

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 3/28/22- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Janet Deaton 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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<p>Celebrations</p>	<p>All</p>	<p>Dale</p>	<p>5 min</p>	<p>Montgomery Central Timberwolf Shooting Sports team had two members shoot perfect scores in shotgun despite high winds! Congratulations!</p> <p>Great start to Career Day for our elementary schools!</p> <p>The Lady Timberwolf JV and Varsity Softball teams won their first conference games!</p>	
<p>Superintendent Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • April BOE Agenda • April Principal Meeting Agenda • Admin Update • Administrative Services Update • Auxiliary Services Update 	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Dale</p> <p>Dale</p> <p>Dale</p> <p>Dale</p> <p>Jack</p> <p>Matthew</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>Anything for the April BOE agenda please get to Dr. Ellis and Shannon.</p> <p>Please get anything for the April Principals' meeting to Wade or Terri.</p> <p>Admin Update: Congratulations to Katie Hursey on being named the new ED for Communities in Schools. We are working on getting the position filled. It is posted on Teacher Match. If you have any PR requests or questions, please get them to Dr. Ellis.</p> <p>Administrative Services Update: 2021-22 Diversity and Inclusion Taskforce - Updated - Wednesday at 3:30 via Zoom</p> <p>Auxiliary Services Update: Bus Driver training this week. Thank you for getting individuals signed up. Turf is set to go in at MCHS next week. Please do not be on the track or field next week!!!</p>	
<p>Learning Division</p> <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	<p>All</p>	<p>Wade</p>	<p>5 min</p>	<p>Grant and Federal Program Updates: Free and Reduced Lunch - We are currently at 67.49% 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</p>	

<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min	forms as possible. Make sure all new enrollees get an FRL form to fill out when they bring their enrollment forms.		
<ul style="list-style-type: none"> • Secondary Update 	GCS	Emily	10 min	<p>MCS Federal Programs Consultation Meeting – MCS Staff will host the Federal Programs consultation meeting with private schools on April 7th at 5:00 pm. The meeting will be held at the MCS Central Office. If anyone has questions about Title 1, EC, or any of our federal grants, they can contact Wade Auman.</p> <p>Ongoing District PDSA Meetings – Thank you to everyone that participated in a district PDSA meeting this past week. Your efforts are appreciated and will guide the instruction occurring in our district moving forward. Team leads will schedule follow-up meetings to continue the curriculum mapping work and resource compilation.</p> <p>Summer Program Intent – Principals, please share the link below with your staff members to document their intent for working the 2022 summer program. The MCS Summer Program will run from June 13-June 30. If anyone has questions they can contact Wade Auman. https://forms.gle/FDgMrF5nNFowuac57</p> <p>Economics and Personal Finance Summer Institute – Registration is open for the Summer 2022 EPF Institutes. Please visit: www.nccee.org/events to find dates and registration links. Principals need to make sure they have a trained teacher to teach the EPF course on staff.</p> <p>21st Century Community Learning Center – MCS is 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.</p> <p>Teacher Quality Preparation Grant – MCS is partnering with Scotland County Schools and UNCP to submit a TQP</p>		
<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	Chuck	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			

grant this cycle. If anyone has any recommendations/ideas for this grant, please submit ideas to Wade Auman. The Program Model Development meeting is today.

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.

Building Engineers in K-5 classrooms Conference - Join K-5 STEM educators from across the state at Sandhills Community College for the Building Engineers in K-5 Classrooms Conference April 19-20. The conference will offer more than 40 hands-on robotics & engineering PD opportunities!

Registration is free but limited. Learn more and register [here](#).

Secondary Update:

- Q3 Walkthroughs need to be completed by the end of the day. I will share access with you on 3/28 so you can prepare for your Q3 coaching session. Q4 forms will be available on 4/4.

