

**Classified Rep. Notes**  
**February 18, 2020**

**Melanie Kranz: Opening Comments**

Called the meeting to order.

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

"Feedback on proposed budget items." See pages 6-7 for responses.

**Dr. Sean Impeartrice, Chief Academic Officer: Comments**

Welcome back, I am glad you all had a day off and hope it was a restful day. The deadline for teacher pipelines applications is this Friday. Elementary/Middle Teacher Residency is for someone who doesn't have a degree. Clarksville Teaching Fellows and Lipscomb Teaching Residency is for someone that does have a degree. The deadline is Friday and we want to invest in our classified personal and these are opportunities. If you aren't interested, pass the information on to someone in your school that might be interested. We have had custodians, educational assistants, transportation, administrative assistants, routers, and operations apply. It is open to anyone that has a heart for teaching. Within 1-3 years you would be in a classroom. If you have any questions please email [trp@cmcss.net](mailto:trp@cmcss.net).

**Marcia Demorest, Chief Financial Officer: Budget Update**

Here is an overview of the budget process and how it works.

Expenses:

- Departmental Budgets: In November/December, we send out to each department budget sheets and they are returned right before Christmas break. The level director will gather information from principals and put together their budget, Jeanine Johnson will put together the budget together for HR, etc. We will get all that information together and enter it into Munis.
- Salary Data: Salary and benefits is around 86% of the budget. The data will be pulled from all of the current positions that we have and what their grade and step is, then technology will provide a snapshot at that time. Then we will look at current steps and what it would look like if everyone got a step increase and COLA. Connected to salary data is the next piece market analysis.
- Market Analysis: Each year a different group will go to market analysis. Jeanine will work with our consultants, gather that information and provide it to me to incorporate into the salary data.
- Medical Expense: Look at the projections for that and obtain the actuarial information. In coordination with the trust, the trust will determine what they think the trust fund can handle and what the increase will be. Then the amount that is determined by the trust will be incorporated.
- Retirement Expense: Provide by the state, every year they do an actuarial study based on what the state funded retirement plan is and decide if an increase is needed. That is nothing we have control over, they just give us that amount. We calculate what that would be based on our employees and how many are in the legacy and hybrid plan.
- Benefits: Doesn't necessarily change every year. Employee life insurance policy for the employee is an employer paid benefit, it does not cover dependents. Long-term disability is also a benefit paid for by the school system.

- Enrollment Data/Projections: We have to look at the projections for enrollment and what kind of staffing would that need: new teachers, assistant principals, and other various areas.

Revenue:

- State Revenue Information: The largest portion of revenue that we receive is the Basic Education Program (BEP) that is 52% of our consolidated budget. The BEP is a funding formula, basically they use the data of our students and calculate how many positions the school will have along with their salary rates. They don't fund every position. They use it as a formula as to how they are going to spread out funding amongst all the districts. We always have to wait to see what the state is going to put into their revenue plan for education. We will get that information from them and don't receive an official estimate until April. At that time we have done a lot of work to our budget and then will have to go back and make changes.
- Local Revenue Information: 29% of comes from the local revenue. With 58% of that being from sales tax. In February, we receive the sales tax information from December and is always our largest amount due to increased shopping during the month.
- Federal/Grant Funding: Are there things we want to do that we will be able to get federal funds for and pay for them that way? Are there things that we have currently that have federal funding for that might be ending and do we want to continue with that item or initiative? If so, then that is something we have to look at funding on the general purpose side.

At the study session April 21<sup>st</sup> the budget will be presented to the school board and will be voted on during the next meeting. Then we will have a budget meeting with the county. Eventually, the county commissioners will vote on it. Typically it is approved in June then we can implement the budget start on July 1<sup>st</sup>.

