

Montgomery County Schools

Meeting Agenda

Group: Cabinet

Date/Time: 12/12/22- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Janet Deaton 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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Celebrations	All	Dale	5 min	Last week before Holiday Break! We are almost there! Star Elementary had a great turnout for Twinkle Toes and the Craft Fair!		
Superintendent Division						
• What do principals and CSS admin need to know and do?	All	Dale	5 min			
• January BOE Agenda	All	Dale	10 min	Please get agenda items to Cindy Davis		
• January Principal Meeting Agenda	All	Dale	10 min	Please get agenda items to Terri Absher or Wade Auman		
• Administrative Services Update	All	Jack	10 min	Administrative Updates:		
• Auxiliary Services Update	All	Matthew	10 min	<ul style="list-style-type: none"> • December Awareness: December 2022 • School Counselor Meeting: Thursday, December 15, 2022 @ Noon • Upcoming Events: <ul style="list-style-type: none"> ○ https://www.google.com/search?ibp=htl;events&hl=en-US&q=events&kgs=4eee49b3d6c0a96d&shndl=-1&source=sh/x/im/textlists/detail/0&entrypoint=sh/x/im/textlists/detail&ibp=htl;events#fpstate=tl&detail&htidocid=L2F1dGhvcml0eS9ob3Jpem9uL2NsdXN0ZXJlZmVudC8yMDIyLTEyLTI3fDEzNzY4MTMyNDY4NDYxODgyMjg0&htivrt=events&htiq=events ○ https://www.montgomeryherald.com/local-events/?_evDiscoveryPath=/event/1455741-grinchmas-at-fairytale-farm 		

				Auxiliary Services Updates: No updates at this time.	
Learning Division				Learning Division Updates:	
<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Wade	5 min	<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 78.73%. Make sure all newly enrolled students receive a form and encourage all students to submit a completed form to the school. • ELISS After-School Meeting – MCS has a check-in meeting with our ELISS grant evaluation team this week. If anyone has topics for discussion or concerns that need to be addressed, please email them to Wade Auman. • Digital Learning Coach Meeting – There will be a DLC meeting on December 13, 2022. If anyone has topics/concerns to be discussed, please contact Wade Auman. • Federal Programs Monitoring Visit – Representatives from NCDPI will visit MCS on January 12, 2023 to monitor our Federal Programs for compliance with federal law. All Title 1 school need to have all documentation uploaded into the Google Drive folders by January 4, 2023 at 5:00 pm. We will have a prep meeting for the visit on January 6, 2023 at 9:00 am for all individuals involved in the visit. A calendar invite will be added to your calendar. Here is a link to the full monitoring tool: https://www.dpi.nc.gov/media/15761/download?attachment • Federal Programs Pre-Monitoring Visit – We have a pre-monitoring visit scheduled for December 14 to prepare for the upcoming monitoring visit by 	
<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min		
<ul style="list-style-type: none"> • Secondary Update 	GCS	Emily	10 min		
<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	Clarkie	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		

NCDPI. If anyone has questions regarding the upcoming monitoring visit, please email Wade Auman or Terri Absher for us to bring them up.

- 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. The deadline for submission is December 18, 2022. Here is the link to the stakeholder survey:
https://ncdpi.az1.qualtrics.com/jfe/form/SV_8H3ZfXEPUKZqjhc
- 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.
- 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.
- Arts Education Standards Survey - The NCDPI team is seeking input on the current K-12 Arts standards. The survey is being shared to gather thoughtful input and comments from stakeholders familiar with the Arts Standard Course of Study 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_cORnxo

KXtTsZNfo

- 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:

Digital Learning Coach Meeting – December 13, 2022 @ 1:00

Presidential Award Nominations: January 9, 2023 (STEM Teachers-Certified)

Federal Programs Monitoring Visit (NCDPI) – January 12, 2023

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.

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.
 - Dec 13, 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](#)

Elementary/Curriculum Support Updates:

- K-5 teachers should be working on LETRS Unit 3, Session 1 this week. Online Professional Learning is scheduled for January 24 from 8:30 am – 3:30 pm.
- On January 24, grades 6-12 teachers are scheduled for professional development with Dr. Maye. More details will be provided.
- The next IF meeting is scheduled for January 5 in the board room. Elementary IFs will meet at 8:30 am, and secondary will join at 9:30 am.
- Professional development through PTEC can be found at www.ptecnet.org. Principals, please contact Terri Absher for assistance with registration.

