

Classified Rep Notes November 17, 2020

Melanie Kranz: Opening Comments

Called the meeting to order.

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

“What priorities should be considered during budget planning?” See page 8 for responses.

Dr. Phyllis Casebolt, Director of Federal Projects: Teacher Pipeline

Presented power point to view see pages 9-22.

Millard House, Director of Schools: Comments

Good Morning. First of all last week I had the chance to finish my first round of school visits. Getting out to all 40 school sites to do my walk through with principals to get a tone of how the principals are feeling and how the tone of the building is feeling in comparison to the data I am looking at around assessment and COVID. That was really interesting because as we know this is a very different time in Montgomery County. During my visits to the schools I noticed the obvious, it is a very uncertain time in reference to COVID-19. There are a lot of unknowns and questions, we want to do our best to give people as much information as we can as we navigate these waters. The [CMCSS COVID Data Dashboard](#) is updated every day and provides information around what the data looks like in our school system. The interesting thing is when we think about that last box (employees in quarantine) which is a bit deceiving because a quarantine, a close contact or a positive household are all different and we have had some struggles in particular schools. Much like at Northeast Middle school right now remote for the rest of the week because we have 23 staff members out. Not all of those staff members are on quarantine because of a positive case, it might be their child, someone they were in close contact with over the weekend for a wedding, funeral etc. So we are dealing with all those different things, we actually haven't seen huge amounts of community spread of COVID in our schools. The bigger issue is the cases that come from the outside and employees that get touched because of other situations and that makes it very tough to staff schools when employees are out in large numbers. A few updates that I think will be helpful for you.

We talked at our last meeting about the possibility of doing a pilot of employee and student COVID rapid testing. We have landed on the employee side. It is not going to be a mandatory testing for our employees. This will be an opportunity for employees that want to potentially get back to work faster. For those that are symptomatic and would like to know if they are positive, we would like to afford them that opportunity to see if they are positive. This will be a next step in the pilot for us. We've already ordered 160 tests that will be coming to our clinic. Again not mandatory.

Families First Coronavirus Response Act (FFCRA) and when an employee is named as a closed contact and has to be quarantined or diagnosed as a positive case. FFCRA last for 10 days and what happens is the school system has to pay that employee up to 10 days while out on FFCRA. The schools still incurs the cost. Example, if we have a substitute teacher, we have to pay for that substitute teacher. Also paying that employee while they are out and not using their sick time. FFCRA cost is approaching \$600K, looking at about \$1.5-2 million in cost. It is important for our employee ranks to understand that and that is another reason in which we must be very careful about how we spend our funding moving forward.

As of November 17th, we have around 200 employees on FFCRA and not all of those require a substitute teacher but we are paying up to 10 days of those employees' salaries and in some cases incurring additional cost while those employees are out. That is where it starts to add up. We have had 1,148 employees returned from FFCRA. We have 2,500 teachers and 5,200 total employees. We have about a 70% substitute teacher fill rate right now and there is a substitute shortage. We recently increased sub pay a bit to help improve that shortage, we haven't seen the benefits of that yet. The overall substitute fill rate has been one of our

overall major challenges. Example, Friday, 394 teachers and special educational assistants' were absent, 117 were unfilled by a sub. Now when a person asks the question what is the number/percentage that will shut a school down, again this has been the most difficult pieces for us thus far.

Remote data review is the process we go through when looking at taking a school remote. We invite a principal into our CDT zoom meeting to discuss data, teachers out on leave, what the coverage is looking like and whether they can piece it together or not. What I have learned is that principals by in large want to keep their schools open for their students and families.