- Scheduling is complete for current high school and middle school – working on course tallys now
- CCRG initial webinars are complete – I will be working on an implementation timeline in the coming weeks – will share at the April Principals Meeting
- Plant Sale at WMS Saturday, April 9th 9-12 (bedding plants and vegetables)

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

- March 28-31 Career Themes at Elementary Schools
 - [Career Week Details](#)
 - Please take pictures and send to Emily Shaw and Katie Hursey
- SS Leaders Institute 3/29-3/30 9:00-12:00 [Link to register](#) (I sent to MS and HS IFs)
- 5th grade Visits to Middle Schools
 - March 30: 5th Grade to Visit Middle Schools
 - Candor: 8:30 -9:15
 - Green Ridge: 10:00-10:45
 - Star: 12:30-1:15
 - Page Street: 8:30-9:45
 - MG: 10:00-11:15

Elementary/Curriculum Support Update:

Instructional Rounds will take place at West Middle on Thursday, March 31 at 8:00 am. The next scheduled meeting is Tuesday, April 5 at Star Elementary.

			<p>EMS, WMS, MCHS, and MCEC have the opportunity to send two teachers to AVID Path to Schoolwide on July 26 and 27. This training will replace the Summer Institute that our district has attended in the past. Please submit the two names to Terri Absher by April 14.</p> <p>Reading Camp letters were provided to elementary principals for K-5 students. Please begin working on the lists of students to be invited. According to RtA legislation, camp will be open to students in 1-3 grade who demonstrate one or more deficits in critical reading skills. Kindergarten, fourth, and fifth grade students will have the opportunity for extended learning and enrichment in reading, math, and science. Third grade students will be administered the Read-to-Achieve assessment if necessary. Fourth and fifth grade students will retake the EOG if necessary.</p> <p>The next PACK meeting will take place on Friday, April 8 at East and West Middle Schools. Thank you to the administrators of the middle and high schools for your support of the program.</p> <p>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.</p> <p>EC Update:</p> <ul style="list-style-type: none">➤ Joy Prom— will be on May 14, 2022, from 6:00 to 8:00 at MCHS. It will be for all EC self-contained students in 6th grade through graduation. We need volunteers to help plan and help decorate on the 14th. A planning meeting will be held on March 30, 2022, at 3:00 pm at MCHS-you may attend in person or a zoom link to the meeting will be sent out prior to the meeting date. Contact Mrs. Frances Morris at MCHS to volunteer.	
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- **Testing Accommodations**—Please remember that any “new” testing accommodations must be placed in the student’s IEP a minimum of 30 days prior to the first day of testing.
First Day of Testing:
MC Early College—May 18
K-8 EOG Tests—May 25
EOC Tests—June 2
If you have any questions regarding adding accommodations, please feel free to contact our office.
- 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 29	Behavior Support Team Meeting 2:00
March 30	Joy Prom planning meeting at 3:00 in person at MCHS or through Zoom
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.
April 1	Headcount for State Funding
April 4-14	NC TEACCH Cohort 2 Training
April 5	EC Teacher Support Meeting at 3:00.

				Contact Dee Dee for appointment.					
				April 12	Speech Team at 2:30 on Zoom				
				April 15	No Day—Good Friday				
				April 18-22	Easter Break				
				April 25	End of 5 th grading period for grades 9-12				
				April 26	Transition Team Meeting at 3:15 in rm# 1541 MCHS Behavior Support Team Meeting at 2:00 on Zoom				
				April 27 & 28	EC Staff Meeting at 3:30 on Zoom. All staff attends one of the dates provided.				
				May 14	Joy Prom 6:00-8:00 PM at MCHS All self-contained grades 6-graduation.				
				<p>Pre-K Update: End of month reminders will be sent later this week- attendance, playground inspection, and sign off sheets.</p> <p>Applications in hand: Candor-40, Green Ridge-32, Mt. Gilead-16, Star-27, Troy-44, and Wescare-14 / Total-173</p> <p>Differentiation Update: <u>MTSS</u></p> <ul style="list-style-type: none"> Jessica Lowder will be contacting IF's and principals regarding the FAM-S which will take place in April/May. <p>Reminders:</p> <ul style="list-style-type: none"> The <i>Evaluate and Revise</i> section of student plans should be filled if the cycle is complete. Students should not have long standing open cycles, and if so, should be moved. This ensures interventions can continue appropriately in the spring/fall grade level rollover. <p><u>AIG</u></p> <ul style="list-style-type: none"> Spring Headcount: April 30th 					

