

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 1/10/22- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jon LaChance and Anne McLean 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>The CTE Bake Sale at East Middle went really well!</p> <p>Sharon Swanke, Media Specialist, and Sarah Talbert, Forensic Science teacher, both from MCHS have received \$3000 and \$5000 grants, respectively, from the support from the Smitherman-Willis Endowment, a component fund of the North Carolina Community Foundation, which will be used for materials to improve resources for their programs.</p> <p>Shout out to Matt DeBerry from Mrs. McLean on helping get students to school for testing!</p> <p>The middle school wrestling teams competed together in a tournament this weekend and placed 2nd.</p>	
Superintendent Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • January BOE Agenda • January Principal Meeting Agenda • COVID-19 Update • Administrative Services Update • Auxiliary Services Update 	All	Dale	5 min	<p>January BOE Agenda is set.</p> <p>January Principals’ meeting is this week at Green Ridge.</p> <p>COVID-19 Update: We will continue to require masks for another month. We appear to be on the same trajectory as last year. Dr. Ellis anticipates that in the next couple of months they will no longer be required. The state has incentivized wearing masks. We will confirm – but if a student is in a district that requires masks and tests negative, they will be allowed to come back to school. The new variant is very contagious but seems to be less dangerous. Hopefully the end of mask mandates is approaching.</p> <p>Administrative Services Update: Please make sure to notify your assigned Mental Health Counselor when dealing with a Vaping, Tobacco, or Alcohol discipline.</p> <p>TAG Meeting will take place on Tuesday, January 11, 2022, @ 3:30 pm at CTE.</p>	

				<p>The required PD window for Teenage Dating Violence will open Tuesday, January 11, 2022.</p> <p>School Counselor Meeting will take place on Wednesday, January 12, 2022, @ 1:30 pm.</p> <p><u>Upcoming Events</u></p> <p>https://www.starworksnc.org/starworks-events/2021/11/2/yoga-cnpxb-pa9d5-2wsbb-7csrw</p> <p>https://www.starworksnc.org/starworks-events/2022/1/13/wake-moody-live-at-starworks</p> <p>Auxiliary Services Update: There are 6 bus drivers out and 3 child nutrition out. Staffing is slim. Thank you to the team work to help keep things going.</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 	<p>All</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>5 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>Grant and Federal Program Updates:</p> <p>Free and Reduced Lunch - We are currently at 66.34% for the 2021-22 school year. Title 1 funds are dependent upon this data. Principals need to work with Child Nutrition staff members to have as many students complete these forms as possible. Make sure all new enrollees get an FRL form to fill out when they bring their enrollment forms.</p> <p>ELISS After-School – The after-school component is scheduled to begin on January 24th. Please share student participation data as soon as possible to begin working on bus routes. If there are any needs/resources for this program to begin, please email Shaylen Brown, or Wade Auman.</p> <p>Girls on the Run – Elementary Principals, if you are interested in your school hosting a team for GOTR, the</p>	

<ul style="list-style-type: none"> • EC Update • Pre-K Update • Differentiation Update 	<p>GCS</p> <p>GCS</p> <p>GCS</p>	<p>Chuck</p> <p>Vance</p> <p>Jessica</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>season begins on February 21st. Each school needs two volunteer coaches, and all materials will be provided by GOTR. If you have questions about the program, please contact Wade Auman.</p> <p>CSI Virtual Visit – We will be holding a virtual monitoring visit with NCDPI on Friday morning. Wade Auman will be in contact with the schools that will be participating.</p> <p>Federal Programs Folder Review – Principals, there will be an informal audit of Title 1 folders on February 4th. Please have your online folders or physical folders up to date by February 3rd and inform Wade Auman of which folders we will be auditing. If you are utilizing the physical folders, we will pick up your folders after lunch on the 3rd.</p> <p>PPEERS Cohort #4 – All PPEERS information has been sent to employees. If anyone is interested in the program, have them contact Wade Auman. Anyone interested in applying for Cohort 4 must submit their application by January 31, 2022, by 5:00 pm to Wade Auman.</p> <p>Training Opportunities:</p> <p>NCEES Training Opportunities for Administrators – NCEES training scheduled for the 2021-22 school year are posted on the DPI Google site. Please utilize the link below to register for any opportunity you feel would benefit your NCEES experience: https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/webinars-2021-22?authuser=0</p> <p>Teacher Quality Preparation Grant – The TQP grant is looking for opportunities to offer professional development to schools. Principals, please email any topics you may want to see offered to your teachers to Wade Auman. If they align with the grant goals, we should be able to get the</p>	
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training. Potential opportunities will be scheduled for second semester.

