

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 10/3/22- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Jon LaChance and Dr. Amy Reynolds 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			
<b>Superintendent Division</b>						
<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Dale	5 min	1 <sup>st</sup> Quarter Coaching time. Email will be forthcoming from Cindy.		
<ul style="list-style-type: none"> <li>• October BOE Agenda</li> </ul>	All	Dale	10 min	Please get agenda items to Cindy Davis		
<ul style="list-style-type: none"> <li>• October Principal Meeting Agenda</li> </ul>	All	Dale	10 min	Please get agenda items to Terri Absher or Wade Auman		
<ul style="list-style-type: none"> <li>• Administrative Services Update</li> </ul>	All	Jack	10 min	<p><b><i>Administrative Services Updates:</i></b></p> <p><u>General Information</u></p> <ul style="list-style-type: none"> <li>• October Awareness Calendar- <a href="#">October Awareness Calendar</a></li> <li>• Unity Day is October 19, 2022. Everyone is asked to wear Orange to symbolize our district stand against Bullying. <a href="https://www.pacer.org/bullying/">https://www.pacer.org/bullying/</a></li> <li>• Hispanic Heritage Month- Quick Resource - <a href="#">Hispanic Heritage Month PowerPoint</a></li> <li>• Suicide Prevention PD Window Opens October 5, 2022 - October 28, 2022.</li> <li>• PACK Mentor Training will take place on Friday October 7, 2022, from 9-12.</li> </ul> <p><u>504 Information</u></p> <ul style="list-style-type: none"> <li>• 504 Audits will continue this week.</li> </ul> <p><u>Homeless Connection</u></p> <ul style="list-style-type: none"> <li>• <a href="#">THE SCHOOLHOUSE CONNECTION YOUTH LEADERSHIP AND SCHOLARSHIP PROGRAM</a></li> </ul> <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> <li>• <a href="https://g.co/kgs/GeV95g">https://g.co/kgs/GeV95g</a></li> </ul>		
<ul style="list-style-type: none"> <li>• Auxiliary Services Update</li> </ul>	All	Matthew	10 min			

				<ul style="list-style-type: none"> <li>• <a href="https://g.co/kgs/jvZXhd">https://g.co/kgs/jvZXhd</a></li> <li>• <a href="https://www.eventbrite.com/e/fall-weekends-are-for-baby-goat-giggles-playdates-tickets-351114110757?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/fall-weekends-are-for-baby-goat-giggles-playdates-tickets-351114110757?utm-campaign=social&amp;utm-content=attendeeshare&amp;utm-medium=discovery&amp;utm-term=listing&amp;utm-source=cp&amp;aff=escb</a></li> </ul> <p><b>Auxiliary Services Updates:</b> Please check your facilities for safety and damage. Please let Matthew Woodard know.</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>Kevin</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>Learning Division Updates:</b></p> <ul style="list-style-type: none"> <li>• 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 76.35%. Make sure all newly enrolled students receive a form and encourage all students to submit a completed form to the school.</li> <li>• School Improvement Plans – There is an extension for the school improvement planning process. We will present SIPs to the Board during the November 7th Board meeting. Feedback will be provided on all SIPs this week and revisions will be due on October 19th.</li> <li>• Nearpod – The Nearpod training that was scheduled for October 11th has been rescheduled due to Parent Conferences on the 13th. The new date for the optional Nearpod training has been set for October 26th. This training will be conducted virtually through Zoom from 3:00 to 4:30. If you have any questions, please see your DLC.</li> <li>• Governor’s School – Student applications for NC Governor’s School have been posted on the web: <a href="https://www.dpi.nc.gov/media/15671/download?attachment">https://www.dpi.nc.gov/media/15671/download?attachment</a> Principals need to start promoting the opportunity to 11th grade students. Link to the</li> </ul>	

Governor’s School website for additional information: <https://www.dpi.nc.gov/students-families/enhanced-opportunities/north-carolina-governors-school>

- CCP-CIHS Meeting – If anyone has an issues/topics to discuss related to our partnership with MCC for CCP or CIHS, please contact Wade Auman. I have a meeting this Friday at 1:00 pm.
- 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.
- District PDSA Meetings – All school leads need to schedule and hold a meeting prior to October 14, 2022. During this meeting, all curriculum maps should be reviewed and revised according to group consensus, review shared materials, and discuss the addition of more items and any other curricular topics deemed necessary to improve instruction across the district. We will email an updated team list to all school leads. If anyone has any questions, feel free to contact Terri Absher or Wade Auman.

