

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 3/27/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Adriane Clarett 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	<p>Hunter Safety Team did very well in their competition this weekend.</p> <p>Math Olympics had a wonderful turn out.</p> <p>Students from Page Street Elementary represented MCS at the State Science Fair</p> <p>MCHS hosted the first Timberwolf Invitational Track tourney this past weekend</p>		
Superintendent Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • April BOE Agenda • April Principal Meeting Agenda • Administrative Services Update • Auxiliary Services Update 	All	Dale	5 min	<p>Send items to Cindy Davis</p> <p>Send items to Terri Absher or Wade Auman</p> <p><i>Administrative Services Updates:</i></p> <ul style="list-style-type: none"> • March Awareness: March Awareness Calendar • Teenage Dating Violence PD window will close on Thursday, March 30, 2023 Teen Dating Violence PD 2022-23.pptx • <u>Upcoming Events:</u> <ul style="list-style-type: none"> ○ https://g.co/kgs/uFi7pn ○ https://g.co/kgs/zJvtAe ○ https://g.co/kgs/r7pBme <p><i>Auxiliary Services Updates:</i></p> <p>No updates.</p>		

<p>Learning Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Grant and Federal Program Updates • Secondary Update • Elementary Update • Curriculum Support Update • EC Update • Pre-K Update • Differentiation Update 	<p>All</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p>	<p>Wade</p> <p>Wade</p> <p>Emily</p> <p>Terri</p> <p>Terri</p> <p>Clarkie</p> <p>Vance</p> <p>Jessica</p>	<p>5 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<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 79.39%. Make sure all newly enrolled students receive a form and encourage all students to submit a completed form to the school. • Principals’ PLC – The first Principal PLC will be on March 29th at the Central Office Staff Development room. Principals, please use the shared document to post any topics you would like to discuss. The link is located in the calendar invite. If you have any questions, feel free to reach out to a member of the Learning Team. • NC ILA Prep Meeting – There will be a preparatory meeting for the upcoming NC ILA session #4 that Wade Auman will be attending. If any participant has suggestions for improvement for the upcoming meeting, please share them. Please email suggestions by April 5th. • Innovative Approaches to Literacy Grant – MCS will be applying for a new IAL grant and would like feedback on previous successes and failures of the last IAL grant we received. If anyone has information/activities we should include or revise based on the previous grant, please send them to Terri Absher or Wade Auman. • School Climate Transformation Grant Student and Parent Surveys – Our grant partners have completed the surveys for students and parents to complete to submit for our grant goal compliance. We will post the links to the MCS website. This survey is for middle and high school students and parents. The survey window has been set for March 		
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15th through April 6th. If anyone has questions, feel free to contact Dr. Jack Cagle or Wade Auman. Montgomery School Climate Parent Survey

- Montgomery School Climate Parent Survey Spanish Version Montgomery School Climate Student Survey Grades 6-12
- School Climate Transformation Grant Teacher Survey – As a component of grant compliance, teachers are required to take a shortened version of the NC Teacher Working Conditions survey. The survey window has been set for March 15th through April 6th. Please use the link below to complete the survey for meeting our grant goals: <https://survey.alchemer.com/s3/6333622/NC-Teacher-Working-Conditions-Survey>
- 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:

				<ul style="list-style-type: none">• SCTG Surveys – Parent, Teacher and Student surveys will be available for submission March 15th through April 6th• Principals’ PLC – March 29, 2023, starting at 8:30 am – MCS Central Office Staff Development Room• EVAAS Roster Verification – Preview Phase – April 6, 2023 – April 19, 2023• EVAAS Roster Verification – Teacher Verification Window – April 20, 2023 – May 20, 2023• NC ILA Session #4 – April 21, 2023, at 8:00 am – Embassy Suites Greensboro Airport <p><i>Secondary Updates:</i></p> <ul style="list-style-type: none">• 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)<ul style="list-style-type: none">○ Q3 walk throughs will begin 1/30○ Q3 walk throughs ended on 3/24 – Please have all walkthroughs entered by 3/27 – I will share forms with principals on 3/28 to help prepare for coaching sessions• 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		
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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 and high school counselors are working with middle school students to register for 9th grade
- Economics and Personal Finance Training - If you have a teacher that needs to attend the training to teach this course next year, please sign up at the link below.
 - <https://www.nccee.org/events/>

