

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 1/31/22- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Carla Miller 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	<p>Green Ridge had a wonderful first semester awards day!</p> <p>First semester testing went really well. We had no major testing misadministration or irregularities.</p> <p>Lillian Greene won <b>1<sup>st</sup> place</b> in the 9<sup>th</sup> Grade Math competition at the NC BETA Convention. This is the first Academic State Champion for MCHS/MoVE! She will compete at the National Beta Club Convention at the Gaylord Opryland Resort and Convention Center in Nashville, TN, in June.</p>	
<b>Superintendent Division</b> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• February BOE Agenda</li> <li>• February Principal Meeting Agenda</li> <li>• COVID-19 Update</li> <li>• Administrative Services Update</li> <li>• Auxiliary Services Update</li> </ul>	All	Dale	5 min	<p>Please get any items for the February BOE agenda to Shannon by Thursday.</p> <p>Please get any last-minute items for the principals' meeting agenda to Wade or Terri.</p> <p><b>COVID-19 Update:</b> As of 10 mins ago, our positive rate had dropped to 41%. It is still raging in Montgomery County. Don't see any significant changes occurring at the Board meeting.</p> <p><b>Administrative Services Update:</b> Today is the last day for Human Trafficking Required PD <a href="#">Human Trafficking</a> February 1, 2022, begins Child Sexual Abuse Required PD the Deadline for completion is February 14, 2022. <a href="#">Child Sexual Abuse Prevention</a></p> <p><b><u>February Awareness</u></b> Black History Month Career and Technical Education Month Financial Aid Awareness Month</p> <p><u>Upcoming Events</u></p>	

				<p><a href="https://www.eventbrite.com/e/driving-miss-daisy-tickets-163683905969?utm-campaign=social&amp;utm-content=attendeeshare&amp;utm-medium=discovery&amp;utm-term=listing&amp;utm-source=cp&amp;aff=escb">https://www.eventbrite.com/e/driving-miss-daisy-tickets-163683905969?utm-campaign=social&amp;utm-content=attendeeshare&amp;utm-medium=discovery&amp;utm-term=listing&amp;utm-source=cp&amp;aff=escb</a></p> <p><b>Auxiliary Services Update:</b> The Fire Marshall is scheduled to do more inspections this week and next. Please review his last findings. When he shows up, please call Matthew Woodard so that he can come meet him and provide a tour.</p>	
<p><b>Learning Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• Grant and Federal Program Updates</li> <li>• Secondary Update</li> <li>• Elementary Update</li> <li>• Curriculum Support Update</li> <li>• EC Update</li> <li>• Pre-K Update</li> <li>• Differentiation Update</li> </ul>	<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><b>Grant and Federal Program Updates:</b> <b>Free and Reduced Lunch</b> - 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><b>Mid-Year Review</b> – Mid-Year review will be held at the MCHS Media Center on February 1<sup>st</sup> beginning at 9:00 am. Calendar invites were sent to all participants that will attend. If you have any questions, please contact your Group Lead.</p> <p><b>Federal Programs Folder Review</b> – Principals, there will be an informal audit of Title 1 folders on February 4<sup>th</sup>. Please have your online folders or physical folders up to date by February 3<sup>rd</sup> 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 3<sup>rd</sup>.</p> <p><b>GEER/ESSER Monitoring</b> – NCDPI will be conducting a monitoring event with us on our GEER/ESSER funds. We will be turning in documentation on February 24<sup>th</sup>. Wade Auman will be contacting individuals for documentation this</p>	

			<p>week.</p> <p><b>MCC Meeting</b> – If anyone has any CCP or CIHS issues, please contact Wade Auman. There is a meeting this Friday to discuss issues/topics to strengthen the partnership between MCS and MCC.</p> <p><b>PPEERS Cohort #4</b> – 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 today, January 31, 2022, by 5:00 pm to Wade Auman.</p> <p><b>Girls on the Run</b> – Elementary Principals, if you are interested in your school hosting a team for GOTR, the season begins on February 21<sup>st</sup>. 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><b>Training Opportunities:</b></p> <p><b>NCEES Training Opportunities for Administrators</b> – 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: <a href="https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/webinars-2021-22?authuser=0">https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/webinars-2021-22?authuser=0</a></p> <p><b>Teacher Quality Preparation Grant</b> – 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.</p>	
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**Optional PD offered by our Digital Learning Coaches –**

