

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 3/21/22- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Sloan Bourgeois and Dr. Heather Seawell 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
-------------	-------	------------------	------	-----------------	-------------	---------

<p><b>Celebrations</b></p>	<p>All</p>	<p>Dale</p>	<p>5 min</p>	<p>All five of MG's bus routes have drivers!!!</p> <p>All Pre-K and kindergarten registration events went really well! Thank you to everyone involved!!</p> <p>Three of the seniors who attended the job fair last week were offered positions with Jordan Lumber. They will start the apprenticeship program in the summer.</p> <p>MCEC had all pre-ACT and ACT students are tested!</p> <p>Today is World Down Syndrome Day!</p> <p>MCEC Prom is Saturday!</p>	
<p><b>Superintendent Division</b></p> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• April BOE Agenda</li> <li>• April Principal Meeting Agenda</li> <li>• Administrative Services Update</li> <li>• Auxiliary Services Update</li> </ul>	<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>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>Please get anything for the April BOE Agenda to Dr. Ellis and Shannon.</p> <p>Please get anything for the April Principals' meeting agenda to Terri and Wade.</p> <p><b>Administrative Services Update:</b> Behavioral Threat Assessment Training - NC Center for Safer Schools Tuesday, March 22, 2022, 8:30 – 11:00 via Zoom</p> <p>State Employees Credit Union (PEOPLE HELPING PEOPLE Scholarships) District Selection Wednesday, March 23, 2022, from 8:00 am to 1:00 pm MCS Staff Development Room</p> <p>Montgomery County Early College Selection Committee Wednesday, March 23, 2023, from 8:30 am to 9:30 am MCEC Conference Room</p> <p>PTEC Annual Meeting Thursday, March 24, 2022, from 9:00 am to 11:00 am in</p>	

				Greensboro	
				<b>Auxiliary Services Update:</b> No updates.	
<b>Learning Division</b> <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>	All  GCS  GCS  GCS  GCS  GCS  GCS	Wade  Wade  Emily  Terri  Terri  Chuck  Vance  Jessica	5 min  10 min  10 min  10 min  10 min  10 min  10 min	<b>Grant and Federal Program Updates:</b> <b>Free and Reduced Lunch</b> - We are currently at 67.48% 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.  <b>District PDSA Meeting</b> – Don’t forget to conduct your first meeting during the month of March. If any team lead has issues with contacting their team members, please contact Wade Auman. If any team lead has issues accessing the shared Google Drive, please let Wade Auman know. Team leads will be able to set the level of rights for their team members to the Google folder. If anyone has questions, feel free to reach out.  <b>Montgomery Fund Q&amp;A</b> - Please join the DLCs for an online group session on March 24 <sup>th</sup> at 3:00 pm for a question-and-answer session. Please see link below. This is just a question-and-answer session. We also have some important organizational information from Mitch Taylor that you will need as part of your grant writing process. Applications are due by 12:00 pm on April 19 <sup>th</sup> . Google Meet Link: <a href="https://meet.google.com/lookup/fhuel3sjeu">https://meet.google.com/lookup/fhuel3sjeu</a>  <b>ELISS Grant Survey</b> – As a requirement of the grant, our students participating in any grant funded program need to take a survey provided by the grant strategist. The deadline for completion is Thursday, March 24 <sup>th</sup> . Please use the link below to have students submit responses to the questions:  <a href="https://survey.alchemer.com/s3/6706877/CIS-Montgomery-County-Schools-2022-Student-Survey">https://survey.alchemer.com/s3/6706877/CIS-Montgomery-County-Schools-2022-Student-Survey</a>	

**Economics and Personal Finance Summer Institute –**  
Registration is open for the Summer 2022 EPF Institutes. Please visit: [www.nccce.org/events](http://www.nccce.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.

**21<sup>st</sup> Century Community Learning Center –** MCS is applying for the 21<sup>st</sup> 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 4<sup>th</sup>.

**Teacher Quality Preparation Grant –** MCS is partnering with Scotland County Schools and UNCP to submit a TQP 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.

