

Classified Rep. Notes

February 23, 2021

Jeanine Johnson: Opening Comments

Called the meeting to order.

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

“Feedback on proposed budget items.” See page 15 for responses.

Emily Vaughn, Curriculum and Instruction Director, Instruction: Laptop Collection Procedure for Students withdrawing from CMCSS

- Parent/Guardian notifies the school of pending CMCSS student withdrawal.
- The school staff that receives this notification informs the parent/guardian of the requirement to turn in all technology (laptops, charger cord, hotspot, hotspot charger cord) and textbook resources on or before the students last instructional day.
- Upon the return of equipment, the designated school staff will complete an inspection of the device while in the presence of the parent/guardian, if possible. Both the parent/guardian and school staff will sign off on the inspection form.
- The designated school staff member will notify the CMCSS desktop support technician assigned to the building to pick up the device.
- The CMCSS desktop support technician will inspect the device for damage and enter any issues into the Damages/Loss program.
- The Technology Equipment Charges Notification is auto generated and is sent to the parents.
- Parent/guardian has 15 days to appeal the damages
- After 15 days the CMCSS Business Affairs department sends an invoice to the responsible party to pay for damages.

If a student is withdrawn from CMCSS without returning technology equipment, the designated school staff will notify the desktop support technician and a Damage/Loss claim will be issued to the parent/guardian.

If a parent is unable to mail equipment back, communicate with your technician who can take it to David Holman’s team and they can be processed on a case by case bases.

If we don’t have a valid address when we get a request for records from a new school we will be able to send it to that school to notify the family.

Updates/clarifications will be sent to principals very soon.

Marcia Demorest, Chief Financial Officer: Budget Update and 20/21 Salary Update

We have been working on the budget for several months and still have a ways to go. The budget will be presented at the school board’s study session on April 20th. Part of the budget process is taking an assessment of where we are, looking at the strategic work that we have for the system and what needs we have to meet the strategic goals. We get feedback from many different communications groups, principals, level directors, instruction, parent groups, classified group and teacher group. We take that information and each department builds their departmental request. The requests are incorporated into the budget. With the budget being over 85% employees’ salary and benefits, that is where a lot of the work comes in. Our total consolidated budget with all of our funds is nearly \$394 million. One of the things we look at in the personnel area is growth. If we have student growth that grows our teachers and

supporting positions. We look at the market analysis, as you know our classified groups go through market analysis every five years. We look at whatever benefit changes might be with the major portion being medical insurance. Last week the Employee Insurance Trust met and we reviewed the information we had from the actuary and looked at where we stood with the insurance trust fund. We determined we would not have a medical insurance increase for the 2021/2022 school year. That is good news for the employees and our budget. The school district pays 75-85% of medical insurance. The big questions are, will there be steps and COLA, the district is committed to presenting a budget to the school board that does include steps and colas. At this point I cannot tell you what that would be, we have more calculations to be made and more revenue information to be received. The governor has presented his budget to legislature and is requesting an increase in the BEP instructional salary component. This hasn't been voted on and will be a determining factor in what we do.

Marcia Demorest, Chief Financial Officer: 20/21 Salary Update

As you all know last year when we were working on the budget, COVID hit. The economy shut down and prompted us to take a different look at everything, so we did not have step or COLA in our budget for 20/21. As Mr. House has stated at that time and throughout the year that we were committed to looking at that. Assessing the situation we were in and seeing if we could do something midyear date. The state legislature met in special session and approved a one-time nonrecurring increase in instructional salary component. There is something that relates to all of the positions included in the instructional salary component, those are positions that require a state or nursing license. We did receive \$1,505,000 for those specific positions, Mr. House has been committed to doing something for all employees. We have looked at our funds and what we are presenting to in the budget amendment are one-time nonrecurring increases for all employee groups. It is a bonus equal to a 2% increase on the salary for ½ year for all employees of record as of February 1, 2021. Also bonus equal to an increase to what would have been a step increase for employees hired on or before October 1, 2020 and employee of record as of February 1, 2021. The amendment will go to the school board in March and County Commission in April. If approved by both bodies, this would be paid out in May as a one-time payment under separate pay codes and included in your retirement. Doing something midyear is a little complicated, I know everyone has worked hard and has fully committed to everything this year for the students. We are happy to be able to put that into place.

Millard House, Director of Schools: ESSER 2.0 Update

ESSER 2.0 is the result of Coronavirus Response and Relief Supplemental Appropriations Act, 2021 and was signed into law on 12/27/2020 and provides an additional \$54.3 billion to U.S. Schools. ESSER 1.0 earlier on in the school year was focused on learning opportunities for learning loss and academic pieces. ESSER 2.0 has a few focus areas such as student learning loss and facilities. CMCSS's allocation is approximately \$26 million spent over the course of 3 years.