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
 - 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

- o [Credentials](#)

Upcoming Dates/PD

- 3/27: CTE PLC - virtual
- 4/22: Plant Sale at MCHS Greenhouse 9-1
- 4/27: Coffee, Careers, and Conversations at Starworks [Coffee, Careers, & Conversation](#)
- July 10-14 Camp Timberwolf
- MCS/MCC Summer Career Camps (July – schedule coming soon)

Elementary/Curriculum Support Updates:

- K-5 teachers should be working on LETRS Unit 4, Session 6 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.
- Star Heritage Days are scheduled for Tuesday, March 28 for Green Ridge, Mt. Gilead, and Candor Elementary Schools. Page Street and Star Elementary will attend on Wednesday, March 29. A reminder of the schedule was emailed to principals and IFs again this morning. Student essays are due to the Star Heritage Association on Thursday, April 6.
- PreK and kindergarten numbers continue to increase for the 2023 – 2024 school year. Vance

Thomas and Terri Absher will hold a registration event at the central office on Thursday, March 30 from 3:00 pm – 6:00 pm to assist families who still need to register a student. A phone message will be sent out this evening.

- There will be an IF meeting on Thursday, March 30. Elementary will meet at 8:30 am, and secondary will join at 9:30 am. K-2 math assessment materials will be provided to IFs at the meeting.
- 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 today in the BOE conf. rm. @ 2:30
- Transition Team Meetings today at MCHS in rm. #1541 @ 3:15
- Behavior Support Team Meeting tomorrow in the BOE conf. rm. @ 3:00
- Any EC teacher who needs support may also meet with Dee Dee 1-on-1 at this time. Please give her a

heads up so she can prepare.

- *April Headcount is due at the end of the week*
- *The first AT team meeting will be April 17th. (Vance Thomas, Brian Helms, Frances Morris, Dee Dee Terry, Clarkie Hussey) Please let Mrs. Hussey know if you are interested in being a part of the team.*
- *If any administrators are interested in participating in our April PD session on co-teaching, we will meet on April 19th & 20th from 3:30-5:00 in the CO PD room, the same content will be offered on both days.*
- *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*
- *[Links](#) for SLD state required course through NCEES (required for all certified EC staff)*
- *[Other method of EC support](#) - when you just need a refresher*
- *[IEP meeting parent feedback form](#)*
- *[Link to all ECATS Monday Messages from DPI](#)*

Pre-K Updates:

We are continuing to accept PreK and K applications. Pre-K staff are asked to support families in this process.

March attendance is due on Friday of this week. Please send to Mr. Thomas.

Week of the Young Child is April 1-7. PreK classes will have special events this week to celebrate.

				<p><i>Differentiation Updates:</i></p> <p><u>NC Gear Up (WMS,EMS, MCHS)</u></p> <ul style="list-style-type: none"> • Jessica Lowder will be contacting principals for any spring documentation or budget adjustments needed. <p><u>MTSS</u></p> <ul style="list-style-type: none"> • School nurses have been added into ECATS with access to update hearing and vision screening results. Some results may still be provided on paper as this is a gradual transition process to prepare for next year. • In ECATS, <i>plan review</i> must be completed on each individual student in order to complete a cycle. • Jessica Lowder will be contacting IF's to set up the spring FAM-S sessions with school MTSS teams. The link to the FAM-S to give each member of your team can be found here. <p><u>AIG</u></p> <ul style="list-style-type: none"> • Decision forms from students selected to attend NC Governor's School are due to Wade Auman or Jessica Lowder by April 4th. • STEMlympics-April 28th @MCEC 9:00 AM <p><u>ESL</u></p> <ul style="list-style-type: none"> • ESL PLC- This Wednesday, March 29th @ 3:00 in Staff Development Room 		
<p>Operations Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Tracy	10 min	<p><i>Operations Updates:</i></p> <p>Intent forms are back, and principals, if you have</p>		

