

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 1/27/2025- 9:00 a.m.

Place: Central Office (Staff Development Room)

Facilitator/Leader: Wade Auman

Attending: Central Support and Assigned Principals (Thanks to Jon LaChance and Rufus Samkin 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	Wade	5 min	Celebrations: MCHS girls won their basketball game. We are on track to meet the Mclass timeline.		
Superintendent Division				Superintendent Division:		
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Wade	5 min	Feb BOE items need to be given to Cindy by lunch.		
<ul style="list-style-type: none"> • February BOE Agenda 	All	Wade	10 min	The Principal's meeting is next Wednesday. Please get items to Dr. Perkins or Mr. Auman.		
<ul style="list-style-type: none"> • February Principal Agenda 	All	Wade	10 min	Administrative Services Update:		
<ul style="list-style-type: none"> • Administrative Services Update 	All	Jack	10 min	Key Observances <ul style="list-style-type: none"> · National School Board Month · National Mentoring Month January 10 - January 24: Teenage Dating Violence PD Window of Completion (January 10 - January 31, 2025) January 27: International Holocaust Day		

<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>Joanna</p> <p>Joanna</p> <p>Sarah</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 Update:</i></p> <p>Inclement Weather makeup days – We will submit the following to the Board of Education for approval at the February 3rd Board Meeting:</p> <p>January 22nd: Forgive this instructional day</p> <p>January 23rd: Turn May 2nd into a full day of instruction</p> <p>Employees will need to work with their supervisor to make up time or turn in Annual Leave time. All contracted days have to be accounted for.</p> <p>GEARUP Mgmt. Team meeting – We will hold a GEARUP grant mgmt. team meeting on Wednesday, January 29th at 3:30 pm. If you have any topics for discussion, please share them with Sloan Bourgeois.</p> <p>High Point University TQP Grant – We have partnered with High Point University for a U.S. Ed. Teacher Quality Preparation grant. This grant has been funded and contains Teacher Prep. and Principal Prep. components. We will be holding interest meetings soon. This grant has an initial cohorts starting in Fall 2025.</p> <p>PPEERS Meeting – We will have a district point person meeting with UNCG regarding the PPEERS grant program on February 6th. If anyone has any topics/concerns, please send them to Wade Auman.</p> <p>Project Prevent Grant Opportunity – MCS will be working on a US Ed. Grant opportunity to help with community violence and the impacts that students have from witnessing such events. We will be working on this over the coming weeks. If</p>		
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				<p>you are contacted for data, please be willing to submit it quickly.</p> <p>School Improvement Plans – The Learning Team will begin monthly coaching comments this month on SIPs. Remember, SIT meetings should focus on at least 1 indicator and you must upload meeting minutes from 2 monthly meetings focused on school improvement. If anyone has questions regarding their SIP or any coaching comments, please feel free to contact a member of the Learning Team.</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 2024-25. If anyone is interested in attending, please communicate with your Principal and then email Joanna Perkins or Wade Auman to be signed up. Please use the link below to access the course offerings: 8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf (ptecnet.org)</p> <p><i>Secondary & CTE Update:</i></p> <p>Secondary and CTE</p> <ul style="list-style-type: none">• High School Registration should be starting to take place. If you need assistance, please let me know.• FAFSA is now open! Encourage students to complete the application.<ul style="list-style-type: none">○ - UNC System Schools' priority Deadline is March 1st○ - Some grant programs have earlier cut-offs• Math 4 and English 4 should be starting the CCRG modules if you need assistance assigning students, please let me know.		
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- **Feb 7 Coffee Careers and Conversations**

Ongoing items:

- CTE teachers should continue using the spreadsheet provided to request instructional supplies.
- HS---- Please do not withdraw a student from a CCP course. The only exception is a second-semester senior who doesn't have an opportunity to retake the course for grade suppression.
- Middle School: The Career Development Plan Process is in full swing; please help all teachers and students understand this is a promotion requirement and will take everyone to make sure it happens. This process is not just filling out a paper, it is a multi-step process that will take several months to complete.

Future Dates:

- Feb 21 First Health Career Fair for 8th graders transportation provided by CTE
- March 18-21 Be Pro Be Proud Career Exploration Trailer
 - EMS March 18
 - WMS March 19
 - MCHS/MCEC March 20-21

Elementary Update:

ELEMENTARY

- MCLASS Testing is going well, and everyone is on track to meet the deadline of Monday, February 3, 2025. Thank you for all the teamwork and diligence this requires!

- LETRS has been rescheduled from the snow - Unit 3 is now on February 25. Erin Leach will communicate with those teachers affected.

CURRICULUM SUPPORT K-12

- MOY Testing for Middle School - keep up the great work with diagnostics and goal setting.
- Cost \$40 on 2/15; This is an opportunity at NC State we wanted to share for the Annual Hispanic/LatinX Education Summit: [Link](#)
- Save the date! You're Invited! Explore the forest of learning with us at the first Growing Together MCS Summer Conference, Tuesday-Thursday, July 15-17, 2025, 8:30 - 3:30. This is an optional opportunity for all educators – stipend for full day participation, CEUs, and lunch provided. Contact Joanna Perkins for details. Stay tuned for opportunities to apply to present or get involved!
- This Thursday - Montgomery County Reading Association will meet in the staff development room at CO from 3:30 - 4:45. We will hear about what I learn at Sandhills regional meetings and from NCSLMA. Read Across America Day will be here soon – March 1.

