

Montgomery County Schools

Meeting Agenda

Group: Cabinet

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

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Sloan Bourgeois 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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Celebrations	All	Dale	5 min	Great start for all schools Full Service Community Schools Grant – MCS has submitted the FSCS grant. We should receive the decision of award at the end of October.	
Superintendent Division					
• What do principals and CSS admin need to know and do?	All	Dale	5 min		
• September BOE Agenda	All	Dale	10 min	Agenda is finalized	
• September Principal Meeting Agenda	All	Dale	10 min	Get topics for agenda to Wade or Terri	
• Back to School Update	All	Dale	10 min	We are happy it has been a smooth start for everyone	
• Administrative Services Update	All	Jack	10 min	<u>Administrative Services Update</u>	
• Auxiliary Services Update	All	Matthew	10 min	<ul style="list-style-type: none"> • Safety Team Meeting, <u>Wednesday, September 14, 2022</u> @ MCS Staff Development Room beginning 3:30 pm • School Counselor Meeting, <u>Thursday, September 15, 2022</u> @ MCS Staff Development Room beginning 12:00 Noon • September Awareness Calendar - September Awareness • <i>Catch My Breath</i> - Evidence-Based Vaping Prevention Program for Grades 5, middle school, and high school. The curriculum will be used during Health/PE. 	
				<u>504 Information</u>	
				<ul style="list-style-type: none"> • 504 Information signature sheets (504 Signature Sheet.docx) were due to <u>September 2, 2022</u>. Please send to 	

jamese.black@montgomery.k12.nc.us

(Principals and 504 Coordinators)

- Last Day for School-Wide Training for 504 Information is September 30, 2022.

Homeless Connection

- Student Review Deadline is Today, September 12, 2022. Updated information must be uploaded to each school's folder. (Counselors)
- Last Day for School-Wide Training for Homeless Awareness is September 30, 2022.

THE SCHOOLHOUSE CONNECTION YOUTH LEADERSHIP AND SCHOLARSHIP PROGRAM

Restorative Practices:

- Circle Keepers Training will take place September 21, 2022 and September 23, 2022 @MCS Staff Development Room beginning 8:30 am - 3:30 pm on both days.

Diversity and Inclusion:

- TAG Meeting: Wednesday, September 14, 2022 @ CTE Building beginning 3:30 pm
- Diversity and Inclusion Taskforce will meet on Tuesday, September 20, 2022 beginning 3:30 pm, via Google Meets.
- Teaching in Color Invitation and Registration link will be sent to all on Monday, September 12, 2022. The first session will be September 28, 2022.
- Equity Plan Feedback meetings will begin September 19, 2022. Please anticipate an email with meeting times to select.

Upcoming Events:

<http://troy.nc.us/Calendar.aspx?EID=631>

<https://www.thepinestimes.com/event/trivia-tuesday->

				time/2022-09-13/ <u>Auxiliary Services Update:</u> Registration for Bus Driver Training – Please send name to Matt DeBerry. He then sends name to DMV; DMV will contact person directly with paperwork. Paperwork must be returned to DMV prior to attending bus driver training.	
Learning Division <ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Grant and Federal Program Updates • Secondary Update • Elementary Update • Curriculum Support Update • EC Update • Pre-K Update • Differentiation Update 	All GCS GCS 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	<u>Learning Division Updates</u> 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 74.22%. Make sure all students receive a form and encourage all students to submit a completed form to the school. If families are “Direct Certifications” because of receiving other assistance through government agencies, they do not need to submit a form. They also do not need to submit their letter to verify at the school level. Child Nutrition Services has been made aware of these families. NCVPS – The last day to drop/add is today, September 12. If you have any questions regarding NCVPS, please contact Wade Auman. STEM Teacher Meeting – There will be a STEM Teacher meeting on September 13, 2022 at PSES from 8:15-9:30. If anyone has concerns, or topics for discussion, please contact Wade Auman. Title 1 Documentation folders – MCS will be monitored for Title 1 this year. We are scheduled to have a NCDPI team here in January. The Google drive folders will be updated, shared and will be discussed at Principals’ meeting this week.	