We lost a student recently and I had a chance to do a home visit with the parents and grandparents on their front porch. I learned that these parents and grandparents want so much to carry on their livelihood and be able to work, they see the school system as a major piece of that puzzle for them to keep their livelihood. There is a lot of weight on all of us, including senior leaders, as we focus on the health and safety of our employees. We have had 5 employees hospitalized but completely recovered from COVID. That was heavy, I had the chance to speak with some of them. We look at several different things when talking about the possibility of going remote as a school district. What we are doing is taking it one school at a time. The counterargument is that the number of cases continue to rise. We are going to do our best to look at one situation at a time. We don't have a plan to go remote after the holiday as some rumors have indicated.

Another item I would like to mention is about our pay situation. We have talked about the idea of doing a midyear review and we're committed to that. I know there have been a lot of questions around this. Are you going to give us two years of raises? I hope that some of what I showed you today and what we have to pay attention to in the legislator gives you a better understanding of our challenges. The legislator is pushing towards holding school districts budgets harmless. Even though a lot of school districts in the state of Tennessee have seen a major drop in student enrollment. That has not necessarily been the case in Clarksville, we are right about where we were the previous year. But we were expecting 1,000 more students above last year from a budgetary standpoint which would have helped us in the next fiscal year. We have to keep all of those things in mind as we move forward and do a budget review. We also don't know where we are going to be after Thanksgiving, or after Christmas. Will we have to go remote because the cases have risen so high? If so, do we do what we did in March and pay all of our employees even though they are at home? I don't throw that out to be facetious, I throw it out to show you where we were at that given time and we wanted to do everything that we could to ensure that our employees survived financially.

In terms of COVID cases we are above where we were at the height of the pandemic in March, April and May. What we have learned is there are ways to navigate. We are a much better remote district then we were early on. We are going to review the situation, but worse scenario the governor comes back and wants all schools systems in the state of Tennessee to cut their budget by X. I don't know if that will happen, I have been in a school district where that has occurred before. It occurred 3-4 times in one school year. The governor has not done that but as a leader of a school system I have to be prepared for everything. I will be weighing all options in trying to make the smartest decisions with my senior leadership team as we move forward. What I will promise you is that we will make the best decision to ensure that the vitality of our school system moving forward is healthy and financial feasible to operate at a high level.

Jeanine Johnson, Chief Human Resource Office: Inclement Weather Policy-Update

We are working on an addendum to this year's inclement weather plan because of COVID. There are no snow days for students, they will be remote. We have to have something for our employees. We should have this completed by next week, it is currently in draft format and several departments are reviewing. Will be on the website before January. [Link](#) to Inclement Weather policy with addendum at the end of the policy.

Sharing a positive story from your school/location

KMS: Stem program offers student project based learning and developmental and critical thinking skills. First year for our AVID program, it prepares our 7th and 8th grades students to be college and career ready with collaborative study groups and note taking skills. AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society. Also lead a Veteran's Day video on the district website.

Questions and Rumors

Question Can a standard be placed for facemasks? Employees are currently allowed to wear netted masks, on masks with holes in them, which is not CDC recommended as an appropriate facemask.

Answer **Jeanine Johnson, Chief Human Resources Officer:** We have created a policy [Coverings/Mask Policy](#). Let administration know if you see someone not in compliance.

Question Exactly what is being done to get attendance cleaned up and everyone following the same policies, and what information/training is going to be given to attendance secretaries for remote days?

Answer **Dr. Sean Impeartrice, Chief Academic Officer:** October 2nd via zoom had an attendance information meeting. What was discussed is that you assume that child is there by and proved it either physically present in the zoom session or turned in work that has been assigned. Teacher has to be the one to indict the distant learning absence. After that meeting there were 4 steps.

1. Go back to August 31st and make everyone present for the 1st-2 weeks due to technology issues. From that point on we count attendance.
2. Communication to parents effective October 19, 2020: Any technological issues must be reported and documented to a designated person in each school building. That designee would then report that to the attendance assistant.
3. Inform parents that after being notified a laptop has been repaired, they have three (3) school days to pick up the laptop before we start counting absences.
4. The principals will provide attendance teachers lists of virtual students who are not participating or made contact with the school. This list is compiled by the teachers they are the ones who determine if students have submitted work or attended zoom sessions.