### **Eric Salyer, Senior Computer Programmer: Raptor Update**

At the schools today, we rolled out the new version of the Raptor kiosks. The important things about the update are:

- When an adult signs out a student, they will be required to scan their ID. They will no longer type in their name.
- When a parent needs to sign out multiple children, they will be able to select all children at once. They will no longer have to complete the entire sign-out process for each individual child.
- The front desk personnel can now see some activity happening on the kiosk. The feature is called the Kiosk Queue. On your computer, you can see visitors who have been identified as possible sex offenders or incomplete transactions like when a parent thinks they've signed out a student, but in reality they haven't completed the process.

The first time a visitor visits the school they will still have to go to the front desk. When a visitor's badge prints off it has been our practice from the very beginning that when people sign-in at the kiosk they don't get their own badges. The front desk will look at the badge and confirm it is the same individual, to stop people from using another ID.

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

Announced the Classified Staff Appreciation Day February 19<sup>th</sup> for the Maintenance Department. Please take time to say thank you for all they do.

## **Sharing a positive story from your school/location.**

**Pisgah Elementary:** Junior Beta Club did their annual food drive and raised 2,442 items.

**West Creek High School:** We have an e-hall pass, so any student that has to go anywhere has to have a pass that way we can track where they're going and length of time out of class. It does create a little more work, but we have had it for about four weeks now and the amount of students out of class has declined.

## **Questions and Rumors**

**Question: Will more bus drivers be added to the new budget?**

**Answer: Jeanine Johnson, Chief Human Resources Officer:** We have enough positions for bus drivers, it is a matter of recruitment and retention. Right now their rate of pay is comparable to other bus drivers. This is an area where there is a shortage nationwide. They continue to look into adding hours, where they work 5 hours as a bus driver and 3 hours in a school as custodians or assistants. Transportation has started doing training on the weekends in an effort to increase training options.

**Question: Can we get or see a copy of the memorandum of agreement between the school system and the county for what the duties of the SRO are?**

**Answer: Jeanine Johnson, Chief Human Resources Office:** We do have a very specific agreement, the principals and assistant principals are aware of what that is. (See pages 8-9 for School Resource Offices General Job Description)

**Question:** Is it possible to require that everyone use the fingerprint option on the time clock? I do the payroll for my school and there are so many errors where someone has clocked in with a teacher's Munis number. If everyone had to use a fingerprint, I believe these errors would not happen on Kronos.

**Answer: Joe Williams, Senior Computer Programmer:** Very good question and valid reason we do this because we can miss key our Munis number at the time clock especially if we have a line of employees behind us. Employees are focused on getting to their job and don't always check to see if they clocked in correctly. The fingerprint portion is a verification that the number matches the employee. In the past when we have lost focus on the biometric enrollment, we have seen an uptake in missed or incorrect punches. We have updated each clock in the district to simplify the enrollment procedure, and developed instructions detailing the process of enrolling an employee for the fingerprint verification. These instructions were sent to each Principal and school-based Kronos manager, as well as placed on the Employee Resources under Technology TechDocs. We will continue to monitor the clocks, assist at an individual level, providing reports for each location listing the employees who are not currently enrolled and guide the enrollment process. To answer the question, yes we want to require all employees to use the fingerprint option. There will be some exceptions for child nutrition and custodial employees who have their hands in hot water or chemicals all day as it really affects the texture of the fingerprint. But we want to keep that the exception rather than the rule. Please let us know if you have any additional questions or concerns.

**Question:** Looking for the link to Frontline to request time off and not finding it?

**Answer: Joe Williams, Senior Computer Programmer:** Frontline will be in the ClassLink Portal, everything is added on an app by app basis and some are easier to add. Since Frontline doesn't apply to all employees we don't want be available to all. The link will be up soon on the ClassLink Portal and available to teachers, manager of that system and classified employees that require substitutes.

**Question:** How do we access our email with the new Employee Resources? You used to be able to go to employee resources and it was right there.