			<p>Digital Learning Coach Meeting – There will be a DLC meeting on September 20, 2022 @ 1:00 pm. If anyone has concerns, or topics for discussion, please contact Wade Auman.</p> <p>NC Instructional Leaders Academy– All names for the NCILA have been submitted for the Greensboro cohort. Each participant will receive an individual invite to the event. Principals involved, if you or team member do not receive an invitation email, please contact Wade Auman. The first event for NCILA is scheduled for October 13, 2022.</p> <p>Elementary After-School Programming – Each Elementary School after-school program needs to complete the attendance spreadsheet and submit on Friday. Attendance needs to be accurately kept each day. If anyone has any questions, please contact Vance Thomas, Terri Absher, or Wade Auman.</p> <p>ELISS Grant –The middle school after-school programming will begin on September 12, 2022. Attendance is important to document the impact of the program. Please keep accurate attendance. Principals should identify students with academic needs and invite them to stay for the program. If anyone has questions about the grant and the after-school program, please contact Wade Auman.</p> <p>School Improvement Plans – SIPs need to be completed by September 21, 2022 for review by the Learning Team. Feedback will be provided. If any corrections are needed, they will need to be completed by September 28, 2022. SIPs will be submitted to the School Board for approval at the October 3, 2022 Board meeting. If any school would like Learning Team members to assist with the drafting of the SIP, please feel free to contact us.</p> <p>Training Opportunities:</p>	
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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

- 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.
- 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.

Title IX Updates

- For those that attend the Leadership Retreat: Make sure you have signed off on the training form [Link](#)
- 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

CTE Updates

- High School CTE POL/Credential Individual meetings 9/13 during planning

Upcoming Dates/PD

- 9/14/14 CCRG Follow Up Zoom Meeting
- Title IX Additional Sessions for those that cannot attend building level training
 - 10/3 3:15
- 10/4 Manufacturing Day (High School)
- 10/6 3:15 Zoom IXL Foundations Training
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Elementary/Curriculum and Support Updates

Thank you for your patience with Amplify. We are aware of the log-in issues. The BOY window will be open until September 27. If there is an invalidation, please contact Terri Absher for next steps.

Instructional Rounds dates will be made available this week.

Instructional Facilitators, please send PLC schedules to Terri Absher if you have not already done so.

There will be an elementary IF Read-to-Achieve work session on Friday, September 16 at 8:30 am at GRES.

iReady PD has been scheduled for each elementary and middle school according to the following schedule:

CES - Sept. 13 (K-2 after school) - virtual

Sept. 14 (3-5 after school) - virtual

GRES - Sept. 14 (PLCS) - face-to-face

MGES - Sept. 14 (PLCs) - face-to-face

PSES - Sept. 12 (PLCs) - face-to-face

SES - Sept. 20 (K-2 after school) - virtual

Sept. 21 (3-5 after school) - virtual

TES - Sept. 13 (PLCs) - face-to-face

EMS - Sept. 22 (PLCs) - face-to-face

WMS - Sept. 13 (PLCs) - face-to-face

The 30-day due date for NC ELI is October 7.

EC Updates

Principals and EC Staff:

Please read through each of the reminders below and the list of important dates from our EC Calendar. If you have any questions or concerns do not hesitate to contact our office for support. We are here to serve and support you!

