

Classified Rep. Notes
January 21, 2020

Melanie Kranz: Opening Comments

Called the meeting to order.

Jeanine Johnson, Chief Human Resources Officer: January's Question of the Month

"What opportunities for innovation exist for our portfolio of academic offerings?" See page 5 for responses.

Mr. Millard House, Director of Schools: Comments

There has been a lot of conversation and a lot of press around our next middle school. We have potentially settled on a piece of land and we are very hopeful at this point. Also, there are ongoing discussions with the County Mayor and the Industrial Development Board for the IDB to partner with the county on the possibility of building the middle school since the timeline to go this route would be a much more expeditious process. We are cooperating and optimistic this is going to happen in the near future.

Dr. Sean Impeartrice, Chief Academic Officer: Portfolio of Academic Offerings

Presented a power point on Academic Offerings, to view see pages 6-29.

Jeanine Johnson, Chief Human Resources Officer: Classified Staff Appreciation Day

January 15th was appreciation day for substitutes, warehouse and book processing. February 19th is for maintenance.

Sharing a positive story from your school/location

East Montgomery Elementary: We were able to sponsor 14 families, with a total of 33 children. Each family received clothing and toys for their children, a Publix meal voucher, a food box, and a \$30 Publix gift card.

Minglewood Elementary: Our school has an S-Team and since they began it there has been an immense difference in our kids. Their behavior has gone dramatically down. The people that we have in charge are awesome. The students know when their S-Team leaders are out and some try to act out. They have to be remind that we have the same rules even when they aren't here. Some will go to the peace room or counselors will come in to make their presences be known and that will settle down. The S-Team does a really good job focusing on the functions of behavior.

Questions and Rumors

Question: I want to know what the rights of the staff members are when a non-sped student assaults them. Does our school system have a committee that deals with discipline cases of non-sped children with behavior problems and if not how can we get this started to have safe schools in our district?

Answer: Dr. Sean Impeartrice, Chief Academic Officer: Discipline would follow the Code of Conduct. S-Teams are committees designed to deal with non-sped students with behavioral issues. You can put a kid through an S-Team on a regular basis or you can call in a behavioral consultant. We made sure the behavioral consultant are funded by the general fund as well as Special Eds, so you can have access to them. Usually the counselor sets up the S-Team, there is a process to do this. We are going through a Vanderbilt program called "Multiple Tiers System Support" that is on the cutting edge of both academics and behavior. We have 10 schools that are being trained on it. In a 3-year period, 10 will start this year and they will have

a 2nd and 3rd year training. Another 10 will start the 3-year training next year. The remaining will start the following year.

Question: Why, when we were told to report 2 hours late, did some employees come in and clock in at regular time? Meaning they got paid for those 2 hours while the rest of us had to use our personal leave or comp time.

Answer: Jeanine Johnson, Chief Human Resources Officer: Unfortunately we may have had employees who did not listen or read the communication. If they did clock-in and come to work then by law we will be paying them. Some were told to come in, custodians and maintenance, it depended on the group of employees. But if it was your school and you saw a custodian come in, that would have been expected. I know we did have a two-hour delay and that was unique in that there was concern that bad weather was going to hit about 9-9:30am. If we would have asked people to come in, then cancelled school and the roads were in bad shape for employees to travel home in that would have caused concern.

Answer: Millard House, Director of Schools: We try not to convolute the message and try to send a message out to the majority. With Jim Sumrell's group, we know the custodians need to come in and their supervisors will reach out to those individuals but, with the general message that goes out to the large masses, we try to make it as less confusing as possible. There are individuals that are classified as essential when we have inclement weather to the district and will help us get into operation mode so the district can open.

