

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 11/28/22- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Marvin Smith and Adam Matthews 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	We are getting close to Christmas Break – stay strong, we will make it!		
Superintendent Division						
• What do principals and CSS admin need to know and do?	All	Dale	5 min			
• December BOE Agenda	All	Dale	10 min	Please get agenda items to Cindy Davis		
• December Principal Meeting Agenda	All	Dale	10 min	Please get agenda items to Terri Absher or Wade Auman		
• Administrative Services Update	All	Jack	10 min	<i>Administrative Updates:</i>		
• Auxiliary Services Update	All	Matthew	10 min	<ul style="list-style-type: none"> • November Awareness: November Awareness • Dr. Jones Equity Walk was rescheduled to November 29, 2022 - in various schools. • Teaching in Color will be November 29, 2022- 3:30 pm @ MCHS Media Center. • Teaching in Color - https://forms.gle/j7n1vRop5MpDPMBr7 Please promote to teachers - Years 4- up to participate. • Youth Mental Health Professional Development continues: Youth Mental Health 2022-23 Deadline: November 30, 2022. • <u>Upcoming Events:</u> <ul style="list-style-type: none"> ○ https://g.co/kgs/D6e55C ○ https://g.co/kgs/65J7NA <p><i>Auxiliary Services Updates:</i> Hand Sanitizing Stations need to be out in hallways in schools.</p>		

Learning Division					
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Wade	5 min	<p><i>Learning Division Updates:</i> Free and Reduced Lunch – Remember Title 1 funds and grant eligibility are tied to the district free and reduced lunch percentage. MCS is currently at 78.73%. Make sure all newly enrolled students receive a form and encourage all students to submit a completed form to the school.</p> <p>MCC Meeting – If anyone has any issues regarding CCP, or CIHS, please contact Wade Auman. There will be a meeting on Friday to discuss topics to strengthen our partnership. ELISS after-school grant – There will be a meeting this week to discuss the ELISS after-school grant at the middle schools. If anyone has any topics or concerns please share them with Wade Auman.</p> <p>School Improvement Plan Coaching Comments – The Learning Team will begin adding monthly coaching comments in the Indistar system for school improvement plans. Please make sure you are posting meeting agendas and minutes into the system. Each SIT meeting should focus on an indicator.</p> <p>K-12 Science Standards PSU Survey - The purpose of this survey is to obtain input from each PSU on the K-12 Science Standard Course of Study to inform any additional revisions, which may include changes, clarifications, additions, deletions, or replacements to the proposed draft standards. If you are interested in serving on the district review team, please email Wade Auman. More information and the survey will be provided soon.</p> <p>Arts Education Standards Survey - The NCDPI team is seeking input on the current K-12 Arts standards. The survey is being shared to gather thoughtful input and comments from stakeholders familiar with the Arts Standard</p>	
<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min		
<ul style="list-style-type: none"> • Secondary Update 	GCS	Emily	10 min		
<ul style="list-style-type: none"> • Elementary Update 	GCS	Terri	10 min		
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Terri	10 min		
<ul style="list-style-type: none"> • EC Update 	GCS	Clarkie	10 min		
<ul style="list-style-type: none"> • Pre-K Update 	GCS	Vance	10 min		
<ul style="list-style-type: none"> • Differentiation Update 	GCS	Jessica	10 min		

			<p>Course of Study in order to inform revision decisions, which may include changes, clarifications, additions, deletions, or replacements to the current standards. https://ncdpi.az1.qualtrics.com/jfe/form/SV_cORnxoKXtTsZNfo</p> <p>District PDSA – School Leads need to schedule the Quarter 2 meeting to review any mapping documents and data. Please hold the Quarter 2 meeting prior to Christmas Break. If anyone has any questions, feel free to contact a Learning Team member. Also, please continue to use the shared resources folder in the district PDSA Google folders to share best resources.</p> <p>Governor’s School – Student applications for NC Governor’s School have been posted on the web: https://www.dpi.nc.gov/media/15671/download?attachment Principals need to start promoting the opportunity to 11th grade students. Link to the Governor’s School website for additional information: https://www.dpi.nc.gov/students-families/enhanced-opportunities/north-carolina-governors-school Applications are due to the Central Office for review on November 30, 2022. Applications can be sent to Wade Auman or Jessica Lowder.</p> <p>NC Instructional Leader Academy – Session #2 will focus on Observation and Feedback. The session will take place on December 6, 2022, at the Embassy Suites Airport venue in Greensboro beginning at 8:00 am. If you have any questions, please contact Wade Auman.</p> <p>After-School Programming – MS and Elementary after-school programs need to complete attendance and submit on Fridays. Attendance needs to be accurately kept each day. If anyone has any questions, please contact Vance Thomas, Terri Absher, or Wade Auman.</p> <p>Presidential Awards: The Presidential Awards nominations</p>	
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are now open! This year, you can nominate great 7-12 grade teachers of science, technology, engineering, mathematics, and computer science. Please go to <https://www.paemst.org/> to nominate an outstanding teacher today! Nominations close on January 9, 2023.