ABA Therapy- Please consult our office concerning a parent who wants ABA therapy provided on our campuses. Please see the email from September 9, 2022, concerning

			<p>ABA Therapy. Call our office for any questions or concerns.</p> <p>Contact our office if you enroll a new student that may be in the EC program.</p> <p>Teaching schedule and IEP/Annual Review meeting schedules are due to principals and EC Office on September 26.</p> <p>Provide regular education teachers copies of all IEPs for EC students they teach. This must be documented on the “IEP Confirmation of Receipt” form and placed in the student’s working folder.</p> <p>For any questions or concerns, do not hesitate to contact us. We are here to support you!</p> <p>Restraint Seclusion Policy is under review. Please refrain from updating IEPs at this time.</p> <p>Upcoming Important Dates/ Reminders:</p> <p>Date Event/Details</p> <p>Sept. 21 & 22 EC Staff Meeting, PD Room of CO @ 3:30— Test Training with Mrs. Spell You may choose either day to attend. This training is good for two years.</p> <p>Sept. 23 3 Hr. Early Dismissal for PD</p> <p>Sept. 26 Teaching schedule and IEP/Annual Review Meeting schedule due to EC Office</p> <p>Sept. 26 Speech Team Meeting @ 2:30 BOE Conference Room</p> <p>Sept. 27 Behavior Support Team Meeting, BOE Conference Room @ 2:30</p> <p>Sept. 27 EC Teacher Support Session PD Room at CO 3:00-4:00</p>	
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Sept. 27 Transition Team Meeting, MCHS Rm # 1541 @ 3:15

Sept. 30 3Hr. Early Dismissal for PD

Oct. 13 Parent/Teacher Conferences-early dismissal K-12

Oct. 14 No Day for 10 Month Certified Employees

Oct. 19 & 20 EC Staff Meeting, PD Room of CO @ 3:30—
MTSS Training with Ms. Louder You may choose either day to attend.

Oct. 24 Speech Team Meeting @ 2:30 BOE Conference Room

Oct. 25 Behavior Support Team Meeting @ 2:30 BOE Conference Room

Oct. 25 EC Teacher Support Meeting in the PD Room of CO @ 3:00. All who need help with EC paperwork are strongly encouraged to attend.

Pre-K Updates

We have completed a couple of surveys about possible PreK expansion and the funding that goes with expansion. If our wait list holds, we have a need on the east and west side.

LETRs training for PreK staff this Friday, September 16, 2022.

Differentiation Updates

NC Gear Up Grant (EMS, WMS, MCHS)

- Budget plans for all schools have been approved. Jessica will notify principals as resources come in. Plans cannot be revised until December.
- Several college tours will be coming up in October/November. Make sure tours are booked and travel plans are finalized well in advance.

MTSS

- Standard Treatment Protocol- Make sure teachers have access to this document.
 - [Standard Treatment Protocol](#)
- Please remember to use the FAM-S crosswalk to help finalize SIPs. Using school FAM-S results, you can look at overall needs and select an appropriate indicator for SIPs.
 - [FAM-S Indistar Crosswalk](#)
- Remember to keep meeting minutes on all MTSS meetings. Please keep paper copies on file at each school at this time.
 - [MTSS Meeting Summary](#)

AIG

- Please recruit coaches for Math Olympics and Battle of the Books!
- Instructional Facilitators are updating CogAT rosters for screening. These names are due to me by September 22nd at 5:00 PM.
- CogAT testing for grades 4 and 8 will take place October 3-8th.

				<p><u>ESL</u></p> <ul style="list-style-type: none"> • Screeners will be given to any new students to our system who marked a language other than English on their Home Language Survey <ul style="list-style-type: none"> ○ K-8 Within 30 calendar days of enrollment ○ 9-12 within 45 calendar days of enrollment <p>Reminder: WIDA Certifications are valid for two years. <i>Screening modules</i> must be completed prior to screener administration. Jessica Lowder will contact individuals that still need to complete training modules.</p>	
<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><u>Operations Update</u></p> <ul style="list-style-type: none"> • Principals complete the NCEES orientation during the first 10-days • September 12, POY and BTOY recognized at the board meeting • September 13, YouFactor (Blood Borne, CPR, Student Confidentiality, Child Abuse) & Ethics Video • September 13, BADGE program kickoff (CO staff development 3:30-5:00) Mandatory • September 14, Safety Committee Meeting CO: 3:30 • September 14, Principal Training on Applicant Tracking • September 19, AP meeting (Chapters 1-3 in Crucial Conversations, CO, 3:15-4:15) • September 26, Beginning PDP due, all certified staff in NCEES. If they do not have a license, they will not be in NECEES, and it will need to be completed 	

on paper. Update at principals meeting on Low Performing Schools and Super Observations (Principals Meeting Topic)