FYI Links:

- [PTEC Calendar](#) - Email Joanna Perkins if you would like to sign up for PD.

- [MCS Calendar 2024 - 2025](#)
(Updated 1/27/25)
- [IF Newsletter Links and PDSA: Feel Good Friday](#)
- [MCS Curriculum One Stop Shop](#)

EC Update:

New Items:

- Parent survey opened on the 15th, please make sure this is available at IEP meetings from here until the end of the year
- Make sure you are using the new child find form I sent out
- Please make sure you are only using the evaluation form- EC teachers should be completing this, we are no longer emailing providers for evaluations
- Some people received NC Random Moment in Time Services- THIS IS VERY IMPORTANT for these to be done... this is how we receive funding!
- EC Timelines are based on CALENDAR DAYS- there is not a consideration for weekends/days out of school.
- We will be having an Optional ECATS training on February 10th from 8-12, this is for any EC Teacher, or Administrator that wants to learn more about ECATS. Use the rsvp in the email I sent last week.

Ongoing items:

- EC Timelines are based on CALENDAR DAYS- there is not a consideration for weekends/days out of school.
- Please make sure you are using the testing chart only when determining what tests should be

				<p>conducted after an initial referral is made. We are not in the position to do extra testing beyond what is on that document.</p> <ul style="list-style-type: none">• Changes to the Accommodations section of the IEP Process went into effect November 8, 2024. Use the attached IEP Accommodations Tip Sheet for step-by-step directions on navigating the new streamlined process.• Inactive EC folders should be delivered to the EC office once a student has transferred out• If the IEP team is considering adding services that would result in additional expense, please contact Sarah prior to the meeting so we can ensure funds are available and properly budgeted (for example: IEP team is considering asking for a one-on-one)• Continue to be intentional with EC and parent engagement as we will be participating in the 2024-2025 EC Parent Survey• P6 (Complete for initial/out-of-state transfer, parent requests, MTSS, etc.) (90-DAYS)• Compensatory Education Tracking form• NEW Internal Child Find Form- (Complete for initial/out-of-state transfer, parent requests, MTSS, special education referral, etc.)• NEW Reevaluation Tracking Form- enter all reevaluations• MLA ALP EC Service Forms• EC Homebound & Modified Day & MLA- Email Sarah prior to an IEP Team meeting IF you are considering a change in placement - Follow DPI Guidance in EC Handbook & Meet Every 30-days.	
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Pre-K Update:

We received word that we are receiving a desktop audit with materials due on February 4, 2025. Please support us in this process if we contact you needing materials.

Attendance for January 2025 is due this Friday.

Continue to promote our registration events beginning next week.

Differentiation Update:

MTSS

- Plan reviews should be completed in ECATS after each 6-8-week intervention cycle. Make sure student plans/data are up to date.
- It is time to sign up for the FAM-S! These have been moved earlier in the year since EOY is so busy. Jessica will send a sign-up link to instructional facilitators and principals. All FAM-S meetings will be completed before spring break.

AIG

- District Spelling Bee: February 6th @ MCHS Auditorium 4:00 PM
- Regional Parent Registration Night this evening @ PSES Cafeteria 5:30-6:30 PM.
 - Registration for the Regional Science Fair is now open for any family that wants to go ahead and get started:
 - https://ncsefr eg4.stemwiz ard.com/public_site/add_student/ncsefr eg4

				<ul style="list-style-type: none"> ■ February 15th: UNCP Regional Fair (9:00 AM-3:00 PM) <p>ESL</p> <ul style="list-style-type: none"> ● ACCESS Window is now open ● 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 academic year and these must be completed prior to the ACCESS testing window. 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>Operations Update:</p> <p>Please keep in mind maintenance when planning events so they can have the information needed to make your event successful.</p> <p>Human Resources Update:</p> <p>HR Updates</p> <ul style="list-style-type: none"> ● Please remember your one-stop shop in the HR Hub! All current forms/policies are located here HR HUB ● Teacher of the Year: Principals, please conduct your school-level Teacher of the Year process. Jordan Hamilton will send a Google form later today to record the teacher that was selected to represent your school. As a reminder, your nominee must hold a Continuing License, be employed full-time, and spend at least 70% of his or her time in direct instruction of North Carolina public school students. Please have your 		

selection entered by Feb 27, 2024. **DO NOT ANNOUNCE YOUR BUILDING WINNER UNTIL FEBRUARY 28TH!**