Please see page 16 for a snapshot of ESSER 2.0 proposed allocations.

From what we understand there is a possibility of an ESSER 3.0, we do not have the details as of yet, it could be signed by the current President about mid-March. Going back to the \$10.5 million in facility improvements, is our deferred maintenance goes beyond that amount we have a list that is double that or more that really needs to be done. We are excited for any additional opportunities we get to come in and increase the number of deferred projects that we can continue with along with anything else ESSER 3.0 may bring to the table.

Jeanine Johnson, Chief Human Resources Officer: Classified Employee of the Year-Virtual Ceremony

As an awareness we will be holding a virtual ceremony to recognize our Classified Employee of the Year on May 4, 2021 @11:30am. The Education Foundation is assisting with the event through sponsorships

from a variety of wonderful partners. February 26th is the principals' deadline to submit their nominations. We are excited since last year we unfortunately had to cancel the event.

Jeanine Johnson, Chief Human Resources Officer: Classified Staff Appreciation Day
February 17th-Maintenance

Sharing a positive story from your school/location

Operations: Appreciation for all the custodians, bus drivers and maintenance crew that showed up to help last week with the snow. We have 10 grounds tradesman and 42 campuses. On average each campus has 5 acres of asphalt that had to be cleared. About 200 acres that 10 employees had to clear in 3 days. They were really pushing to get an acre cleared per hour. They had to clear the snow off the ice, put salt down and come back to clear the ice. I just want to shout out to our maintenance crew who worked hard Friday, Saturday and Sunday to make sure we could get back into our buildings.

NPMS: I want to thank CMCSS for the opportunity to be one of the fortunate few to receive both of the COVID vaccinations! I'm sure I strutted out of Tennova Friday :)

Questions and Rumors

Question There have been multiple people testing positive for COVID here and we were never notified, I only found out because of hearing it from others. I had been around multiple people before they tested positive and was never informed. It seems like the school system and admin are only looking out for themselves and not the actual staff.

Answer **Jeanine Johnson, Chief Human Resources Officer:** In order to protect employees' privacy, contact tracing is conducted with the administrator and the positive employee. The positive employee identifies the individuals who were within 6ft for 15 minutes during the days requiring contact tracing. Not shared with others that are not identified by the positive employee as being someone they were within 6ft for 15 minutes.

Question Why are we coming back to school during a pandemic? Students returning to the traditional setting. Contracting Covid.

Answers **Anthony Johnson, Chief Communications Officer:** I made the assumption this question was asked back in January and pulled up some data. As we have shared with this group several times the Communicable Disease Team looks at all kinds of data to make these decisions, so when we were looking at bringing back our K-6th grade traditional students on January 25th we saw a decrease in community spread. Then 25 days later and continuing until now we have seen a decrease 22 out of 25 days. Now it is under 2%. On January 11th, community spread was 1%. The Communicable Disease Team was monitoring on a daily basis and we saw the decrease and felt it was safe enough to bring the students back. It has continued to decrease and at this time Montgomery County Health Department and our Safety and Health Department are still indicating that when we talk about spread throughout the buildings, it is still less than 1%.

Millard House, Director of Schools: We currently have 61 employees out on a COVID related leave and to add prospective to that at the height of the pandemic we had over 500 employees out on COVID related leave at one time. I believe the remote days last week, not something we wanted to do but helped from a COVID related standpoint. Also,

some things are much better than were they were before the Christmas break and hopefully will only get better.

Question Covid Spread - I have 4 out of 18 kids out with Covid in my 1st period. How are kids not affected, with numbers like these?

Answer **Jeanine Johnson, Chief Human Resources Officer:** We know everyone can be affected but we know our rate in the school system is lower than the community spread.

Question Is contact tracing really working? What can we do about these large classes in Related Arts?

Answers **Jeanine Johnson, Chief Human Resources Officer:** According to the CDC, contact tracing slows the spread of COVID-19.

Dr. Sean Impeartrice, Chief Academic Officer: When we gave parents the choice between virtual and traditional, we were very upfront with them that we could not in all cases abide by CDC guidelines. When they are at lunch their masks are off. They wear masks but the only way to adhere to CDC guidelines was to do a hybrid model and that would provide huge childcare issues for both teachers and the community. No one was a big fan of the hybrid model when it was presented and we had to make some choices that we felt were best regarding the CDC guidelines as well as the American Academy of Pediatrics. Which with research is proving true that kids are suffering from some emotional issues when not in buildings. We are balancing what is best for students, families and teachers. We are committed to doing that and decided not to enact the hybrid model. As we have been seeing and as Jeanine just stated, is that the community spread is a lot more significant than the school's spread.