- September 27, (30 Days of School Immunization Deadline)
- September 28, Mentor Logs Due (Jordan Wilson)
- September 30, Paper PDP's due to Human Resources
- September 30, The final start date to receive the recruitment bonus

Cabinet Notes for Accountability and Quality 9/12/22:

Accountability Updates

- Scheduling Rights
 - Rights will be removed TODAY, the 10th day of school, at 5:00 pm. Please make sure all changes are made prior the end of the day.
 - Remember that schedule changes after the 10th day must be requested and approved by DPI before action is taken.
- NeedMyTranscript
 - I will be confirming the date shortly for pick-up of last year's cumulative folders and transcripts. I will send out the date as soon as I am made aware.

Data Managers Updates

- PowerSchool Accounts
 - Collect signed MOUs
 - Remove/Disable old staff - make a list and verify with your principal before removing staff.
- Gradebook Set Up
 - Data Managers, please offer training to your staff on gradebook set up
 - Verify gradebooks are ready by the next DM Meeting (9/13). Please let us know if you

need any support.

- 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.
- EC Scheduling
 - NC Instructional Pull-Out Sessions in PowerSchool will be completed September 20th at 8:30 at a mandatory work session in the Accountability Office for any Data Manager that has instructional pull-outs at their school. Work with EC staff to get your list ready for this session.
- Reminder: Using the Tab Key in PowerSchool
 - When entering data into PowerSchool text fields, please avoid using the "tab" key as a way to proceed to the next field. When used, tab spaces are placed in the data which creates issues for downstream systems that retrieve and use this data.
- Reminder: Legal Names in PowerSchool
 - It has been brought to the NCDPI Home Base Team's attention that some PSUs are entering the suffix of a student's legal name (e.g., Jr., III, etc.) in the last name field of PowerSchool. This causes errors in third party systems that pull this information from PowerSchool (e.g., ECATS, etc.).
 - To avoid downstream errors, please use the appropriate fields when entering a student's name in PowerSchool. For more information on how to enter legal names and preferred names, visit the quick reference document, [PS Guidance: About Legal and Preferred Name](#).

				<ul style="list-style-type: none"> • Next Meeting <ul style="list-style-type: none"> ◦ Tomorrow, September 13, 2022 at 8:30 in the Staff Development Room at Central Office <p><i>Testing Updates</i></p> <ul style="list-style-type: none"> • 2022-2023 MCS Testing Calendar • 2022-2023 MCS Testing Chart • MCS District Testing Plan • BOG3 Testing <ul style="list-style-type: none"> ◦ Testing Window is August 29-September 19, 2022. ◦ Please complete all make-up testing within this window. ◦ Test scores from any testing completed up to today, 9/12/22, will be pulled this morning and shared with schools by this afternoon. • 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. <ul style="list-style-type: none"> ◦ Fall WorkKeys Webinar Thursday September 15, 2022 at 2:00 pm (will be recorded) ◦ PreACT Webinar Tuesday September 20, 2022 at 2:00 pm (will be recorded) <p><i>ACT Training Needs</i></p> <ul style="list-style-type: none"> • 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. 	
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Process Management <ul style="list-style-type: none"> • Media Minute • Other process issues? 	LGI All	Susanna Dale	5 min 5 min	<u>Media Minute</u> First Marketing Committee Meeting Sept 15 @ 3:30 in CO School Connections Content		
Budget & Resources <ul style="list-style-type: none"> • Budget Update 	21 Sys	Mitch	5 min			

Next Steps:

SP/SG – strategic priority and strategic goal

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