

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 11/6/23- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Jessalyn Spell and Dr. Amy Reynolds 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	TES has raised over \$400 for the Wounded Warriors Project.		
<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>• November BOE Agenda</li> </ul>	All	Dale	10 min	The November BOE agenda is set.		
<ul style="list-style-type: none"> <li>• November 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>• The Youth Mental Health PD window opened on November 1, 2023 – November 20, 2023. Certified staff and assistants are required to complete the PD.</li> <li>• Mental Health Counselors Check-in meeting tomorrow, November 7, 2023, at 11:00 a.m. via Team Meets.</li> <li>• T.A.G. on Thursday, November 9, 2023 @ 3:30 p.m. CTE Building</li> <li>• November’s Character Traits are KINDNESS and EMPATHY</li> <li>• American Indian and Alaska Native Heritage Month</li> <li>• National Scholarship Month</li> <li>• National Career Development Month</li> </ul>		

<b>Learning Division</b>						
<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Wade	5 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>		
<ul style="list-style-type: none"> <li>• Grant and Federal Program Updates</li> </ul>	GCS	Wade	10 min			
<ul style="list-style-type: none"> <li>• Secondary Update</li> </ul>	GCS	Matthew	10 min			
<ul style="list-style-type: none"> <li>• Elementary Update</li> </ul>	GCS	Terri	10 min			
<ul style="list-style-type: none"> <li>• Curriculum Support Update</li> </ul>	GCS	Terri	10 min	<p>TSL Grant Presentation – Principals, if you would like for the Learning Team to come present the TSL grant information but have not signed up please contact Wade Auman or Terri Absher.</p>		
<ul style="list-style-type: none"> <li>• EC Update</li> </ul>	GCS	Takeda	10 min			
<ul style="list-style-type: none"> <li>• Pre-K Update</li> </ul>	GCS	Vance	10 min	<p>NATIONAL S.T.E.M./S.T.E.A.M. DAY - National S.T.E.M./S.T.E.A.M. Day is on November 8, 2023. The day inspires kids to explore and pursue their interests in Science, Technology, Engineering, Art, and Math. If any teacher needs ideas to participate, please contact your DLC.</p>		
<ul style="list-style-type: none"> <li>• Differentiation Update</li> </ul>	GCS	Jessica	10 min			
				<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>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</p>		

			<p>then we will select from a shared spreadsheet of approved tutors. We will discuss it further at the upcoming Principals' meeting.</p> <p>STEM Specials meeting – There will be a STEM special meeting on November 14, 2023. This is the monthly meeting to discuss upcoming curricular units. The meeting will be held at PSES starting at 8:15 am. If anyone has topics/concerns for discussion, please email them to 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 – Thank you for submitting your school's school improvement plan. SIPs will be submitted to the School Board for approval tonight at the Board meeting. Remember, these 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> <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>	
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			<p>Upcoming Dates:</p> <p>STEM Specials meeting – November 14, 2023, at PSES beginning at 8:15 a.m.</p> <p>Early Literacy Specialist meeting – November 28, 2023</p> <p>Principals’ PLC – November 29, 2023 in the Staff Development Room beginning at 8:30 a.m.</p> <p><b><i>Secondary and CTE Updates:</i></b></p> <p>CTE Teachers that are in the New Teacher Institute have observations due December 1st as part of their portfolios. I will be reaching out to them this week to schedule those. Middle school teachers had these completed by Kirk Watts last year, but I will take care of them until the new CDC is ready.</p> <p>High School Principals: Please make sure you have submitted applications for early graduation if you have any. We need to check those names and make sure they take WorkKeys in December if they are eligible.</p> <p>Mr. Swain is at the Fall CTE Conference and State Assessment Training Monday – Wednesday this week please email or text if you need anything and I will get back in touch with you.</p> <p>Upcoming Dates</p> <p>CELEBRATE! November 2023 - Career Development Month and November 15, 2023, NC CDC Day!</p> <ul style="list-style-type: none"><li>o November 13-17, 2023, is National Career Development Week</li><li>o November 15, 2023, is National Career Development</li></ul>	
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			<p>Day</p> <p>FAFSA will be made available in December, this is later than normal and students will have a shorter time to apply for aid next school year.</p> <p><b><i>Elementary/Curriculum Updates:</i></b></p> <p>Instructional Facilitators, if you have not already done so, please share the name of any student who achieved Read to Achieve proficiency during reading camp this summer by the end of the day on Wednesday. Please reach out if you have any questions.</p> <p>There will be an IF meeting on Thursday, November 9 in the staff development room at the central office. Elementary will begin at 8:30 am, and secondary will join at 9:30 am.</p> <p>Instructional Rounds will take place on Tuesday, November 14 at 8:30 am at Candor Elementary and on Wednesday, November 15 at 8:30 at Star Elementary.</p> <p>LETRS Online Professional Learning for Unit 6, Part 1 will take place on November 17 from 12:30 pm – 3:30 pm.</p> <p>The 60-day deadline in NC ELI for kindergarten teachers is November 17, 2023. All student data must be finalized in the platform by this date.</p> <p>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.</p>	
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*EC Updates:*

