

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 2/27/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Amanda Deaton and Anne McLean 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	<p>Read Across America Week! Spring sports are off to a good start! Kindergarten and Pre-K Registration start this week! The Homegrown Teacher program has a good attention.</p>	
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"> • March BOE Agenda 	All	Dale	10 min	Please send agenda items to Cindy Davis	
<ul style="list-style-type: none"> • March Principal Meeting 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"> • Substance Abuse PD: Window of Completion for Staff closes tomorrow. <p>Substance Abuse PD - SY 2022-2023</p> <ul style="list-style-type: none"> • Equity Team Meeting - March 1, 2023 @ 1:00 pm. 	
<ul style="list-style-type: none"> • Auxiliary Services Update 	All	Matthew	10 min	<p><i>Auxiliary Services Updates:</i></p> <p>No updates at this time.</p>	

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> <ul style="list-style-type: none"> • Free and Reduced Lunch – Remember Title 1 funds and grant eligibility are tied to the district free and reduced lunch percentage. MCS is currently at 79.29%. Make sure all newly enrolled students receive a form and encourage all students to submit a completed form to the school. • MCC Partnership Meeting – If anyone has any topics for discussion to strengthen our partnership, please email them to Wade Auman by Thursday at 12:00 pm. • EVAAS Roster Verification - To guarantee a smooth roster verification process in EVAAS, all teacher and student information must be updated in PowerSchool by end of business March 3, 2023. • Future Forward Data Discussion – Future Forward will be holding a data discussion for MCS on February 27th at 3:30. Principals involved with the program are encouraged to attend. If you need the link for the virtual meeting, please email Terri Absher or Wade Auman. • NC Youth Risk Behavior Survey – Montgomery County Schools has been selected by the NCDPI to participate in the NCYRB Survey this year. We are working out details currently and will notify the selected schools with additional information very soon. • NCDPI Indistar Coaching comments – Schools that have received coaching comments from our partners at NCDPI should read over the comments but not make changes to their plans regarding the 12 key indicators. We will continue our focus on the school selected indicators and rely on our comprehensive 		
<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min			
<ul style="list-style-type: none"> • Secondary Update 	GCS	Emily	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			
<ul style="list-style-type: none"> • EC Update 	GCS	Clarkie	10 min			
<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			

needs assessment as our basis for school improvement efforts.

- School Improvement Plans – The Learning Team will continue monitoring SIPs within Indistar. Please make sure you are posting 2 meeting agendas and minutes into the system each month. Each SIT meeting should focus on at least one indicator and discussion should be documented in the minutes.
- After-School Programming – MS and Elementary after-school programs need to complete attendance and submit on Fridays. Attendance needs to be accurately kept each day. If anyone has any questions, please contact Vance Thomas, Terri Absher, or Wade Auman.

Training Opportunities:

Asynchronous PD Offerings - For any NC PSU Staff who need CEU credits, DTL now has a database of all current asynchronous NCEES PD opportunities for staff. Find the PD that you need: NC PSU Staff Self-Paced PD Courses. You can access these courses by logging into the NCEES platform.

Dates:

Future forward Data Discussion with Principals – February 27, 2023 – 3:30-4:30 pm
EVAAS Roster Verification – Teacher Verification Window – April 20, 2023 – May 20, 2023

Secondary Updates:

- CWT Forms: Forms were shared with principals and central office staff on 8/19. Principals, please look over your forms and send any additions and deletions to Shaw ASAP. Every member of your leadership team should be completing 5 each week. (Please

reference the email that was sent on 8/19 for additional information)

- Q3 walk throughs will begin 1/30

- CCRG: [August Rollout](#) – 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.

- Please make sure to post the parent letter to Canvas and FB
- Please follow up with teachers to check progress and to see if there are any concerns.
- Teachers will follow the same process with Semester 2 students as they did with semester 1. We will begin after the first 10 days.
Email was sent to teachers to remind them of the process.
- For students in the first semester, teachers will email weekly to encourage continued participation.

- Registration: High School Counselors are working to meet with students to complete registration for the 23/24 school year. Mr. Watts will start working with counselors and middle school in February to start registration for upcoming 9th graders.

- High school counselors visited each middle school to talk about course offerings and procedures.

