

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 2/28/22- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jon LaChance and Chanda Stokes 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>Shout out to Mrs. Stokes for handling an emergency situation last week!</p> <p>Five of the EC Teachers completed NCTEACCH Autism training. This is a nationally known training program that will help to better equip our teachers to meet the needs of students with severe needs.</p> | | |
| Superintendent Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • March BOE Agenda • March Principal Meeting Agenda • Masking Update • Administrative Services Update • Auxiliary Services Update | All | Dale | 5 min | <p>Please get anything for the March BOE agenda to Dr. Ellis and Shannon.</p> <p>Please get anything for the March Principals' meeting to Terri or Wade.</p> <p>Masking Update: Please make sure that we are supporting everyone's choice to wear or not to wear a mask. We did receive word that the CDC updated the masking policy on buses. We will discuss this at the March BOE meeting.</p> <p>Administrative Services Update: The final required PD of Teen Dating Violence deadline for completion is February 28, 2022.</p> <p>Diversity and Inclusion Taskforce Meeting will be Tuesday, March 1, 2022, at 3:30 pm via Zoom.</p> <p>Zero Discrimination Day is Tuesday, March 1. Teaching in Color will be Wednesday, March 2 @ 3:30 pm via Zoom</p> <p>March Awareness Women's History Month Music in Our Schools Youth Art Month</p> | | |

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| | | | | <p>MCS School Counselor Meeting will be Thursday, March 3, 2022 @ 1:30 via Zoom</p> <p>PACK Time will be Friday, March 11 beginning 12:00 pm. This is a date change because of Battle of the Books.</p> <p>Auxiliary Services Update: Thank you to everyone who was a part of helping with the bus situation on Friday. We have over 100 positions in the district that have been identified by the Board as positions eligible to drive a bus and we have 56 routes. It is very difficult to hire part-time bus drivers. We are paying \$15 per hour. If you know of anyone interested, please encourage them to apply.</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>Chuck</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>Grant and Federal Program Updates: Free and Reduced Lunch - We are currently at 67.25% 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>District PDSA Meeting – Any School team lead or co-lead who was unable to attend one of the training sessions last week needs to contact Wade Auman or Terri Absher to follow up on next steps. All team email addresses have been sent to team leads. Please conduct your first meeting during the month of March. If any team lead has issues with contacting their team members, please contact Wade Auman.</p> <p>Federal Programs Regional Meeting – Wade Auman will be attending the Sandhills Regional Federal Programs meeting this week. If any Principal has any questions or concerns of Federal Programs, please communicate with Wade Auman prior to Wednesday morning.</p> | |

College and Career Ready Graduates – There are webinars available this week to discuss the restart of the CCRG model/coursework for high school students. If you have been involved in CCRG in the past, I would recommend you attend one of the upcoming webinars:

Introduction to CCRG

This session will provide an introduction to CCRG so that LEAs can prepare for the Fall 2022 re-launch. We will review the benefits and purpose of the program, student eligibility and exemptions, as well as the program requirements for student completion. As you consider your staffing and student schedules for the 2022-23 school year, we will also provide guidance on best practices for student success.

- Tuesday, March 8, 11 AM ET | [Register here](#)

21st Century Community Learning Center – MCS will be applying for the 21st CCLC grant for cohort 16. Any elementary Principal with suggestions for a grant proposal can email Terri Absher, Vance Thomas, or Wade Auman. Submission is due by May 4th.

Teacher Quality Preparation Grant – MCS will be partnering with Scotland County Schools and UNCP to submit a TQP grant this cycle. If anyone has any recommendations/ideas for this grant, please submit ideas to Wade Auman.

Training Opportunities:

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>

Teacher Quality Preparation Grant (Pfeiffer) – 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 training. Potential opportunities will be scheduled for second semester.

Secondary Update:

- Classroom Walkthrough Forms for Q3: Forms have been shared with leadership teams. Please start those this week. Each member of the leadership team should complete 5 per week.
- Scheduling window for high school students started last Monday – Started with juniors

Title IX Updates

- Please make sure you are reporting ALL possible Title IX issues to Ms. Shaw.

