12 Dance and Visual Arts Consultant (910) 585-2069; laura.stauderman@dpi.nc.gov• NCDPI Academic Standards Webinars (All Subjects): https://docs.google.com/document/d/1ZYFTPQtzx03Vu_w6eiOjHoQZdfOOVP-NbWzvT0JzXiU/edit• School of Character Applications due November 10th- https://hub.character.org/new/• FREE Social Studies PD-Join NCDPI and The Ashbrook Center for a seminar in Forest City, NC on Saturday, October 14, 2023 , for a Socratic discussion about WWII, FDR, and The Holocaust. https://go.teachingamericanhistory.org/l/556702/2023-07-13/qrn7b• United States Senate Program & Scholarship (Juniors/Seniors) https://bit.ly/ncsenateyouth• NC Council on Social Studies Grants/Awards- https://www.ncsocialstudies.org/awards• Free Band Registration for NC Azaela Festival Parade- https://2024ncazaleaparadereg.my-trs.com/• North Carolina Arts Education Association Conference- https://www.ncaea.org/conference-2023• FREE Health PD: Trainings are open to all current educators and school personnel. Stipends will be	
--	--	--	--	--

			<p>provided to cover travel and time spent at the training. Lunch will be provided. Substitute Teacher Reimbursement is available.</p> <ul style="list-style-type: none"> ○ September 27 Training Topics - Chapel Hill <ul style="list-style-type: none"> ▪ Mental Health for Students & Staff During this training participants will learn techniques and strategies to support the mental health of themselves, colleagues, and students. ▪ Trauma-Informed Schools This session will provide practical tools, strategies, and best practices for fostering a trauma-informed environment in schools. Courtyard Chapel Hill, 100 Marriott Way, Chapel Hill, NC 27517 Registration ○ October 25 Training Topics - Winston Salem <ul style="list-style-type: none"> ▪ Teen Dating Violence-Participants will learn to how to identify protective support systems for teens, understand the educator’s role in preventing dating violence, understand the prevalence and incidence of dating violence, and will practice role modeling health behaviors. ▪ Bullying-This session is designed to equip youth serving individuals with strategies to respond effectively to bullying and cyberbullying. Specific location information will be shared closer to training. Registration ○ December 5 Training Topics - Fayetteville <ul style="list-style-type: none"> ▪ Teen Dating Violence-Participants will learn to how to identify protective support systems for teens, understand the educator’s role in preventing dating violence, understand the prevalence and incidence of dating violence, and will practice role modeling health behaviors. ▪ Bullying-This session is designed to equip youth serving individuals with strategies to respond effectively to bullying and cyberbullying. ▪ Specific location information will be shared closer to the training. Registration 	
--	--	--	--	--

Please contact Jamie Williams at 252-328-1153 or tierj@ecu.edu for questions or additional information.

Career & Technical Education

- **Kudos to Casey Gallaway**- Selected to participate in the State EY30 Career Exploration Curriculum Project.
- **CTE Teachers** -Complete survey for monthly meetings
<https://forms.gle/AavuLzteKeCsPFg6A>
- **Proposed Career Development Plan Legislation**- This year is a pilot for ~20 Public School Units and if signed into law, will be required next school year 2023-2024 for all Public-School Units and encouraged for Charter Schools.
- **Comprehensive Local Needs Assessment**- Due Spring 2024. Requesting time on members of Cabinet meeting agendas to administer surveys and conduct focus groups to support data collection.

Elementary Updates:

The BOY testing window will close today. Please continue to reach out for any support with iReady and mCLASS.

Instructional Rounds will take place on Tuesday, September 26 at 8:30 am at Montgomery Learning Academy and on Thursday, September 28 at 8:30 am at Mt. Gilead Elementary.

The first online learning sessions for K-5 teachers for LETRS will take place on Friday, September 29 from 12:30 pm– 3:30 pm. The online link was provided to participants on Friday. Unit 5 handouts to support the PD will be delivered to schools this week. New administrators

			<p>will participate in Literacy for Leaders.</p> <p>The 30-day deadline in NC ELI for kindergarten teachers is October 6, 2023.</p> <p><i>EC Updates:</i></p> <ul style="list-style-type: none">• CPI training offered at East Middle 1-3 on Friday/please reach out to Jennah King to sign up or you may not have a book.• Self-paced PD courses available through NCEES if you are in need of CEUs for license renewal.• All certified folks involved in making decisions related to SLD or Autism need to complete the state required online modules. Please feel free to share the information and links to modules with your admin, counselors and IFs. Don't forget to send me your certificates once complete.• Directions for printing your NCEES certificates.• If you believe a student needs mark in book testing, please be sure to check with our office prior to writing that into the IEP. The state will only allow a few around the whole state. Everyone needs to be online that can be. We appreciate your attention to this.• Everyone who signed up with me that you would like to attend the EC Conference in Greensboro has been registered and paid for. You should have received an email from me letting you know I was signing you up. <u>If you are planning to spend the night, please let me know so that I can pre-authorize your re-imburement, or it will not be honored.</u> We will reimburse for travel if you submit	
--	--	--	---	--

your travel request.