Title IX Updates

- I do monthly training for new hires. Please make sure to let them know of the training. Below are the dates. These will take place at the Central Office at

3:15. Principals– Please make sure that new staff know to attend a Title IX training

- Mar 22, 2022
- Apr 25, 2022

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 principals meeting
 - [Credentials](#)

Upcoming Dates/PD

- February - CTE Month
- CDC Meeting 2/27 at 2:00
- 3/13: WMS Open House for 4th and 5th grade
- Week of 3/13: 4th grade tours start [Schedule](#)
- 3/20: EMS Open House for 4th and 5th grade
- 3/22: MCEC Lottery
- July 10-14 Camp Timberwolf

Elementary/Curriculum Support Updates:

- K-5 teachers should be working on LETRS Unit 4, Session 2 this week. All LETRS participants are reminded to continue working on the Bridge to Practice activities. The next Online Professional Learning session is scheduled for April 27, 2023, from 3:30 pm – 6:30 pm. If a teacher still needs a make-up session for online professional learning, please contact Terri Absher.
- Instructional Rounds are scheduled at Mt. Gilead Elementary on Tuesday at 9:30 am, MLA on Wednesday at 8:30 am, Page Street Elementary on

Wednesday at 9:30 am, and East Middle on Thursday at 9:30 am.

- There will be an Instructional Facilitators' meeting on Thursday, February 2 at 8:30 am.
- Our first PreK/kindergarten registration event will take place at Candor Elementary on Thursday, March 2 from 12:00 pm – 6:00 pm.
- The Children's Theatre of Charlotte will present A Sick Day for Amos McGee on Thursday, March 8 at 10:00 am for all K-2 students at the MCHS auditorium.
- The North Carolina Center for the Advancement of Teaching has announced the opening of the 2022-2023 NCCAT Online 3rd Quarter courses. Registration is now open for these courses. These courses can be used for CEU credit. Please use the link below to access registration information:
https://server8.orbund.com/einstein-freshair/scart/course_list_with_available_classes.jsp?id=81&freeze=null&campusType=4&levelId=-1&courseCategoryId=-1
- Professional development through PTEC can be found at www.ptecnet.org. Principals, please contact Terri Absher for assistance with registration.

EC Updates:

- Speech Team Meeting on Feb. 27th @ 2:30
- Behavior Support Team Meeting on Feb. 28th @ 3 / contact Dee Dee if you have EC Support needs so she can plan to work with you following the Behavior Team meeting
- Mrs. Hussey will be in Greensboro attending the EC March Institute Feb. 27th-March 2nd - please contact Dee Dee for your immediate needs
- If you have a team of 2 (one EC & one gen. ed.)

teachers who are currently co-teaching and would like to volunteer for an opportunity to get some feedback on how well they work together through a survey, let me know. We have the opportunity for 2 teams, a total of 4 teachers to complete this for free.

- If you would be interested in becoming a part of an AT (Assistive Technology) Team for Montgomery County, please let me know. I would like to get a team together that could help compile a list of software/equipment that we are already using or have available to us as well as work on developing a list of things that may be needed for our district.
- Summer School Interest
 - If you are interested in working in Summer School this year, please let me know using [this form](#).
 - June 12th-June 29th (3 weeks/12 days)
 - 7:30-3 for teachers
 - same pay as last year - \$22 an hour certified / \$15 an hour non-certified
- Invite Dee Dee or I to any IEP meeting that you feel needs some extra input
- Save my cell number in your phones.....910-783-5380
- Please be sure to update our [Modified Day](#) student list
- Please be sure to update our [Homebound](#) student list
- Please be sure to inform parents about our [IEP meeting parent feedback form](#)
- Updated PD state PD sessions are in the Smore newsletter, if you are interested in any of the PD sessions that are coming up from the state, please contact our office before registering for things with a fee if you expect reimbursement.

Pre-K Updates:

February attendance is due tomorrow.

Registration beginning this week at Candor (Thursday, March 2 from 12-6:00pm). Let Ms. Absher or I know if you have any questions.

PreK PLC meeting this week (Wednesday) at Mt. Gilead will be rescheduled.

Differentiation Updates:

NC Gear Up (WMS, EMS, MCHS)

- Spring survey window is now open! Please try to get as many surveys completed as we can to inform the Gear Up Team.