Question Since school is still in session and there is still a pandemic going on, will CMCSS be approving additional FFCRA leave for people who come in close contact more than once?!

Answer **Jeanine Johnson, Chief Human Resources Officer:** We do have a [COVID-19 Leave Policy](#) in place. At this point we have not extended beyond the 10 FFCRA days that were available to employees through December 31, 2020. We are hopeful that the numbers will improve.

Question Why are we still pushing CDC guidelines but maximizing student population in the schools?

Answer **Jeanine Johnson, Chief Human Resources Officer:** Please refer to previous response.

Question How come employees/family members that are doing the rapid test at OnSite and coming back negative have to wait the additional days to have their tests sent off to the lab? Doesn't that negate the whole purpose of the rapid testing and getting employees back to work sooner?

Answer **Jeanine Johnson, Chief Human Resources Officer:** If a person presents to the Onsite clinic with symptoms that warrant a rapid COVID-19 test and that test is negative, without any alternative diagnosis for those symptoms, then the negative test is being confirmed by PCR (considered "the gold standard of COVID-19 testing" by actually looking for the COVID-19 DNA in a person). Those tests are sent to an outside laboratory to see if it was a false negative. In several instances, this has been the case.

A comparable situation is coming to the Onsite clinic with strep symptoms and your rapid strep test is negative, the Provider may choose to send off a throat culture to verify the

negative rapid test. In many instances, that culture can return as “positive” indicating that the rapid test was a false negative.

Concern I have exhausted all of my sick leave since the return of school in September I have personally been on 5 quarantine 2 of which were personal family and the other 3 which had already taken all of my allotted time because of full classroom closure whether it be from a coworker or student. My concern is that I fully understand using my personal sick hours for my personal family leave of quarantine but would like it to be looked into further as far as us all having to leave our school site for multiple days due to something or another person that is simply out of our control. By the time my daughter tested positive for Covid 19 and had to be quarantined for 10 days and then myself an additional 14 that was 24 days with no pay and no sick time left for the remainder of my time this year. If I was single parent and relied on my own personal income for survival and bills I would have never been able to make it and would have really put a strain on myself and my family.

Reply **Jeanine Johnson, Chief Human Resources Officer:** You are allowed to use any accrued sick leave, personal leave, comp time, or vacation (12 month employees). We do know that we have had employees that have had multiple requirements to quarantine and often it is based off interactions with family members. It is unfortunate but at this point right now the district is not adding additional time beyond what we have in our policy [COVID-19 Related Leave](#). That could change if there is an extension of FFCRA, the district will follow any federal requirements.

Question Why are only some departments taking employee temperatures before entering a district building? It seems rather inconsistent, either the whole district has their temperature taken or no one get their temperature taken. Temperature taking is an inaccurate practice and provides no empirical information. If an employee wanted to they could simply take a fever reducing medication 45 minutes prior to entering a building.

Answer **Norm Brumblay, Chief Operations Officer:** In spring of 2020 we didn’t know much about COVID-19 and CMCSS instituted several measures to prevent the spread including social distancing, mask wearing, and a detailed screening process. Out of precaution transportation and child nutrition continued to require temperature screenings, to ensure the highest level of safety around children. This practice continued even after [HUM-F118](#) went into place. After a year and hundreds of temperatures, we might have only identified 1 case through this process. Safety and Health Department has since confirmed that practice is still unproven in the fight against COVID-19. The Operations Leadership team has considered this evidence and has made the decision that on March 2nd the Operations Department/Child Nutrition will no longer take temperatures. We will rely on individual employees to follow [HUM-F118](#).

Question How can I donate leave to an employee who had to quarantine and now is about to have a baby (may not have enough sick leave to cover 6 weeks of maternity leave) ?

Answer **Jeanine Johnson, Chief Human Resources Officer:** We as a district do not have the option where one employee can donate to another. We do have the sick leave bank and follow the guidelines per the Tennessee Code Annotated for school systems and sick leave use.

Certified sick leave bank information:

https://portal.cmcss.net/docs.aspx?doc=benefit_53.pdf.