**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](#).

**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.

**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.
  - Q3 Walkthroughs need to be completed by 3/25 and entered by 3/28. I will share access with you on 3/28 so you can prepare for your Q3 coaching session.
- Scheduling is complete for current high school students and middle school will finish up this week
  - WMS 3/21
  - EMS 3/22
- CCRG initial webinars are complete – I will be working on an implementation timeline in the coming weeks
- Students from MCEC and MCHS attended the MCC Career Fair on 3/17 – 3 students were offered jobs with Jordan Lumber

**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](#)
- SS Leaders Institute 3/29-3/30 9:00-12:00 [Link to register](#) (I sent to MS and HS IFs)
- 3/21 English II PDSA Meeting 3:00
- 5th grade Visits to Middle Schools
  - March 30: 5th Grade to Visit Middle Schools
  - Candor: 8:30 -9:45
  - 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 Troy Elementary on Wednesday, March 23 at 8:00 am. The next scheduled meeting is Wednesday, March 31 at West Middle School.

There will be an IF meeting on Wednesday, March 24 at the central office. Elementary Ifs will meet at 8:30 am, and secondary will join at 9:30 am.

Thank you to all staff members who supported the PreK and kindergarten registration events. The time and efforts are truly appreciated. As of Friday, MCS has 172 kindergarten students registered. At the conclusion of the events at each school last year, MCS had 121 students registered. Currently, we have a total of 235 kindergarten students in the district.

MCS has secured training dates for LETRS from Voyager Sopris. Information has been shared with elementary principals and IFs. Please make the dates a part of the calendar for next school year so that teachers and administrators can plan accordingly.

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.

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.

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:**

- April 1 Headcount: Please check all EC folders on your caseload for the following:
  1. That you have the folder in hand, at your school.
  2. All consent to serve forms (DEC 6) has been signed.
  3. Re-evals and IEPs are current as of April 1.
  4. Call us if you are missing anything or need help.

**\*\*\*Once you have completed the above you must send Dee Dee a verification email to confirm that your folders are ready for headcount.**

- **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 6<sup>th</sup> grade through graduation. We need volunteers to help plan and help decorate on the 14th. Contact Mrs. Frances Morris at MCHS to

volunteer.

- Please be cautious of speech referrals for children in upper elementary grades (3<sup>rd</sup> -5<sup>th</sup> grades). Speech referrals will only be screened for speech needs/NOT academic needs. Academic concerns must go through your MTSS teams. Speech is not a side door around MTSS. Not all kids who struggle need an IEP.
- If you have had an initial referral this year, please send Dee Dee the student's name and grade. This includes **all** referrals, even out of state and Pre-K. If you have completed a re-eval **with** testing, please send Dee Dee the student's name and grade. She is using this information to compare to data in ECATS to make sure all information is showing correctly for our district.
- 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 25	End of 3 <sup>rd</sup> Grading Period for grades K-8, Mid-Term for grade 9-12 3Hr Early



					Dismissal for all students-Professional Development			
					March 29	Behavior Support Team Meeting 2:00		
					March 31	Transition Team Meeting in rm #1541@ MCHS—All EC teachers who teach 5 <sup>th</sup> and 8 <sup>th</sup> grade students must attend this meeting.		Transition planning for next
					<p><b>Pre-K Update:</b> PreK Teachers and Assistants-Complete Health and Safety Trainings before the end of the year. See Mr. Thomas email from last week.</p> <p>Criminal Background Checks need to be completed before Spring Break. Funds may not be available for reimbursement after that date.</p> <p><b>Differentiation Update:</b></p> <ul style="list-style-type: none"> <li>• MTSS Behavior PD for Elementary and Middle School Guidance Counselor's- March 24th, at 1:00 PM in the Staff Development Room.</li> <li>• Jessica Lowder will be contacting IF's and principals regarding the FAM-S which will take place in April/May.</li> <li>• The FAM-D (district level assessment) is now required each year. The district level MTSS team will meet on May 19th with Tonya Caulder from NCDPI to complete this process. Materials needed will be distributed to team members by Jessica Lowder.</li> </ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>• 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. Instructional Facilitators are currently</li> </ul>			