On October 30th, it was communicated with attendance assistants how to handle each remote day by Theresa Bilon. If you feel there is a gap talk to your administrator then communicate directly with me.

Question If an employee has accrued comp time for all the extra hours worked since March, why can't we be paid in one lump sum instead of using them for days off throughout the year? I understand that there will be that need eventually to use some here and there but, this is time already worked and in my opinion should have been paid as overtime or paid at the end of the calendar year as it has normally been in the past years. I assume there were budget restrictions not allowing it to be paid in June but can we expect to be paid all or part at the end of this school year?

Answers **Jeanine Johnson, Chief Human Resources Officer:** Sometimes child nutrition in the past has paid out comp time based on their budget and reserves. Their budget is separate

then the rest of CMCSS. As a district we have never paid out comp time, unless it goes to the 240 hours when appropriate or when an employee resigns. [Link](#) to Overtime/Compensatory Time policy.

Marcia Demorest, Chief Financial Officer: This is an unusual time in the fact that everyone got paid their regular salary and those coming in doing work earned their comp time. Prior year our comp time liability was like \$210,000 and at the end of June 30, 2020 were at a million dollars. Now down to about \$793,000.

Question Has the option to do remote learning after Thanksgiving been discussed? Often we travel and gather with family and friends. It might be a good idea to quarantine after that.

Answer **Jeanine Johnson, Chief Human Resources Officer:** We are not making a plan to go remote after the Thanksgiving break. Our goal is to have students back in school.

Question Is CMCSS going fully remote in January?

Answer **Anthony Johnson, Chief Communications Officer:** There are no intentions for a district-wide transition to remote learning after Winter Break. While district leaders strive to be proactive and communicate changes to families as quickly as possible, the circumstances of the pandemic are unpredictable and ever-changing. Daily, the CMCSS Communicable Disease Team and the Montgomery County Health Department (MCHD) review the local spread of COVID-19 to make school-based and district-wide decisions related to the Continuum of Learning options. In addition to community COVID-19 data, the team reviews data on positive cases in schools, student and school-based employee quarantines, employee and student absentee rates, substitute fill rates, and other factors.

Since the summer, district leaders have been following the guidance of the American Academy of Pediatrics and other agencies that have advocated for students to be physically present in school. CMCSS faculty, staff, and administrators have worked hard to implement numerous health and safety protocols to make the return to in-person learning possible for the 2020-21 school year. District leaders must continue to monitor and evaluate our students' and employees' health and safety and respond as necessary. We will continue to do our best to mitigate the spread of COVID-19 in our schools, but we need everyone in the community to do their part. Please follow the guidance of our local, state, and national public health experts. Wash your hands frequently, wear a mask when physical distancing cannot be maintained, and stay home if you are sick.

At any point during the academic year, CMCSS may need to temporarily move individual schools or the entire district to remote learning based on the conditions at that time. Due to the ever-changing circumstances of the pandemic, parents and guardians should make preparations throughout the year in the event that a student is quarantined or school buildings are closed and remote learning must take place.

Question If you are looking into step increase midyear, does it mean that we will get the increase this year or next school year if it is approved?

Answers **Jeanine Johnson, Chief Human Resources Officer:** We are going to constantly monitor the budget to see if there are any options for this school year. December sales tax revenue information will be important.

Marcia Demorest, Chief Financial Officer: December is our highest month for sales tax revenue and that comes to use in February.

Question When will special ed aides get a pay raise? We deal with biohazards all day and a lot of other things gen ed aides do not. Yet our pay is the same, plus new hires come in making almost as much as we do. If not sometimes more than ones who have been here for years.

Answer **Jeanine Johnson, Chief Human Resources Officer:** All educational assistants were part of the market analysis last year. Of course we were not able to implement that for the 20/21 school year. That will be something that will be added to the budget request for the 21/22 budget year. Notifications will be made to employees in the spring if market analysis is approved.

