

Classified Rep. Notes
April 26, 2022

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

What additional resources or supports are needed to implement Social and Emotional Learning for students?
See pages 20-21 for responses.

Dr. Angela Huff, Interim Director of Schools: Comments

Good Afternoon. As you know everyone is going through testing right now. Students are doing a great job at that. Staff is working very hard to ensure students have an atmosphere that they need for testing. Thank you for ensuring the students are having the experience they are needing to have. Got to walk the Kirkwood campus with Norm and it is really looking good, excited about that campus and the opening of the middle school next school year and the high school after that. Graduations are coming up and that is hard to believe. Our teams have worked on getting that all organized and scheduled. Last week we did experience an incident at one of our schools with a parent. For us we talk about this all the time on our senior team, cabinet team and I want you to know we are always talking about keeping everyone safe. Meeting with local law enforcement to talk through what happened and see what our plans are going forward with our schools and campuses. See what we need to do for the rest of the school year to keep everyone safe. I want you to know we take safety very seriously. I want you to know that we feel you are as important as everyone else.

Matthew Slight, Director of Social and Emotional Learning: Social and Emotional Learning

To view presentation, click [here](#).

Chris Reneau, Chief Financial Officer: Official Budget Update

To view the presentation, [click here](#).

To view the FY23 Budget, [click here](#).

Patti Koloski, Employee Relations Specialist: EAP

We have a lot of benefits. Every employee has a life insurance policy paid by CMCSS, remember to update your beneficiaries with the Benefits Department. Employee assistance plan currently available to everybody offers counseling, legal, and financial services. Also if you have a child that is in college and not in town, and feel they would benefit from talking to a counselor, you can get them currently 3 counseling sessions for free wherever they are. It is for you, your spouse and children. Will be expanding to 6 sessions. We have enhanced the employee assistances plan that starts on May 15th. New information about the plan will be released. There is an attorney that you can speak with free of charge and if they do feel you need to secure legal counsel they will provide you with names. If you choose to use one of them you can save up to 25% on legal fees.

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

May 18th - Nurses, Food Service, Cafeteria Monitor and Child Nutrition

Questions and Rumors

1. Are grade corrections the responsibility of a classified staff or do they have to be done by a certified employee?

Dr. Sean Impeartrice, Chief Academic Officer: Gradebook corrections are the responsibility of the Teacher of Record. However, some educational assistants are listed as co-teachers under administrators (who are TOR) and are asked to enter grades. If additional training is needed, please ask the employee to email gradebookerrors@cmcss.net. The registrar (a classified employee) does manage students' historical grade data in PowerSchool; examples: transfer grades and grade change forms.

2. Can there be a new requirement added to registration to help Registrars and Guidance Counselors that transcripts be required to complete enrollment for those who are new to the district?? This would cut down on errors made with schedules and transcripts.

Dr. Angela Huff, Interim Director of Schools: Most school systems will not issue parents a transcript/student records at withdrawal, however, they will send it directly to the school upon receiving a records request. The records request form is completed during the online portion of registration, so schools have access to it immediately. They can then send it to the previous school. Sometimes active duty families will arrive with official records in an enclosed envelope, but this is not very common.

3. If we except registrations starting in March how do we know they are still zoned for that school come August? For Incoming 6th grade students for some Middle Schools why are they not asking for proof of residency?

Dr. Angela Huff, Interim Director of Schools: We will ask for proof of residence for all rising 6th graders. Parents will have 30 days from the start of school to provide proof of residence. Front office staff and guidance department is responsible for verifying information for incoming 6th graders. School staff are aware of who's enrolling prior to the close of the previous year. Additionally, Jumpstart dates and parent information meetings will be scheduled to communicate requirements and acceptable proof of residence for the upcoming school year.

Students transferring utilizing the EC, present 2 proofs at pre-registration, however, this would need verification at the beginning of the year to ensure they have not moved out of zone.

4. Can attendance people please get a second e-mail address/log in (ex. [wcmssattendance@cmcss.net](mailto:wcmsattendance@cmcss.net)) just for parent correspondence? Ever since parents started to be able to e-mail us notes, it is hard to keep up with the parent e-mails mixed in with all of the school e-mails. Plus, there is hardly time to get all of the notes in PowerSchool and then have to go back and delete the e-mails. Due to the amount of e-mails we are receiving, we are constantly getting notifications that our e-mails are too full. This causes us to be forced to delete emails that are necessary for our records.

Dr. Angela Huff, Interim Director of Schools: That's a good idea. It can be done as long as the attendance people agree as a group. We would need to identify all the places where the attendance secretary's email address is currently displayed or shared with parents and update all those to the new address. After sending a survey to attendance staff to ask this question, 21 staff members said they would not be interested in getting a second e-mail address/log, and 4 staff members were interested. Therefore, we do not have overall consensus that all attendance staff want a second e-mail address/log. According to Eric Salyer, the issue of running out of space is separate. An email archive should be set up. When an email is filed into the archive, it no longer counts against space limit.

