

## **Classified Rep. Notes**

### **April 27, 2021**

#### **Melanie Kranz: Opening Comments**

Called the meeting to order.

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

“What areas does the district need to focus on as we prepare to end the school year?” See pages 13-14 for responses.

#### **Millard House, Director of Schools: Comments and Updates**

Good Morning to everyone. It is hard to believe we are at the end of the 20/21 school year, it has been a journey but I am proud of how we have modified and adjusted. While this might be our last meeting, I see it as a pause. The systems and processes that we utilized over the course of the last school year will take us to the next school year to be even a better school district. Just some updates: conclusion of state testing for 2021, about 75% of our students tested. The Kirkwood campus is moving forward and have moved into the next phase. The footers are going in for the middle school and we will be able to see the building going up in the next few weeks. For several years we have really been looking forward to the next phase of growth in the school district. Our Special Education department received a \$100,000 grant through an organization called Chiefs for Change. We are working with the Montgomery County Health Department to move vaccine distribution, currently they are operating in the old Sears building. We are trying to figure out which schools will not be utilized for summer school and working with them to figure out which school will be their new distribution site. It is prom season, the Middle College and Clarksville High School had proms this weekend. We are excited for the students to have some normalcy as we close out the school year. Graduations are in front of us and even though we have some COVID modifications that have to be made, we are excited that the kids will have the opportunity to celebrate. Yesterday, we received new guidance for ESSER 3.0 that is telling us to go back out and get some additional feedback. We are going to get more guidance on what this means. Our ESSER 2.0 which was a little over \$25 million has been approved.

During open enrollment we did kick off our Virtual K-12 School. We have filled all the K-8 positions, all but one high school position, and five of the eight SPED Teacher positions. We still have about 12 positions left to fill. We have made headway, and have about 50 teachers in that school. It will be housed temporarily for one year only at the Emmanuel Life Center. Some modifications will need to be made to those rooms. Eventually the Virtual K-12 School for staff will be at Central Services South. That space right now is warehouse space. We will build it out permanently to be 9 by 9 classroom space for virtual teachers. I am excited to push the innovative mentality that we have had for a few years now and ensure that the opportunities that our kids have are opportunities that fit them and allow them the opportunity to be college or career ready. We are looking at an enrollment of about 1,200 kids with a maximum of 1,400. It was important that students who were accepted into the virtual school meet certain benchmarks. There was a school approval at the state level and we have essentially been approved by the state. We have our own school number for the K-12 Virtual School and we are official.

There are about 56 active COVID cases with 63% being student cases. We believe that vaccines have really improved the cases for adults. We have vaccinated 2,376 individuals at our Onsite Clinic, which is about 46% of CMCSS workforce. We do know that some employees didn't go to Onsite, some might be connected with the military and some went to Wal-Mart. Those two entities do not enter into the system that allows us to track who has been vaccinated. There are more employees that have been vaccinated we just don't know what that exact number is. The CDC and American Academy of Pediatrics will continue

to provide updates to us. As those updates come in our Communicable Disease Team will come together and take that guidance and make modifications in our current reopening plan.

**Dr. Mary Gist, Director of Middle Schools: Social and Emotional Learning**

We began this work during the 2018/2019 school year as part of our districts Strategic Work.

Strategic Work 2020-2021: Implement resources and supports to meet students' social and emotional needs.

- Districtwide training for all school administrators and school faculty/staff on Trauma- Informed Classrooms and Adverse Childhood Experiences.
- Implementation of Response to Intervention and Instruction-Behavior in 10 schools, focusing on positive student behavior.
- Implantation of revised Student Code of Conduct focusing on categorization of offenses and provision of support and intervention for student behavior.
- Created and launched SEL Resource Hub for school employees and parents
- Provided community-building, engagement and support strategies for teachers and students in virtual environments
- Re-boot and retraining of Student Support Teams in every school to support teachers with student behavior strategies
- SEL-related sessions planned for 2021 ENGAGE professional development
- Selected SEL curriculum materials for school counselors in all grade levels to implement in 21-22 (ESSER funding)
- Proposal for 2 social workers (ESSER funding)
- Proposal for expansion of contractual services with Mental Health Coop (ESSER funding)
- Proposal for middle school lead counselor position (ESSER funding)
- Proposal for substitute funding for continued MTSS-B/RTI1-B training for school teams (ESSER funding)
- Proposal for SEL Director to oversee continued creation and implementation of resources and supports to meet students' social and emotional needs (ESSER funding)

Strategic Work for 2021-2022:

- Continue RTI2-B implementation (Tiers 1 and 2)
- Train and monitor implementation of SEL curriculum lessons
- Support and monitor S-Team work
- Support and monitor the work of district social workers
- Continue Poverty Simulation Training for school staffs when it is safe to do so.