CTE Updates

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

Upcoming Dates/PD

- 3/8CLNA Executive Council Meeting 3:30 Central Office
- March 28-31 Career Themes at Elementary Schools (Principals will have a detailed schedule first week of March)
- ELA Leaders Meeting 3/9 9:00-11:00 AM (I sent to MS and HS IFs)
- SS Leaders Institute 3/29-3/30 9:00-12:00 [Link to register](#) (I sent to MS and HS IFs)
- 3/21 English II PDSA Meeting 3:00

Elementary/Curriculum Support Update:

Instructional Rounds will take place at Candor Elementary tomorrow, Tuesday, March 1 at 8:00 am. The next scheduled meeting is Tuesday, March 8 at Green Ridge Elementary.

The next PACK meeting will take place on Friday, March 11 at East and West Middle Schools. Student mentors will receive an email by Wednesday with details for session three. Transportation arrangements will be the same as the previous Fridays.

PreK and kindergarten registration is approaching. Families may register online or during in-person events. Our first event is from 12:00 pm – 6:00 pm this Thursday, March 3 at Star Elementary.

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:

- If you have had an initial referral this year, please send Dee Dee the student's name and grade. This includes **all** referrals, even out of state and Pre-K. If you have completed a re-eval **with** testing, please send Dee Dee the student's name and grade. She is using this information to compare to data in ECATS to make sure all information is showing correctly for our district.

- April 1 Headcount is upon us. Make sure all IEPs are up to date and in compliance. Call our office with any concerns. You will receive an email with more instructions soon.

- If you get an initial referral request from a parent or your MTSS team, please make sure that you let us know immediately.
- All Re-Evals through October 2022 and IEPs through September 2022 should be completed before the end of the school year.
- For any questions or concerns, do not hesitate to contact us. We are here to support you!

Upcoming Important Dates/ Reminders:

| Date | Event/Details |
|----------|--|
| March 1 | EC Teacher Support Meeting 3:00-4:00 |
| March 3 | End of 4 th Grading period for grades 9-12 |
| March 10 | Parent/Teacher Conferences-3hr early dismissal |
| March 11 | No Day |
| March 15 | Speech Team Meeting 2:00 |
| March 16 | EC Staff Meeting 3:30-Virtual |
| March 17 | EC Staff Meeting 3:30-Virtual |
| March 25 | End of 3 rd Grading Period for grades K-8, Mid-Term for grade 9-12 3Hr Early Dismissal for all students- Professional Development |
| March 29 | Behavior Support Team Meeting 2:00 |
| March 31 | Transition Team Meeting in rm #1541@ MCHS—All EC teachers who teach 5 th and 8 th grade students must attend this meeting. Transition planning for next year. |

Pre-K Update:

Begin completing Health and Safety Professional Development. Complete by Spring Break 2022.

February attendance is due today. Scan/send to Mr. Thomas.

Continue to complete Pre-K Background Checks. Give receipts to school bookkeeper to submit each Friday to Mr. Thomas.

Still have a few Pre-K and K registration yard signs. If you have a place that needs one, please let me know.

Differentiation Update:

MTSS

- Jessica will be sending feedback to schools this week regarding MOY reading, math, and behavior plans in RTI: Stored.
- MTSS Behavior PD for Guidance Counselor's- March 3rd @ 1:00 in the Staff Development Room.

AIG

- Jessica Lowder will be working with Instructional Facilitators at East and West Middle to plan for spring 8th grade screening in March.