**Answer: Joe Williams, Senior Computer Programmer:** Any feedback on Employees Resources and Portal please email: [webteam@cmcss.net](mailto:webteam@cmcss.net). Our philosophy is that the public website is going to be for our stakeholders and more general information. While pushing our more internal resources to the ClassLink portal and this is where email is located. We really want to have one place to go to for everything.

**Question:** If the Alternative School has separated the high school and middle school program, will we be able to send more students to the Alternative school since that has opened up more classrooms in the building?

**Answer: Dr. Sean Impeartrice, Chief Academic Officer:** Synergy moved to Kenwood High School, which opened up 2-3 classrooms. The only thing Alternative did was separate middle and high school, they didn't add any personnel. High school is upstairs and middle school is downstairs, they didn't have the space to do that in the past. No additional personnel was added, so that wouldn't increase spots since all they did was move classrooms that where upstairs downstairs. It is in the budget for a couple more positions to allow a special or regular education student that get zero tolerance to be served at the Alternative school. That still needs to go through the budget process.

**Question:** Can classified staff leave the building/campus for their 30 minute lunch break?

**Answer: Jeanine Johnson, Chief Human Resources Officer:** Yes, you do need to notify your principal. Your 30 minute lunch is unpaid. What many principals might have you do is clock-in and out when you leave the building.

**Question:** Are we allowed to leave and go to clinic while on school time?

**Answer: Jeanine Johnson, Chief Human Resources Officer:** That is a decision made by the principal. For example Montgomery Central, Kenwood and Northwest have a clinic right on campus. That may be something the principal is very comfortable with saying okay if you're going to be back within an hour. If your principal allows that, it is fine and if they do not, it is at their discretion. Each school is unique and the situations are different. Principals/Supervisors know what will work with their school/department and the decision is left to them.

**Question:** A news outlet erroneously reported that Clarksville Montgomery County School System was closed on February 7<sup>th</sup>. This in turn prompted CMCSS to close school. The little snow we got would have otherwise resulted in a 1 or 2 hour delay. This cost classified employees

who are school based a day's worth of pay. We shouldn't have to take a personal day to get paid. Can the school system please reconsider and pay us the hours we missed out on?

**Answer:** At this point that has not been considered, it was a snow day. The district was not closed, just the schools, so the policy ([HUM-A021](#)) has been followed. There has been no discussion about modifying the policy for that day.

**Question:** What is the student absences with the flu/sickness? When would we close for sickness? Would you close individual schools?

**Answer: David Holman, Chief Technology Officer:** On a given day we have about 3.5-4% absent. At the highest, the student absences were consistently upwards of 5.5% and peaked at 5.7%. We don't just look at the overall percentage but look at individual schools.

**Answer: Dr. Sean Impeartrice, Chief Academic Officer:** General rule is about 10% would have to be out. We haven't been as impacted as counties around us, but we have been keeping an eye on it. The custodians have enhanced their cleaning process. Absentee rate is looked at district wide and specific schools.

## February's Question of the Month

Feedback on proposed budget items.

Each school to have a fund for replacement of furniture.

Each school to have a permanent substitute teacher.

Can paint be added to the budget for schools? The custodial funds do not stretch far enough to purchase paint and painting supplies.

If we could budget an aide on each bus we might have better driver retention.

Additional cafeteria monitors would free up the Educational Assistants to be better utilized working with the students in an instructional capacity.

Is it possible to budget in training time for educational assistants at the beginning of the school year? Some have stated that they did not feel very prepared to do the job when they first started. The onboarding doesn't give any information about anyone's particular job. Also, staff are wondering how to help sped students grow and need trainings periodically for their own growth.

Is there any way assistant coaches can get some kind of compensation for their services? Or even help with paying for the classes before coaching?

Does every school get money for teachers to ride buses? Can aides (educational assistants) do this or is it certified only?

To de-clutter: wireless mouse and keyboards

Computers for EA's!