**Dr. Mary Gist, Director of Middle Schools: Student Code of Conduct Proposed Changes**

Proposed changes:

- Add "Minor Disruptions" to list of Additional Category 1 Offenses.
- Recommended change: Delete, and include folding blade knives with "Weapons and Dangerous Instruments" in Category 4. Knives with blades not exceeding 3" are considered to be included in the state statute for Weapons and Dangerous Instruments, although they are not specifically mentioned.
- For all Category 4 offenses, amend required referral to school counselor to "referral to school counselor at Alternative School or home school"
- Adding: Consensual Sexual Acts on Campus. Required: Parent contact, referral to school counselor, 30 day remandment to Alternative School.

- Adding the phrase “Intent regarding possession of razor blade will be considered.” under Weapons and Dangerous Instruments.

#### **Dr. Sean Impeartrice, Chief Academic Officer: Virtual School Updates & Summer Programs**

CMCSS K-12 Virtual School is a school of choice staffed by CMCSS teachers that will teach by TN standards and grade level expectations. Afterschool, co-curricular, and extra-curricular activities are not available to K-12 students. It allows an at-home education experience that is structured, yet flexible with direct instruction and independent application. Virtual students are academically ready to learn in a non-traditional setting, possesses age appropriate technology skills, self-motivate, organized and willing to take responsibility for academic success. Requires a year commitment. To be accepted into the K-12 Virtual School the student must be on track to graduate and shown success in virtual environment if enrolled previously. Student may be required to complete state and national assessments in-person at CMCSS schools. Student must have a learning mentor that completed training for the role.

There was no evidence of learning loss at the beginning of the school year as a result of the early closure in March of 2020. This was largely due to the majority of standards had been taught prior to the closure, and families took advantage of the continued learning resources throughout the spring and summer. Students were screened again in November 2020 and the data was compared to the September screening results. Learning loss was beginning to appear across all grades with greater loss occurring in the younger grades, kindergarten and first grade especially. Summer learning programs for elementary and middle grades will be 6 weeks of programming Monday-Thursday for 6 hours a day focused on reading and math. Students must be chosen based on data from the universal screening tool. Attendance and student performance will be reported to the state as a part of the funding matrix. High school will be focused on credit recovery. Students will be provided transportation, breakfast and lunch, in-person learning, laptops and credit recovery (HS). Staff will have flexible schedules (2-4-6 weeks) and increased rate of pay: certified \$50/hour, classified \$25/hour and nurse \$35/hour. Will also have at home summer learning options.

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

Last week we presented to the CMCSS board our first reading of a balanced budget. With 86% of the budget being salary. It does include a step increase for all employees and a 3% COLA. A market analysis for educational assistants to include the media assistants and cafeteria monitors, this is the group that was due for market analysis 2020/2021. We held on that last year. There is no insurance premium increase this year. Not an additional expense for the employee or school district. We do have new positions related to growth and a few positions to the start of Kirkwood. Principal and account tech to start in the middle of next year to get the school opened for the following school year. A few increases in the schools allocations that we had to cut last year on the instructional supplies and materials and furniture.

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

April 21th - Administrative Assistants, Bookkeepers, Office Assistants, Accounting, Business Office and Human Resources

May 19<sup>th</sup> - Nurses, Food Service, Cafeteria Monitor and Child Nutrition

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

I know this usually seems to be where people would go to complain about certain situations or experiences but I would like to show appreciation instead. I would like to thank Mr. House for his leadership during these trying times. He truly has the best at heart for all the students, faculty, staff, Administrators and the communities of this district. Thank you to the Human Resources, Finance,

Maintenance, Operations, Child Nutrition, and Instruction and Curriculum, and Technology, Operations, Safety, Onsite, bus drivers, NURSES, SRO's and Communications departments for their support of the school's needs. I also want to thank our school's Administrators for their exceptional leadership and their ability to team build in our building. CMCSS truly exemplifies what a school district should be and we should appreciate what we have while still being able to communicate on what we can do better. I am proud to be part of a wonderful work family with CMCSS especially at WCHS. Thank you all for all you do and all your hard work!

