

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 11/13/23- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jon LaChance 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			
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"> • December BOE Agenda 	All	Dale	10 min	Please send agenda items to Cindy Davis		
<ul style="list-style-type: none"> • December 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> <ul style="list-style-type: none"> • The Youth Mental Health PD window opened on November 1, 2023 – November 20, 2023. Certified staff and assistants are required to complete the PD. • Diversity & Inclusion Taskforce Meeting tomorrow, November 14, 2023, at 3:30 p.m. in the MCHS Media Center. Team Leads - Please invite staff to your Goal Team • Counselors Meeting on Thursday, November 16, 2023 @ 1:30 p.m. Staff Development Room (central office) Functional Behavior Assessment training will be the focus of the meeting. Please complete the FBA/BIP Modules with 70% accuracy before the meeting on Thursday. We will spend time on Thursday finalizing a district Behavior Diagnostic Assessment modeled after the FBA. The link is https://sites.google.com/view/ncbehaviornews/evidence-based-practices 		

				<ul style="list-style-type: none"> • November’s Character Traits are KINDNESS and EMPATHY • American Indian and Alaska Native Heritage Month • National Scholarship Month • National Career Development Month 		
<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>Matthew</p> <p>Terri</p> <p>Terri</p> <p>Takeda</p> <p>Vance</p> <p>Jessica</p>	<p>5 min</p> <p>10 min</p>	<p><i>Learning Updates:</i></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> <p>TSL Grant Presentation – Principals, if you would like the Learning Team to come present the TSL grant information but have not signed up please contact Wade Auman or Terri Absher.</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>EVAAS Individual Teacher Data – NCDPI and SAS have announced that EVAAS data will be available on November 16, 2023. If any teacher has issues access the EVAAS system, please speak with your principal.</p>		

			<p>Principals' PLC – We will hold our second Principals' PLC on November 29 starting at 8:30 am in the Staff Development room. Please use the link in the meeting invitation to post topics for discussion.</p> <p>NC ILA – The registration emails were sent last week for the NC ILA session #8. If you are a participant in NC ILA, please register using the link in the email. The event will be on November 30, 2023, beginning at 8:00 am at the Embassy Suites Conference Center-Greensboro Airport. If you have any questions, please contact Wade Auman.</p> <p>PRC 189 Tutoring – Principals, attendance for PRC 189 after-school programming will be kept within PowerSchool this year. Data Managers will be trained in 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 then we will select from a shared spreadsheet of approved tutors.</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. Remember, these plans are living documents, and each SIT meeting should</p>	
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			<p>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> <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><i>Secondary and CTE Updates:</i></p> <p>CTE Teachers that are in the New Teacher Institute have observations due December 1st as part of their portfolios. I am working with those teachers to complete those observations now.</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. Applications are due by November 27th but sooner is better because it takes a day or 2 to get them registered for WorkKeys on the accountability side.</p>	
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			<p>CELEBRATE! November 2023 - Career Development Month and November 15, 2023, NC CDC Day!</p> <ul style="list-style-type: none">o November 13-17, 2023, is National Career Development Weeko November 15, 2023, is National Career Development Day <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><i>Elementary/Curriculum Support:</i></p> <p>The IF meeting scheduled for November 30 has been cancelled due to the NC ILA meeting.</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. Handouts have been provided to IFs. Links will be sent to participants today.</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 4th.

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 16th.
- **November 21 EC Thankful Tuesday Drop-in:** EC Staff may drop by 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.
- **PACE-**All applications for PACE should be sent to Takeda LeGrand regardless of the student's eligibility for EC Services.
- **Modified Day & Homebound-** Students who are identified as EC AND placed on modified

day or homebound, must have their placement reviewed every 30-days.

- **SLD Math Instructional Leadership Opportunity-**
https://content.govdelivery.com/attachments/NCSBE/2023/11/08/file_attachments/2677625/Oct.%202023%20SLD%20Math%20Capacity%20Building%20Memo%20%283%29.pdf
- **State External Stakeholders Meeting-** PSU staff and parents of students with disabilities are invited to collaborate with the Office of Exceptional Children via the 2023-24 State Performance Plan (SPP) Stakeholder meetings. The first meeting will be held virtually on Thurs., Nov. 30, 2023 from 2-4p at <https://ncgov.webex.com/meet/lauren.holahan> . We will be providing an overview of all 17 State Performance Plan indicators and our ideas for focused improvement on select indicators, including the Indicator 8 Parent Survey and ways to increase parent participation. Please contact lauren.holahan@dpi.nc.gov with any questions.
- **Deaf/ Blind Intervener Resource-**
<https://docs.google.com/document/d/1FNlnQ5y9Qunua63wyshtLFglC9eUzvgs/edit#heading=h.gjdgxs>
- **IEP Services PreK Placement Change-** IEP Services PreK Placement Change The OEC has worked with PCG to update the requirements for documenting placement for student who are in kindergarten and age 5. Historically, a student in kindergarten and under the age of 6 had to be reported with preschool age settings (RECP, etc.). The OEC worked with PCG previously to change the requirement for federal reporting purposes, but no change was made to the IEP Process. As of November 17, 2023, users will no longer see the statement to address PreK placements for those

students who are age 5 and in kindergarten. The statement was also changed for clarity, “For students age less than 6 years and in Preschool, please indicate where services for the student will be rendered.”