- February 9, 2022 - What's your question Wednesday? - 3-4
- February 24, 2022 - Throwback Thursday - Microsoft 3-4

Meeting link for all online

PD. <https://meet.google.com/lookup/d3doyf3354?authuser=0&hs=179>

**Grant Opportunities:**

**Snapdragon Book Foundation:**

[https://snapdragonbookfoundation.org/?fbclid=IwAR01zWdnZVaNBvIx1c-zH5cJ0GnPi0PdssG\\_KDK-eDq0fq-P0Ttix4ifB0](https://snapdragonbookfoundation.org/?fbclid=IwAR01zWdnZVaNBvIx1c-zH5cJ0GnPi0PdssG_KDK-eDq0fq-P0Ttix4ifB0)

**Dollar General Literacy Foundation – Summer Reading:**

<https://www.dgliteracy.org/grant-programs/?#summer-reading>

**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.
- English II PDSA 2/2 at 3:15
- Scheduling for high school students will start soon!!! – Ms. Shaw and Mr. Swain will meet with counselors on 2/4 to discuss roll out!
- High School and Middle School Principals – Please make sure that students are able to utilize Major Clarity from Clever... If you have a student that does not see the Clever badge, let me know ASAP. Please have students login and take the career interest survey that pops up when the student logs in.

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 -
- Montgomery County Schools will work with MCC to present “Find Your Future.” It will be a showcase of our CTE/CCP/Electives/Early College options for all high school students. This will be on 2/3 drop in from 5:30-7:00 pm at the CTE Building.
- CTE Month starts 2/1: Time to celebrate and raise awareness of the role CTE has in readying learners for college and career success.

#### Upcoming Dates

- 2/1 CTE PLC Meeting 3:15 at MCHS
- 2/7-2/9 CTE Spring Conference for CTE Directors

#### **Elementary/Curriculum Support Update:**

The window for MOY assessments for mCLASS and iReady ends on February 2. If support is needed, please contact Terri Absher.

Standards Mastery PD has been rescheduled for IFs on January 31 at 2:30. The link is located on the calendar invite for participants.

A links was provided for secondary guidance counselors to participate in free, virtual AVID workshops for one hour on February 2 and February 10. This is an opportunity for counselors to explore AVID resources and network with other counselors on how to support college and career readiness in the AVID elective and across the campus. Please let me know if you need additional information or support in registering participants.

Instructional Facilitators will participate in the second session of ACEing Small Group Instruction with Dr. Maye at 8:30 on February 10.

AVID Data Collection reports are due on February 11 for MCEC, MCHS, WMS, and EMS.

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:**

- 1<sup>st</sup> Semester Data Review is due to the EC Office by the close of business on Friday, February 11<sup>th</sup>.
- NC TEACCH Training for select self-contained teachers will be February 21-25.
- April Headcount is around the corner. Make sure all IEPs on your caseload are in compliance. This is how we get our state funding.
- For any questions or concerns, do not hesitate to contact us. We are here to support you!

**Upcoming Important Dates/ Reminders:**

Date	Event/Details
February 1	EC Teacher Support Meeting @ 3:00 Contact our office for a virtual session
February 8	Speech Team Meeting @ 2:30 via Zoom
February 9	Mid Term for grades 9-12
February 11	1 <sup>st</sup> Semester Data Reviews are due to EC office by close of day
February 14	Regular School Day

				February 16 & 17	EC Staff Meeting @ 3:30 via Zoom				
				February 21	Mid-Term for grades K-8				
				<p><b>Pre-K Update:</b> Pre-K January attendance is due today. Scan/send your information to Mr. Thomas.</p> <p>School Health Advisory Council-SHAC meeting (virtual) on February 2, 2022, at 12:00pm</p> <p><b>Differentiation Update:</b> <u>NC GEAR UP</u></p> <ul style="list-style-type: none"> <li>• Parent Surveys go out this week. Information and links will be shared with principals and posted to school websites.</li> </ul> <p><u>MTSS</u></p> <ul style="list-style-type: none"> <li>• At the conclusion of MOY window, data chats should be scheduled and grade level PLC forms need to be updated in RTI:Stored. Remember to always click <i>save plan</i> regardless of auto-save feature.</li> <li>• Principals and Instructional Facilitators have been given shared access to MTSS notification spreadsheets for their building. This should be updated with any new students entering Tier 2 or Tier 3.</li> <li>• Guidance counselors need to update MOY schoolwide and grade level behavior plans in RTI:Stored.</li> </ul> <p><u>Competition Updates</u></p> <ul style="list-style-type: none"> <li>• School level spelling bees should be completed by today, January 31st. School winner names due in Google Sheet by 5:00 PM.</li> <li>• District Spelling Bee- February 18th @ 4:00 PM at CO</li> </ul>					