- The sub computers are used most times
- EA's are working with teachers closely
- EA's use google classroom
- Read test on computers
- Need email available due to school information being passed throughout the day (emergency)
- Employee willing to sign for it just like teachers

I would like to address the staggering amount of waste our schools are producing. Our "green" school has been using Styrofoam trays and plastic ware since it opened ten years ago, even though there is a dish washing facility available. In addition to the physical waste from the trays, the food waste on a daily basis is tremendous. At the same time, we have children going hungry after school. This seems like an easy problem to fix: unused packs of crackers, whole fruits, and fruit cups could go on a share tables. Additionally, the food that goes uneaten ends up in our growing landfills. A solution to this would be a composting program that could benefit local farms. I believe our school district could be a model in sustainability and environmental stewardship, with some simple changes. Why not turn our cafeterias into classrooms and teach the kids about conservation, composting, recycling, and compassion toward the less fortunate and towards future generations? My proposal for the upcoming budget is to include a) reusable

lunch trays and dishwasher personnel at every school and b) a committee to look for ways to implement ways to eliminate food waste in our schools.

## School Resource Officers

### General Job Description

SROs provide a safe and drug-free educational environment at assigned school(s) during and after school hours by maintaining high visibility, investigating juvenile crimes and crimes against juveniles and enforcing laws. Duties and responsibilities include, but are not limited to, prevention, enforcement, and investigation of reports concerning violence, street gangs, theft, vandalism, drugs, alcohol, and any other criminal activity that may occur on school campus; giving classroom presentations; and establishing rapport with students, faculty and the community.

### Other duties and responsibilities.

School Resource Officers assume major responsibilities related to the following duties:

- Conducts investigations involving criminal activity.
- Prepares police reports and maintains files.
- Provides, plans and controls security and personnel for school activities.
- Designs lesson plans, prepares instructional materials and gives classroom presentations pertaining to law-related education.
- Patrols school buildings and immediate surroundings and removes trespasser(s) from campus at the request of school administration or state law.
- In emergency situations only, or in exigent circumstances, directs and monitors pedestrian and vehicular traffic before and after school and activities. Conducts vehicle searches, when needed, and issues citations. -Exigent circumstances might include early dismissals where school zone lights are inoperative, or vehicle crashes that have adversely impacted traffic in the school zone.
- Participates in informal counseling and discussions with faculty, parents and students regarding laws and community help agencies.
- Serves as safety advisor to school administration regarding unruly juveniles, trespassing, building safety and crisis management situations.
- Monitors students to preserve safety, order and discipline in the school.\*See MOU section below.
- Establishes rapport with the students, faculty and the community. Acts as a positive role model.
- Recovers lost or stolen property, seizes contraband and refers delinquent and dependent students to school and community help agencies, as appropriate.
- Makes juvenile and adult arrest(s), maintains files and records of cases and makes court appearances.
- Sponsors or actively participates in youth services i.e. teen court.
- Attends required training from both the Sheriff's Office and the school system.

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Montgomery County Sheriff's Office.

### The Memorandum of Understanding on Discipline

"CMCSS should ensure that non-criminal student disciplinary matters remain the responsibility of school administrators and not the SRO. Enforcement of the student code of conduct is the responsibility of CMCSS teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of the law, except to support staff in maintaining a safe school environment. Furthermore, SROs shall not be used as part of a restraint or CRT team for students. Trained school staff should physically handle students with unique needs, unless a specific crime occurs that requires law enforcement intervention."

### Being a Resource

SROs serve in a triad model as a law enforcement officer, teacher, and informal counselor, and are to be a RESOURCE for you! SROs should be available to assist you and parents, even when the job may not pertain to their specific responsibilities; if they can't do the job for you, they should find the resources or people who can!

### When should you call an SRO?

When contemplating calling an SRO to assist with a student, the following questions should be considered:

- 1) Does the behavior rise to the level of criminal conduct?
- 2) Does the behavior directly threaten the safety of the student involved or other persons?

Please note: for children 11yoa and under, the courts have ordered that petitions shall not be issued except on a case-by-case basis in exigent circumstances. For minors over 11yoa, officer discretion will play a role when involving fights.