Question: Why doesn't the Nutrition/Cafeteria Department budget for cafeteria monitors? With the changes in SPOP hours for assistants, they can only be in the cafeteria for duty for a small amount of time so it leaves other assistants having to pick up extra time. Some of these assistants work directly with students. Is their time not better spent academically with students than in the cafeteria? We are short-staffed in the cafeteria a lot because BEP assistants are being pulled to cover classes, ISS, etc. It's just a matter of time before there is a serious situation in there and someone gets hurt. With 3 or 4 monitors hired by Nutrition/Cafeteria Department, these concerns would have a solution. What is the ratio for student to adult in the cafeteria?

Answer: Jeanine Johnson, Chief Human Resources Officer: Cafeteria monitors are not a part of the Child Nutrition budget. A cafeteria monitor isn't a position that is mandated. It is something we request for elementary and middle schools. When schools have grown substantially, we have looked at additional cafeteria monitors and will continue to look at that as we go through the budget process for next year.

Answer: Dr. Sean Impeartrice, Chief Academic Officer: This wasn't a recent change and was reminded in 2011 and again a few years ago with principals. The assistant has to designate to the state how they are using their time. The educational assistant knows they will have to sign off on their compliance forms. (Click [here](#) to view the Non-instructional Duties for Special Education Personnel Memo)

Question: Why isn't the same method of communication used each time we have an announcement regarding school delays/closings? Sometimes it text and no call or call and email with no text.

Answer: Elise Shelton, Chief Communication Officer: The longer and more complicated a message is, we sometimes cannot fit it into the 160 characters allotted in a text. When possible, we use all three options: phone, email and SMS text options. For the majority of time, we send all three messaging options to students and employees. Please see pages 30-31 to set preferences on how you receive your notifications on SchoolMessenger. I encourage everyone to make sure their number in Munis is right, you can check with [Employee Self-Serve](#).

Question: Where are we on determining whether or not lunch charges will be turned over to a collection agency? Have you seen some of the balances????

Answer: Marcia Demorest, Chief Financial Officer: We have been keeping a very close eye on it this year. We have a Continuous Improvement team meeting and are looking at data: the lunch charges, where and why they are accruing, free and reduced pay students and individually looking at amounts of students. We're looking for the best avenues that will support both the school and the student. In the next month or so, we will be looking at putting out a variety of initiatives.

Question: Is it possible for employees to get free or reduced lunches? For example, employees who receive food stamps and their child get free or reduced lunches.

Answer: Marcia Demorest, Chief Financial Officer: The free and reduced program is through the USDA and is only for students.

Answer: Millard House, Director of Schools: That is a federal piece and it was designed for students. There isn't anything at a federal level that speaks to employees.

Question: Why isn't there anyone at Transportation to answer the phones in the afternoon when parents call looking for their child? I understand that you are short on drivers and you are sending everyone out but it's important to a frantic parent that someone answer the phone. Then they call the school and we don't get any answer either. If it was your child, you wouldn't want to be on hold for 10 minutes when you think your child is lost or missing.

Answer: Jim Sumrell, Chief Operations Officer: Everybody we have is driving. We are 40 bus drivers short every time we start up the fleet. Mechanics, office routers, everybody is driving. The operations center is staffed with 3 people: the person running the fleet, a routing assistant that can answer location questions, and then a dispatching and routing assistant. If there is an accident then everything is going to that accident. Best advice I can give you is if you have an issue that you must have an answer to, then tell your principal and he/she will call me. If you have a child missing, contact myself or Ron Garner and we can get the answer that is needed.

Question: Why are some schools still charging \$2 to send a transcript and others don't? Why don't we just do away with it?

Answer: Dr. Sean Impeartrice, Chief Academic Officer: If you request a paper copy at the school or enrollment center it will cost \$2.00 for paper and postage (refer to [REC-F003](#)). Electronic transcripts are sent free of charge and you get verification it was received. We tell our schools to use their ISA/ISO accounts to focus on their goals. Some schools around career/college readiness use that account to offset the cost of transcripts for particular families or families as a whole. If the fee is being waved, it is because their principal did that in order to eliminate any barrier for a student to get into higher education.

Question: Could you ask in your next meeting if they would include SRO appreciation day on the CMCSS appreciation calendar?