MTSS

- Instructional Facilitators will be reviewing academic core plans in ecats during upcoming PLCs.
- Counselors are completing attendance and behavior core plans in ecats with all grade levels. Jessica Lowder will review and finalize.

AIG

- Battle of the Books- March 16th @ MCHS Auditorium
 - Elementary Competition 9:00 AM
 - Middle School Competition 12:30 PM
- Math Olympics- March 24th @ MCEC
- STEMLympics-April 28th @MCEC 9:00 AM
 - Flyer and permission form sent to STEM staff

ESL

- Meeting this Wednesday at 3:30 PM in Staff Development Room to review ACCESS testing files.

<p>Operations Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Operations Update • Accountability Update 	<p>All</p> <p>21 CP</p> <p>LGI</p>	<p>Tracy</p> <p>Tracy</p> <p>Jessalyn</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p>	<p><i>Operations Updates:</i></p> <ul style="list-style-type: none"> • February 27-Employment Recommendation forms to principals • March 2-UNCW Recruitment Fair • March 8-Tornado Drill any day this week (ALL SCHOOLS) • March 13-UNCP Recruitment Fair • March 14-Intent forms due • March 14-National Board Certification Meeting (MCEC campus @ 3:15) • March 21-BT 1's Required Quarterly Meeting 3:30-4:30 (Central Office/Staff Development) • March 29-WCU Recruitment Fair • March 29-Mentor Logs Due • March 31-ASU Recruitment Fair <p><i>Accountability Updates:</i></p> <ul style="list-style-type: none"> • Starting this Friday February 24, 2023, there will be a second School Report Cards Data Preview Period and will run for 10 days. The link to verify data is located at https://ncreports.ondemand.sas.com/src/. Contact Jessalyn Spell with any questions about your data accuracy after checking it out. The deadline for changes to be submitted is March 9, 2023. • Starting now, shredding services will be available at Central Office every other month. Shred will be picked up on Thursdays. Please do not wait until the end of the school year, or beginning of the school year to have all of your shred sent at once. All shred must be in contained boxes for transport. You may 		

send it to Central Office as you collect one or two boxes at a time throughout the year.

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.
- Upcoming PowerSchool Reports
 - Spring Legislative Class Size Data Capture: February 28, 2023
- Next Meeting
 - Tuesday March 14, 2023 at 8:30 in the Staff Development Room at Central Office.
 - Please bring your charged laptops.

Testing Updates

- [2022-2023 MCS Testing Calendar](#)
- [2022-2023 MCS Testing Chart](#)
- [MCS District Testing Plan](#)
- **Current and Upcoming School Testing Windows**
 - Spring WorkKeys February 27-March 3, 2023
 - ACCESS and Alternate ACCESS for ELs January 23-March 10, 2023
 - Alternate ACCESS Field Test for ELs February 14, 2023-April 17, 2023
 - ACT Online for MCHS and MLA runs March 7-9 and March 14-16, 2023. Extend I 11 and CCRAA Grade 11 also happen during this window.
 - **The Biology check-in dates and order for topics for this semester have changed.** The testing calendar has been updated with the changes. Molecular will be Feb 20-24,

				<p>Structure and Function will be March 13-17. Evolution and Genetics will be May 2-5. Ecosystems will be May 22-26.</p> <ul style="list-style-type: none"> • To view and access Check-In score reports visit https://center.ncsu.edu/checkins/ <p><i>ACT Training Needs</i></p> <ul style="list-style-type: none"> • If you would like any data or professional development from the Assessment and Care Team for your school, PLCs, or PDSA groups, contact Jessalyn Spell to discuss and set-up. 	
<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"> • Video content - principals will receive an email from Susanna/Sean prior to filming. • 5x5x5 Marketing Initiative – please share all videos on the Montgomery County Schools Facebook page to increase views. We have three done, two to go! • School Connections Content to Sean Maness. • Remember the dates on your schools marketing plan, please update them if needed. • Please continue to capture photos and videos in your buildings and sharing them on our social platforms; we want to continue to share the great things happening in our classrooms. Pre-K and Kindergarten Registration and Read Across America. • If you need assistance uploading pictures to your school’s website, please upload the pictures into the shared google drive and let us know. <p><i>Upcoming Dates: Marketing Committee Meeting – April 18th at 3:30pm in Boardroom at Central Office. One representative from each school needs to attend.</i></p>	

Budget & Resources <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch		<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.