Additionally, SROs should only be called by an Administrator unless there is an emergency.

### Important Points Regarding Duties and Limitations

The following points articulate why SROs must perform certain tasks, and why they are prohibited from others. This list is not all-inclusive and contains basic legal information.

1. Report Writing: Writing reports is a fundamental duty in law enforcement, and clarifies what calls-for-service SROs respond to, and how those calls are handled.
2. Use of Force: All Law Enforcement Officers (LEOs) must document any use of force. "Officer Presence" is the very first step on the Use of Force Continuum.
3. Active vs. Passive Officer Presence: SROs walking the building serves as "passive officer presence," aiding to deter criminal activity. An SRO being called to an incident or to be used to affect one's behavior constitutes "active officer presence" and MUST be documented. On this note, remember: the requirement for an SRO to write a report is not an excuse for them to refuse to respond to a call. If this occurs, report the incident to their immediate supervisor.
4. Types of Reports: There are two predominant types of reports; Incident Reports and Information Reports. Not all reports result in charges being filed; some serve only an "informational" function.
5. The 4<sup>th</sup> Amendment to the Constitution: The 4<sup>th</sup> amendment limits actions of agents of the government. LEOs are not permitted to stop, restrain, command to stop, or arrest without probable cause; to do so could constitute a violation of one's 4<sup>th</sup> amendment rights, and expose the officer to liability.
6. Remember the old adage: "If it's not written down, it didn't happen."

### Some Important Laws to Remember

1. Tennessee State Law: Tennessee Code Annotated (TCA) specifically limits when an officer may take a juvenile into custody;  
**TCA 37-1-113 Taking into custody – Grounds.**  
(a) A child may be taken into custody:  
(1) Pursuant to an order of the court under this part;  
(2) Pursuant to the laws of arrest;  
(3) By a law enforcement officer, social worker of the department of human services, or duly authorized officer of the court, if there are reasonable grounds to believe that the conditions specified in § 37-1-114(a)(2) exist; or  
(4) By a law enforcement officer or duly authorized officer of the court if there are reasonable grounds to believe that the child has run away from the child's parents, guardian or other custodian.  
(b) The taking of a child into custody is not an arrest, except for the purpose of determining its validity under the Constitution of Tennessee or the Constitution of the United States."
2. One final TCA is vital to working with SROs in your school. The state of Tennessee is working to break the school-to-prison pipeline by establishing TCAs that limit when minors may be charged. The above TCA is one, and the following is another:  
**TCA 49-6-4301 School officials to report student offenses.**  
(a) Every teacher observing or otherwise having knowledge of an assault and battery or vandalism endangering life, health or safety committed by a student on school property shall report such action immediately to the principal of the school. Every principal having direct knowledge of an assault and battery or vandalism endangering life, health or safety committed by a student on school property or receiving a report of such action shall report the action immediately to the municipal or metropolitan police department or sheriff's department having jurisdiction. **Any fight not involving the use of a weapon as defined in § 39-17-1309, or any fight not resulting in serious personal injury to the parties involved, shall be reported only to the school administrator.**

What is serious bodily injury? TCA 39-11-106 defines it as: (36) "Serious bodily injury" means bodily injury that involves: (A) A substantial risk of death; (B) Protracted unconsciousness; (C) Extreme physical pain; (D) Protracted or obvious disfigurement; (E) Protracted loss or substantial impairment of a function of a bodily member, organ or mental faculty; or (F) A broken bone of a child who is twelve (12) years of age or less.

The two types of juvenile petitions are "Unruly" and "Delinquent."  
Unruly petitions pertain to behavioral issues, and delinquent petitions pertain to legal/criminal concerns. Parents, guardians, custodians may take unruly petitions, and officers may take delinquent petitions.

**PLEASE REPORT ANY CONCERNS REGARDING YOUR SRO TO THEIR IMMEDIATE SUPERVISOR.**