- Please share a copy of your schedule with our office by the end of the week.
- [NCDPI OEC Calendar of Events in List View](#)

Pre-K Updates:

Professional Development for all PreK Staff on Friday, September 29, 2023 from 1:00-3:30pm at the Central Office.

September attendance is due September 29, 2023 also.

Differentiation Updates:

MTSS

- Literacy, Math, Attendance and Behavior core plans are due in ECATS by **October 20th**. I will provide feedback to school MTSS teams after completion.
- The cumulative folder checklist has been updated to include the required *Parent Notification of Intervention Letter* and a copy of the student's *intervention plan* from ECATS.

AIG

- Our testing platform for CogAT has shifted to Riverside Elevate. Testing will now be done through Clever. The new platform will take much less time as it is now self-paced for students instead of waiting for all students to finish each section like in the past. Training for Instructional Facilitators will take place on October 5th during the IF meeting.
- 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*
 - *Cumulative weighted GPA of 3.5 or higher*
 - *Score of 4 or higher on an NC End of Course Assessment*
 - *Score of 3 or higher on an Advanced Placement Exam*
 - *Grade of B or higher in a Career College Promise course on the Comprehensive Articulation Agreement, or a University Course*
 - *Minimum composite score of 19 on the Pre-ACT/ACT or a minimum score of 1010 on the PSAT/SAT*
 - *Minimum score of 90th percentile on an aptitude assessment (composite of subtest)*

ESL

- If any core teacher cannot access Ellevation, they need to first try resetting their password. If they do not receive an email, I need to be made aware. I will have to put in a ticket. Teachers need to access Ellevation quickly, because ESL teachers have completed student LIEP plans and need teachers to sign them.
- We are finishing up Kindergarten screening and screening for new enrollments. Our ESL staff has worked very hard and there are only a few students left to screen.
 - K-8 Within 30 calendar days of enrollment
 - 9-12 within 45 calendar days of enrollment
- Anyone needing to update WIDA modules for the 23-24 school year need to wait to do so until after

				October 2nd due to updates being made. As a reminder, you do not have to email me certificates anymore. I can look the information up in the system.		
Operations Division <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 	All 21 Sys LGI 21CP	Matthew Matthew Emily Amanda	10 min 10 min 10 min 10 min	<p><i>Auxiliary Services Updates:</i></p> <ul style="list-style-type: none"> • The contractors should be finishing the roofs at MLA and TES this week. The next three projects are security at CES, EMS, and PSES. • K-2 Letterland is back up. Should be deploying to teachers in the next few days. • Please keep your passwords secure. <p><i>HR Updates:</i></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 this week if I am missing sign-off sheets. • 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. 		

				<ul style="list-style-type: none">• Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. NCEES Information<ul style="list-style-type: none">◦ September 25, Beginning PDPs due for all certified staff in NCEES. If they do not have a license, they will not be in NCEES, and it will need to be completed on paper and submitted to HR. 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 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 Dr. 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 Dr. 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
 - 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.

Title IX Updates

- Building level trainings have started. Please make sure to invite cafeteria workers, custodians, bus drivers, etc
 - **Makeup session Oct. 4th at 3:30**
- Please continue to report all incidents to Dr. Shaw

Upcoming Dates

- 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 15th- NCEES 1st Round Observations Complete
- October 20th, Appalachian State University Education Fair
- November 2nd - Calendar Meeting 3:30 Staff Development Room Central Office
- December 7th - Calendar Meeting 3:30 Staff Development Room Central Office

Accountability Updates:

- Amanda is in Raleigh at the state test coordinators training this week.
- 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 Central Office <p>Testing Updates:</p> <ul style="list-style-type: none"> • 2023-2024 MCS Testing Calendar • MCS District Testing Plan • 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"> • Hispanic Heritage Month - September 15th - October 15th, if you have any events planned for the month please let us know so we can attend. • 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. 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		
Budget & Resources						
<ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i></p> <p>The state budget passed on Friday. 4% in the first year.</p> <p>Please remember to sign up for health insurance in October. New hires need to renew, too.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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