## Questions and Rumors

**Question** I have experienced kids coming in to the school early in the morning with Kenwood middle school students that do not go to the school and there is no way of knowing unless they tell us. For instance, one morning we had a high school student come in and did not notice they were in the wrong school. We had to escort the student to the high school safely after the student told us he was in the wrong school accidentally. However, this scenario could have ended differently if the student would have had negative/ bad intentions. So with that being said, I think that students and faculty members could benefit in a positive way, if all students had a photo ID on them at all times, just like faculty members have along with the school logo. That would also help anyone identify the students in the hallways for discipline purposes.

**Answer** **Dr. Sean Impeartrice, Chief Academic Officer:** Currently looking into RFID cards. This would allow us to know where kids are on the bus. We are looking to see if we want to make that card more universal as an ID, allowing them to get into games, in the middle and high school use for lunch and library charges. We are talking to some schools that have done it. I will take your suggestion back to the committee.

**Question** How to combat the end of the year excitement that may lead to improper behavior?

**Answer** **Dr. Sean Impeartrice, Chief Academic Officer:** The best thing schools can do is engage the students in relevant work.

**Question** I want to say that the way that we are doing "Operation Graduation" is wrong. Kids that goofed off or didn't do their work were put in a special program where they just had to log on and do work. They didn't come to school in most cases and worked from home. The amount of work they had to do was minimal and there was no testing. Many kids are now finished. So they have nothing to do the rest of the school year. What does this say to the ones who are doing the work, putting in the effort and getting good grades? They still come the rest of the year, have assignments and tests. I feel this is wrong and sends the wrong impression to our good, hard working kids.

**Answer** **Dr. Sean Impeartrice, Chief Academic Officer:** The Operation Graduations were setup at the school level. We did Greenwood virtual at a district level. All the students have to take the same benchmark. As we have tracked this over the years the students who participated in credit recovery did as good if not better on the benchmark than students in the traditional class. What we can hope for is the fairness of them being exposed to the same contents and assessments. Yes, they were treated differently but we meet them where they were and moved them forward.

**Question** Will there be people hired for next year to help school nurses? Having to give up one plus days a week to help them is hard on the employees assigned to do so.

**Answer** **Jeanine Johnson, Chief Human Resources Officer:** With ESSER 2.0 we did gain 2 permanent sub nurses and those positions are in the process of being filled.

**Question** While we were out the week for snow I actually was approved to zoom with our students. I'm an Edu Asst. We were paid for being anyway as was everyone in the building. Should I have not been awarded comp time for the normal hours that I zoomed with the students? This is a Special Needs CDC class and was govern permission by admin to zoom.

**Answer** **Jeanine Johnson, Chief Human Resources Officer:** All classified employees were paid from 2/15-2/19, regardless if they teleworked or not. The only employees receiving comp time during that week are employees that were required to leave their home and actually report to the building. Examples of that might have been custodians and maintenance workers, because they were require to conduct building checks.

**Question** When is the ceiling going to stop leaking in the hallway at Northwest High?

**Answer** **Norm Brumblay, Chief Operations Officer:** A request for funding to address the repairs at Northwest High school is include in ESSER 3.0. If ESSER 3.0 funding is approved, we expect repair to that section to be completed spring or summer 2022. In the meantime, maintenance will continue to monitor it and minimize the impact as best as possible.

**Question** Something has seriously got to happen with transportation. More money, more hours, more something. Our department is at the brink of completely collapsing. Drivers are absolutely stressed to the max, driving a different route every day, always being late to the school, dealing with additional COVID protocols, tons of people always calling out to add to the shortage. Top all of that off with losing step increases to the meager pay we already make and it's a recipe for disaster. We are going to keep losing people if nothing continues to happen like it has for years now. We have been asking for help for a long time now and every year we hear the same responses and no action.

**Answers** **Norm Brumblay, Chief Operations Officer:** This is the most challenging time I have seen in 19 years of working in operations. We are missing about 1/3 of our fleet in terms of drivers, making us about 78 drivers short. We are working on making some improvements in that area. We have realized this shortage and have implemented Saturday job fairs once a quarter and launched a recruiting campaign with CMCSS Communications Department. Constantly listening to the concerns of our drivers and advocating fair compensation for our employees. Over the last year we have implemented bus driver performance rewards. Working on a sign-on bonus to recruit new drivers. A request has been made to review bus driver compensation through market analysis. The district paid bus drivers during 15 weeks of remote instruction, 10 weeks last school year and 5 weeks this school year, this action was taken on behalf of our bus drivers during a period that no transportation was required or provided.

