

**Montgomery County Schools**

Meeting Agenda

**Group:** Cabinet

**Date/Time:** 9/26/22- 9:00 a.m.

**Place:** Central Office

**Facilitator/Leader:** Dale Ellis

**Attending:** Central Support and Assigned Principals (Thanks to Marvin Smith 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	<ul style="list-style-type: none"> <li>• The DLMI (Digital Learning Media Inventory) is complete and has been submitted. Thanks to Principals and staff that helped with the process.</li> <li>• CTE Culinary Program was very successful with catering the Rotary Program. Thank you to Ms. Massey.</li> <li>• CTE Program is receiving recognition, the vision is happening.</li> <li>• K-12 PD was successful Friday, September 23rd</li> <li>• Thank you to all the principals for supporting each other.</li> <li>• Increased number of students participating in AIG screening this year.</li> <li>• Be on the lookout for info from Mitch on donation from Fred Taylor. All teachers to receive \$300 for classroom supplies.</li> </ul>		
<b>Superintendent Division</b> <ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> <li>• October BOE Agenda</li> <li>• October Principal Meeting Agenda</li> <li>• Administrative Services Update</li> <li>• Auxiliary Services Update</li> </ul>	All	Dale	5 min	Please send agenda items to Shannon Please send agenda items to Terri or Wade  <b>Administrative Services Updates:</b> <u>General Information</u> <ul style="list-style-type: none"> <li>• September Awareness Calendar - <a href="#">September Awareness</a></li> <li>• Teaching in Color Registration link. The target audiences for participation are teachers and teacher leaders. Please complete the interest form below if you would like to participate in MCS TIC.</li> </ul>		

				<p><a href="https://forms.gle/wLsrrS9Ea7DaLSU27">https://forms.gle/wLsrrS9Ea7DaLSU27</a> The first session will be <u>September 28, 2022</u>.</p> <p><u>504 Information</u></p> <ul style="list-style-type: none"> <li>• Last Day for School-Wide Training for 504 Information is <u>September 30, 2022</u>.</li> <li>• 504 Audits will begin this week.</li> </ul> <p><u>Homeless Connection</u></p> <ul style="list-style-type: none"> <li>• Last Day for School-Wide Training for Homeless Awareness is <u>September 30, 2022</u>.</li> <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://local.aarp.org/event/montgomery-county-farmers-market-2022-09-29-troy-nc.html">https://local.aarp.org/event/montgomery-county-farmers-market-2022-09-29-troy-nc.html</a></li> <li>• <a href="https://www.eventbrite.com/e/snorin-safari-tickets-138491577035?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/snorin-safari-tickets-138491577035?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 Updates:</b> No updates at the time.</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> </ul>	<p>All</p> <p>GCS</p> <p>GCS</p>	<p>Wade</p> <p>Wade</p> <p>Emily</p>	<p>5 min</p> <p>10 min</p> <p>10 min</p>	<p><b>Learning Division Updates:</b></p> <p>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 75.78%. Make sure all newly enrolled students receive a form and encourage all students to submit a completed form to the school.</p> <p>School Improvement Plans – Feedback will be provided on all SIPs this week. If any corrections are needed, they will</p>	

<ul style="list-style-type: none"> <li>• Elementary Update</li> </ul>	GCS	Terri	10 min	<p>need to be completed by September 29, 2022. SIPs will be submitted to the School Board for approval at the October 3, 2022, Board meeting.</p>	
<ul style="list-style-type: none"> <li>• Curriculum Support Update</li> </ul>	GCS	Terri	10 min	<p>NCVPS – Progress Report will be available on September 29. If you have any questions regarding NCVPS, please contact Wade Auman.</p>	
<ul style="list-style-type: none"> <li>• EC Update</li> </ul>	GCS	Kevin	10 min	<p>Governor’s School – Student applications will be posted for schools on the Governor’s School website during the first week of October. Principals need to start promoting the opportunity to 11th grade students. Link to the Governor’s School website for additional information:</p>	
<ul style="list-style-type: none"> <li>• Pre-K Update</li> </ul>	GCS	Vance	10 min	<p><a href="https://www.dpi.nc.gov/students-families/enhanced-opportunities/north-carolina-governors-school">https://www.dpi.nc.gov/students-families/enhanced-opportunities/north-carolina-governors-school</a></p>	
<ul style="list-style-type: none"> <li>• Differentiation Update</li> </ul>	GCS	Jessica	10 min	<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>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.</p>	
				<p>Training Opportunities:</p>	
				<p>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</p>	

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. Walkthroughs started last week. 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)
  
- 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. Teachers were experiencing issues with being able to see students assigned to classes. I worked with NROC to correct. Please make sure the issue is resolved and they can see students. Please post the parent letter to Canvas and FB this week.
  - 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

- For those that attend the Leadership Retreat: Make sure you have signed off on the training form [Link](#)
- Principals, please make sure that staff that attended training sign off on the form that was provided to you
- Building training has started. There will be several make-up sessions. For cafeteria, custodians, bus drivers, ect – if you need to schedule a time because they cannot make the building level session, please let me know. District office staff that did not receive training at the leadership retreat will need to attend a session as well!
  - 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

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. I will be providing a follow up email this week with more detailed information on access to specific credentials.