Optional PD offered by our Digital Learning Coaches –
The MCS DLC team will be offering the following optional technology trainings. If anyone has questions regarding the offerings please contact Wade Auman or your assigned DLC.

- January 12, 2022 - What's Your Question Wednesday? - 3:00-4:00 Online
- January 13, 2022 - Throwback Thursday - EVERFI 3:00-4:00 Online

Meeting link for all optional PD led by DLCs: <https://meet.google.com/lookup/d3doyf3354?authuser=0&hs=179>

Secondary Update:

- Classroom Walkthrough Forms for Q2: Please make sure to have all walkthroughs entered by 1/10. Data and graphs will be shared with principals on 1/11 to assist with Q2 coaching sessions. Q3 Forms will be shared on 1/24
- Eng II CFA V and CFA V Retake windows are open from Jan.3-14
- Scheduling for high school students will start shortly after exams – Ms. Shaw and Mr. Swain will meet with counselors on 2/4

Title IX Updates

- Please make sure you are reporting ALL possible Title IX issues to Ms. Shaw. Title IX Principal Training will be at the Principal's Meeting next week.

CTE Updates

- Actively working to gather data for 21/22 and 22/23

CLNA process - Our Executive group will meet 1/14

- EMS CTE teachers will visit WMS to assist with the transition

Upcoming Dates

- CLNA Meeting 1/14 3:15 Staff Development Room Central Office
- 2/3 CTE/CCP/Elective Showcase 5:30-7:00 CTE Building
- 2/7-2/9 CTE Spring Conference for Directors

Elementary/Curriculum Support Update:

The window for MOY for mCLASS and iReady is January 3 – February 2. Teacher requests for invalidations in mCLASS need to be made to the principal. The principal should then email Terri Absher so that approval can be determined.

Our district is a part of Cohort 3 of LETRS training, which will begin approximately July 1, 2022. We will have all participants registered by January 21. More information will be provided during the elementary breakout at the principals’ meeting.

Participants for the Letterland training have been registered for the January 19 event. The online training will take place from 9:00 am – 2:00 pm. A lunch break is scheduled from 11:00 am – 12:00 pm.

The next Instructional Facilitator meeting is scheduled for January 13. K-8 IFs will participate in iReady Standards Mastery PD for 45 minutes during the meeting.

There are many free professional development opportunities through PTEC. The link to course offerings is: <https://www.ptecnet.org/professional-development>. Please contact Terri Absher if you would like to register for a

session.

EC Update:

- Begin collecting data for your 1st Semester Data Review.

- Instruction and Interventions for Reading: Here are two websites that you may have heard of and/or use but are worth this reminder.
 1. Florida Center for Reading Research:
<https://www.fcrr.org/>
 2. University of Florida Literacy Institute:
<https://education.ufl.edu/ufl/virtual-teaching/main/>

- All first year EC teachers—please remember that your IEP paperwork is due to Ms. Terry 7-10 prior to each IEP meeting.

- If you need any help with ECATS or completing IEPs, please remember that our teacher support meetings are for you each month. Meeting dates are on our EC calendar.

- For any questions or concerns, do not hesitate to contact us. We are here to support you!

Upcoming Important Dates/ Reminders:

Date	Event/Details
Jan 11	Speech Team Meeting @ 2:30 Virtual
Jan 14	End of 1 st Semester—3hr early dismissal
Jan 17	Dr. King Holiday
Jan 18	Optional Workday
Jan 19	Required Workday
Jan 20	Start of 2 nd Semester
Jan 25	Behavior Support Team Meeting

	@ 2:00 Virtual		
Jan 26 & 27	EC Staff Meeting @ 3:30 Virtual		
Jan 27	Transition Team Meeting @ 3:15 Room #1541 MCHS		

Pre-K Update:
CPR for all PreK staff will be Wednesday, January 19, 2022, at MCHS. Thank you to the nurses for providing this for us.

No PLC meeting tomorrow, any items will be covered on January 19.

Differentiation Update:

MTSS

- At the conclusion of MOY window, data chats should be scheduled and grade level PLC forms should be updated in RTI:Stored.