**Erica Christmas, Classified Employees and Substitutes Coordinator:** After a prospective bus driver applicant attends a bus driver intersession at Operations, they either precede forward with the driver training program or fall to the wayside. One thing we are doing in HR is that Jacklyn Winegarden, who processes all our classified applications, is following up with all those individuals. To find out if they forgot to fill out the application or decided to move in a different direction. We have seen that it is helping to get their applications submitted.

**Question** Is it possible to get hot water in the bathrooms for hand washing at district offices on Gracey?

**Answer** **Norm Brumblay, Chief Operations Officer:** Most of the bathrooms at Gracey should already have hot water. It might just take a while to get to the sink, there are no circulation pumps installed to keep hot water at the faucets at all times. I recommend

running the hot water for a long period of time to see if hot water eventually reaches it. If no hot water reaches it, please have the custodian put in a work order to maintenance.

**Question** Building Security @ Operations Complex, anyone can walk anywhere in this building at any time.

**Answer** **Norm Brumblay, Chief Operations Officer:** It is very difficult and costly to make significant changes intended to be accessible to our employees. For example, it is very difficult to secure the vehicle entrance bays at Operations due to the garage doors. The garage doors must be open 10 months out of the year. Opening and closing the garage doors to switch out buses and vehicles would decrease productivity. The bays are not conditioned spaces and would be harmful to employees without the constant fresh air flow. All these spaces lead directly to the transportation offices, when security locks were added years ago our employees complained about their loss of access to their building. Securing the lot itself has proven to be just as complicated using electric gates, we can't have the buses backing up on a 5 lane highway waiting to get in. It would also cause issues for buses leaving the complex in the morning.

**Question** Is there a reason we don't have hand dryers in the bathrooms rather than paper towel dispensers? It seems like we waste an awful lot of paper in the lower grades.

**Answer** **Norm Brumblay, Chief Operations Officer:** Paper towels are the best drying method to limit the spread of pathogens left on hands after washing.

**Question** Why were we not notified that there was a survey sent to virtual parents whose kids would be coming for testing regarding transportation? We were told that transportation would be not be provided which is what we relayed to parents.

**Answer** **Norm Brumblay, Chief Operations Officer:** In January, it was identified that CMCSS was going to need to provide transportation for virtual students completing in-person testing. Communications developed a survey to identify virtual students needing transportation that went out in February and March. The results allowed transportation to develop bus schedules and routes. Information about transportation for virtual students requiring transportation for in-person testing was posted on the CMCSS website, published in Clarksville Online and other media outlets, and e-mailed to parents and employees.

**Question** When will we be upgrading custodian equipment?

**Answer** **Norm Brumblay, Chief Operations Officer:** CMCSS provides funding for typical custodial equipment like brooms, mops, and garbage cans. All that custodians need to do is request that from the custodial manager. Large more expensive equipment like buffers, which is upgraded, are on an as needed basis. We have a small engine repair shop in Operations, if something goes down a work order is put in for repair. If they are unable to repair the equipment then we will replace it after exhausting all other options. In the 2020/2021, our equipment budget was curtailed due to COVID-19. There is also hope to upgrade some equipment with ESSER funding.

**Question** With the evaluations we've recently had, if we were recommended for step increase, will we get them this time around?

**Answer** **Jeanine Johnson, Chief Human Resources Officer:** The proposed 2021/2022 budget does include a step increase if the employee is eligible and a COLA.

**Question** How will the bonus in lieu of a raise work for those of us drivers who have assigned routes of more than 5 hrs? Such as 6.5hrs /day or more?

**Answer** **Marcia Demorest, Chief Financial Officer:** I have reached out to transportation to see if there are specific drivers that are driving 6.5 hour routes every day and will follow up on that.

**Question** Some of us have 4 personal days left. We were wondering how that would work as far as getting paid for 1 and rolling over the rest to sick leave. Are we able to use 1 day, get paid for 1 day and roll the other 2 over to sick leave?

**Answer** **Marcia Demorest, Chief Financial Officer:** Yes, if you have at least 3 personal days left you will be able to roll over 2 days to sick leave and pay out 1 day. If you don't receive an e-mail and feel you are eligible please contact your [payroll representative](#).

