

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 11/21/22- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Sloan Bourgeois 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	Reverse Raffle went well. It is Thanksgiving Week. We are thankful for all our staff and students.		
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 send agenda items to Cindy Davis.		
• December Principal Meeting Agenda	All	Dale	10 min	Please send agenda items to Terri Absher or Wade Auman.		
• Administrative Services Update	All	Jack	10 min	Administrative Services:		
• Auxiliary Services Update	All	Matthew	10 min	<ul style="list-style-type: none"> • November Awareness: November Awareness • MCS Diversity and Inclusion Taskforce Meeting Today @ 3:30 pm. • 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/j7n1vRop5MpDPMB7 Please promote to teachers - Years 4- up to participate. • Youth Mental Health Professional Development continues: Youth Mental Health 2022-23 • Upcoming Events: <ul style="list-style-type: none"> ○ https://g.co/kgs/C9AS1z ○ https://g.co/kgs/TQU9Hm ○ Annual Holiday Tree Lighting - November This event is always held the Wednesday before Thanksgiving Day beginning at 5:30 PM. All the Crepe 		

				<p>Myrtles and Holly trees along North and East Main Street are strung with lights and pole lights are installed on South and West Main Streets to make Troy a "Christmas Town". Hot Chocolate and Cookies are provided by the Town of Troy Board of Commissioners and door prizes are provided by area businesses. Santa Claus makes an appearance for the children and leads the countdown to turn on the lights!</p> <p><i>Auxiliary Services:</i></p> <p>No updates at this time.</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>Clarkie</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 Updates:</i></p> <ul style="list-style-type: none"> • 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 78.72%. Make sure all newly enrolled students receive a form and encourage all students to submit a completed form to the school. • 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. • World Language Standards Survey – World Language teachers have the opportunity to provide feedback on the potential revisions to current standards. The purpose of this survey is to obtain input from each public school unit or PSU on the World Languages Standard Course of Study (SCOS) 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_6syqEwJOjT3xbgy

- 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.
- 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.
- 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.
- NC Instructional Leader Academy – Each participant for NC ILA should have received an email last week to register for the upcoming session. Session #2 will focus on Observation and Feedback. The next

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.

- MTSS – Any student that may be exhibiting potential academic concerns should be discussed during grade level PLCs and monitored for possible intervention. If the student still needs additional support, the MTSS team should meet to develop an appropriate intervention plan based on student need. This intervention plan should adhere to the standard treatment protocol to ensure fidelity to the system to ensure student needs are addressed. If anyone has questions regarding the MTSS framework, please contact Wade Auman or Jessica Lowder. All MTSS meeting minutes should be sent to Jessica Lowder and kept on file at the school.
- 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.
- Presidential Awards: The Presidential Awards nominations 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.

- 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.
 - Nov 22, 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](#)
- November is NC Career Development Month - November 16th was National Career Development Day. We are fortunate to have two Career Development Coordinators in MCS - Matthew Swain and Kirk Watts

Upcoming Dates/PD

- 11/22 12:15 Meet with 8th grade teachers at EMS to talk about availability of pathways for next year for current 8th grade

- 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 (Lee knows this date)
 - 5:30-6:30

Elementary/Curriculum Support Updates:

- Instructional Rounds are scheduled at SES on Wednesday, November 30.
- K-5 teachers should be working on LETRS Unit 2, Session 6 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 next Monday.
- Professional development through PTEC can be found at www.ptecnet.org. Principals, please contact Terri Absher for assistance with registration.

EC Updates:

- Please check your caseloads and make sure everything is current.
- Please check your folders and make sure you have all the Consent to Serve forms signed (they should be tagged in the folder).
- If you are missing a folder, please let Dee Dee know.
- [Send Dee Dee an email](#) by November 25th verifying that all is good, or something is missing.

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!*

Pre-K Updates:

NC PreK Committee meeting on Tuesday, November 22, 2022, at 1:00pm (virtual).

Please make sure you secure or bring inside any playground materials that could walk off during our Thanksgiving break.