				<p>working with teachers on this process.</p> <p><u>AIG</u></p> <ul style="list-style-type: none"> <li>• Eighth grade CogAT: March 21st-25th</li> <li>• Spring Headcount: April 30th</li> </ul> <p><u>Upcoming Competition Dates</u></p> <ul style="list-style-type: none"> <li>• Math Olympics- April 1st @MCEC 9:00 AM</li> </ul> <p><u>ESL</u></p> <ul style="list-style-type: none"> <li>• No updates at this time.</li> </ul>	
<p><b>Operations Division</b></p> <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>	<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><b>Operations Update:</b></p> <p>Principals, we have a legislative change to discuss with the calendar committee; please make sure your representative attends the Calendar Committee Meeting (Thursday, March 24, 2022) at 3:30 pm. All representatives received a calendar invite this morning.</p> <p>Calendar items</p> <ul style="list-style-type: none"> <li>• March 23 - PERMA Follow up 1:00 Zoom</li> <li>• 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></li> <li>• 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></li> <li>• March 1-31 - Teacher Working Conditions Survey Message from DPI</li> </ul> <p>Congratulations to the following schools in your district for</p>	

reaching 100%. As a district, we are just out of the lead at 94.6% participation:

Candor Elem  
Montgomery County EC High  
Montgomery Learning Academy  
Star Elem  
Troy Elem  
West Middle  
Montgomery Central High

- 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 - NCEES Comprehensive (4<sup>th</sup> observation) due
- April 16 - Re-Employment Recommendation Forms due back from Principals
- May 13 - TOY Interviews
- May 16 - Retirement Banquet (STARworks) Time TBD

**Accountability Update:**

- **Regional Accountability Coordinator Meeting**
  - Friday, March 25, 2022, 9:30-Noon via Microsoft Teams

**Data Managers Updates**

- **1P Attendance Code Guidance**



**Early Check Out Attendance Code**

Early Check Out (1P) is used to track students who are present for the day and then checked out early by a parent or guardian. Time should be entered for the duration the student was present for the day.

Example: Time in: 8:15 a.m. Time Out: 2:30 p.m.

Examples:	
School start time: 7:50 a.m.; end time 3:00 p.m.	
<b>Early Check Out</b>	Student A checked in at the start of the school day (7:50 a.m.) and was present for the school day until being checked out at 2:30 p.m.
<b>Absent</b> Note: Student was absent because not present for at least one half of the school day.	Student A checked in at the start of the school day (7:50 a.m.) and checked out at 8:30 a.m. and does not return to school for the day
<b>Present</b> - student was present at least one half of the school day.	Student A checked in at the start of the school day (7:50 a.m.), checked out at 8:30 a.m. and checked back in at 9:30 a.m. and remained at school for the rest of the school day
<b>Present</b> - student was present at least one half of the school day.	Student A check in at the start of the school day (7:50 a.m.), checked out at 8:30 a.m. and checked back in at 9:30 a.m. and checked out at 2:30 p.m. before the end of the school day.

- **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](#)
- [Testing Calendar](#)
- **Spring WorkKeys School Level Trainings**
  - 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.**
  - **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**
  - April 14, 2022, 8:30-Noon in the Staff Development Room

*Teen Pregnancy Task Force*

- Next Meeting: April 27, 2022, at 3:30 via Zoom

<b>Process Management</b> <ul style="list-style-type: none"> <li>• Media Minute</li> <li>• Other process issues?</li> </ul>	LGI All	Katie Dale	5 min 5 min	Please get anything for School Connections to Katie.		
<b>Budget &amp; Resources</b> <ul style="list-style-type: none"> <li>• Budget Update</li> </ul>	21 Sys	Mitch	5 min	Dr. Ellis doesn't expect that we will be held harmless this year. However, he will continue to petition for it. If we are not, this would mean the district would receive less money, which would mean we would lose positions.		

Next Steps:

SP/SG – strategic priority and strategic goal

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