**Title IX**

- Make sure all staff have been trained or are scheduled for an upcoming training.
- A phone call to Takeda LeGrand's cell should follow all emails regarding items that may be Title IX to ensure prompt support and Principals should be a part of the reports in the event information collected identifies a reportable offense.
  - Principals and Department Heads will receive a training attestation form on December 4<sup>th</sup>.

**Exceptional Children**

- **December Headcount/IEP-** EC Case Managers and Principals, please check to make sure you have the folders of ALL the students on your caseload. If you are missing one, please We can only count students on the headcount if there is a **signed consent to serve in the folder**. If you are missing one, please print off the one already finalized in ECATS and have the parent sign it again. Parents should put the current date on it, and case managers should place a sticky note stating that this is a replacement consent to serve. Please honor this request no later than COB, November 16<sup>th</sup>.
- **72<sup>nd</sup> NCDPI EC Conference CEUs-** All CEU Certificates will be emailed to participants by Friday, December 1st.
- **Disproportionality-** Public school units with significant disproportionality must engage in a review of its policy, practices, and procedures. To accomplish this requirement, a virtual desktop student record review will be conducted between November 6, 2023, and

December 29, 2023. For last school year's data (2022-2023) we were placed on the Warning List for overidentification of "White" students in the "Autism" disability category. I will speak NCDPI Regional EC Support tomorrow to learn more about next steps.

- **November 21 EC Thankful Tuesday**

**Drop-in:** EC Staff may drop the MCS Staff PD Room. 3:00 PM- 4:00 PM for refreshments and to chat with EC Central Office staff, as we say thank you following World Children's Day on Monday.

- **Open House for the National Award**

**Winning, Catalyst Program: Creating Opportunities in STEM for Students with Disabilities**, located at the Science House, **North Carolina State University**. You can read more about us on our **Webpage:**

**Webpage:**

**<https://sciencehouse.ncsu.edu/studentprograms/catalyst/>**

- A free year long program that serves high school students in Grades 9-12 who have disabilities and are interested in STEM Careers.

- Catalyst Open House for June 2024-May 2025 will be Virtually on:

Thursday, January 11th at 7 PM-8 PM

or in person on: Saturday, January 13th from 10 AM-11 AM at NC State University. Anyone interested in

learning more or attending the program should come to the Open House either virtually or in person. Both parents and the student are required to attend.

(Students should be a rising 9th-12th grader for next school year, 2024-2025).

Please complete the form in the link :

[https://go.ncsu.edu/catalyst\\_open\\_house](https://go.ncsu.edu/catalyst_open_house)



\_2024 if you are interested in attending, we will send you the address or link to attend. If you have any questions, please email: Joann Blumenfeld at: [jrblumen@ncsu.edu](mailto:jrblumen@ncsu.edu) or call me at: 919-633-3120. We look forward to meeting you soon and thanks for your interest!