Differentiation Updates:

NC Gear Up (WMS,EMS, MCHS)

- Mid-Year Convening will take place Monday, December 5th in Raleigh. Registration should be completed in the Google Form.
 - [Registration Link](#)
- Remember to scan sign-in sheets for any Gear Up events to Jessica Lowder.

MTSS

- Students receiving supplemental or intensive intervention need to 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.
- Parent letters required through SB 387 and IDEA

				<p>must be sent home by November 21st. A copy of this letter must be filed in the student cum folder. If the student receives core support only (letter A) and the status of needed support changes after this letter is sent home, the team can create an intervention plan and send home the appropriate letter at that time. This new letter would also be filed in the cumulative folder. Please contact Terri Absher or Jessica Lowder with any questions.</p> <ul style="list-style-type: none"> • School Counselor K-12 ECATS Behavior & Attendance Training-November 29th @3:00 PM. <p>Standing Reminders/Information</p> <ul style="list-style-type: none"> • Remember to keep meeting minutes on all MTSS meetings. Please scan copies to Jessica Lowder to keep on file. <ul style="list-style-type: none"> ◦ 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. <p><u>ESL</u></p> <ul style="list-style-type: none"> • LIEP Plans will be digitally signed in ELlevation. All meetings with signatures need to be completed by November 21st. 	
<p>Operations Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Tracy	10 min	<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 	

<ul style="list-style-type: none"> • Operations Update 	21 CP	Tracy	10 min	<ul style="list-style-type: none"> • semester before the Holidays) • November 30, Mentor Logs Due (Jordan Wilson) 	
<ul style="list-style-type: none"> • Accountability Update 	LGI	Jessalyn	10 min	<ul style="list-style-type: none"> • 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: For teachers to be eligible for the National Board for Professional Teaching Standards Certificate Reimbursement, they must have purchased and submitted all four components. Teachers who have purchased and submitted all four components of the National Board Certification will be reimbursed. For teachers who have not completed all four components will not be able to be reimbursed until all four are completed. The deadline to have all four completed and to be eligible for the reimbursement will be June 30, 2024. • 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 	

Accountability Updates:

- Negative lunch balance callouts have been moved to Tuesdays. Due to some delayed syncs with PowerSchool and Blackboard callout system, it was best to change this evening these callouts occur. They will still only happen once a week.

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.
- Upcoming PowerSchool Reports
 - None at this time.
- Next Meeting
 - December 14, 2022 at 8:30 in the Staff Development Room at Central Office

Testing Updates

- [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. ***This training is only good for a school year, not a calendar year.*** All test administrators must complete this training during the 2022-23 school year prior to administering any tests.
- Open Testing Windows
 - November 14-18, 2022

				<ul style="list-style-type: none"> ▪ Year Long Math One Check In #1 November 21-22, 2022 <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 – creating content to tell teacher and student stories. Principals, if you are aware of anything exciting happening in your building, please let Susanna Kornegay know. • School Facebooks and Webpages look great, please continue to update photos and upcoming events. Thank you for all you do! • 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: 4,880 Facebook + 32 YouTube = 88 views left • Brent Salazar: 3,907 Facebook + 8 YouTube + 986 Instagram = 99 views left • Alyssa Cummins: 3,340 Facebook + 2 YouTube + 1,034 Instagram = 624 views left • Green Ridge Giant Family: 3,054 Facebook + 24 YouTube + 525 Instagram = 1,397 views left • Iris and Sabel: 2,912 Facebook + 10 YouTube = 2,078 views left • Letterland: 2,276 Facebook + 64 YouTube + 79 Instagram = 2,581 views left • Delana Cagle/Tennis: 2,350 Facebook + 1,145 Instagram = 1,505 view left • School Connections Content to Sean Maness. Marketing Committee – please keep an eye on those deadlines set on your school marketing plan and update them if needed. If you need support, please let Susanna or 	

				Sean know.		
Budget & Resources						
<ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<i>Budget Updates:</i> No updates at this time.		

Next Steps:

SP/SG – strategic priority and strategic goal

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