				<u>ESL</u> <ul style="list-style-type: none"> <li>ESL PLC February 8th @ 3:15 PM</li> </ul>	
<b>Operations Division</b> <ul style="list-style-type: none"> <li>What do principals and CSS admin need to know and do?</li> <li>Operations Update</li> <li>Accountability Update</li> </ul>	All  21 CP  LGI	Tracy  Tracy  Jessalyn	10 min  10 min  10 min	<b>Operations Update:</b> Policy updates discussed during the principal's meeting have been updated on the website. Feel Free to reach out if you should have any questions.  Homegrown Teachers: if you have interested teacher assistants, please let me know, and I will reach out to them.  The National Board candidates are working hard with Ms. Persin support! Please remember to encourage this group.  Calendar items <ul style="list-style-type: none"> <li>January 31 - Mentor Logs due</li> <li>January 31 - Classified Staff Evaluations due</li> <li>February 1 - AP Meeting (Central Office @ 3:15)</li> <li>February 10 - Accutrain Safety Video Training due/Recognizing and reporting child abuse</li> <li>February 10 - School Building Safety Inspection Forms due</li> <li>February 11 - NCEES Comprehensive (3<sup>rd</sup> peer observation, Standard (2<sup>nd</sup> observation) &amp; Abbreviated (2<sup>nd</sup> observation)</li> <li>February 9-18 - PERMA Survey for Certified Staff</li> <li>February 17 - EPI Job Fair (Virtual Elementary Principals in one room) (Secondary Math, SPED)</li> <li>February 25 - Mentor Logs due</li> <li>February 25 - Teacher of The Year from Each School (To HR)</li> <li>March - PERMA Survey Results @ Principals meeting</li> <li>March 1-31 - Teacher Working Conditions Survey <ul style="list-style-type: none"> <li>Please talk with your representatives and make sure you get this done as</li> </ul> </li> </ul>	

close to March 1, 2022, as possible.

**Accountability Update:**

- **OCR CRDC**
  - The office has transferred data information into the Civil Rights Data Collection. If data is requested of your school or department, please respond by the requested deadline.

***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.
- **Data Manager Meeting**
  - February 16, 2022, at 8:30 am in the Staff Development Room
- **Upcoming PowerSchool District Deadlines**
  - PMR5-February 11, 2022
  - Spring Start and End Times-February 23, 2022
  - Spring Legislative Class Size Pull-February 28, 2022

***Testing Updates***

- [Testing Chart Document](#)
- [Testing Calendar](#)
- MCS Testing Outside the Window: January 19-February 2, 2022
  - Any student absent from EOC testing due to COVID reasons has been submitted for a Testing Outside the Window request. ***This request has been approved and you may start make-up EOC tests.*** Please keep a list and let Jessalyn Spell know when you have completed testing.

				<ul style="list-style-type: none"> <li>The Access Testing Window has opened! <ul style="list-style-type: none"> <li>The window is January 24-March 11, 2022</li> <li>Any student who enrolls and is an English Learner (EL) student by March 4 must take the ACCESS test.</li> </ul> </li> </ul> <p><b>Teen Pregnancy Task Force</b></p> <ul style="list-style-type: none"> <li>No new updates at this time.</li> </ul>		
<b>Process Management</b>						
<ul style="list-style-type: none"> <li>Media Minute</li> </ul>	LGI	Katie	5 min	As you celebrate Black History Month, please share activities on social media and send things to Katie for School Connections.		
<ul style="list-style-type: none"> <li>Other process issues?</li> </ul>	All	Dale	5 min			
<b>Budget &amp; Resources</b>						
<ul style="list-style-type: none"> <li>Budget Update</li> </ul>	21 Sys	Mitch	5 min	All bonuses were paid this month. Finance will pay the retro-pay in February.		

Next Steps:

SP/SG – strategic priority and strategic goal

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