*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.

*Secondary Updates:*

**Secondary**

- 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)

- Oct 28th is the cutoff date for Q1 CWT
- Q2 forms will be sent out 10/31 - to start Q2 walkthroughs on 11/7

- CCRG: [August Rollout](#) – NCDPI is moving 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
  - Follow up CCRG meeting with teachers 10/19 - 2:30 MCEC 3:00 MCHS
  - We will discuss progress at the Principal's Meeting next week.
- 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.
- Embedded Calculator Webinars : Please join Accountability Services for a series of webinars on the NCTest embedded calculators. These webinars will provide insights on how to use the embedded calculators in NCTest and how to create interactive student lessons.  
These webinars are intended for mathematics teachers who are administering NC Check-Ins, End-of-Grade, or

End-of-Course assessments online, but school-based administrators and district-level personnel are welcome to register and attend. Please click on the link below to register.

Desmos Calculator	Grade(s)	Date	Time	Link to Register for Webinar
Four Function*	Grades 3 – 5	Tuesday, October 18	3:30 – 4:30 pm	<a href="https://bit.ly/2022FourFunctionWebinar">https://bit.ly/2022FourFunctionWebinar</a>
Scientific*	Grades 6 – 8	Wednesday, October 19	3:30 – 4:30 pm	<a href="https://bit.ly/2022ScientificWebinar">https://bit.ly/2022ScientificWebinar</a>
Graphing*	Grade 8 and high school	Thursday, October 20	3:30 – 4:30 pm	<a href="https://bit.ly/2022GraphingWebinar">https://bit.ly/2022GraphingWebinar</a>

- \*Registration capped at 1,000
- After registering, you will receive a confirmation email containing information about joining the webinar. The webinar will be recorded and a separate TNN with a link to the recording will be shared later.
- NCDPI is not offering any CEUs for these webinars.
- If you have questions regarding the webinars, please email [elizabeth.nash@dpi.nc.gov](mailto:elizabeth.nash@dpi.nc.gov).

**Title IX Updates**

- All school building trainings are complete.
- There will be two make-up sessions today.
  - Make up session: 10/3: 3:15 at the Central Office
  - 10/3: 1:30 Virtual [Link](#) - only for those that absolutely cannot attend face to face

training

- 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.
  - Oct 27, 2022
  - Nov 22, 2022
  - Jan 19, 2022
  - Feb 15, 2022
  - Mar 22, 2022
  - Apr 25, 2022
- Principals, please make sure that staff that attended training sign off on the form that was provided to you

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](#)
- High School Manufacturing Day - 10/4 - see link for details
  - [Manufacturing Day](#)

Upcoming Dates/PD

- Title IX Additional Sessions for those that cannot attend building level training
  - 10/3 1:30 and 3:15
- 10/6 3:15 Zoom IXL Foundations Training

***Elementary/Curriculum Support Updates:***

- Instructional Rounds will take place at 8:00 am on Tuesday, October 11 at Page Street Elementary and then at Montgomery Learning Academy on the same morning.
- The second LETRS Professional Online Learning

session that was cancelled on Friday will be rescheduled. The date will be announced this week. Teachers should continue through units as indicated on the pacing guide. Each teacher should be working on Unit 1 Session 7 this week.

- High school teachers will take part in Culturally Relevant Teaching with an emphasis on poverty on Friday, November 18 from 12:30 – 3:30 in the auditorium at MCHS. The facilitator will be Dr. Dutchess Maye. Middle school teachers will meet on November 18 from 12:30 pm – 3:30 pm in the cafeteria at MCHS for poverty training.
- The next IF meeting is scheduled for October 6. This meeting will include EVASS training.
- The 30-day due date for NC ELI is October 7. Please contact Terri Absher if a teacher needs support.

***EC Updates:***

No updates at the time.

***Pre-K Updates:***

- School Health Advisory Council meeting (SHAC) has been rescheduled for October 10, 2022.
- NC PreK Virtual PLC Meeting at 3:00pm on October 5, 2022.

***Differentiation Updates:***

**NC Gear Up Grant (EMS, WMS, MCHS)**

- Please review the fall data collection information regarding interviews and focus groups sent through email by Sarah Fuller.



- Saturday Academies will be starting soon for both our middle and high schools.
- Remember to use the Gear Up sign-in sheets for all related events and scan to Jessica Lowder.