Upcoming Competition Dates

- Battle of the Books- This Friday March 4th @ MCHS Auditorium
 - Elementary 9 AM
 - Middle School 12:30 PM
- Math Olympics- April 1st @MCEC 9:00 AM

ESL

- Monthly PLC- March 8th @ 3:15 Staff Development Room

| Operations Division | | | |
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| <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? | All | Tracy | 10 min |
| <ul style="list-style-type: none"> • Operations Update | 21 CP | Tracy | 10 min |
| <ul style="list-style-type: none"> • Accountability Update | LGI | Jessalyn | 10 min |

Operations Update:

- February 28 - Intent Letters via email
- March 9 - PERMA Survey Results @ Principals meeting
- March 10 - Intent Letters Due
- March 7-13 - Do a Tornado Drill (Send to Ms. Harris)
- March 1-31 - Teacher Working Conditions Survey
 - Please talk with your representatives and make sure you get this done as close to March 1, 2022, as possible.
- March (Begin the teacher allotment work) Individual School Teacher Allotment letters due by April 29, 2022

Accountability Update:

- **NC Report Card Validation Window**
The 2020-21 School Report Cards Data Preview Period is now open. *The preview period closes Friday, March 4, at 5:00 PM.* You may view the data by accessing this link:
 - <https://ncreports.ondemand.sas.com/src/>

Guidelines: Please begin your data review sooner rather than later. Waiting until the final day may result in the inability to view the system. If you are not able to view the test site in your preferred browser, please try alternatives like Firefox.

The following data are available for preview:

- CSI/TSI Designations (including the reasons for any such designations)
- Low Performing Schools
- Cohort Graduation Rate
- Economically Disadvantaged students
- School Safety by subgroup
 - Race/Ethnicity
 - Children with disabilities
 - English Learners
 - Gender

- Specialized Course Enrollment by subgroup
 - Race/Ethnicity
 - Children with disabilities
 - English Learners
 - Gender
- SAT/IB/AP/Cambridge
- Preschool Enrollment
- Digital Learning
- Principal Demographics
- Arts Education
- School Recognitions
 - Purple Star
 - Blue Ribbon
 - Green Ribbon
 - STEM
 - Global-ready
- Chronic Absenteeism

As always, this review is for 2020-21SY Report Cards Data Preview Period data only. If you see anything that you feel is incorrect, feel free to reach out to me with questions and I will find the answer for you.

Data Managers Updates

- **Educator’s Handbook**
 - All data managers, principals, and assistant principals have been trained in Educator’s Handbook and Incident Importing. Remember that once incidents are imported, if corrections are made, they must be made in both programs. Also, only use the chrome Writeback extension for imports. ***All pending imports must be done by 5pm each Friday.*** Contact Jessalyn Spell with any Educator’s Handbook questions.
- **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.

- **Data Manager Meeting**
 - March 16, 2022 at 8:30 am in the Staff Development Room
- **Upcoming PowerSchool District Deadlines**
 - Spring Legislative Class Size Pull-February 28, 2022

Testing Updates

- **NC PAT Teacher Focus Groups-Action Required (Grades 3-8)**
 - The researchers at Friday Institute are currently conducting teacher focus groups on interpreting NC Interim Score reports. The researchers sent a message to principals participating in the pilot, and also sent two follow-up reminders to set up teacher interviews, but the response rate has been very low. If you have not responded, do so as soon as possible. More information can be located in the letter below:
 - [Letter to NC PAT Schools](#)
- The testing chart and testing calendar have been updated with the extended ACCESS testing window. *Please click the links below for updated testing windows for this semester's check-ins.*
- [Testing Chart Document](#)
- [Testing Calendar](#)
- The Access Testing Window is open!
 - The window is January 24-March 18, 2022
 - **Any student who enrolls and is an English Learner (EL) student by March 4 must take the ACCESS test.**
- ACT is Tuesday March 1, 2022. The CCRAA Grade 11 and Extend 1 Grade 11 Window also opens at this time. Please reach out to AJ Whitesell for any

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| | | | | <p>training questions.</p> <ul style="list-style-type: none"> Continue to reach out with data requests in regards to testing and check-in data. Please remember to give at least a 24 hour notice of when you will require this data, and 48 hour notice for larger data pulls. Thank you. <p><i>Teen Pregnancy Task Force</i></p> <ul style="list-style-type: none"> No new updates at this time. | | |
| <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>It's Read Across America Week. Please send Katie one exciting thing from your school that you have planned to be featured in School Connections next week.</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 update at this time.</p> | | |

Next Steps:

SP/SG – strategic priority and strategic goal

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