

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 12/18/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jessalyn Spell and Dr. Heather Seawell 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	The Santa Shop at TES was successful! We had three employees maintain their National Boards and five employees received their National Boards.		
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"> January BOE Agenda 	All	Dale	10 min	Please send agenda items to Cindy Davis.		
<ul style="list-style-type: none"> January 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> <p>The Substance Abuse PD ends Wednesday, December 20th, 2023.</p> <p>Please follow the Holiday Shutdown Procedures.</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> <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> <p>Central Support Services Survey – Thank you to everyone that took time to provide feedback through the Central</p>		
<ul style="list-style-type: none"> Grant and Federal Program Updates 	GCS	Wade	10 min			
<ul style="list-style-type: none"> Secondary Update 	GCS	Matthew	10 min			
<ul style="list-style-type: none"> Elementary Update 	GCS	Terri	10 min			
<ul style="list-style-type: none"> Curriculum Support 	GCS	Terri	10 min			

<p>Update</p> <ul style="list-style-type: none"> • EC Update • Pre-K Update • Differentiation Update 	<p>GCS GCS GCS</p>	<p>Takeda Vance Jessica</p>	<p>10 min 10 min 10 min</p>	<p>Support Services survey. We value your input and will use the information to improve our processes.</p> <p>Digital Learning Coach meeting – There will be a DLC meeting on December 19th at 1:00pm. If anyone has topics/concerns that need to be addressed, please email them to Wade Auman.</p> <p>Extended Learning and Integrated Student Supports grant – MCS is working on an ELISS grant to serve elementary schools that meet the requirements for funding. We will be contacting the schools this week and will be collecting data for the narratives. If you are asked for any data points, we need them quickly. This grant will be submitted when we return from Christmas Break.</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>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>		
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			<p>than normal, and students will have a shorter time to apply for aid next school year. Please have a plan to help all students complete the FAFSA.</p> <p>December 19 - 20th Bills crew will be moving CTE teacher supplies and Materials between Middle Schools.</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. Each Middle school will have a day for scheduled tours and MCEC and MCHS will have a day for select classes to rotate through.</p> <p><i>ELEMENTARY:</i></p> <p>Principals, if you have not done so, please sign up for a date for second semester Instructional Rounds.</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><i>EC Updates:</i></p> <p>Title IX</p> <ul style="list-style-type: none">• Always follow MCS Title IX Compliance Guidance.• Virtual Trainings	
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- Monday, December 18, 3:30-4:00 PM,

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 220 041 498 70

Passcode: 3zHxVo

- Wednesday, December 20, 10:00-10:30 AM,
 - **Join on your computer, mobile app or room device**
 - [Click here to join the meeting](#)
- Meeting ID: 252 861 954 106
Passcode: fkmhgr

Exceptional Children

- **IEP Goals and Data Training with PCG**
 - Thursday, January 18, 9 AM-2:30 PM, Montgomery Central High School Library, **each school must send at least one EC Teacher**, preferably an EC Teacher who serves as a teacher mentor or desire to serve as a teacher mentor. School will be allowed two slots. Schools may register here no later than January 11th:
https://docs.google.com/spreadsheets/d/1r6E06o0FLFjTz2YHH5tjYlqRSzG7lurOj5YdntGdX_Y/edit?usp=sharing
- **Future Meetings 3:30 PM-4:40 PM:**

				<ul style="list-style-type: none">▪ January 18th - REQUIRED▪ February 15th – TBD/TRAINING▪ March 14th - REQUIRED▪ April 18th – TBD/TRAINING▪ May 16th - REQUIRED○ Monthly Behavior Team Meetings will resume in January 2024 <ul style="list-style-type: none">• 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.<ul style="list-style-type: none">○ Here is the timeline for planning purposes:<ul style="list-style-type: none">▪ February 1st-Deadline for physicals and applications. Applications are available now via the Special Olympics Google Folder. Schools should upload completed documents to their school's folder and save each file via the student's name and Grade (First, Last, Grade 3)▪ 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 data sheet.▪ April 17th –Orientation, 3:30 PM,	
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MCHS Track

- **April 19th** -Games & Banner Parade
(each school make a banner)

- **Seclusion & Restraint Documentation-**
Document all seclusions and restraints in the PowerSchool Discipline Module to comply with State and Federal Reporting.
 - The following offenses apply only to uses of seclusion and restraint by authority figures:
 - 097-Aversive Procedure (staff only – State report)
 - 098-Physical Restraint (staff only – State report)
 - 099-Mechanical Restraint (staff only – State report)
 - 100-Seclusion (staff only – State report)
 - 111-Mechanical restraint (staff only – OCR report)
 - 112-Physical restraint (staff only – OCR report)
 - 113-Seclusion (staff only – OCR report)
- **Spring offerings of Foundations of Autism: Instructional Practices.** This workshop is intended for professionals who work with students with ASD and will provide an overview of the learning styles of individuals with ASD and effective instructional practices that promote student engagement and independence in the educational environment, with particular attention to the use of visual supports (schedules, activity systems, material design, and environmental design). This workshop is comprised of two days face-to-face from 8:30 am-4 pm **and** a required

webinar. Successful completion of this professional learning will result in 1.6 CEUs.