Answer: Jeanine Johnson, Chief Human Resources Officer: We can definitely consider that for next year. They are not our employees but they are a big part of each school.

Question: There has been an ongoing issue with getting paid for morning tutoring on time.

Answer: Marcia Demorest, Chief Financial Officer: Individuals having that issue, please contact Rosemary Austin at rosemary.austin@cmcss.net right after it happens to track down the concern.

Question: I have been hearing for the past 2 years that all sign language interpreters will need to be certified. If so, when will this change take place? Will sign language interpreters with tenure be grandfathered in? If not, who will pay for the certification test? Once certified, will the interpreters be paid for being certified?

Answer: Dr. Sean Impeartrice, Chief Academic Officer: The state board has been looking at this for many years. It hasn't been passed yet and is on the 3rd reading. If you have any concerns, please contact Taylia Griffith at Taylia.griffith@cmcss.net and we can act as your advocates. Our deaf program is one of the best in the state and if our employees tell us there is something we need to advocate for, and if there is still time, we will do something. (Click [here](#) to view the Licensure DRAFT Bill.)

Answer: Jeanine Johnson, Chief Human Resources Officer: It has not been passed yet and when something like that does pass, then we will start working on a communication plan. Will start figuring out what we will have to do in regards to the certification for sign language interpreters and pay.

Question: When will Raptor be able to have parents scan their ID versus typing in their name?

Answer: David Holman, Chief Technology Officer: Spoke with Raptor, they had a new piece of software we reviewed and were told it was ready to go. Raptor then called us and they had pulled it back because there were bugs in the software. So they will not release it now and we don't have a new release date.

Question: Does the school district offer liability insurance for classified employees such as they do for certified employees so if something happens and their sued during school?

Answer: Jeanine Johnson, Chief Human Resources Officer: We don't offer liability insurance for any of our employees. If an employee is sued in his/her capacity as a CMCSS employee and was performing his/her normal and expected job duties, typically CMCSS would defend that employee, barring an unusual circumstances.

Question: I might have missed it but what were the market analysis results for ESL?

Answer: Jeanine Johnson, Chief Human Resources Officer: You haven't missed it. We're still working on it. We generally put that part in the budget proposal and that should be out in the next few months. What will happen is if there is movement and it is a part of the budget, in April/May, we will send a letter with details letting them know pending budget.

Question: I have been at my school for 15 years, why do we go from 1 teacher , 1.5 teachers to 3 teachers, to 1 teacher with 2 ELL aides?

Answer: Dr. Sean Impeartrice, Chief Academic Officer: The reason for that is we usually grew by 60-70 ELL kids. This year is 500. We are getting to the point where we can offer ELL services at every school. When you were growing in assistants, we weren't offering at other schools. We are de-clustering the services to allow the kid to go to school where they live. We have had the biggest growth this year than any other year.

January's Question of the Month

What opportunities for innovation exist for our portfolio of academic offerings?

Is sign language for students currently being offered? Grow our own Interpreters like we are growing our own teachers.

Would like to see home economics-cooking, automotive and sewing classes offered.

I personally love the new offerings. Two of my children have been able to take advantage of the STEM academy and one branched off and is now taking mechatronics.

From an employee standpoint, I'd like to see more resources for interventions. We are seeing more kids that are very low academically and needing additional help.

Office skills for home and office – How to write a check, balance a checkbook, budget, utilities - why you need them, pay bills, use a copy machine, adding machine, and dress for success, give an interview, etc.

Drivers Ed- Rules of the road. The correct way to pull over for a police officer, change a tire, jump a car, etc.

Mental Health Class- What is it, why there should be no shame, how to cope, and how to handle people with mental health issue.

Cooking class, sewing class and industrial arts- woodworking, etc.