- **NCDPI EC PD & Calendar of Events-**  
<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/ec-events>

***Pre-K Updates:***

GEER funding grant plans are due to Mr. Thomas by November 13, 2023. This is a good time to fill any needs you have for your classroom.

***Differentiation Updates:***

**MTSS**

- Students that need intervention should have a plan in ECATS. Instructional Facilitators will be creating groups and plans in the system as the need arises.

**AIG**

- Governor's School nominations are due to the central office Friday, November 17th,
  - [Application and Recommendation Forms 23-24](#)

**ESL**

- EL Headcount due in PowerSchool Friday, November 10th

				<ul style="list-style-type: none"> <li>• Please notify Jessica Lowder of any student needing the Alternate ACCESS assessment. Students must meet <i>all criteria according to state guidance</i> and be labeled in PowerSchool as Tier T by November 16th. <ul style="list-style-type: none"> <li>◦ <a href="#">Guidelines for Testing ELs</a> (page 3)</li> </ul> </li> <li>• Next PLC- November 14th @ 3:15 PM in the Staff Development Room</li> </ul> <p><u>Standing Reminders</u></p> <ul style="list-style-type: none"> <li>• 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: <a href="https://portal.wida.us/">https://portal.wida.us/</a></li> </ul> <p><b>Elementary levels need to complete the following modules:</b></p> <ul style="list-style-type: none"> <li>◦ WIDA Screener for Kindergarten: Administration &amp; Scoring</li> <li>◦ WIDA Screener Online: Administration</li> <li>◦ Writing for Grades K-5: Scoring ACCESS Paper &amp; WIDA Screener</li> <li>◦ Speaking for Grades K-5: Scoring ACCESS Paper &amp; WIDA Screener</li> <li>◦ Online ACCESS for ELLs:Administration</li> <li>◦ Paper ACCESS for ELLs:Administration</li> <li>◦ Kindergarten: ACCESS for ELLs</li> <li>◦ Alternate ACCESS for ELLs: Administration (Only if applicable)</li> </ul> <p><b>Middle and High School levels need to complete the following:</b></p> <ul style="list-style-type: none"> <li>◦ WIDA Screener Online:Administration</li> <li>◦ Writing for Grades 6-12: Scoring WIDA Screener</li> </ul>	
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				<ul style="list-style-type: none"> <li>○ Speaking for Grades 6-12: Scoring WIDA Screener</li> <li>○ Online ACCESS for ELLs:Administration</li> <li>○ Paper ACCESS for ELLs:Administration</li> <li>○ Alternate ACCESS for ELLs: Administration (Only if applicable)</li> </ul>		
<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>Student Email monitoring – we are in the process of transitioning to Gaggle. Appropriate people will receive training after Thanksgiving. We will still have GoGuardian, also.</p> <p><b><i>HR Updates:</i></b></p> <ul style="list-style-type: none"> <li>• Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email <b>ALL</b> completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance. <a href="#">Homebound Handbook</a></li> <li>• FLMA updated posters: Please make sure these 2 FLMA posters are posted in your building in a high-traffic area and are in your staff handbook. <ul style="list-style-type: none"> <li>○ <a href="https://www.dol.gov/sites/dolgov/files/WH/D/legacy/files/fmlaen.pdf">https://www.dol.gov/sites/dolgov/files/WH/D/legacy/files/fmlaen.pdf</a></li> <li>○ <a href="https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12ScreenRdr.pdf">https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12ScreenRdr.pdf</a></li> </ul> </li> <li>• Make sure the first round of UFactor videos, video</li> </ul>		

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 – Round 2 videos coming soon!