**Question** During Summer school camp in previous years the pay for staff was \$30 dollars an hour. This year it was made aware the teachers will be making \$50 dollars an hour. Will this same pay be offered to all staff who are working the summer school camp? If all staff were making/offered the same amount as teachers in previous years we should be paid the same during the current year.

**Answer** **Dr. Sean Impeartrice, Chief Academic Officer:** Certified and classified staff have not been paid the same rate in previous years or currently.

**Question** Why it is ok to use our personal or comp time for medical appointments instead of our sick time? We are going to the doctor or dentist why can we NOT use our sick time?

**Answer** **Marcia Demorest, Chief Financial Officer:** You can use your sick time for a doctor or dentist appointment. I am not sure if that is something that they are saying is happening at the school level or the payroll level. If there is a specific instance that this has happened, please [contact me](#) and we can look into that. (Reference [Overtime/Compensatory Time Policy](#) and [Employee Handbook](#) page 25)

**Question** When did central office start over riding what our school bookkeepers put in for our time, without telling us what they are using?

**Answer** **Marcia Demorest, Chief Financial Officer:** I did reach out to the payroll supervisor and was not aware of any change. I do know that we did have the one snow day that wasn't paid and employees with leave available we did use that rather than leave without pay. If there is a specific instances that this has happened, please [contact me](#) and we can look into that.

**Question** Why can we NOT choose "Day without Pay" for snow days or whatever, when school is closed. Why must we choose or have our time used, if we don't want it.

**Answer** **Marcia Demorest, Chief Financial Officer:** This was addressed at the last meeting as well. The intention is to have employees at work when the students are there and we did have the large buildup of comp time. The [Inclement Weather Policy](#) addendum states comp time and personal leave would be used for inclement weather days.

**Question** Why did office assistants only got paid for 1 day the week of spring break and education assistants got paid for 2, when we both work 196 days?

**Answer** **Marcia Demorest, Chief Financial Officer:** Both positions do have calendars with 196 days. Difference is office assistants started 1 day earlier than the educational assistants. The 1 day had to come out of spring break week for office assistants.

**Question** If the duties of an Attendance Admin. Asst. are different from an Admin. Asst. front office person why is the pay the equal/same if the duties and responsibilities are different? I

feel as an Attendance Admin. Asst. my duties are much more different with more responsibility than the front office Admin. Asst. and the pay should be more for an Attendance Admin. Asst. because of the duties and responsibilities required of this position. I worked both positions and the duties and responsibilities of an Attendance Admin. Asst. are more than the Admin. Asst. front office person duties and responsibilities.

**Answer** **Jeanine Johnson, Chief Human Resources Officer:** Both positions are reviewed as part of market analysis. Every principal may use their administrative assistants and attendance assistant a little bit differently. The principals will move around the tasks and not all tasks stay with the same assistant.

**Question** When can I expect a pay increase?

**Answer** **Jeanine Johnson, Chief Human Resources Officer:** We go before the County Commission for the first reading of the 2021/2022 budget on April 30<sup>th</sup> proposing a step and 3% COLA. Hopefully in June we will know if the budget is approved by County Commission.

**Question** Disappointed that the Bonus did not come thru as well as the step raise.

**Answer** **Millard House, Director of Schools:** Tonight the board has the opportunity to decide whether to take a budget amendment back to the County Commission as is. What I mean by "as is" is the proposed bonus along with my raise, which is how we always take amendments back. Of course the County Commission had a specific issue. I have shared with my board what my preference was, which was essentially to split the amendment. By splitting I mean pulling my raise out and dealing with it at a different time. It is the board's final decision. It will be going back to the County Commission and hopefully a vote will occur that we don't have any additional delays.

**Question** Due to the amount of cracked/broken laptop screens, could the district issue screen protectors or other boxes to all students to protect their devices in the event the laptops are dropped?

**Answer** **David Holman, Chief Technology Officer:** In the past we have looked at the cost of protective devices and it would be more than a million dollars. We did not anticipate last year when we built the budget that we would be 1-to-1 all the way down to the elementary level nor the take home model down to kindergarten level. The schools have always had the option to purchase protective devices and some schools do. We will continue to look at it. Hopefully we will see less damage when devices aren't being moved quite as often.

**Question** Is there any way that waiver funds can be used for the Technology Protection Plan or maybe someone could solicit Grant money to cover the cost for students? It seems that might be a better option than letting the students incur so much debt that will most likely never get paid to the Technology department.