David Holman, Chief Technology Officer: You can also set up rules for your mailbox so certain emails go automatically into folders.

5. Why are we still copying paper documents for student registration rather than scanning and uploading a digital copy that we could attach to that student in PowerSchool?

David Holman, Chief Technology Officer: We are currently working on digitizing this process. It may take another 12 months to work through the process and complete the scanning of older records.

6. Why are we working so hard on attendance issues if nothing is enforced at the court level? Parents don't even show up to court yet nothing is done. We have students that have missed over 50 days and the parents are not held accountable and we just pass the students right along to the next grade level. It just seems to be such a waste of time on our part if we cannot get anything done at a higher level.

Dr. Angela Huff, Interim Director of Schools: TCA-49-6-3007 (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the director of schools, or the director of schools' designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days without adequate excuse. This means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

(2) The director of schools shall thereupon serve, or cause to be served, upon the parent, guardian or other person in this state in parental relation to such children unlawfully absent from school, written notice that attendance of the children at school is required. A new notice shall be sent after each successive accumulation of five (5) unexcused absences.

(3) If it appears that, within three (3) days after receipt of the notice, any child, parent, guardian or other person in parental relation has failed to comply with this part, the director of schools, in the name of the local school system, shall report the facts of the unlawful attendance to the sheriff, constable, city police officer, district attorney general or the foreman of the grand jury, who shall proceed against the parent, guardian or other person in parental relation in accordance with this part, unless the parent, guardian or person having charge and control of the child shall at once place the child in some day school.

(f) The director of schools of any local school system, after written notice to the parent or guardian of a child, shall report any child who is habitually and unlawfully absent from school to the appropriate judge having juvenile jurisdiction in that county, each case to be dealt with in such manner as the judge may determine to be in the best interest of the child, consistent with §§ 37-1-132, 37-1-168 and 37-1-169 and in the event the child is adjudicated to be unruly, the judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service, in the discretion of the judge, against the parents or legal guardians of children in kindergarten through grade twelve (K-12) if the child is absent more than five (5) days during any school year.

NOTE: What the court does is outside of CMCSS control.

7. What is being done about the truancy issues? I know the past 2 years of excessive absences was due to COVID. However, this year some students still have over 20 absences with no excuse. The attendance secretaries are **stressed** trying to enter parent notes, doctor notes, tier contracts, etc. but nothing is being done and parents know this. What is the point of making attendance a big issue when truancy court just throws it out?

Dr. Angela Huff, Interim Director of Schools: The first step in Truancy Intervention starts with the school and parents signing a contract to address barriers and encouraging regular attendance. CMCSS has no control over what the Juvenile Court judge decides to do with truancy cases. All we can do is follow the process (file a truancy petition and follow truancy steps), but truancy starts with the parents. Daily School Messenger sends out (email, phone calls, and text message) notifications to parents of student absences. With all of our efforts, we are aware of students still missing as much as 20 days and end up in truancy court.

8. Why was attendance asked to join a webinar on something NO ONE knew about? If we are NOT directly doing this, then why was our time wasted.

Dr. Angela Huff, Interim Director of Schools: The activity was associated with providing the state with “attendance” information to validate P-EBT rules so that families could receive one last benefit. The state provided the information on who was to participate and “individuals responsible for attendance in each school” were identified. The individuals responsible for “attendance” at each school were notified shortly after the district was notified. Richard Murray completed the work around the preliminary attendance sheets for ALL schools in the district and provided it for the initial upload. Dr.

Sucharski completed the paperwork around insuring Single Sign On [SSO] user accounts were enabled allowing access to the TNShare accounts for the “attendance verification” process for all schools. The piece of the process remaining was the validation of the absences associated with COVID at each school by the school’s designated attendance individual. The state recommended the participation in the webinar so that “attendance individuals” would have a visual of the process. The state did include additional information in the webinar around other pieces of the work as well. Theresa Bilon provided an update following the webinar reminding everyone the focus was the “attendance” piece.

David Holman, Chief Technology Officer: The invite was sent out by Dr. Sucharski regarding an informational webinar about the P-EBT process. Attached is a copy of the email Theresa Bilon sent after the webinar was over.

Good afternoon,

If you participated in the P-EBT webinar, I’m sure there are a few questions and concerns regarding your role in the Benefit Verification Review (BVR) process. Once the state uploads the data file, that’s when we’ll know what information we will need you to verify in PowerSchool. You all have been doing an exceptional job in utilizing the CQ code with student attendance. I’m confident the verification process won’t be as bad as what everyone is thinking.