- 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.
- Attached is the information from the principals' meeting concerning PDPs, observations, and super observations. [NCEES Information](#)
  - Please do not get behind!!!
  - **Comprehensive observations Round 1 were to be completed by October 13th – Please make sure these are completed. If you need help, let me know!**
  - **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. Please see the link for the super observation requirements. [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

				<ul style="list-style-type: none"><li>• 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.</li><li>• 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. <b>Also, if you notice sub positions being changed from unfilled to filled by ESS and are not filled, please let me know.</b></li><li>• 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.</li><li>• 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.</li></ul>	
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				<ul style="list-style-type: none"><li>• Homegrown Updates<ul style="list-style-type: none"><li>○ Keep pushing Homegrown teachers – See the information attached <a href="#">Homegrown</a></li><li>○ 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.</li><li>○ 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.</li></ul></li> <li>• East Carolina University’s Partnership Teach <a href="#">applications</a> for the 2024 virtual cohorts <b>are NOW open!!</b> Please see the attached flyer <a href="#">ECU Info</a> – Please share this with all classified employees Are you interested in a <b>TA to Teacher <u>online</u></b> degree completion program that results in a Bachelor’s Degree &amp; NC Teaching License? If yes, ECU’s Partnership Teach program might be perfect for you!</li> <li>• The <a href="#">Master of School Administration</a> program at UNC-Chapel Hill will be hosting information sessions on the following dates: On-Campus with Optional HyFlexClass Visit - Wednesday, November 8th at 4:00PM EST - Register <a href="#">here</a> (This session will provide a peek into the Hyflex environment.)<ul style="list-style-type: none"><li>○ Online - Tuesday, January 9th at 5:00PM EST - Register <a href="#">here</a></li><li>○ Online - Tuesday, February 6th at 5:00PM EST - Register <a href="#">here</a></li></ul></li> <li>• Custody Agreements: Please make sure you are aware of any custody agreements. Please read them, make notes, inform teachers, and let me</li></ul>	
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know if you have any questions.

**Upcoming Dates**

- Click here for the complete observation timeline: [Observation Timeline](#)
- November 15th- BT 1 Meeting Virtual 3:15
- November 29th- Mentor Logs due to Ms. Wilson
- 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.**
- Elementary Reporting Terms and Report Card dates were updated last week. Please ensure that you have this updated and are following the schedule.
- Next Meeting

- November 14, 2023, at 8:30 in the Staff Development Room at the Central Office

**Testing Updates:**

- Check-Ins for grade levels 3-12 in all subject areas are happening throughout this month. Let us know if you have any questions or need additional training.
- We had an issue with ISRs coming from the State's side. There was a ticket submitted and we should get these soon. Once received, ISRs for Check-Ins will be located in the testing folder. These need to be distributed to students and parents.
- Thank you to Janet Deaton for allowing our DPI Testing Coordinator to come and monitor 4th and 5th grade check-ins. They just want to see how check-ins are happening across the state to see what needs to be changed or how they can better support us.
- Thank you to Enoc Robledo and Candor's 3-5 team for allowing the Friday Institute to come observe their PLC discussing the data they receive from Check-Ins.
- Pre-ACT Window 10/9-11/17
- CCRAA Window 10/9-11/17
- WorkKeys for early grads- 11/6-12/8

[2023-2024 MCS Testing Calendar](#)

[MCS District Testing Plan](#)



<p><b>Process Management</b></p> <ul style="list-style-type: none"> <li>• Media Minute</li> <li>• Other process issues?</li> </ul>	<p>LGI</p> <p>All</p>	<p>Susanna</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p><b>Marketing Updates:</b></p> <ul style="list-style-type: none"> <li>• Tree of Hope slips should be sent home this week.</li> <li>• MCS Holiday Card Contest entries due by Friday, December 8th.</li> <li>• The Coalition4Christ is offering Thanksgiving meals and Christmas assistance for referred families. Thanksgiving meal referral registration is open now through November 12th. Christmas assistance referral registration is open now through December 3rd. If you know of a family in need in your school, please refer them to this program. <ul style="list-style-type: none"> <li>◦ Referral <span style="float: right;">Link:</span>  <a href="http://www.coalition4christ.org/assistance-program.html">http://www.coalition4christ.org/assistance-program.html</a></li> </ul> </li> <li>• School Connections content to Sean Maness</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>	<p>21 Sys</p>	<p>Mitch</p>	<p>5 min</p>	<p><b>Budget Updates:</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.