Question If we do get the midyear increase approved, will it be retroactive to the beginning of the school year?

Answers **Jeanine Johnson, Chief Human Resources Officer:** If we can implement a pay increase an effective date will be decided at that time, we are not considering retroactive at this time.

Marcia Demorest, Chief Financial Officer: It would be very difficult to go back and retroactive it from the beginning of the school year.

Question Can you add another custodian to the elementary schools?

Answers **Jeanine Johnson, Chief Human Resources Officer:** Right now all the positions we have are approved as part of the current budget. Every time we add additional positions it has to go through the budget amendment. There are a lot of custodian positions open right now. I think if all our positions were filled and everyone was at work every day we may not feel there is a shortage.

Millard House, Director of Schools: Budget season typically for us as an organization starts in November/December when we start looking at what are priorities are for the next fiscal year. When I hear a question like this what I know is that person might not understand the cycle of budgeting for us. A question you always have to ask yourself from a budgetary standpoint is if you are going to start something, what are you going to stop? That is extremely important and most difficult thing. Especially, with a year like this year when legislator is trying to hold school budgets harmless. Which means we will likely get the same dollar amount next year. But if we are adding other major budgetary items to the budget what are we going to have to cut to prioritize this half a million we are going to put in. I would like for everyone to think with fiscal management wins.

Questions How many people have to get sick before they decide to shut down?

Answer **Jeanine Johnson, Chief Human Resources Officer:** Mr. House talked about this in his report. There isn't a certain number, we look at all the data to include staffing. Yesterday, we had 377 teacher and special education absences. We are reviewing data every day.

Question Why wasn't a vote offered to employees regarding the artwork winner on the side of Central Office? It's a big change and employees would have liked to participate in the choosing of the final product.

Answer **Anthony Johnson, Chief Communications Officer:** The simple answer is for the amount of voting we have done this school year, there was no vote for that mural. In fact the school

district didn't even choose that mural, the project was a Leadership of Clarksville project that is just one of many projects across the Crossland Avenue. There is a lot of potential, there are a lot of homes that are being re-energize. The artist of the mural got with a group of Norman Smith students to paint and be a part of this. He shared with them I choose the bold lines because you have to be bold. I choose the different shapes and colors because it doesn't matter what you look like or who you are we all have to work together in this interconnected lines. CMCSS didn't pay for the piece and it is not done that is just phase one. There are multiple phase, there will be pieces of art painted on top of that backdrop. There will be sponsors for those pieces. This all goes back youth, education and the power of education with poverty.

Question When can we expect the employee calendar for 2021-2022 to be posted? Would like to see days off/out of calendar in order to plan vacations and appointments.
Thanks

Answer **Marcia Demorest, Chief Financial Officer:** Kim Dowdy in payroll normally does the bulk of the work on the calendars. Once that is completed we send to HR to review then send to all the department heads to review. Hopefully in the next few weeks they will be ready.

Question Why did classified not be paid for Nov. 3 which is normally a staff development day? Why were we not allowed to have the option of taking a personal day for this day?

Answer **Jeanine Johnson, Chief Human Resources Officer:** If you look at the calendar on the website it is a day out of calendar all the calendars had to be readjusted for this year. If you are a 196 days employee you are still being paid for 196 days, the days maybe assigned differently in the calendar. So when you see a day out of calendar you cannot use a personal day for that. The day before Thanksgiving and Christmas break were put into the calendar, so those days had to be pulled out of the calendar elsewhere.

Marcia Demorest, Chief Financial Officer: Looking at November, typically the day before Thanksgiving would be a day out of calendar. That day had to move somewhere else and moved to November 3rd.

Question Since we were unable to move up a step this past year, does that mean we will be able to move up 2 steps next year? Otherwise, it kind of looks like we (the employee) didn't do too well.