Classified sick leave bank information:

https://employees.cmcss.net/misc/ViewISO?filename=HUM-G012_Classified.pdf

- Question** Will we receive the step increase this year?
- Answer** **Marcia Demorest, Chief Financial Officer:** We talked about that before, it won't actually be a step increase. Those hired on or before October 1, 2020 and employee of record as of February 1, 2021 will receive a bonus equivalent to what their step increase would have been. Will not actually be the step increase, but dollar wise come out to be the same amount.
- Question** When the market analysis is performed, what counties are Montgomery County compared to? Are the job descriptions compared to other school systems or outside jobs?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** It depends on what type of position it is. For certain positions that we know employees will travel to outside of our district, so we do compare to other counties. There are other positions we know our employees are not going to travel outside of the county. Right now will look at industry standards. Burriss and Associates out of Nashville will pull up a lot of different information that is available to them for our county and surrounding counties.
- Question** If classified staff does get a pay raise, will we get it now or will we have to wait until July 1?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** Marcia has gone over that, in May qualifying employees will receive a one-time bonus per previous explanations.
- Question** Why is the guidance secretaries not 8 hours along with attendance secretaries?
- Answers** **Erica Christmas, Classified Employees and Substitutes Coordinator:** The difference of hours in the administrative assistants is because of the various duties that are assigned to them and the principal is responsible for assigning those duties. We have administrative assistants that work 4, 7.5 and 8 hours depending on the needs of the school. Again as the principal looks at the needs of the school he/she assigns those duties which is the reason for the difference in hours. If there is anything specific about this question that a general explanation does not answer, please e-mail me, Erica.Christmas@cmcss.net, I am happy to look at something that is more specific for the administrative assistants.
- Jeanine Johnson, Chief Human Resources Officer:** Each school has one administrative assistant that is designated as an 8 hour employee.
- Question** Are there any new plans to help with the lack of substitutes?
- Answer** **Erica Christmas, Classified Employees and Substitutes Coordinator:**
To help combat the shortage:
1. We recently increased the hourly wage for our substitutes to be more competitive in comparison to surrounding districts.
 2. We are in the first stages of a recruitment campaign to increase our sub pool, and we are currently seeing an increase in applications for those interested in subbing with the district. Last Thursday, I spoke at the parent group meeting to generate interest from those school level organizations who communicate on a regular basis with volunteers.
 3. We had our first class of 20 new subs start on Monday, February 8. We have not had a new class of substitutes this large during the school year since December of 2019. We also had 18 more new subs start the next week. This past week we have a group of 15 new subs. Additionally, we have the largest student teacher group (consisting of 47 student teachers) assisting with coverage this semester.

As we continue to navigate through the hardships that COVID causes, we will continue to rely on the close partnership among the substitute program and school level staff to provide coverage and help keep our schools open for our students.

Question With our growing population here in Clarksville, why doesn't the school system hire at least one Spanish speaking person in the front office?

Answers **Jeanine Johnson, Chief Human Resources Officer:** That is wonderful idea, I will say that it would be a funding issue. We would have to look at the funding to add an additional person and indicate that they are bilingual at each front office. That is not something that has been requested by our principals.

Anthony Johnson, Chief Communications Officer: Would like to share that Kevin Stacy and his team have recently hired a full-time translator who has been working with Communications and building that partnership and looking at more opportunities. We have translation on our website and disclaimers that any documents we can translate as well.

Dr. Sean Impeartrice, Chief Academic Officer: Kevin Stacy did replace an educational assistant in ELL position with a translation position and is accessible to schools for translation that your principal can request. There is also Lesson Line that can be very effective. If you need a personal interpreter or translation have your principal reach out to Kevin Stacy.

Elizabeth Vincent, Director of Continuous Improvement: If you come across documents in particular that you use as you work with families that would be useful to have translated please send me, Elizabeth.vincent@cmcss.net , the document number. Then I will work with our translator to make sure we have that available.

Question Why don't we accrue personal/ leave time monthly?

Answers **Marcia Demorest, Chief Financial Officer:** Personal leave is advanced at the first of the year, it is the 3 days everyone gets. Then you have the leave to use throughout the year would be more advantageous then breaking that up and advancing portions of that at a time. For teachers for personal and sick leave it is required that we advance that at the beginning of the year and we followed suite with all other groups of employees.

Jeanine Johnson, Chief Human Resources Officer: By law we do have to provide that to all of our teachers at the beginning of each school year. There are many things we have to do by law for teachers that if at possible we provide that benefit to our classified employees. If you're a 12 month employee your vacation time is accrued monthly. Also as 12 month employees they received their personal and sick leave on July 1.

Question Why don't drivers and other classified personal have snow days added when needed?

Answer **Jeanine Johnson, Chief Human Resources Officer:** We have never added snow days in the 20 years I have been here, we don't have built-in snow days for any employees. It has always been an understanding that if classified employees are able to work, depending on the situation like inclement weather, they are paid. [Policy](#) does allow the Director of Schools to authorize pay during certain circumstances such as the recent weather the week of 2/15/2021.