I think we should offer “ADULTING” classes that all students could take before leaving high school. Kentucky schools have started this and classes are filling up fast for the short sessions that last a few hours at a time. They are learning things such as:

- Budgeting
- Dorm-room cooking
- How to interact with police
- Healthy relationships and boundaries
- Personal finance and budgeting
- Physical fitness after high school
- Writing a resume and cover letter/filling out a job application
- When you need to see a doctor and what level of care you need (when to go to ER compared to a family doctor)
- Basics of checking and savings
- Why it's not worth the T-shirt to fill out the credit card application
- Job interviewing
- Social interaction in the workplace
- Lunch isn't always going to be free food insecurity
- Basics of car maintenance/upkeep

I realize these are things that parents should teach their kids but we all know that is not happening. Our students are going out into the world without the most basic of skills. Without these, we are just setting them up for failure.



Strengthen Portfolio of Academic Offerings



Clarksville–Montgomery County School System



CMCSS Mission and Vision

Our mission is to educate and empower our students to reach their potential.

Our vision is all students will graduate college and career ready.

Traditional Options

Available to CMCSS students beginning their freshman year of high school.



Clarksville–Montgomery County School System



College and Career Academies

- Academy of Business and Finance-CHS
- STEM Academy-KHS
- Academy of Plant and Animal Systems-MCHS
- Computer Information Technology Academy-NEHS
- Academy of Health Science-NWHS
- Academy of Media Arts and Technology-RHS
- Academy of Criminal Justice and Homeland Security-WCHS
- Academy of Teaching and Learning-WCHS

Traditional Options

Available to CMCSS students beginning their junior year of high school.



Clarksville–Montgomery County School System



Traditional HS Options

- ▶ Follow TN state standards and expectations for high school graduation
- ▶ Advanced Placement (AP) classes
- ▶ Dual enrollment classes through APSU, MTSU, NSCC and other TN colleges and universities
- ▶ Continuation of CTE pathways

Non-traditional Options

Available to CMCSS students beginning in their junior year of high school.



Clarksville–Montgomery County School System



Middle College at APSU

- ▷ A public, dual-enrollment CMCSS high school for junior and seniors located on the APSU campus.
- ▷ Serves as a transitional learning environment to help ensure postsecondary success.
- ▷ Created for students who would like to earn college credit in high school but are not anchored in the traditional high school setting.

Middle College: Transitional Pathway

- ▷ Follows the traditional CMCSS calendar but utilizes the block scheduling of APSU with Monday, Wednesday and Friday classes and Tuesday and Thursday classes.
- ▷ The Middle College hours are 7:30AM - 4:30PM Student schedules are based on times and availability of college courses; thus, students experience the open campus concept which permits numerous different start and end times of classes.

Middle College: Fine Arts Pathway

- ▷ Students who complete both their junior and senior years in the transitional pathway will earn a maximum of 30 hours of college credit with
- ▷ a focused elective in fine arts: music, visual arts, theatre, creative writing, or dance.
- ▷ JUNIORS will be required to take one to two college class per semester.
- ▷ SENIORS will be required to take two to three college classes per semester

Middle College: Transitional Pathway

Students begin with one college course in the Fall of junior year and increase the number of classes each semester. The transitional pathway allows students to *gradually develop the academic and readiness skills to be successful as full-time college students.*

Semester	Number of College Classes
Fall junior year	1
Spring junior year	2
Fall senior year	3
Spring senior year	4

Middle College: Associate Degree Pathway

- ▷ Year round calendar (includes classes during the summer of 2020 and summer of 2021)
- ▷ Substitutes many HS classes for college classes.
 - △ Students graduate with both a HS diploma from CMCSS and an Associate Degree from APSU.

Middle College at APSU

Requirements for admission consideration:

- ✓ Have a cumulative GPA of at least 2.85 or a composite ACT score of at least 20
- ✓ Be on track to graduate with earned credits from freshman and sophomore years
- ✓ Exhibit the maturity necessary for independence on a college campus
- ✓ Possess a good record of attendance and behavior
- ✓ Be able to arrange transportation to and from the APSU campus

CMCSS at TCAT

- ▷ Created for students who would like to earn industry certifications while enrolled in high school through hands-on learning experiences and are not immersed in the culture of a traditional high school.
- ▷ Students attend all classes at the Clarksville campus of the Tennessee College of Applied Technology.
 - △ HS core classes and requirements will be completed through an online format.