Training Opportunities:

Asynchronous PD Offerings - For any NC PSU Staff who need CEU credits, DTL now has a database of all current asynchronous NCEES PD opportunities for staff. Find the PD that you need: NC PSU Staff Self-Paced PD Courses. You can access these courses by logging into the NCEES platform.

Dates:

- Governor’s School Applications: November 30, 2022
- NC Instructional Leadership Academy Session #2: December 6, 2022 (Embassy Suites, Greensboro)
- Presidential Award Nominations: January 9, 2023 (STEM Teachers-Certified)
- Montgomery 2020 Task Force meeting: November 10, 2022

Secondary Updates:

- CWT Forms: Forms were shared with principals and central office staff on 8/19. Principals, please look over your forms and send any additions and deletions to Shaw ASAP. Every member of your leadership team should be completing 5 each week. (Please reference the email that was sent on 8/19 for additional information)
 - Q2 forms were sent out last week - those walkthrough started 11/7

- CCRG: [August Rollout](#) – NCDPI has moved forward with the CCRG rollout requiring that all Seniors that fall in the GPA range are offered the opportunity to participate in modules through Math IV and English IV.
 - Please make sure to post the parent letter to Canvas and FB
 - Please follow up with teachers to check progress and to see if there are any concerns
 - Teachers are doing a fantastic job!!! Students are not participating as much as hoped, but they are being given the opportunity.
 - Upcoming Training in December – Registration link was sent in an email
 - Math Focus: Wednesday, December 7, 3:30-4:30 p.m.
 - English Focus: Thursday, December 8, 3:30-4:40 p.m.

- Please encourage the use of IXL- All middle and high school teachers have an IXL account and have access to resources. All middle school students have student accounts in all core classes. High School math and ELA students have student accounts in Math and ELA.

Title IX Updates

- I will do a monthly training for new hires. Please make sure to let them know of the training. Below are the dates. These will take place at the Central Office at 3:15.
 - Dec 13, 2022
 - Jan 19, 2022
 - Feb 15, 2022
 - Mar 22, 2022
 - Apr 25, 2022

CTE Updates

- Please view the attached proof of learning and credential handout. I met with all high school teachers individually to make sure they knew their required POL and to make sure they are aware of the credentials available for students. We will talk more about this at the principals meeting
 - [Credentials](#)

Upcoming Dates/PD

- 11/30 -- WMS 8th graders tour MCHS/MCEC
- 12/2-- EMS 8th graders tour MCHS/MCEC
- 12/5-12/9 -- Elementary School Career Week
 - [Schedule](#)
 - Please start advertising!!! Post on FB and include in your weekly call out!
- 12/8 - CTE/Electives/CCP Showcase with MCC at CTE Building
 - 5:30-6:30

Elementary/Curriculum Support Updates:

Instructional Rounds are scheduled at SES on Wednesday, November 30.

An Instructional Facilitators' meeting is scheduled for December 1. Elementary will meet at 8:30 am, and secondary will meet at 9:30 am.

K-5 teachers should be working on LETRS Unit 2, Session 7 this week. Online Professional Learning for Unit 2 Part 2 is scheduled for Thursday, December 1 from 3:30 pm – 6:30 pm. The links will be provided to participants today. The handout for this week's session has already been provided.

The Star Heritage Association would like to resume tours for

fourth grade students in the spring. Possible dates in March and April will be presented to elementary principals during our December meeting.

Professional development through PTEC can be found at www.ptecnet.org. Principals, please contact Terri Absher for assistance with registration.

EC Updates:

THE MCS EC WEBPAGE HAS BEEN UPDATED AND LINKS SHOULD ALL BE WORKING, PLEASE LET THE EC DEPARTMENT KNOW IF A LINK IS NOT WORKING.

DECEMBER HEADCOUNT TIME

- Please check your caseloads and make sure everything is current.
- Information was due to Dee Dee last week.
- Dee Dee will be in contact with you about anything she finds that needs attention

Keep us out of trouble notes:

- ***If you ever get a subpoena, please let our office know so we can work with the lawyer to determine exactly what is being requested.***
- ***Do not miss a 90 day timeline.***
- ***PLEASE do not approve anything on an IEP that costs us extra money, without clearing that through our office first.....BUT***
- ***Do not tell a family that we can't provide a service, we can always check into it!***

Upcoming Dates & Reminders:

November 28th

- End of first grading period for 9-12
- Speech Team meeting @ 2:30 in the BOE

Conference Room at Central Office

Pre-K Updates:

Attendance and end of month reports are due Wednesday, November 30, 2022.

Differentiation Updates:

NC Gear Up (WMS,EMS, MCHS)

- Mid-Year Convening will take place Monday, December 5th in Raleigh. Registration was due by November 18th. Please double-check and confirm you are registered.
 - [Registration Link](#)
- Remember to scan sign-in sheets for any Gear Up events to Jessica Lowder.

MTSS

ECATS Reminders

- Students receiving supplemental or intensive intervention must be in ECATS. Instructional Facilitators create the groups and intervention plans, Teachers enter progress monitoring data. Instructional Facilitators have been trained to create ad hoc groups and intervention plans for students.
- Interventions can be logged both individually and for groups in ecats.
- After the end of each intervention cycle, a plan review should be completed in ecats.