Question Why do personal days get dumped into your sick leave at the end of the school year, when there's the option of the Sick Leave Bank?

Answers **Jeanine Johnson, Chief Human Resources Officer:** It is required that any unused personal days move to sick leave. We don't have the personal days rollover as you know if you don't use them they roll over to your sick leave. We could have employees accrue 10, 12, 20 days personal days and then wish to use them during the school year that could be a real sacrifice at the school leave. By law we are required to give two personal days to our certified staff and we do give three, we give one extra. Again if you don't use them they do roll over to the sick leave and when you retire any accrued sick leave is then added as service credit. Your sick leave is very valuable. Another thing is you can use sick leave for your family members. Sick leave bank cannot be used for family members or maternity leave. That is another reason our employees are conscientious about saving their sick leave is again if you have a family member that is ill you can use the sick leave or used for maternity/paternity leave.

Marcia Demorest, Chief Financial Officer: Everyone does that the option to donate to the sick leave bank and once you donate you are in the sick leave bank. One time we did have to request more days when the bank balance was low for classified. As mentioned the personal leave rolling into sick leave is more advantageous to you then rolling it over to the sick leave bank, because it will count towards your retirement.

Question How is it fair that comp. time and pay were not given to the support staff who work in CDC that had to sit in zoom classes and assist all last week and all the other teachers assistants didn't have to do anything and still get paid?

Answers **Jeanine Johnson, Chief Human Resources Officer:** Last week we were all out for five days for inclement weather and we made a decision at the leadership level with the support and guidance of Mr. House that all classified employees would be paid last week. We as a leadership team felt it was very important to compensate classified employees from 2/15-2/19. The decision was made to compensate all employees regardless if they worked or not. We understood that there would be several employees that would be teleworking to provide support to students and the district. We made the decision to pay all employees regardless if they teleworked or not. The one thing that was different this last week was we would pay comp time to any employee that we required to come into the work location. Because we consider that a very request vs teleworking. They were having to leave their home, we know the roads were challenging and generally out in the cold with very physical type work. We have to be very fiscally responsible. If we would have granted everyone that teleworked last week comp time, we know the amount of comp time accrued would have been very large. We did that last year when we closed down with COVID, there were many employees that received comp time and are still working on using that leave. As a district when we provide comp time it becomes a liability to the district. It is very difficult if you are not a 12-month employee to use that comp time because we know you need to be in the classrooms and in the buildings when the students are there.

Millard House, Director of Schools: Making the decision to pay all the employees last week was the right thing to do. I think about the employee that may have lost \$500-600 in the course of a week it would have been very difficult for them to make that up. I know there will be others that disagree with that. Organizationally we felt it was the right thing to do and if we had to do it again I would make that recommendation and approve it again.

Question Why when we were told to come in at 10, it states in the new policy that we have to take leave to make up those hours. For middle or high that could be 3.5 hours. And for elementary it is 2 or less. Somehow seems not fair to those of those that might not have comp time or leave.

Answer **Jeanine Johnson, Chief Human Resources Officer:** This is a part of the [addendum](#) for 2020/2021 school year only. We choose 10 a.m. based on a time we felt would be for our employees to go in and that is what is in the policy. We chose 10 a.m. last fall when we developed the addendum. It is going to be very difficult if we are communicating different times, I know some schools start later and other schools had more of an advantage.

Question Last year at the end you had the option to get a 4th day of personal if you did not cash it in. If you only use the extra day (the 4th) is there an option to cash in the 3 days this year?

Answer **Jeanine Johnson, Chief Human Resources Officer:** Yes, normally we have 3 personal leave days. If you don't use any of those days you can get payment for 1 day and the other 2 days roll over to your sick leave. This year you had the option of 4 personal leave days, if you didn't use your personal days last year and you opted not to be paid. We offered that as an incentive because we had so many employees that still had their 3 personal days in May 2020. Because we stopped instruction on March 13th. If you are one of the employees who said they would take the 4 days and use 1 personal day, the other 3 are still whole, you can take payment for 1 and the other 2 will rollover to your sick leave. If you have saved all 4 of your days, you could get paid for 1 day and 3 would roll over to sick leave.

Question Several questions submitted regarding nursing pay. Basically the question is, why are nurses not part of the certified salary schedule?