<ul style="list-style-type: none"> • Operations Update 	21 CP	Tracy	10 min	<p>employees stating that they are not coming back, discuss this with them. If they are not coming back after the discussion, try to obtain the resignation.</p>		
<ul style="list-style-type: none"> • Accountability Update 	LGI	Jessalyn	10 min	<p>Retention Bonus to be paid in May: We plan to get contracts out to Principals this week, with a quick turnaround getting the contracts signed and back by April 6.</p> <ul style="list-style-type: none"> • March 29-WCU Recruitment Fair • March 29 -Mentor Logs Due • March 31-ASU Recruitment Fair • April 1-Employee of the year nomination forms (Due May 31) • April 1-Administrators Contract recommendation notification • April 4-National Board Certification Meeting (MCEC 3:15) • April 6-Elon Recruitment • April 13 -End of Year School Building Safety Inspection Forms Due • April 17-Re-Employment Recommendation Forms Due • April 20-Safety Meeting (3:30 Central Office) • April 25- NCSU Recruitment Fair • April 26-Mentor Logs Due • April 29-School Teacher Allotment Letters • May 2- Badge Program Central Office 4-5 pm • May 6 Teacher Transfer Request Due Crystal Douglas • May 7-Teachers with performance concerns-Summative and End of year PDP due (non-renewal staff) • May 10- National School Nurse Day • May 12-TOY Interviews • May 15-TOY & Retirement Banquet (James Garner Center 5:30 pm) 		

Accountability Updates:

- None at this time.

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
 - None at this time.
- Next Meeting
 - The data manager meeting will be April 18, 2023 at 8:30 in the Staff Development Room.

Testing Updates

- [2022-2023 MCS Testing Calendar](#)
- [2022-2023 MCS Testing Chart](#)
- [MCS District Testing Plan](#)
- To view and access Check-In score reports visit <https://center.ncsu.edu/checkins/>
- **Current and Upcoming School Testing Windows**
 - Alternate ACCESS Field Test for ELs February 14, 2023-April 17, 2023
 - NC Check-Ins 2.0 for Grades 4, 5, 7, & 8 Reading and Math March 27-April 6, 2023
 - NC Check-Ins for Grade 3 & 6 Reading and Math and Grade 5 Life Science March 27-April 6, 2023
 - NC Check-In #2 for MCEC Semester Based English II April 3-6, 2023

<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>Media Minute:</p> <ul style="list-style-type: none"> • THANK YOU to everyone and every school for sharing on social media the great time we have in MCS! We had some great engagement last week. Everyone loves seeing the students enjoying their day/week! • Marketing initiative – video content. Principals will receive an email from Susanna/Sean prior to filming. • 5x5x5 Marketing Initiative – IS COMPLETE! Thank you to everyone who shared and viewed! • School Connections Content to Sean Maness. • Remember the dates on your schools marketing plan, please update them if needed. • If you need assistance uploading pictures to your school’s website, please upload the pictures into the shared google drive and let us know. • MCS Board members impressed with positive social media by the schools. • GRES is sponsoring the first Giant Run event on Saturday, April 1. Working to build community in Biscoe. • MC Partnership for Children – Touch-a-Truck event, Deaton-Monroe Park in Biscoe on April 22nd starting at 10am. • MC Hall of Honor is accepting nominations until April 1st. • Coffee, Careers, and Conversations at Starworks on April 27th from 9am – 10:30am <p><i>Upcoming Dates: Marketing Committee Meeting – April 18th at 3:30pm on Google Meet. One representative from each school needs to attend.</i></p>		
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Budget & Resources <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<i>Budget Updates:</i> If you have an order that needs to be placed, please do that in the next few weeks. We are coming up on year-end.		
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Next Steps:

SP/SG – strategic priority and strategic goal

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