				<p><u>Upcoming Competition Dates</u></p> <ul style="list-style-type: none"> Math Olympics will take place this Friday, April 1st at MCEC beginning at 9:00 AM. Teams need to arrive by 8:45 AM. Please ensure transportation arrangements are finalized for students attending. <p><u>ESL</u></p> <ul style="list-style-type: none"> Monthly PLC- Thursday, April 14th @3:15 PM in Staff Development Room 	
<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>Operations Update:</p> <p>If you have staff that has indicated that they will retire or be leaving at the end of the year, please ask them to get the retirement or resignation letters turned in.</p> <p>Calendar items</p> <ul style="list-style-type: none"> March 29 - Grit to attend Western Carolina University career fair (please let us know your search lists) Remember to follow along to see real time data from the career fair. <u>MCS Interest Form - Google Forms</u> March 30 - Grit to attend East Carolina University career fair (please let us know your search lists) Remember to follow along to see real time data from the career fair. <u>MCS Interest Form - Google Forms</u> March 1-31 - Teacher Working Conditions Survey <p>Message from DPI Congratulations to the following schools in your district for reaching 100%. As a district, we are just out of the lead at 96.8% participation: Candor Elem</p>	

Montgomery County EC High
Montgomery Learning Academy
Star Elem
Troy Elem
West Middle
Montgomery Central High
Green Ridge Elementary

- Please talk with your representatives and try to get 100%

- March (Begin the teacher allotment work) Individual School Teacher Allotment letters due by April 29, 2022
- March The human resource office and the office of accountability are working on a migration from Teacher Match to a Power School-based system. We will train principals in June and make the transition away from teacher match in July. This is a state-level change to move to a better platform that we hope will be more user-friendly for us all. Stay tuned.
- March 31 Mentor Logs Due
- April 4 Required PD -BT 1's (Green Ridge Media Center @3:30 pm -4:45 pm)
- April 4 AP meeting CO 3:15
- April 13 Safety Meeting (Accutrain CPR/AED chain of Survival & School Crisis Planning: Intruder drill (turn into Ms. Harris).
- April 13 School Building Inspections due
- April 16 Re-Employment Recommendation Forms due back from Principals
- May 13 TOY Interviews
- May 16 Retirement Banquet (Star Works) Time TBD
- May 24 NCEES Comprehensive (4th observation) due

Accountability Update:

- None at this time.

Data Managers Updates

- **Years and Terms 2022-2023 Update**
 - March 30, 2021- All years and terms must be updated with the proposed calendar for the 2022-2023 school year by Wednesday. Upload screenshots to Google Drive and email AJ Whitesell when this task is completed. Thank you.
- **Educator's Handbook**
 - All data managers, principals, and assistant principals have been trained in Educator's Handbook and Incident Importing. Contact Jessalyn Spell with any Educator's Handbook questions.
 - 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.
- **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**
 - April 13, 2022, at 8:30 am in the Staff Development Room
- **Upcoming PowerSchool District Deadlines**
 - April 12, 2022- PMR 7 due at District Level

Testing Updates

- [Testing Chart Document](#)

				<ul style="list-style-type: none"> • Testing Calendar • Spring WorkKeys School Level Trainings <ul style="list-style-type: none"> ○ MCEC - March 30 ○ MLA - April 5 ○ MCHS - April 6 • As Check-In windows become available and you complete testing, please let Jessalyn Spell know when your testing is complete and school score reports will be run and placed on Google Drive as soon as possible. <ul style="list-style-type: none"> ○ Current Windows: 8th Grade Earth Science 3/14-4/1, Biology MCHS/MLA Evolution Genetics 3/22-3/29 • EOG/EOC/Extend 1/CTE Proof of Learning Test Training <ul style="list-style-type: none"> ○ April 14, 2022, 8:30-Noon in the Staff Development Room <p><i>Teen Pregnancy Task Force</i></p> <ul style="list-style-type: none"> • Next Meeting: April 27, 2022, at 3:30 via Zoom 	
Process Management					
<ul style="list-style-type: none"> • Media Minute 	LGI	Katie	5 min	Please send anything for School Connections to Katie Hursey.	
<ul style="list-style-type: none"> • Other process issues? 	All	Dale	5 min		
Budget & Resources					
<ul style="list-style-type: none"> • Budget Update 	21 Sys	Mitch	5 min	No update.	

Next Steps:

SP/SG – strategic priority and strategic goal

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