Answer **Jeanine Johnson, Chief Human Resources Officer:** As a reminder there was the one-time \$300 that was provided. That was to ensure no employee went backwards due to insurance increase. Salary increases will be based on budget availability.

Question Why are some classified positions especially bus drivers and cafeteria workers have to use their Comp Time, Personal Leave or LWOP on days when students are not in school & no training days? Why can't bus drivers and cafeteria be given the option to take necessary testing for an Ed. Asst? All faculty and support staff's pay is already in the current school years budget? If they are not paid what happens to the budgeted funds?

Answers **Jeanine Johnson, Chief Human Resources Officer:** On the remote days for example bus drivers there is no work for them to complete. They have the option to use paid leave or offered other work options. The Parapro testing is offered at a cost.

Jim Sumrell, Chief Operations Officer: We are finding other work that might not be getting done due to COVID-19. We haven't had to turn away a person if they have wanted to work.

Marcia Demorest, Chief Financial Officer: When we prepare the budget we base it on all the positions that we have report every single day. That has never happened. The funds when they are not used become part of the beginning fund balance for the next year's budget.

Question Is there a manual or book with guidelines about front office procedures? Like how long to keep copies of SF-1010 Forms after students pick them up, how long they should keep the handwritten parent notes for dismissal and whether or not they should keep copies of the announcements throughout the year.

Answers **Dr. Angela Huff, Chief of Staff:** In the [Guidelines for Disposal of Records](#), #2 on this form states that parent notes should be discarded "at the end of the year." Regarding SF1010's, the State does not indicate how long to keep. However, practice has been that it truly depends on the grade level (high school) of the student. If the student is a senior, schools would only keep until the end of the school year.

Anthony Johnson, Chief Communications Officer: The idea of a front office handbook becomes complex with the different levels and forms. If you every have a question about a form or document reach out to Elizabeth Vincent, Director of Continuous Improvement at Elizabeth.vincent@cmcss.net.

Concern With so many staff members being out quarantined the nurse has to stay in health screening room and try and step out to watch for parent to pull up because the people that used to help are too busy covering other teachers' classes or helping in cafeteria.

Response **Jeanine Johnson, Chief Human Resources Officer:** I completely understand. We understand every single employee is doing something they have never done before this year due to COVID. We appreciate the creative solutions that many of you are coming up with at the schools.

Question When can I expect to get paid for keeping up my schools website?

Answer **Anthony Johnson, Chief Communications Officer:** When we had to make some tough budgetary decisions in advance for this year the information coordinator stipends were removed. This was supposed to have been communicated to the information coordinator.

Question of the Month

What priorities should be considered during budget planning?

- Raises for everyone.
- A permanent sub in every building.
- Step and cost of living raises. Due to this pandemic, grocery prices alone are rising daily. So this is a huge concern when it comes to providing for our families. As we know you are all doing everything you can to work with what is available. I appreciate all the thought and hard work that continues to be put into paying classified employees for days off that are unforeseen. As time goes on and numbers increase many of us continue to stress about the possibility of being off work without pay. We do truly appreciate everything you are doing to take care of all employees. Thank you!
- Employee retention. We did not ask to shut down in March and keep getting paid. We are very grateful that it worked out that way, but don't forget about us little people. We all have bills to pay as well and not getting our step increase or cost of living increase has really hit some of us, if not a majority of us, hard. Groceries, gas, utilities have all gone up since Covid began.
- Additional Certified, Classified and each school should have a permanent sub daily especially with COVID-19 absences.
- How many days, holidays without paying? We can't live on this salary!
- Maintenance and Staffing
- Fair wages for all stakeholders
- All employees getting paid if school closes again.
- Salaries Increases for Classified Staff
- Substitutes
- Missing the step in pay this summer will impact future raises and ultimately, retirement. Please consider bumping those of us with good principal reviews up two steps in summer 2021.
- Classified staff needs to be paid for their comp time and not have it accrued
- Educational assistants that are being pulled left and right with no pay increase
- Since no Step increases maybe an equal cost of living increase across board for all employees
- Nurses should be allowed to start school a few days earlier like attendance clerks. We have a whole lot of immunization records and medical request to fax doctors. I have heard attendance clerks stating they have NOTHING to do and they don't even understand why they are at work and the Nurses are not.
- Add custodian staffing at elementary