CMCSS at TCAT

- ▷ Students follow a traditional CMCSS calendar of days with the non-traditional hours of 10:30AM – 5:30PM
- ▷ Transportation can be provided by CMCSS if needed.
- ▷ Students choose from four pathways, earning up to two certifications per pathway.
- ▷ Students who qualify can use funding from TNPromise to complete TCAT diplomas following HS graduation.

CMCSS at TCAT Pathways

Diesel Powered Equipment Certifications

- ▷ Preventative Maintenance Service Technician
- ▷ Diesel Engine Assembler

Heating, Ventilation, Air Conditioning/ Refrigeration (HVAC) Certifications

- ▷ HVAC Mechanic Helper
- ▷ Maintenance Apprentice

CMCSS at TCAT Pathways

Industrial Electrical Maintenance/Mechatronics Certifications

- ▷ Electrician Helper
- ▷ Maintenance Apprentice

Pharmacy Technology Certifications

- ▷ Students may need to complete an additional year of study post HS in order to receive a certification.

CMCSS at TCAT Admission

Requirements for admission consideration:

- ✓ Have a cumulative GPA of at least 2.5
- ✓ Be on track to graduate with earned credits from freshman and sophomore years
- ✓ Exhibit the maturity necessary for independence on a college campus
- ✓ Possess a good record of attendance and behavior

Korean at Rossvie High School

Partnership between CMCSS and APSU:

- ✓ Creates a foreign language pathway from CMCSS and APSU
- ✓ Grant funded
- ✓ First Korean foreign language program offered in state
- ✓ Provides deeper understanding of Korean language and culture
- ✓ Provides international opportunities for our students

Japanese at Clarksville High School

Partnership between CMCSS and APSU:

- ✓ Creates a foreign language pathway from CMCSS and APSU
- ✓ Grant funded
- ✓ Provides an international foreign language pathway for CHS Business Academy
- ✓ Provides international opportunities for our students

Full Immersion at Barksdale Elementary

Partnership between CMCSS and Add.A.Lingua:

- ✓ High Proficiency in two languages
- ✓ Cross Cultural Intelligence
- ✓ Academic Achievement
- ✓ Provides domestic and international opportunities for our students
 - ✓ One in seven people in United States are Hispanic
 - ✓ By 2020, Hispanics are predicted to be half of the amount of the workforce in the United States
 - ✓ Spanish is the second most widely spoken language in the world

Next Steps for 2020-21

- ▶ Continue to collaborate with APSU, Nashville State and Industrial Park Manufacturing Companies requiring industrial certifications, dual enrollment, and student apprenticeship pathways
- ▶ Study Middle School CTE Pathways
- ▶ Study additional Elementary Pathways

CMCSS Mission and Vision

Our mission is to educate and empower our students to reach their potential.

Our vision is all students will graduate college and career ready.