**Answers** **Marcia Demorest, Chief Financial Officer:** The technology protection plan is not required and not a fee. Fee waiver money could not be used to cover that. As far as soliciting a grant that is an option and a great suggestion.

**David Holman, Chief Technology Officer:** We have tried to keep that protection fee at an extremely low level so that it is affordable for everyone. Another thing we learned when studying 1-to-1 from other school districts is that if there is not a level of accountability the level of responsibility goes away. The school districts we model after had some form of protection plans available, so their students still had some level of responsibility.



**Question** I have a student that is up to her 6th Technology charge since November, when they have so many repeat charges do we need to bring these to someone's attention to see if there is something that can be done?

**Answer** **David Holman, Chief Technology Officer:** From our prospective we will continue to repair the device. We also utilize administrators to help us determine the best course of learning for that student and determine whether that device is necessary for that child for their learning.

**Dr. Sean Impeartrice, Chief Academic Officer:** This year devices have been a part of students learning and is like a textbook. Going without a laptop is really not an option. In this type of situation, have counseled with parents and student about how their student is using the laptop and how they can improve that use.

**Question** Will the school district still require mask in school buildings?

**Answer** **Millard House, Director of Schools:** The Governor did put out an executive order that he was lifting mask orders and local mayors don't have the authority to do that anymore. That doesn't apply to school districts. What we will continue to do is follow the guidance of the American Academy of Pediatrics and CDC. As continued guidance comes out and gives us additional information about what is the safest practice we will follow that guidance.

**Question** I feel that classified employees are treated differently at my school. As a member of the support staff I feel like the teachers would not be able to do their jobs without an awesome support staff. I know that we are not teachers but we should not be treated like we don't exist when it comes time to acknowledge achievements. When I come to work I am always on time and always give 100% but I am made to feel like I don't matter at times. And I know that I am not the only classified staff member that feels this way. I can see it on their faces. We should all be treated equal.

**Answer** **Jeanine Johnson, Chief Human Resources Officer:** I 100% agree with that all employees need to be respected and appreciated. I don't think this will be solved with this group. What I do ask is that whoever submitted this question to e-mail myself, [Jeanine.johnson@cmcss.net](mailto:Jeanine.johnson@cmcss.net), or Dr. Sean Impeartrice, [sean.impeartrice@cmcss.net](mailto:sean.impeartrice@cmcss.net) to provide us with some specifics. To see if there is something we can address there regards to culture. I am very confident that none of our principals would want that type of environment in their schools.

**Question** Will parents be able to come back in the buildings next year?

**Answer** **Jeanine Johnson, Chief Human Resources Officer:** The Communicable Disease Team meets on a weekly basis to discuss the current status of the COVID-19 pandemic. During these meetings, data and guidance is reviewed. The CDT team will have a revised reopening plan for the 2021-2022 school year based on the guidance at that time.

**Question** Things are being put out about virtual on the CMCSS Website and Facebook so parents can see before office staffs are aware of the changes in procedures.

**Answer** **Anthony Johnson, Chief Communications Officer:** Typically, when there is something big, like a procedural change we send that to administrators in advance with the expectation of dissemination of information to those that need to know. Elizabeth Vincent, Director of Continuous Improvement, has an ongoing work that she has where she is going to start to disseminate information to front office staff in advance.