- Recruitment Fairs: Please utilize the linked spreadsheet (also in HR Hub) to see leads from upcoming job fairs! Also, place positions you know you will need for the upcoming year. [Job Fair Link](#)
- NCEES: Please refer to the NCEES timeline in the HR HUB.
 - NCEES issues should be directed to Emily Shaw or Wade Auman
 - Should be working on Comprehensive Peer Observations and making sure everything is current
- Classified Evaluations: Please finish up this week!
- 9/27 Makeup Day: 2/7/25 will now be a full day for staff and students; Information concerning 1/22 and 1/23 will be available later this week.
- Mentor Logs: MUST HAVE 6 hours documented!!! Principals DO NOT sign if they do not have 6 hours!!!!
- Clinical Hours: If you have someone reach out to you needing to observe a classroom/teacher/student from a college please direct them to HR and we will help set that up. We need to make sure we have a current MOU including a background check prior to someone being around students.
- Staff Action forms: Please make sure you are using the most current version. Additionally, please make sure it is filled out. If you are unsure of a section, please reach out to me or Crystal

				<p>and we will provide guidance. Staff Action Form</p> <ul style="list-style-type: none">○ Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.○ Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.○ Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.● 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 Hamilton 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		
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				<ul style="list-style-type: none">○ Dual employees - cannot make up time missed from the primary job (employee is not percentages down until they miss more than 97% of their assigned hours● 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● 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 - information coming soon <p><u>Upcoming Dates</u></p> <ul style="list-style-type: none">● January 28th: Code of Conduct Task Force Meeting – Link will be emailed● January 29th: Mentor Logs due● January 30th: AP PD at MCHS 8:30		
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- February 16th: Comprehensive Peer Observations
- February 27th: TOY submitted via Google doc to J. Hamilton
- March 21st: Comprehensive Observation 4, Standard Observation 3, Abbreviated 2 due

Accountability Update:

Accountability Updates:

100th day of School will now be Tuesday, February 12th.

Please complete CRDC information in the Google Sheet.

Data Managers Updates:

- K-5 Class Size
 - **If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know.**
- Next Meeting
 - Tuesday, February 4, 2025, at 9:00 in the staff development room. This is our first training session with NCDPI for Infinite Campus. Everyone needs to attend.
 - Tuesday, February 11, 2025 at 8:30- Regular Data Manager Meeting
 - Thursday, February 27, 2025- ALL DAY Training session with NCDPI. Everyone needs to attend
- PMR 5 is due February 14.

Testing Updates:

- Please keep WIDA test plans up to date and remember that a final test plan with all sessions must be turned in at the end of the testing window.
- NCEXTEND1 Item Tryout for Grades 5 & 8 Science and Biology has been extended to 1/31. This must be completed for our district.
- [2024-2025 Testing Calendar](#)

Infinite Campus Transition:

- March 31, 2025 is a hard deadline for 2025/2026 scheduling. This is for master schedule and class rosters. If you have any questions, please reach out to Amanda or AJ.
- Now that the 25-26 calendar has been voted on, Data Managers may go ahead and start setting up next school year in PowerSchool to help you meet the deadline. **Years and Terms for 25/26 are due in PowerSchool by close of business today. Calendar setup for 25/26 is due Tuesday by noon. And email went out to data managers as a reminder.**
- **We will be hosting DPI for Data Manager training on 2/4 (9:00-11:30) and 2/27 (8:00-3:30). It will be essential for Data Managers to attend these meetings.**

<p>Process Management</p> <ul style="list-style-type: none"> Media Minute Other process issues? 	<p>LGI</p> <p>All</p>	<p>Maddi</p> <p>Wade</p>	<p>5 min</p> <p>5 min</p>	<p>Media Update:</p> <ul style="list-style-type: none"> Marketing Initiative - video content; I will reach out to principals before coming to your school for videos We want to celebrate all our employees and schools that have received grants. Please send me any background information on the grant, the notification that you have received it, and photos so we can publish them. I will be meeting with the marketing representatives this month and next regarding your school's marketing plan. This meeting will be via Zoom after school. Keep an eye out for an email from me regarding dates for this meeting. I have set up a Google Drive for you to upload photos to so we can post them on your website if you need help. Please upload the photos to your schools folder and email Maddi which photos you would like uploaded. Website Photos Alumni Spotlights - please share this form with MCS alumni who would like to be featured as a spotlight for us. We want to celebrate all our outstanding alumni and share role models for our current students. Spotlights will be shared on social media, the newspaper, and the website. MCS Alumni Spotlight School Connections content to Maddi Lynthacum 		
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				<ul style="list-style-type: none"> Keep up the good work on social media! Parents love seeing their children being spotlighted. <p>Reminders: Open badge hours</p> <ul style="list-style-type: none"> 01/28/25 3:00 - 5:00 PM 01/31/25 3:00 - 5:00 PM <p>Upcoming Dates: The Charlotte Hornets are offering a ticket package for educators! On January 31st, The Hornets are offering a package against the Clippers. The package will include pregame warm-up access and the first 500 buyers will receive a free throw! Additionally, 20 randomly selected teachers will receive a swag pack! Here is the link: EDUCATOR APPRECIATION GAME</p>		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<p>Budget Pierce group representative will be at the county office on friday.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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