**MTSS**

- Remember to keep meeting minutes on all MTSS meetings. Please scan copies to Jessica Lowder to keep on file.
  - [MTSS Meeting Summary](#)
- Upcoming Training for Instructional Facilitators
  - ECATS Core Plans- October 6th (IF Meeting)
  - Problem Solving Training-Friday October 7th @2:30 PM in Staff Development Room

**AIG**

- The CogAT testing window is now open for grades 4 and 8. Individual school testing dates have been confirmed and parent letters should be sent home.

**ESL**

- Kindergarten letters regarding ML placement should be sent home to parents by Thursday, October 6th.
- PLC/Ellevation Worksession-October 19th @8:30 in Staff Development Room

<b>Operations Division</b>					
<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Tracy	10 min	<p><b><i>Operations Updates:</i></b></p> <ul style="list-style-type: none"> <li>• Due to the closure of schools on September 30, 2022, from Hurricane Ian, Montgomery County Schools will make the school day up on Friday, October 14, 2022. It will be a 3-hour early release day to accommodate the previously scheduled teacher professional development. We appreciate your flexibility, and we hope you have a wonderful week!</li> <li>• Principals pay close attention to when your teachers are placing absences in Willsub +. Often the same group of staff put in for subs at 6:30 am, allowing little time to secure a sub. We will discuss this in the principals meeting.</li> <li>• Principals, if you choose not to bring an ESS sub back to your school when you notify ESS, carbon copy me on the email.</li> <li>• Flu Shots will be available for employees the first week of October</li> <li>• September 30, Paper PDP's due to Human Resources.</li> <li>• September 30, Final start date to receive the recruitment bonus.</li> <li>• September 30, Staff Directory due (Tasha Medley)</li> <li>• October 5, BT 2 Required PD at Central Office 3:30-4:30</li> <li>• October 12, NCEES Comprehensive 1<sup>st</sup> round observations due</li> <li>• October 14, Appalachian State University Education Fair</li> <li>• October 20, Earthquake preparation Great Southeast ShakeOut 10:20 am</li> <li>• October 21, List of Coaches for Winter Sports due to Crystal Douglas and Dr. Cagle</li> <li>• October 24, AP meeting Central Office (3:15)</li> <li>• October 25, Badge Program Central Office (4:00)</li> </ul>	
<ul style="list-style-type: none"> <li>• Operations Update</li> </ul>	21 CP	Tracy	10 min		
<ul style="list-style-type: none"> <li>• Accountability Update</li> </ul>	LGI	Jessalyn	10 min		

- October 26, Mentor Logs due (Jordan Wilson)
- October 27, 3<sup>rd</sup> grade dictionary day Rotary

***Accountability Updates***

- Jessalyn Spell and AJ Whitesell will be attending the statewide Test Coordinator's Meeting in Raleigh Monday and Tuesday October 3-4, 2022. Please reach out via email or cell phones if you need any assistance from either on those dates.
- Reminder to use the new OSS Parent Letter when printing letters after assigning an OSS in Educator's Handbook. This letter contains the School Board Policy regarding Out of School Suspensions.
- Please send invoices for Fees with interims and first report cards. Reach out to AJ Whitesell or Jessalyn Spell with assistance on printing in invoices with the new system if needed.
- Negative lunch balance callouts go out on Mondays. These balances will be updated once a week on Mondays only.

***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.
- Next Meeting
  - October 12, 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](#)

				<p><b><i>ACT Training Needs</i></b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
<p><b>Process Management</b></p> <ul style="list-style-type: none"> <li>Media Minute</li> <li>Other process issues?</li> </ul>	<p>LGI</p> <p>All</p>	<p>Susanna</p> <p>Dale</p>	<p>5 min</p> <p>5 min</p>	<p><b><i>Marketing Updates:</i></b></p> <ul style="list-style-type: none"> <li>We will be reaching out to principals as part of the marketing initiative to create content to tell teacher and student stories. If you are aware of anything exciting happening in your building, please let Susanna Kornegay know.</li> <li>School Connections Content to Sean Maness.</li> <li>Teacher webpage training on October 4<sup>th</sup> from 3-4 <a href="https://meet.google.com/lookup/d3doyf3354?authuser=0&amp;hs=179">https://meet.google.com/lookup/d3doyf3354?authuser=0&amp;hs=179</a></li> </ul>	
<p><b>Budget &amp; Resources</b></p> <ul style="list-style-type: none"> <li>Budget Update</li> </ul>	<p>21 Sys</p>	<p>Mitch</p>	<p>5 min</p>	<p><b><i>Budget Updates:</i></b></p> <p>No updates at this time.</p>	

Next Steps:

SP/SG – strategic priority and strategic goal

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