- Question** Are classified staff given two 15 minute breaks a day?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** We are not required to provide breaks per Federal or State law. There are some positions depending on how physical they are, may have brakes that their principal or supervisor approves but not required by law or policy. We are required to give a 30 minute unpaid lunch. If you have specific questions feel free to send me an email, [Jeanine.johnson@cmcss.net](mailto:Jeanine.johnson@cmcss.net).
- Question** Middle Schools really need to have 2 full time book keepers. Has this ever been brought up?
- Answer** **Marcia Demorest, Chief Financial Officer:** We have looked at the requirements for bookkeeping and there hasn't been significant changes in those requirements. Volleyball and cross country were added last year and are limited in scope. We do know that accounting techs are tasked with additional duties at the principal's discretion. That might be what needs to be evaluated to see if that is increasing the workload or if it is additional accounting task. Would be happy to have a dialogue with middle school accounting techs.
- Question** Why is it that there are plenty of qualified personnel in the school system and the supervisors are always hiring outside the system?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** At one time we all were outside applicants. As you know if you are classified, principals and supervisors do interview their internal transfers first before they interview external applicants. They do have the option to hire who they feel is most qualified and best fit for that position.
- Question** Why does a department have to post a job when they know who they are going to hire for that position? Why can't they just move the employee and open that 1 spot up instead of having to do multiple interviews?
- Answer** **Jeanine Johnson, Chief Human Resources Officer:** We do require that transfers be interviewed. That is one of the benefits for a classified employee. We do keep that in our policy ([HUM-A058](#)), because we do feel that many employees take positions within the school district to get their foot into the door. We do want classified employees to have that opportunity to interview for all different types of positions.
- Question** How come the 360 Feedback is only done on the Principal and Assistant Principals? Can they also be done for people who also take their direction from someone at Central Office such as custodians, office staff, bookkeepers, and child nutrition staff? I think this might be helpful so that those upper leaders could see where both their strong and weak points lie in their respective departments as well as see if there are any improvements their people might like to see.
- Answers** **Dr. Sean Impeartrice, Chief Academic Officer:** The principals, assistant principals, Central Services South and as of last year Student Services receive 360 Feedback. We will consider options for expanding this.
- Jeanine Johnson, Chief Human Resources Officer:** That has not been the practice at Central Office-Gracey to do the 360 Feedback. It is something we can review and discuss at the SLT level.
- Question** In the past, we were told anything from outside of CMCSS being sent out to the entire student population such as camp flyers, circus tickets, gymnastics lessons, etc. had to go through and be approved by Central Office first. We are now having people come around

saying that Central office told them it is ok to go to the schools and Principals can decide what we send out. Can someone verify if this policy has changed?

**Answer**

**Anthony Johnson, Chief Communications Officer:** The policy ([COM-A001](#)) hasn't changed in the last 12 years, it has always been that the principal has the authority to approve what information is disseminated. Outside of four brochures the come from the Communications department: two from the county government and two from city government. With us being a limited public form we have to approve on a non-discriminatory basis. We will make sure to follow-up with the principals at the beginning of next year to let them know that we had this existing policy ([COM-A001](#)) and guideline ([COM-G004](#)).

**Question**

Why is the calendar so short for the office staff this year? Normally we work a week after the student's last day, this year we only have 2 days. This hardly gives us time to get everything done in order to close out the year.

**Answer**

**Marcia Demorest, Chief Financial Officer:** The students' calendar start date was modified but the employee start dates remained the same to allow for training. We also had days in the calendar that normally would have been days out (example: the Wednesday before Thanksgiving). With working days that normally were days out of the calendar, the days had to come out somewhere and at the end of the year is where those days fell. Each employee still has the same number of calendar days for the school year.

**Question**

Why can parents not be informed of positive cases of COVID in a student's class room? We have had two confirmed cases within one week and were told by health and safety we cannot inform our students parents. We are allowed to send home letters for other communicable diseases, but not COVID.

**Answer**

**Jeanine Johnson, Chief Human Resources Officer:** Per the CDC, TDOH, and the Montgomery County Health Department only the students that are contact traced in a classroom are notified of the potential exposure to a positive case. There are many preventative measures in place regarding COVID-19, and there are strict guidelines for contact tracing unlike other communicable diseases. The Montgomery County Health Department does not always recommend that a letter be sent to parents of the students in the same classroom regarding a particular communicable disease. Parent notifications of confirmed cases of COVID-19 or exposures will be made in collaboration with the Montgomery County Health Department per HEA-A001.

**Question**

Can a supervisor refuse to sign for a person's transfer?

**Answer**

**Jeanine Johnson, Chief Human Resources Officer:** Normally no, but it depends on the situation. If you have not completed your 6-month review period you would not be eligible for a transfer. Occasionally, if we have an employee who is under an investigation or discipline, we would advise the principal/supervisor to not sign the transfer. Other than that your transfer request should be signed. If you are being told your transfer request is not being signed or delaying signing it until the position has closed, please feel free to send an e-mail to Erica Christmas, [Erica.christmas@cmcss.net](mailto:Erica.christmas@cmcss.net) or myself, [Jeanine.johnson@cmcss.net](mailto:Jeanine.johnson@cmcss.net).

**Question**

I understand that CMCSS pay for the bus drivers to receive their CDL. These drivers then leave because they can get paid more money. Can CMCSS not require them to work like 6-12 months or have them pay for the time and cost for obtaining their CDL.