- Dates and Locations for face-to-face sessions:
- February 7-8, 2024 Lillington, NC
- February 21-22, 2024 Washington, NC
- March 5-6, 2024 Sylva, NC
 - *The required webinar for all session is on April 8th from 12pm-3pm.*
 - Please use [this link to register.](#)

- **North Carolina Conference on Vision Impairment and Blindness, NCCVIB** is scheduled to be back in person and will be held at the Historic Governor Morehead School for the Blind in Raleigh, March 15-16, 2024. We really want to hear from you, our esteemed, respected and valued fellow professionals. Content is key to a successful VI conference and we have a lot of great information that our colleagues, in the field, can provide. Please submit a [Call for Presentation form to the NCCVIB](#). The deadline for submission is December 12, 2023 with responses coming shortly before the Holidays. The holidays are quickly dominating our consciousness so please submit your presentation soon! NCCVIB Committee

- **Assistive Technology Foundations** - An ECU College of Education Professional and Continuing Education Course offers an Assistive Technology Foundations Course for 2.5 CEU's. This 5-week online asynchronous course will help participants learn about Universal Design for Learning (UDL) and Assistive Technologies (AT): what it is, where to find it, how to match it to an individual's needs,

how to prove it is effective, and avenues for procurement. Participants will engage in a variety of knowledge and skills activities and assessments. More information can be found on the [course website](#). If you have any questions, please contact Dr. Laura King at kinglau@ecu.edu.

- **Braille your holiday greetings with these resources:**
 - **Holiday Braille Letters and Activities for Youth from the NFB**
 - The National Federation of the Blind (NFB) provides braille letters and activities for children who are ten years old and younger in the U.S. “to celebrate the holiday and winter season.” Each letter comes as part of a packet of activities, which is accompanied by a print copy for family members and other non-braille users to participate. Letters and activities are available in Spanish and in a tactile version. Parents can choose the braille packet that best fits their family. The deadline to request a letter is December 15, 2023. For more information, read the NFB webpage on [Santa and Winter Celebration Letters](#). To request a letter, complete the [Santa/Winter Celebration Form](#).
 - Braille holiday cards are a wonderful way to spread the spirit of the season and make unique gifts. All proceeds directly support Hadley’s mission of creating personalized learning opportunities that empower adults with vision loss or blindness to thrive—at

home, at work, and in their communities.
Order here [Home | Hadley Woman's Board Holiday Card](#)

- **Braille Works: Letters from Santa Claus in Braille**
 - They are Santa's special helpers. Does Santa read braille? Of course, he does! And they help him out during this busy time of year by embossing his letters to kids.
 - Parents, teachers, and friends: There's no cost to you. Just let them know who the letter is for and they will take care of the rest. They will even postmark the letter as shipped from the North Pole! They have made Santa's words more accessible to people with a visual impairment by converting them to braille and including a large print copy. Request a Braille letter from Santa here [Santa Reads Braille - Braille Letters from Santa - Braille Works](#)

North Carolina Regionals Braille Challenge

- Eastern Regional Hosted by: State Library of North Carolina – Accessible Books and Library Services
In-Person Testing Date: February 19, 2024
Contact: Joshua Berkov | joshua.berkov@dncr.nc.gov | 984-236-1109
- Western Regional Hosted by: IFB Solutions
Regional Date: February 8, 2024
from 9 AM to 2:30 PM at Tracy's Little Red Schoolhouse 7676 Phoenix Drive, Winston-Salem, NC 27106
Contact: Kim

Shoffner | kshoffner@ifbsolutions.org | (336) 245-5669

- For those wishing to attend the Western Challenge please complete the attached registration document and Kim Shoffner by email to kshoffner@ifbsolutions.org
- [Western NC Braille Challenge 2024.pdf](#)
- **K-14 Teachers Earn \$1500 to Attend 5-Day Experiential Learning Program Application - Deadline January 31, 2024**

Please apply to join us for a new project in supporting NC full-time K-14 teachers, staff, and administrators to engage in a 5-day innovative agricultural experiential learning program.