Competition Updates

- All school level spelling bees should be completed by January 31st. Send the name of the school winner to Jessica Lowder by 5:00 PM.
- All school science fairs should be completed by January 28th if participating.
- Initial training for CoderZ curriculum will take place Wednesday from 2:00-4:00 PM @Central Office. STEM teachers are the only staff that is required to attend. Attendees need to bring a laptop. More information will be sent to principals today.
- Math Olympic Coaches Virtual Meeting will this Thursday, Jan 12th at 3:15 PM

ESL

- Accounts have been created for anyone that needed to complete WIDA training modules for upcoming ACCESS testing. Please email Jessica Lowder when all required training is completed. The certification

				spreadsheet will be updated.	
Operations Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Operations Update • Accountability Update 	All 21 CP LGI	Tracy Tracy Jessalyn	10 min 10 min 10 min	<p>Operations Update:</p> <ul style="list-style-type: none"> • Adriana Persin will be supporting the National Board Certification process for teachers. Ms. Kennedy will help Ms. Persin in the transition. Stay tuned for information from Ms. Kennedy and Ms. Persin on upcoming events. • Homegrown Teachers: if you have interested teacher assistants, please let me know, and I will reach out to them. <p>Calendar items</p> <ul style="list-style-type: none"> • January 19 - BT 1's required 3:30-4:30 (Green Ridge Elementary) • January 24 - BT's 1 & 2 3:30-4:30 (Green Ridge Elementary) • January 31 - Mentor Logs due • January 31 - Classified staff evaluations due • February - PERMA Survey for Certified Staff • March - PERMA Survey Results @ Principals meeting • March 1-31 - Teacher Working Conditions Survey <ul style="list-style-type: none"> ▪ Please talk with your representatives and make sure you get this done as close to March 1, 2022, as possible. <p>I have had several questions about late hires. Late hires are staff hired after December 31, 2021. One of the items that hit us on the BT Audit was inconsistent PDP's with our late hires. To correct that and to make it a more straightforward process. Please complete the following.</p> <p>Orientation (First 10 days) PDP (Beginning/Middle/End)</p>	

Observation 1
Observation 2 (Can be a peer observation)
Summative Observation.

More info can be found
here: <https://drive.google.com/file/d/1vI9FKrAbnPg1BYtL8NDTXI4i3I0y1Y/view>

We will do a total of **Three** observations to align with a beginning, middle, and end of the year PDP. Thanks for your attention to this! Let me know if you have questions.

Accountability Update:

- **OCR CRDC**
 - The office will begin working on transferring data information into the Civil Rights Data Collection as soon as we are given the green light to begin by the state. If data is requested of your school or department, please respond by the requested deadline.

Data Managers Updates

- **Attendance During Exam Week**
 - To be considered in attendance, a student (except for hospital/homebound or staggered kindergarten) must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.
 - Except as noted above, a student must be present at least one-half of the school's instructional day in order to be recorded present for that day.
 - NC General Statute 115C-378 states in part that no person shall encourage, entice, or

counsel any child of compulsory school age to be unlawfully absent from school.

- If a student is exempted from an exam and is not present in the school for the school day or not at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity, the student is absent.
- **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.
 - **PMR4 is due today**. Please reach out to AJ Whitesell with any issues or concerns regarding your school's PMR.
- **Data Manager Meeting**
 - January 12, 2022 at 8:30 am in the **Board Room**

Testing Updates

- [Testing Chart Document](#)
- [Testing Calendar](#)
- MCS 5 Day End of Semester Testing Window: January 10-14, 2022
 - Any student absent from EOC testing due to COVID reasons will be submitted for a Testing Outside the Window request. Please keep a list and let Jessalyn Spell know as soon as possible when you have this list ready to be submitted for approval to the state.

Teen Pregnancy Task Force

- All pumping rooms should now be fully set-up at all schools. **Please let your staff know where this**

				<p>room is located in your school and send an email with a picture of the room to Jessalyn Spell. We will soon be recognized as a 100% Breastfeeding Friendly Job Site with North Carolina, and one of the few school systems in the state with the recognition. Thank you all for your cooperation in helping accomplish this task!</p>	
<p>Process Management</p> <ul style="list-style-type: none"> • Media Minute • Other process issues? 	<p>LGI</p> <p>All</p>	<p>Katie</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p>Please continue to send articles for School Connections to Katie.</p> <p>We will be discussing the Central Office Services Survey at the Board Meeting. The numbers were very good. It has been discussed with Executive Cabinet. Any issues will be addressed with Department heads. The feedback in the comments were very helpful. Our goal is for everyone to have a 100%. Central Office staff is here to provide support to schools in a friendly, professional manner.</p>	
<p>Budget & Resources</p> <ul style="list-style-type: none"> • Budget Update 	<p>21 Sys</p>	<p>Mitch</p>	<p>5 min</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.