CMCSS Teacher Pathways

Diversity Innovation Planning Grant

Focused on expansion of recruitment and retention efforts, as well as grow your own teacher pipeline programs.

Areas of Exploration:

1 Recruitment

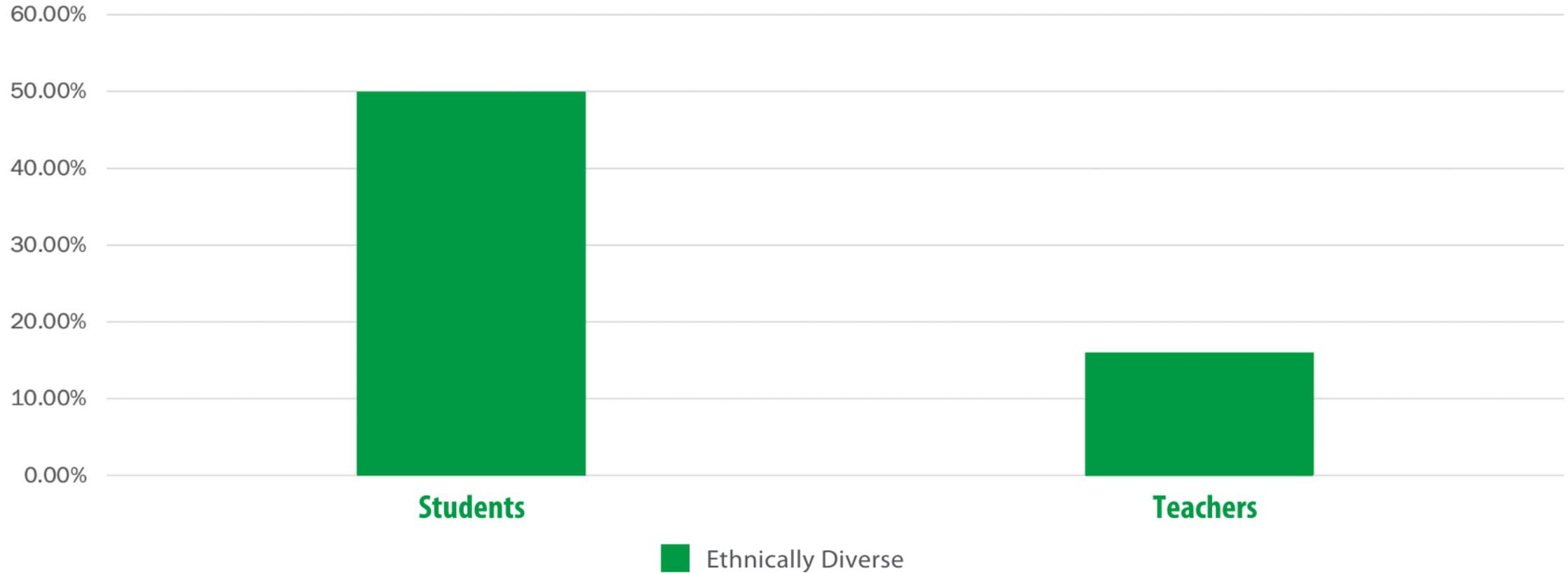
- Hispanic Serving Institutions (HSIs)
- Historically Black Colleges and Universities (HBCUs)

2 National Best Practices to “Grow Your Own” Teacher Pipelines

- Fresno Unified School District’s Teacher Pipeline Programs
- Nashville Teacher Residency
- Pathways2Teaching, Denver, Colorado