Answers **Jeanine Johnson, Chief Human Resources Officer:** It has always been CMCSS model that instead having nurses split between schools that a better use of the BEP Funding would be to have a nurse in every school even when the BEP Formula funds only 12 nurses for CMCSS (1 Nurse per 3000 students). Our LPN based model has allowed for that to continue in CMCSS as we continue to provide for nurse positions in every school. If we were to move all nurse positions over to the certified salary schedule it would be a very large impact to our budget. We would have to look at decreasing, at where we would pull the money from other positions and not something we have looked at. There are some districts that do have their RN based nurses on a teacher salary schedule and some of them do not have a nurse in each school. We are very fortunate and done very well with our LPNs.

Marcia Demorest, Chief Financial Officer: We are funded for 11.9 positions and they use the BEP salary allocation. Once they calculate that the state does a percentage of that and we get 82.46% of that. Then look to see what the fiscal capacity is. What we received once they applied that allocation is \$476,975.00 and we what we pay for all of our nurses is just over \$1.2 million, so the portion of that we are funding on top of the BEP is around \$740,000.

Question Since snow days have become obsolete, when a student is suspended why can't they have the opportunity to continue learning remotely?

Answer **Dr. Sean Impeartrice, Chief Academic Officer:** They can, a lot of our alternative school students are learning remotely. It is possible.

Question I would like to be able to have the option to bring my student to my office if the older grade levels go remote. I really don't want to have to take off of work and cause any more of a staffing strain on my school, co-workers, students or parents. Is there a way we could get something figured out for staff of CMCSS if the older grades go remote for students that can't be left home alone?

Answer **Jeanine Johnson, Chief Human Resources Officer:** It depends on what type of position you have. For classified, if you do have an office it is an option and must be approved by your principal. We do have something in place that does allow this but again it is at the principal's discretion based on the needs of that school and what the principal feels that is appropriate at that school. When we have had remote days we did have students in buildings with their parents.

Question Since we had to use our comp time, will we get paid on days that the school will close because of the weather?

Answer **Jeanine Johnson, Chief Human Resources Officer:** As you all know last week (02/15-02/19) all employees were paid.

Question With the new inclement weather policy; why can we not choose to do leave with no pay instead of using personal leave? I understand why we need to use our comp time first, just not the personal leave.

Answer **Jeanine Johnson, Chief Human Resources Officer:** We placed the requirement in there in an effort to ensure employees are using their personal leave and comp time first. What I have said to employees that if you were saving your leave for a wedding or special event later in the school year, payroll will still be using your leave and to speak to your supervisor/principal. Let them know you will have to take a day without pay in April or whatever the date of the event due to having to use all your personal leave.

Question First let me start this off by saying I know the question I am posing may not be addressed in the near future. This is really just food for thought. My understanding is that we currently have positions that cover groups of schools. For instance, Lead Principal for Elementary Schools. I am sure these positions are very helpful, as they break down the work load for our upper echelon leaders so they can focus on other things. It also creates a leadership role at a higher position for say, a current Elementary School Principal. Giving them something to move towards, hence promoting a sense of self improvement. All that to say this. Currently as it stands, either you are a Lead Custodian of one school or the next role in leadership up, is leading 41 schools. To me, there is no middle leadership role for custodians to move up into. My question is, can we at some point create Lead Custodian positions that are there to support a smaller group. It would only be three, one for Elementary, Middle and High schools. It would allow vertical movement for current leads.

Answer **Norm Brumblay, Chief Operations Officer:** It is a wonderful idea. Currently, the middle tier custodial leadership structure is complicated by the fact that building principals manage 100% of the custodial activity in their buildings when schools are open. During summer, holidays and when the schools are closed custodial activity is under the direction of Operations management team. This is why each building has its own lead and the district has a management team and we don't have other district leadership positions. Imagine having one senior custodial lead for elementary schools, one for middle schools and one for high schools to help improve training, communication, quality control, compliance coordination, and staffing. All sorts of aspects of our services would benefit from senior custodial leads and would also give another level of employment for our

custodians to aspire to and possibly improve retention. Something like this might not be addressed in the near future. However, our experience with COVID-19 recently has demonstrated the importance of sharing district knowledge between schools and standardization. We are hopeful that this will help us in creating these positions in the future. It is a great idea.

Question Whenever specific schools have gone remote, can those bus drivers cover for the schools that are still traditional so that students don't have to wait up to an hour for late buses? For example, we have had several buses that have had to drive their route then come back to the school to pick up students for another route because the actual driver was out sick, etc. Could the bus driver's from schools that go remote drive the routes for the drivers who are sick or quarantined?