EC Updates:

EC Dept Christmas Dinner, everyone will get coupon for Everything Rolled on Wednesday from 3-5:30pm.

Pre-K Updates:

Send Learn at Home activity forms to families over Christmas Break

December attendance is due on Friday of this week.

Differentiation Updates:

NC Gear Up (WMS,EMS, MCHS)

- Principals making any changes to budget work plans for spring semester need to communicate changes to Jessica Lowder by Friday, January 13th.

MTSS

- Data should be updated in ECATS consistently according to the intervention plan.
- Note: Modify plan is not just an *edit* button. Modifying the plan will reset the “cycle.” Trend lines will not show, along with group progress until 3-4 more data points are added.

Standing Reminders/Information

- Remember to keep meeting minutes on all MTSS meetings. Please scan copies to Jessica Lowder to keep on file.
 - [MTSS Meeting Summary](#)

AIG

- UNCP Science Fair will be held on February 18th, 2023. The fair will be in person this year! Materials are due February 11th, therefore, school science fairs need to be completed by January 31st to allow winners to register. Three winners per school will move on to the UNCP fair.
- School spelling bees must be completed by Friday, February 3rd.
 - District Spelling Bee- February 16th @ 4:00 in the Boardroom

ESL

- ESL teachers are working to have all training modules completed prior to Christmas Break in preparation for the ACCESS testing window, opening January 23rd.

<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><i>Operations Updates:</i></p> <p>Holiday working in your building:</p> <ul style="list-style-type: none"> • Get a list at your school or plan of what people are going to do over the holiday • Please make arrangements for them to know how to lock up • Stress the importance of securing the buildings <ul style="list-style-type: none"> • December 15, Mentor Logs Due Jordan Wilson • December 15, NCEES Comprehensive (2nd Observation), Standard & Abbreviated (1st Observation), and All certified staff MID-Year PDP's are due • January 10, National Board Meeting (MCEC 3:15) • January 17, AP meeting CO 3:15 • January 20, Spring coaches list due to Crystal Douglas and Dr. Jack Cagle • January 20, Classified Staff Evaluations due • January 31, BADGE Program CO 4-5 • January 31, National Board Certification (MCEC 3:15) <p><i>Accountability Updates:</i></p> <ul style="list-style-type: none"> • None at this time. <p><i>Data Managers Updates</i></p> <ul style="list-style-type: none"> • K-5 Class Size Document <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ None due at the school level this week. 	
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- Next Meeting
 - December 14, 2022 at 8:30 in the Staff Development Room at Central Office. Make sure to fill out the sign-up at https://docs.google.com/document/d/1_b2hS1HSkgRkISyiUx7EzoIgU9PC0aR1g-ZQTBZmF-E/edit?usp=share_link for the party!

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.
- Upcoming School Testing Windows
 - NC Check-Ins December 12-16, 2022
 - Fall NC Check In #4 for Semester Based Biology: Ecosystems
 - Fall NC Check In #2 for Semester Based Math 1, Math 3, and English II
 - MCEC EOG Testing Window December 12-16, 2022
 - MCEC Biology EOC Thursday December 15, 2022

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.	
Process Management <ul style="list-style-type: none"> Media Minute Other process issues? 	LGI All	Susanna Dale	5 min 5 min	Marketing Updates: <ul style="list-style-type: none"> Marketing initiative – video content; we will reach out before coming to your school for videos. <i>Marketing Committee Meeting – January 12th at 3:30pm via Zoom.</i> 5x5x5 Marketing Initiative – please share all videos on the Montgomery County Schools Facebook page to increase views! <p>Jodi Cole Beginning Teacher of the Year: DONE! Brent Salazar: DONE!</p> <p>Alyssa Cummins: 3,444 Facebook + 7 YouTube + 1,245 Instagram = 304 views left Green Ridge Giant Family: 3,216 Facebook + 26 YouTube + 846 Instagram = 912 views left Iris and Sabel: 2,984 Facebook + 10 YouTube = 2,006 views left Letterland: 2,424 Facebook + 68 YouTube + 807 Instagram = 1,701 views left Delana Cagle/Tennis: 2,847 Facebook + 23 YouTube + 1,243 Instagram = 887 view left</p> <ul style="list-style-type: none"> School Connections Content to Sean Maness. Remember the dates on your schools marketing plan, please update them if needed. Please continue to capture photos and videos in your school and sharing them on our social platforms. Have a wonderful and safe holiday break! 	
Budget & Resources <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	Budget Updates: No updates at this time.	

Next Steps:

SP/SG – strategic priority and strategic goal

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