**Answer**

**Jeanine Johnson, Chief Human Resources Officer:** We have discussed this issue and try to be very flexible. We hope that even if we get 50-60% to stay on as bus drivers that is a

positive thing. If we start charging for that training, we will have fewer and fewer people in that program. At this time we do everything to encourage interest in becoming a bus driver.

**Question** If a student is not qualified for the Summer Learning Program and they are interested, will they be able to sign up?

**Answer** **Dr. Sean Impeartrice, Chief Academic Officer:** We will have an at home summer program that all students are welcome to sign up for.

## Question of the Month

What areas does the district need to focus on as we prepare to end the school year?

- Continue to complete the school year as safely and as healthy as possible. CMCSS has done a great job.
- Safety / open school for the upcoming year
- The district needs to focus on more teacher team building activities
- Education gaps and summer school availability
- Teachers
- Plan for re-teaching the 20-21 year during the 21-22
- Compensation
- Virtual accountability
- Review our strong points and weak points better on our traditional and virtual learning. Tighten up on discipline.
- Consider seating charts that match each content class and related arts so that 50+ kids do not get quarantined for one positive case.
- Re-thinking allowing virtual learning. Should be a high school option only
- Teacher incentives to keep teachers in the county from leaving.
- Math and Reading to get students in grade level.
- Bonuses not tied to superintendent's salary
- Mastery! Mastery! With so many initiatives coming from both the district and building levels, we are doing our students a disservice. We need to really focus on ELA and Math due to the current environment and learning gaps (COVID). Many of the programs are great, but useless with so many variables and students being absent. Give teachers time to teach, and then reteach! TOO MUCH TESTING burns the students out! We (districts/buildings) are in a "data chase" in order to justify monetary decisions, when the focus needs to be on supporting teachers and student MASTERY of content. We are becoming a 'Jack of all trades, and a master of none.'
- Better communication from all departments. A schedule and timeline of things such as laptop collection would be nice to have early in order to prepare for ending the year.
- I feel the district is doing well and is on track to finish out the school year!
- Have you thought about creating more self-paced modules for classified staff? Also, we receive Active shooter training, have you thought about training all the staff in for CPR?
- Due to the amount of cracked/broken laptop screens screen protectors or other boxes to all students to protect their devices in the event the laptops are dropped. This is a reoccurring problem. Many parents who are already struggling to make ends meet are now in the unfortunate position of having to pay reoccurring fees for their students broken technology devices. The reoccurrence is when the students continue to break their laptops even after it was already repaired by technology.
- Ensuring that ALL employees get their step increases and any other increases that they deserve and worked for.
- When looking at student growth, take into consideration all of the many challenges they have faced this year. Sickness, family illnesses, quarantine time, remote time, and connection issues.
- Limiting wasteful spending of money and time.
- The 300 circle at Northwest High needs attention
- Transportation
- Summer tutoring opportunities to help with educational gaps

- Helping students who struggled this year have an opportunity to catch up this summer
- Remote is difficult
- I feel NEMS could use a good paint job in the entire front office and the classrooms, not just the hallways.
- Classified staff should be paid for the entirety of breaks. I still have bills to pay. They do not cease to exist when Spring Break happens. Getting paid for 7 days instead of 10 does not suffice.
- First and foremost is the welfare of the students and making sure they stay busy during the summer and have plenty of what they need. It might be food or school supplies but that should always be first on our list.
- The district needs to focus on coming up with engaging and fun ways of learning.
- Communicating in a timely manner so we can prepare.
- Prepare for the realization that when virtual ends, our driver shortage will be unsustainable.
- Morale, creative ways to show appreciation for teachers, staff, this has been a year like other, especially for someone such as myself that is a first year teacher. Also requirements for licensing if you are and have been teaching, there should be an exception for test that are out dated such as the praxis especially if EDtpa has successfully been completed.
- Discipline. Students need more structure/consistency in regards to discipline.
- Student attendance and hopefully the guidelines will be better for sending students home.
- Getting Professional Chairs for all Teachers in the District.
- Push for Bus Driver Recruitment
- Consistency on rules concerning student behavior. There are teachers that enforce the rules and other that may not. Students have verbally expressed that they are allowed to do things that goes against policy which causes student to ignore warnings from others.
- Pay raises for faculty and staff. Not just a congratulations or good job. As one of the largest corporations in Clarksville-Montgomery Co, it doesn't look good when people have to get second jobs just to make ends meet.
- TCAP Review
- Teacher retention