Answer **Norm Brumblay, Chief Operations Officer:** Yes, we utilize all available drivers to fill unfilled routes. When we go remote it helps us. We are currently 78 drivers short with 56 open positions and 22 drivers short due to LOAs, COVID leaves or just calling out. We address this by scheduling over 22 double runs every day to utilizing almost a dozen mechanics and office staff every day to drive buses. We even have a principal who has gotten her CDL in order to help us. Every single day we are 1/3 of our workforce short in delivering our services. If an elementary school goes remote that brings us to about 40 drivers short. It really helps us when an entire campus goes remote. You might remember when West Creek complex went remote back in December it freed up 40 or so drivers. That allowed us to cover all of our routes in the district with no holes or mechanics or office staff driving. If any of you or any one you know are interested in making a difference in the life of CMCSS students as a CMCSS bus driver, please contact Calvin Holliday, calvin.holliday@cmcss.net or 931-358-4230, for more information.

Question Are students allowed unlimited repairs/replacements on laptops?

Answer **David Holman, Chief Technology Officer:** From a technology standpoint when a computer gets broken we will repair. If there is a protection plan, we will repair it under the protection plan. If there is not a protection plan then we would charge that parent. We continue to do that throughout the year. The only time and only 1-2 that I can remember that when working with instruction that it has been determined that it is just not an appropriate tool for a particular student that is decided with instruction. That is a conversation amongst the school and the parent then that computer is pulled. Other than that we will continue to repair those computers and charge if needed.

Question Why does the translator not work on website? When I click translate and pick a language nothing changes.

Answers **David Holman, Chief Technology Officer:** The translator is working. Google translate will not recognize pictures and will not translate. On the top of the page our headers, google translate recognizes them as pictures and will not translate. Say a header says COVID-19, COVID-19 would be seen as a picture and not as words on the page. Therefore it wouldn't translate that piece. Any of the words in the body of the page would be translated.

Question Raptor-when is it going to work properly? Parent wants to sign student out, Raptor "asks" for destination. Parent wants to sign in as a visitor, Raptor pulls up student to sign out. Or we get an error when the person scans their ID even if they were signed in previously.

Answer **David Holman, Chief Technology Officer:** It was corrected. The problem was that when a parent was linked to more than one student in raptor, when they scanned their ID at the kiosk they were not presented the option to sign-out the student. Instead they only

see the option to sign-in as a visitor. Raptor did the repair of the fix and Eric Salyer went out to some schools to complete some testing on them to confirm it was corrected. Eric Salyer says if anyone encounters this problem to let him know ASAP at eric.salyer@cmcss.net . One thing that has not changed is a parent must have their ID scanned at the front desk kiosk the first time they come in only after that can they use the kiosk.

Question Good morning, my question is about registration requirements. Why does the district not accept a POA to register a student? I had a father call and ask about registering his son who recently moved with him after a deployment, dad is on the Birth Certificate and he has a POA that he and mom has had for years. They were never married but we couldn't enroll this student instead we have to direct them to juvenile court and possible battle this out in court. We don't know why this student has moved to be with the other parent. What is mom was sick, child just wanted to live with dad. What if they don't have money to go to court? I mean there are so many different situations. I understand if a friend of the family comes in to register a grandchild we can't take a POA, to an extent, but as the biological parent I don't feel it's our right to tell the parents they have to go to court to show that they have custody of a child. This is only my second year with the district and I'm still learning but I get this scenario a lot.

Answer **Dr. Angela Huff, Chief of Staff:** CMCSS does accept POAs to enroll students but only for specific reasons. Some of those reasons are if there is a serious illness or incarceration of a parent or guardian if the mental or physical condition of the parent or guardian as such that care or supervision of the child cannot be provided. If there is a loss of a child's home or need of medical health or treatment regarding substance or drug abuse. Those a few reasons we can use a POA to enroll students. Another part of that question was that the parents were never married, so in the state of Tennessee when parents have never been married the state recognizes the mother as the legal and custodial parent unless there is paperwork to say otherwise. If the parents have never been married we are required to direct them to juvenile court for all those custody issues. A POA cannot determine custody. If anyone has any specific questions on how to use a POA to please refer to Mary Davila, Kathy Phillips or myself so we can assist anyone that might have some questions. So we can use a POA to enroll students just for specific reasons like I did share a few moments ago. The information is also in the registration guide that we do have available for staff. As well as an If/Then table and on that table is specific situations that sometimes accrue during an enrollment and provides the answers to if this happens then what to do. If/Then Table is INS-G012 is a resource for staff-use only and not to be handed out to non-staff.

Mary Davila, Director Student Services, mary.davila@cmcss.net

Katherine Philips, Student Services Manager, kathy.philips@cmcss.net

Dr. Angela Huff, Chief of Staff, angela.huff@cmcss.net

Question Are there any formal training materials for Frontline?