Strengthen Portfolio of Academic Offerings



Clarksville–Montgomery County School System

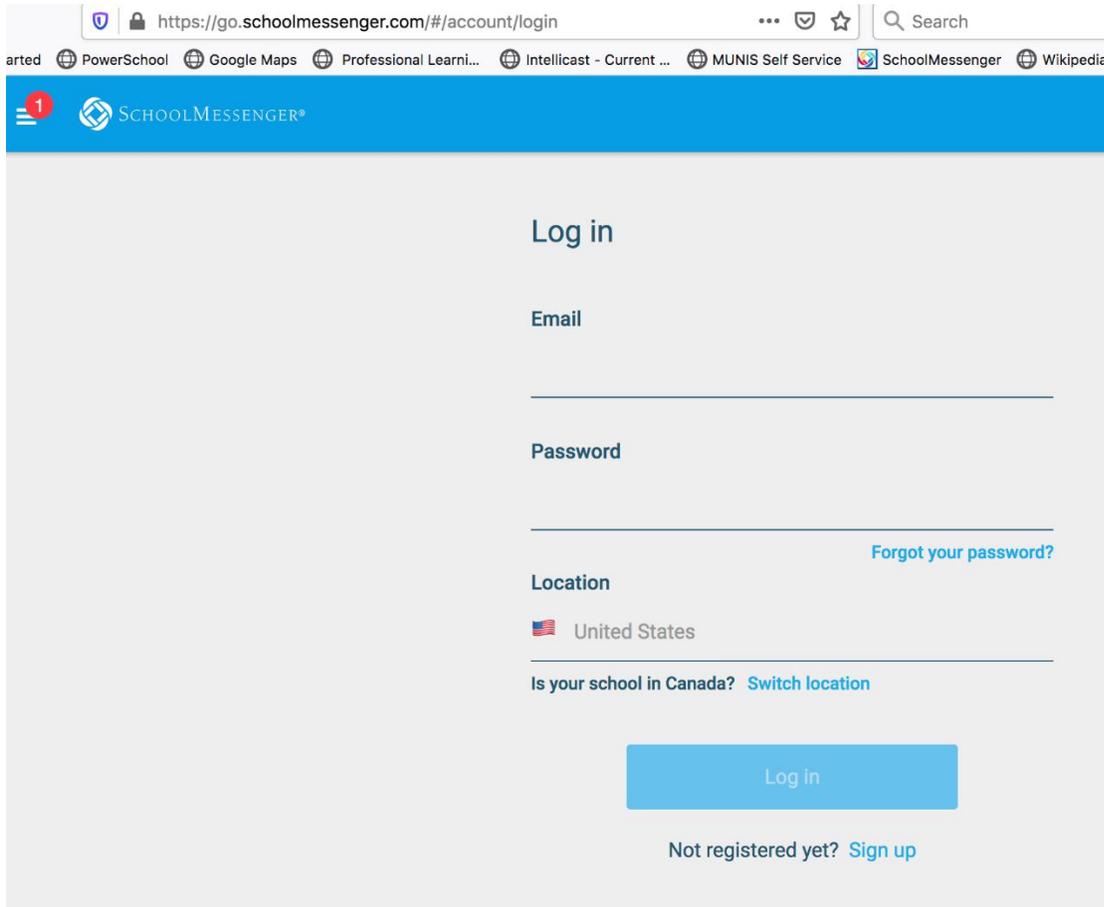


To set preferences on how you receive your notifications on SchoolMessenger, there are two options:

Option 1:

On your computer, go to go.schoolmessenger.com

If you don't have an account, you will Sign Up here with your cmcss.net email.



The screenshot shows a web browser window with the URL <https://go.schoolmessenger.com/#/account/login>. The browser's address bar includes a search icon and the text "Search". Below the address bar, there are several tabs: "arted", "PowerSchool", "Google Maps", "Professional Learni...", "Intellicast - Current ...", "MUNIS Self Service", "SchoolMessenger", and "Wikipedia". The main content area of the browser shows the SchoolMessenger login page. At the top left of the page is the SchoolMessenger logo, which consists of a blue square with a white "1" and the text "SCHOOLMESSENGER®". The page has a light gray background. The heading "Log in" is centered. Below it are two input fields: "Email" and "Password", each with a horizontal line underneath. To the right of the "Password" field is a blue link that says "Forgot your password?". Below the "Password" field is the "Location" section, which includes a small American flag icon and the text "United States". Below the "Location" section is a blue link that says "Is your school in Canada? Switch location". At the bottom of the page is a large blue button with the text "Log in". Below the button is a blue link that says "Not registered yet? Sign up".

Option 2:

You also can download the SchoolMessenger app and sign up for an account on your smart phone. When selecting the app, be sure to choose the blue one rather than the gold one, which is used by admins to send messages.