Teacher & Student Demographics

Ethnically Diverse



Current Pathways

- Lipscomb Teacher Residency
- Clarksville Teaching Fellows
- Early Learning Teacher Residency
- Elementary Middle Teacher Residency



- Bachelor's Required
- Full-Time Ed. Asst.
- Earn a Masters Degree
- K-5 & SPED Certification

LIPSCOMB UNIVERSITY

LTR
CLASSIFIED

CLARKSVILLE-MONTGOMERY COUNTY
Teaching Fellows

CTF
CLASSIFIED

- Bachelor's Required
- Full-Time Ed. Asst.
- 1 Year to Certification
- 6-12 ELA, Math, & Science

- Full-Time Ed. Asst. (K-2)
- 3 Years to Certification & Bachelor's (no out-of-pocket expenses)
- K-5 & SPED Certification

AP C

ELTR
CLASSIFIED & HS SENIORS

EMTR
CLASSIFIED & HS SENIORS

- Full-Time Ed. Asst. (K-8)
- 3 Years to Certification & Bachelor's (no out-of-pocket expenses)
- K-5 & SPED Certification
- Middle Grade Science & SPED Certification
- Middle Grade Math & SPED Certification

Teacher Pathway Descriptions

Non-Degreed, 3 Year Pipeline Programs

● Early Learning Teacher Residency (ELTR)

- 36 residents
- Accelerated 8 week university courses
- Dual Certification:
Elementary Education and Special Education

● Elementary/Middle Teacher Residency (EMTR)

- 36 residents
- Accelerated 8 week university courses
- Dual Certification:
Elementary Education and Special Education
Middle Grades Math or Science and Special Education

Teacher Pathway Descriptions

Degreed Pipeline Programs

● Lipscomb Teacher Residency (LTR)

- 1.5 years to Master's Degree
- Dual Certification:
Elementary Education and Special Education

● Clarksville Teaching Fellows (CTF)

- 1 year program
- Certification in Middle Grades
English or Math

Pipeline Demographics

Total Number of Residents 108

Ethnically Diverse Residents: 28.7%
Student Diversity:

Elementary Certification	68
Middle Grades Math Certification	23
Middle Grades Science Certification	9
Middle Grades English Certification	7
High School Math Certification	1
TOTAL	108

Demographics by Cohort

Total Number of Residents 108

PIPELINE	DEMOGRAPHIC	TOTAL
EMTR Elementary Middle Teacher Residency 27.7% Ethnically Diverse	High School Graduates	20
	CMCSS Classified Staff	3
	Community Members	13
	TOTAL	36
ELTR Early Learning Teacher Residency 27.7% Ethnically Diverse	High School Graduates	15
	CMCSS Classified Staff	19
	Community Members	2
	TOTAL	36

Demographics by Cohort

PIPELINE	DEMOGRAPHIC	TOTAL
<u>CTF</u> Clarksville Teaching Fellows 35.7% Ethnically Diverse	CMCSS Classified Staff	10
	Community Members	4
	TOTAL	14
<u>LTR</u> Lipscomb Teacher Residency 27.2% Ethnically Diverse	CMCSS Classified Staff	16
	Community Members	6
	TOTAL	22

Partnerships



APSU (4 year Public University)



Nashville State (Community College)



Nashville Teacher Residency



Lipscomb University (Private University)