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

Pre-K Updates:

Rated License Training (Stars) on Thursday, November 16, 2023, at 1:00pm - virtual

PreK PLC meeting on Friday, November 17, 2023, from 1:00-3:30pm at Wescare Center for Children

Make sure your following activities in our Family Engagement Plan

Differentiation Updates:

MTSS

- K-5 math progress monitoring for MTSS will be done through NC ENSI.

AIG

- CogAT testing is underway this week and next week. Please reach out to Jessica Lowder with questions.
- Govenor’s School nominations are due to the central office this Friday, November 17th.
 - [Application and Recommendation Forms 23-24](#)

ESL

				<ul style="list-style-type: none"> • 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"> ◦ Guidelines for Testing ELs (page 3) <p><u>Standing Reminders</u></p> <ul style="list-style-type: none"> • 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>Elementary levels need to complete the following modules:</p> <ul style="list-style-type: none"> ◦ WIDA Screener for Kindergarten: Administration & Scoring ◦ WIDA Screener Online: Administration ◦ Writing for Grades K-5: Scoring ACCESS Paper & WIDA Screener ◦ Speaking for Grades K-5: Scoring ACCESS Paper & WIDA Screener ◦ Online ACCESS for ELLs:Administration ◦ Paper ACCESS for ELLs:Administration ◦ Kindergarten: ACCESS for ELLs ◦ Alternate ACCESS for ELLs: Administration (Only if applicable) <p>Middle and High School levels need to complete the following:</p> <ul style="list-style-type: none"> ◦ WIDA Screener Online:Administration ◦ Writing for Grades 6-12: Scoring WIDA Screener ◦ Speaking for Grades 6-12: Scoring WIDA Screener 		
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<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 Updates:</i></p> <p>No updates at this time.</p> <p><i>HR Updates:</i></p> <ul style="list-style-type: none"> • Please make sure part-time employees are not working over 29 hours per week. • Please make sure to look over the employee payroll google sheet and contact Michelle Brady to update your employees and positions. This was shared with you on 11/18. Please make all updates by 11/17. Moving forward, please make sure to ALWAYS complete a staff action form for internal moves within your building. Please see the attached staff action form. It is not necessary to check references for existing employees. Staff Action Form • 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 form. Updated Reference Form 		

				<ul style="list-style-type: none">• Please let me know if you have any teachers teaching additional blocks. I need to make sure they are on my spreadsheet so they will get paid.• Travel Tracker Invoices<ul style="list-style-type: none">○ Bookkeepers will get an invoice from the Central Office (Shaina White) for trips from July-October. This invoice needs to be paid ASAP. If there is a trip on there that should not come from your school account. For example, CTE agreed to pay for the trip, you will need to subtract that from the total and write on the invoice who Shaina needs to invoice for that trip.○ Moving forward, we will send invoices at the end of the month.• Staff Spreadsheets - I will send those out by the end of the day. Please look over and review. Please make sure that every person that comes into your building is listed, even if it is part-time or they are split with schools. Also, look at the instructions concerning bus drivers.• 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		
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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!!!
 - 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. I will start checking this week to make sure the super observations have been completed. [Super Observations](#)
 - Make sure mentors have signed PDPs. Let me or Wade know if you need your container unlocked.
 - 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

- 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.

- 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.**

- 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. – 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.
- 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.

- East Carolina University’s Partnership Teach [applications](#) for the 2024 virtual cohorts **are NOW open!!** Please see the attached flyer [ECU Info](#) – Please share this with all classified employees Are you interested in a **TA to Teacher online** degree completion program that results in a Bachelor’s Degree & NC Teaching License? If yes, ECU’s Partnership Teach program might be perfect for you!
- The [Master of School Administration](#) 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 [here](#) (This session will provide a peek into the Hyflex environment.)
 - Online - Tuesday, January 9th at 5:00PM EST - Register [here](#)
 - Online - Tuesday, February 6th at 5:00PM EST - Register [here](#)
- 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.

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.**
- Next Meeting
 - November 14, 2023, at 8:30 in the Staff Development Room at the Central Office
- Please notify Amanda and AJ of any early graduates as soon as possible so that we can ensure that WorkKeys testing gets completed for that student if needed.

Testing Updates:

- WorkKeys for early grads- 11/6-12/8
- Biology Check-Ins are taking place this week.
- Check-Ins for Math I, Math II and English II- 11/27-12/1

				<ul style="list-style-type: none"> EOC Window opens 12/15 <p>2023-2024 MCS Testing Calendar</p> <p>MCS District Testing Plan</p>		
<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"> MCS Holiday Card Contest entries are due by Friday, December 8th. <div data-bbox="1134 483 1444 901" data-label="Image"> </div> <ul style="list-style-type: none"> Coalition4Christ is offering Christmas assistance for referred families. 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. <p>Referral Link: http://www.coalition4christ.org/assistance-program.html</p> <ul style="list-style-type: none"> School Connections content to Sean Maness 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.		
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Next Steps:

SP/SG – strategic priority and strategic goal

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