As long as students were marked with the CQ code when they were out for COVID reasons, there shouldn’t be much to verify since those have already been reported properly to the state. From my understanding, any excused absence codes will need to be verified whether their absence was COVID related. Further instructions covering what next steps to take in order to meet the state’s deadline will be provided soon. Feel free to share any questions/concerns...I’ll be glad to address them ☺

For those who were unable to join the webinar, the session was recorded and will be sent to everyone once it becomes available.

Regards,
Theresa Bilon
Student Information Systems Coordinator,
Technology Department

9. Attendance has been asking for quarterly meetings. Any updates?


David Holman, Chief Technology Officer: A zoom meeting was held on 1/4/22 based on the request to have quarterly meetings. The meeting was organized with Student Services and emails were sent asking for feedback on what topics the group would want to cover during the meeting. Based on the minimum number of responses received, we could not justify quarterly meetings would be necessary as a whole.

10. What is the CHVF? Why isn’t attendance updated on the policy about it?

David Holman, Chief Technology Officer: There have been multiple occurrences when information was presented regarding how to code students with chronic illnesses. Attendance Secretaries were informed at the beginning of the school year (July 2021 slide below) that a training session was available in PLAN. The information was presented again during training in January 2022 (slide below). Also the INS policy has been available on the district website since October 2020 (links below).

July 2021 and January 2022 PowerPoint slides:

General reminders for attendance data entry

- Attendance will not be filled in by the overnight process.
 - attendance will be handled the same way as before COVID.
- Improved Attendance Entry for Meeting Attendance
 - This enhancement changes the behavior of the dropdown menu in meeting attendance to reduce clicks and make data entry faster.
- Find Me icon 
 - look for screenshots
 - Bell schedule will need to be followed for this feature to work
- Chronic Health conditions (CI code) process will work just like last year
 - Code as AE and "CI" in notes in comment section
 - Training is available in PLAN

Reminders

- Chronic Illness students
 - Enter comment as "Chronic Illness" or "CI"
- 1:1 training
 - School admins send requests to pscoordinators@cmcss.net
- [School Office Staff Contact Info](#)
 - Verify information for your school is correct

<https://employees.cmcss.net/misc/ViewISO?filename=INS-A087.pdf>

<https://employees.cmcss.net/misc/ViewISO?filename=INS-F142.pdf>

<https://employees.cmcss.net/misc/ViewISO?filename=HEA-G010.pdf>

Dr. Angela Huff, Interim Director of Schools: Following OCR guidance the district has a Chronic Health Verification Process/Form. Tommy Butler's Team in tandem with Jami Skevington and Kimmie will be reviewing the policy this summer based on lessons learned since 2020. The Chronic Health Verification Policy was a year in development and finalized in 2020. Essentially it is designed to address absences directly aligned to a chronic illness that impacts a students' ability to attend school consistently. It was shared and has been in place for two years. When the revisions are completed this summer we will look at the sharing of the policy to insure a better understanding by CMCSS personnel.

11. Can we look at changing the procedure for ISA Check Requests and updating the ISA-F003 form? Currently, we are required to have a Purchase Request (ISA-F003) signed and approved by an Admin prior to purchasing an item. Once the items are received and we are invoiced, we then have to turn in an ISA Check Request. Once that is signed off on, we then have to get an Admin to sign a check to make a payment. Would it not be more streamline to add a box on the ISA-F003 that states "Check Request", just as we have an option for a Credit Card, Purchase Order, and Online Order Request? I am not able to find anything in the TN State Manual that states we need to have a separate form for Check Requests. Only that we have to have a Purchase Request and Pre- Numbered Checks, which is already a procedure in place.

Chris Reneau, Chief Financial Officer: Whomever asked this question please reach out to me with further information because this process in the question is not following our process. I assume they were improperly informed. The process is that you do get a purchase request approved by your admin, once approved, you're issued a PO and once you receive the product you get an invoice. The PO serves as authorization to pay for that invoice. I have confirmed this with my ISO Leader, Deede Bagwell. If there is any further clarification we need to have please follow up with Deede Bagwell or myself.

12. So we have a student that never showed up at the beginning of the school year. Records were requested by an out of state school and sent in August. So the 1st week of April (8 months into the school year) I am just now being sent a Technology Equipment Charge notification for a missing HotSpot. Is there any way to get these charge notifications quicker than this so that we can hold the records as per policy?

David Holman, Chief Technology Officer: When it became apparent that the District would need to quickly issue hotspots to students to aid in remote learning there was little time to implement a process that was in line with our current inventory standards. With the need to implement quickly and our prioritization of student and staff needs during COVID there were gaps in our process to efficiently track and issue charges for non-returned hotspots. The department did make efforts to retrieve hotspots from students who unenrolled without turning in equipment and when it became apparent those efforts did not produce results charges were submitted. The backlog is being addressed currently. Measures have been put in place to prevent future backlogs.