Standing Reminders/Information

- Remember to keep meeting minutes on all MTSS meetings. Please scan copies to Jessica Lowder to keep on file.
 - [MTSS Meeting Summary](#)

				<p><u>AIG</u></p> <ul style="list-style-type: none"> • Parent consent letters for the AIG program must be signed and returned to the school. These will then be scanned to Jessica Lowder. • Fall AIG Headcount in PowerSchool- November 30th. • Books for Battle of the Books were purchased and delivered to schools last week. Questions for practice have also been purchased and shared with school coaches. The upcoming holiday break is an excellent time for students to read! <p><u>ESL</u></p> <ul style="list-style-type: none"> • Jessica Lowder will work with ESL staff to complete WIDA testing modules prior to access with the new annual requirement. 	
<p>Operations Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Operations Update • Accountability Update 	<p>All</p> <p>21 CP</p> <p>LGI</p>	<p>Tracy</p> <p>Tracy</p> <p>Jessalyn</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p>	<p><i>Operations Updates:</i></p> <ul style="list-style-type: none"> • November 17, Calendar Committee 3:30 Central Office (Working on alternatives to end the first semester before the Holidays) • November 30, Mentor Logs Due (Jordan Wilson) • December 5, From Pearle Pratt: I am again writing to invite interested teachers and counselors to a support meeting for National Board Certification. We will meet on Monday, December 05, 2022 at 3:15pm on the campus of Montgomery County Early College. I am excited by the prospect of supporting candidates Montgomery County Schools. If you are interested in beginning or continuing your journey to National Board certification, then please let me know by the December 05, 2022 meeting date so that we can tailor support for each candidate and certification area. • Contact Jordan Willson: Qualifications for Reimbursement of NBCT Module Fees: 	

			<p>For teachers to be eligible for the National Board for Professional Teaching Standards Certificate Reimbursement, they must have purchased and submitted all four components.</p> <p>Teachers who have purchased and submitted all four components of the National Board Certification will be reimbursed.</p> <p>For teachers who have not completed all four components will not be able to be reimbursed until all four are completed.</p> <p>The deadline to have all four completed and to be eligible for the reimbursement will be June 30, 2024.</p> <ul style="list-style-type: none"> • December 8, Calendar committee 3:30 Central Office (Committee members should share the calendar draft with the school prior to the December 8, 2022 vote) • December 9, First semester BT support documentation from IF's due to Jordan Wilson • December 15, Mentor Logs Due Jordan Wilson <p><i>Accountability Updates:</i></p> <ul style="list-style-type: none"> • None at this time. <p><i>Data Managers Updates</i></p> <ul style="list-style-type: none"> • K-5 Class Size Document <ul style="list-style-type: none"> ○ 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. • Upcoming PowerSchool Reports <ul style="list-style-type: none"> ○ PMR3 is due December 5, 2022 at the School Level • Next Meeting <ul style="list-style-type: none"> ○ December 14, 2022 at 8:30 in the Staff Development Room at Central Office 	
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				<p>Testing Updates</p> <ul style="list-style-type: none"> • 2022-2023 MCS Testing Calendar • 2022-2023 MCS Testing Chart • MCS District Testing Plan • NCDPI has updated the WIDA Test Administrator Certification requirements. All assessment administrations will require test administrators to complete the corresponding training course annually and provide training certificates to Jessica Lowder and Jessalyn Spell prior to each assessment administration. <i>This training is only good for a school year, not a calendar year.</i> All test administrators must complete this training during the 2022-23 school year prior to administering any tests. • Upcoming School Test Training <ul style="list-style-type: none"> ○ 11/28 - WorkKeys - MCHS - 3:00 ○ 11/30 - WorkKeys - MLA - 2:45 <p>ACT Training Needs</p> <ul style="list-style-type: none"> • If you would like any data or professional development from the Assessment and Care Team for your school, PLCs, or PDSA groups, contact Jessalyn Spell to discuss and set-up. 	
<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"> • Marketing initiative – video content; I will be coming around taking videos of students for Christmas, I will reach out before coming out! • MCS Holiday Christmas Card – please send submissions to Susanna by December 8th! • 5x5x5 Marketing Initiative – please share all videos on the Montgomery County Schools Facebook page to increase views! <ul style="list-style-type: none"> • Jodi Cole Beginning Teacher of the Year = 54 views left 	

				<ul style="list-style-type: none"> • Brent Salazar = 5,000 VIEWS • Alyssa Cummins = 405 views left • Green Ridge Giant Family = 1,028 views left • Iris and Sabel = 2,057 views left • Letterland = 1,671 views left • Delana Cagle/Tennis = 820 views left <ul style="list-style-type: none"> • School Connections Content to Sean Maness. • Please continue to capture photos and videos in your school and sharing them on our social platforms. 	
Budget & Resources					
<ul style="list-style-type: none"> • Budget Update 	21 Sys	Mitch	5 min	<p><i>Budget Updates:</i> No updates at this time.</p>	

Next Steps:

SP/SG – strategic priority and strategic goal

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