- [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:**

The BOY window for mCLASS and iReady ends tomorrow. If there is an invalidation, please contact Terri Absher for next steps.

Instructional Rounds will take place at 8:00 am on Tuesday, September 27 at Candor Elementary and at 8:00 am on Wednesday, September 28 at Montgomery Central High School.

K-5 teachers and IFs will participate in the second LETRS Professional Online Learning session on Friday, September 30 from 12:30 pm – 3:30 pm. The meeting link will be sent to participants. Please contact Terri Absher with any questions.



			<p>High school teachers will take part in Culturally Relevant Teaching with an emphasis on poverty on Friday, September 30 from 12:30 – 3:30 in the auditorium at MCHS. The facilitator will be Dr. Dutchess Maye. Middle school teachers will meet on September 3-from 12:30 pm – 3:30 pm in the cafeteria at MCHS for poverty training.</p> <p>The next IF meeting is scheduled for October 6. This meeting will include EVAAS training.</p> <p>The 30-day due date for NC ELI is October 7.</p> <p><b>EC Updates:</b></p> <p>No updates at this time.</p> <p><b>Pre-K Updates:</b></p> <p>Health Assessments and Shot Records are due September 27. Please communicate with school administration and transportation any children that may not have one by the due date. Nurses are working with families to help get these done.</p> <p>End of month reports are due on September 30. Include attendance, playground inspection, training reporting.</p> <p>CCDF Grant plans are due October 3.</p> <p><b>Differentiation Updates:</b></p> <p><u>NC Gear Up Grant (EMS, WMS, MCHS)</u></p> <ul style="list-style-type: none"><li>• No updates at this time.</li></ul> <p><u>MTSS</u></p> <ul style="list-style-type: none"><li>• As BOY data is finalized remember to focus on how</li></ul>	
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				<p>grade levels can strengthen <i>core</i> instruction. As a reminder, supplemental intervention groups shouldn't be created for a skill gap if a large portion of the class or grade level struggle with that same skill. Use school intervention/flex blocks strategically to assist with this.</p> <ul style="list-style-type: none"> <li>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"> <li><a href="#">MTSS Meeting Summary</a></li> </ul> </li> <li>Upcoming Training for Instructional Facilitators <ul style="list-style-type: none"> <li>ECATS Core Plans- October 6th (IF Meeting)</li> <li>Problem Solving Training-Friday October 7th @2:30 PM in Staff Development Room</li> </ul> </li> </ul> <p><b><u>AIG</u></b></p> <ul style="list-style-type: none"> <li>CogAT testing for grades 4 and 8 will take place October 3-8th.</li> <li>Letters need to be sent home to parents by Friday, September 30th notifying them of testing. Jessica Lowder will confirm test dates with Instructional Facilitators.</li> </ul> <p><b><u>ESL</u></b></p> <ul style="list-style-type: none"> <li>Screeners should be finishing up in buildings and parent letters regarding placement should be sent home.</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> </ul>	<p>All</p> <p>21 CP</p>	<p>Tracy</p> <p>Tracy</p>	<p>10 min</p> <p>10 min</p>	<p><b>Operations Updates:</b></p> <ul style="list-style-type: none"> <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>September 26, Beginning PDP due, all certified staff</li> </ul>	

<ul style="list-style-type: none"> <li>Accountability Update</li> </ul>	LGI	Jessalyn	10 min	<p>in NCEES. If they do not have a license, they will not be in NECEES, and it will need to be completed on paper.</p> <ul style="list-style-type: none"> <li>September 26, Calendar Committee Meeting 3:15 Central Office</li> <li>September 27, (30 Days of School Immunization Deadline)</li> <li>September 28, Mentor Logs Due (Jordan Wilson)</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> <li>October 26, Mentor Logs due (Jordan Wilson)</li> <li>October 27, 3<sup>rd</sup> grade dictionary day Rotary</li> </ul> <p><b>Accountability and Quality Updates:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>	
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new system if needed.

- Negative lunch balance call-outs 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](#)
- **Biology Check-In #1 Window is open.** Please let Jessalyn Spell know if anyone has any issues accessing the student reports. The website to access the reports after testing is <https://center.ncsu.edu/checkins/>
- **Read to Achieve Test Training has been rescheduled for Wednesday September 28, 2022, from 8:30-10 in the Front Conference Room.**
- **Pre-ACT and CCRAA Grade 10 Test Training has been rescheduled for Wednesday September 28, 2022, from 3:30-4:30 in the Accountability Office.**

***ACT Training Needs***

- 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.		
<b>Process Management</b> <ul style="list-style-type: none"> <li>Media Minute</li> <li>Other process issues?</li> </ul>	LGI All	Susanna Dale	5 min 5 min	<b>Marketing Updates:</b> <i>Celebrations: We are seeing an uptick in social media presence for all schools.</i> School Marketing Plans are in progress Please remember to send School Connections If anyone needs supports on updating teacher webpages, please let me know and we will come train on Blackboard.		
<b>Budget &amp; Resources</b> <ul style="list-style-type: none"> <li>Budget Update</li> </ul>	21 Sys	Mitch	5 min	Teachers will be receiving Taylor Fund money, Mr. Taylor loves to receive thank you letters from the teachers explaining how the money benefited the students.		

Next Steps:

SP/SG – strategic priority and strategic goal

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