Upcoming Timeline

January/February 2021

Information Release for 2021-2022 Pathway Opportunities

Early Spring 2021

Applications Accepted and Interview Process Completed

Late Spring 2021

Final Candidates Selected and Notified

Summer 2021

Some Pathways begin Coursework; School and Mentor Placements

August 2021

Mentor Training; Beginning of Year Resident Professional Development

Supports

**Weekly Recitation Sessions Facilitated by
CMCSS Faculty (content experts)**

Focus on Content Study and Test Taking

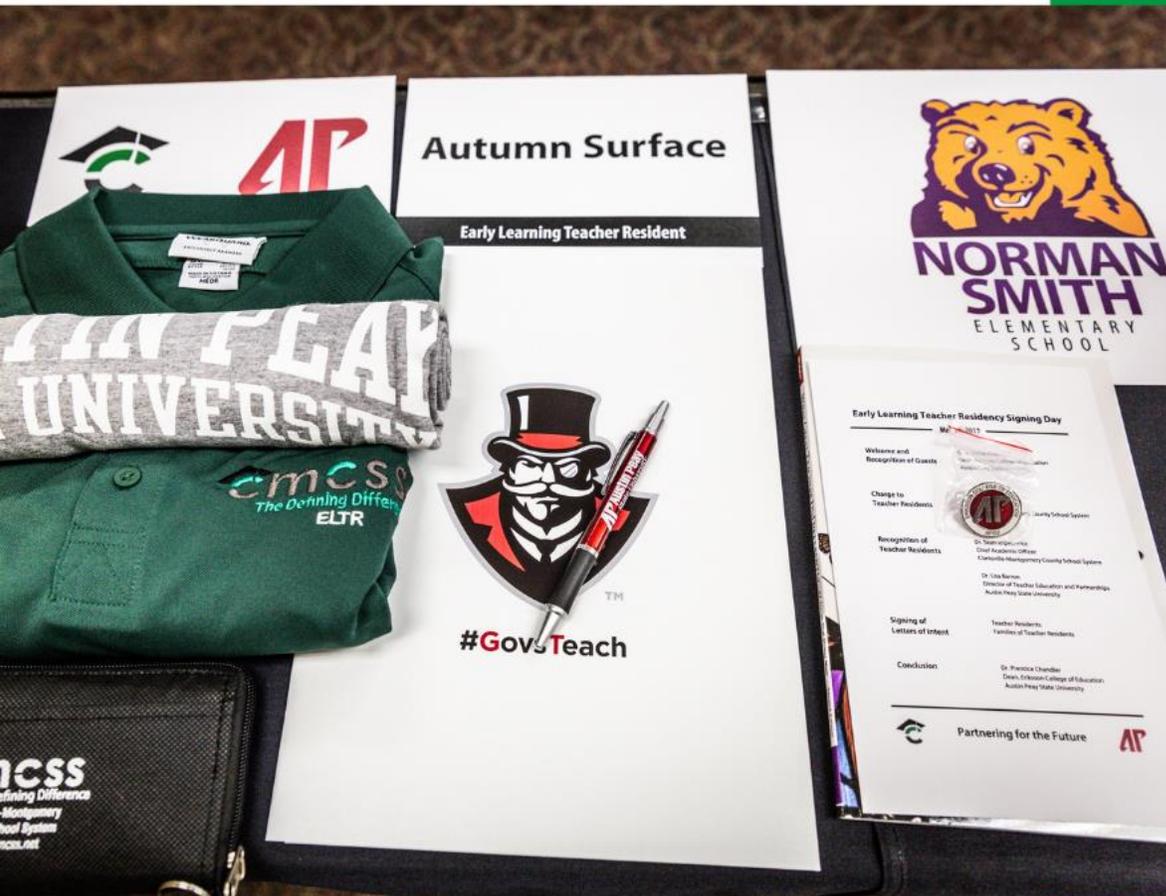
Small Group/One to One Tutoring (as needed)

Professionalism and Problem Solving Coaching

Motivational Supports



Next Steps



Lipscomb Middle Teacher Residency (LMTR)

Data Tracking Focus- Sustainability, Effectiveness, Teacher Self-Efficacy

Academy of Teaching and Learning
West Creek High School

Elementary Teacher Residency (ETR)
with NSCC and APSU

For Inquiries email trp@cmcss.net