This training is open for all disciplines. Each group will consist of 15 participants. The program is funded by USDA Professional Development for Agricultural Literacy (PDAL) Program and led by Dr. Kathleen Liang at NCA&T, offering new knowledge and skills to participants in a dynamic agri-food system interface to enhance everyone's ability and capacity to develop exciting new curricula/activities for our students.

- **Attend all five days, and you will receive a certificate of completion and \$1500* (depending on the training period and your school calendar year). The application deadline is January 31, 2024. Our priority is to serve the K-14 schools working with socially disadvantaged and underserved populations in North Carolina, including teachers/staff who work as full-time employees in rural and urban areas and also teachers/staff who support students with special needs.**
- Application is FREE and program fund will include Lodging, Meals, Materials, and

				<p>Program Travel covered by the Grant. Childcare, translation, and special accommodation can be arranged.</p> <ul style="list-style-type: none">○ The training will be held at the Cherry Research Farm, 604 Farm Road, Goldsboro, NC 27530. Some training sessions will also be arranged at the local hotel.○ Please see the information session PowerPoint attached and the application link below:○ https://ncat.az1.qualtrics.com/jfe/form/SV_9tLnvpDQjotLatg○ If you have additional questions or comments, please reach out to Tiffany Slade at 336-285-4653 or sladet@ncat.edu. <ul style="list-style-type: none">● NCDPI EC PD & Calendar of Events- https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events<ul style="list-style-type: none">○ Needing or wanting more professional development on your time? Check out the APH Hive for a lot of great offerings. <p><i>Pre-K Updates:</i></p> <p>December attendance is due to Mr. Thomas before you leave on Thursday.</p> <p>Remember to bring inside/secure playground items over the break. This will keep them out of the weather and from walking off.</p> <p>Put registration signs out in the community this week.</p> <p>CPR and First Aid on January 8, 2024 beginning at 8:00am at MCHS Library.</p>	
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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 check on student groups and intervention plans that are at the end of cycle (6 weeks) prior to the holiday break. Make a plan for students that need to be reviewed upon return. January will be busy and it will be easy to forget.
- Please make sure your team is keeping meeting minutes of all MTSS meetings.

AIG

- Science Fair- Names of winners going to regionals (up to 3) need to be sent to Jessica Lowder to help prepare for registration and mock fair in January.
- Parent letters need to go home with students regardless of AIG placement status.
- When AIG placement records are filled out, a copy needs to be scanned to Jessica.

ESL

- WIDA Modules must be completed prior to the ACCESS testing window opening. An email and the certification spreadsheet has been sent out so each person will know what is needed. TC's and Assistants are on one tab and ESL staff are on another. This is because the certification expectations are different.
- Anyone needing an account that does not currently have one needs to contact Jessica Lowder.

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/>

<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><i>Operations Division Updates:</i></p> <p>The first session to train staff who are emergency contacts in Gaggle is scheduled for 10AM this morning. Gaggle only allowed one training session. This session will be recorded and shared with all emergency contacts. Brian Helms will schedule follow-up sessions on Tuesday with follow-up sessions after the first of the year. Please be sure to have staff contact information updated on the Google form that was shared for your school. Gaggle needs to have the ability to call and/or text a cell phone for notifications.</p> <p><i>HR Updates:</i></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 		
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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.**

				<ul style="list-style-type: none">• 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: If you are interested in pursuing your National Boards, funding could be available. – We will have an interest meeting on 12/20 at 3:30. Please use the zoom link to attend. Meeting Link• 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.• 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. <p><u>Upcoming Dates</u></p> <ul style="list-style-type: none">• December 15th - Mid-Year PDPs due• December 15th - Comprehensive #2, Standard #1, Abbreviated #1 Observations due• December 20th - Mentor Logs due to Ms. Wilson• December 20th - National Board Interest Meeting		
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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 Due- January 12, 2024
- Next Meeting
 - January 17, 2024, at 8:30 in the Staff Development Room at the Central Office. (It is a Wednesday this month.)

Testing Updates:

- EOC Exam Scores from Friday will be available after Amanda meets with her RAC this morning at 9:30. You will receive an email whenever scores have been placed in your folder.
- EOC Window continues through this week. Amanda and AJ are available if you have questions or run into issues.
- ACT Accommodations should be uploaded by the end of the week. If you need help, contact Amanda or AJ.

				2023-2024 MCS Testing Calendar MCS District Testing Plan		
Process Management <ul style="list-style-type: none"> Media Minute Other process issues? 	LGI All	Susanna Dale	5 min 5 min	<i>Marketing Updates:</i> <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! 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. 		
Budget & Resources <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<i>Budget Updates:</i> No updates at this time.		

Next Steps:

SP/SG – strategic priority and strategic goal

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