Answer **Erica Christmas, Classified Employees and Substitutes Coordinator:** Yes! We will include a link to excellent resources provided by Frontline. Additionally, Adrienne White, one of our substitute program representatives, recently completed the Frontline Absence Management Certification Course. If you have any questions or need any help, please call, 931-920-7425, or e-mail, Adrienne.white@cmcss.net, Adrienne.

<https://help.frontlineeducation.com/hc/en-us/categories/115001512887-Absence-Management>

- Question** We have children that are refusing to wear their mask correctly in the building, putting staff and children around them in danger. How can this be addressed?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** Notify the principal and assistant principals it is very important that they are aware of this.
- Question** Many of our students are dealing with growing mental health concerns and are in need of social emotional support. It seems like counselors have been overcome with clerical tasks preventing them from being able to see students. What is the district doing to address counselors' inabilities to see students because of other clerical responsibilities?
- Answer** **Dr. Sean Impeartrice, Chief Academic Officer:** Middle and high school counselors are having to change master schedules and that is taking significant time to do. We gave students and families a choice, which was the right thing to do, it does put more on middle and high counselors they are responsible for scheduling the students. There have been additional clerical responsibilities this year because they basically have created master schedules 2-3 times. One thing that we do is that not all counselors are in the building are responsible for scheduling. We do have universal screener data that counselors have access to that indicate what students are self-identify as social and emotional issues. We have a referral system that allows a teacher or student to identify a student that is in need of counseling. Went over the universal screener data with the principals at the principal's meeting. One thing we did change mid-year we did require some counselors to have additional clerical duties. We were committed to eliminate as many later classes at the high schools that could, put in an emphasis of every student every period should show up. As I have toured the middle and high schools even though that was a change for the teachers, I see them engaging the students more. Teachers and students are happier. We have made some adjustments along the way, it isn't a typical year. As we look at the possibility of ESSER 3.0 potentially coming we will make significant attempt to address more social and emotional learning achievement within that budget.
- Question** How can we sign up for the 401k if we was never offered when getting hired on?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** Depends on when you were hired. If you were hired January 1, 2017 and later you are already in the 401k with TCRS. If you were hired before then when you on boarded a 401k was not an option for you at that time. TCRS started a hybrid program in 2014 for teachers and our district went over to for our classified effective January 1, 2017. If you were hired before 2017, you can contact Donna McIntosh, donna.mcintosh@cmcss.net, in benefits and she can provide you that information. If you were hired after January 1, 20217, you are already in that 401k and you can check on the TCRS self-services website to monitor your 401k plan.
- Question** Because central office was closed last Monday, will the deadline to submit the application for the teacher residency programs be extended?
- Answer** **Dr. Sean Impeartrice, Chief Academic Officer:** We did extend it once to the 17th. I know they are interviewing. Submit that question to TRP@cmcss.net you will get a response.
- Question** Why do media assistants have 7 hours and educational and special education assistants have less hours?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** I have been here 20 years and I believe it has been 7 hours since then. I believe it was the access to the library before and after school along with some of their duties. Where the educational assistants and special education assistants has been tied directly to the students schedule.

Question How much does the district currently have in outstanding Tech charges for laptop damages and missing laptops/chargers/hotspots?

Answer **Marcia Demorest, Chief Financial Officer:** It is around \$250,000, however when you think about what our consolidated budget it is .06%. We do try to collect the charges by sending statements out and letters out. We look at different options to incentivize them to pay. In the past we tried locking them out of PowerSchool and went away from that because that is not the best option for the student. It is hard to balance trying to collect the money and provide the student with what they need. At the end of the year we can withhold records and is something in the TCA Code. When you think of that charge across all of the students that we have that is less than \$7 per student.

Question Since implementation of HUM-A021 addendum, and classified employees are required to use leave if the district is not going to pay. For example 2/11/2021 If I am out of personal and comp time, why am I not allowed to use my accrued sick leave? Honestly, I and my family are mentally sick (anxiety/fear/worry). I feel if I have no other accrued leave sick leave should be an option (not mandatory). My family depends on my salary and not being paid because I have no personal comp-time impacts my family in a negative way-making us all "sick" Mental sickness (worry/fear/concern is equivalent to physical sickness.

Answer **Jeanine Johnson, Chief Human Resources Officer:** Sick leave is for when you or family member is sick. It is not for inclement weather.

Question of the Month

Feedback on proposed budget items.

Our janitors in our building want to know about when they are going to address the next time the janitors will get a raise.

Increase pay for nurses and option of 12 month paychecks.

More funding for COVID supplies, wipes, Lysol, etc.

How can we get money allocated to Physical Education? Grant money can only go so far.

More money for sports and student engagement. Less money on data tracking programs that do no benefit students.

ESSER 2.0