13. Rather than the lead custodian trying to figure out how to budget his small amount of money each year, why can't all custodial supplies be ordered and housed at the warehouse instead? You can keep all of the funding at the board level and just let us pull from that inventory instead. That would also cut back on confusion of what custodians should be using and buying all over the place. All schools should be following the same cleaning standards so the same products should work for each school.

Norm Brumblay, Chief Operations Officer: We will be developing a different method for schools to purchase custodial supplies next year that will hopefully alleviate the issue of custodians buying different supplies that are not needed. Currently, CMCSS is under a custodial supply bid that we have maintained for the past 3 years that all schools should be purchasing from. This may be more of a process issue as Schools should NOT be buying products that are not specified in the bid and requests for those items should be denied. While we would love to purchase in mass quantities and have larger inventories, every school is allocated a specific amount of financial resources from the custodial budget calculation. It would very be difficult for us to ensure that each school receives their approved allocation from the Warehouse.

Chris Reneau, Chief Financial Officer: Not easy to just move it to a central location. Increase to cost for storage, transportation to/from the schools and additional man power to deliver and support it. We allocated custodial supplies based on the schools and size for the schools. We need to be able to track the expenses at each school.

14. Step up in paid: Are staff member ever going to get the missing two increase?

Chris Reneau, Chief Financial Officer: Budget is year over year. It is hard to go back to a prior budget and make up for stuff, it is a different budget. Every year we look at every opportunity, my goal is not to make a profit. My goal is to spend every dollar wisely and fiscally responsible. If there is an opportunity to increase compensation that is something that is number 1 especially when 85% of my budget is compensation. Another step increase is a \$3 million plus hit and we would have to figure out what to cut to make that happen. We do look at that and don't think we will be able to make up for past actions.

15. Now that the comp time payout has happened, is there any way that the accrued hours for all leave hours be updated in KRONOS? It would make it easier for those of us that do payroll to at least have a close "guesstimation" on how much comp time or personal leave someone has left to use.

Chris Reneau, Chief Financial Officer: Got this question recently and didn't realize how complex this was. Communication between our time management system KRONOS and Munis which is used to pay don't talk to each other continually. I can look into it.

Jeanine Johnson, Chief Human Resources Officer: If you assist your principal or administrator with approving someone for personal or sick leave and they don't have it, payroll is not going to pay them. It will be without pay. The employee needs to be responsible for knowing how much leave they have accrued.

16. If an employee catches COVID from their class (7 positive cases in 1 week 3 adults rest children) and the parents are sending kids to school, but are being dismissed for active vomiting. What steps are you all taking to protect the personnel, especially those immunocompromised?

Jeanine Johnson, Chief Human Resources Officer: CMCSS has communicated with families since last year that schools cannot eliminate the spread of COVID-19 during in-person learning, but our collective actions can help mitigate the spread. The District's COVID-19 mitigation strategy has always been about using multiple layers to improve success, sometimes referred to as the Swiss cheese model. For the 2021-2022 school year, CMCSS has been using the following primary mitigation layers:

- Using MERV 13 instead of MERV 9 filters in all buildings

- Increasing outdoor air ventilation
- Employing enhanced two-step cleaning throughout buildings
- Encouraging self-screening, masks, handwashing, covering sneezes, and staying home when sick for all students, employees, and visitors
- Identifying opportunities to promote physical distancing when possible in schools
- Replenishing hand sanitizing stations
- Promoting the use of personal water bottles and filling stations while water fountains are shut down
- Establishing School Health Screening Rooms
- Providing vaccination opportunities and COVID-19 testing for employees and their families at Onsite Employee Health and Wellness Clinics

CMCSS continues to reiterate to please make the following personal choices and reinforce with your children, family, and friends:

- Stay home when you are sick.
- Cover your cough or sneeze in your bent elbow.
- Clean your hands often.

Contact tracing: Health departments are the only entities that can order a quarantine and contact tracing is the responsibility of health departments therefore we cannot identify those that are positive. This is the responsibility of the positive individual.

17. In the case of Long-CoVID why can accommodations not be made to allow the employee work half day schedules or work in a different environment with reduced stimulation and physical exertion to be able to maintain support for their school?

Jeanine Johnson, Chief Human Resources Officer: We do accommodations all the time. Please reach out to HR to discuss of your position will allow for accommodations. Sometimes what your accommodations are is not reasonable compared to your job. For example, a bus driver needs accommodations that they cannot drive, that isn't reasonable. In my department, if someone needs to sit for 6 hours that is reasonable since most are in a chair. We do accommodations all the time, employees just need to let us know. Refer to [HUM-P042](#).

18. How can you all recommend FMLA when this benefit does not cover sick leave (aid over 25 days leave saved up and used but cannot use personal leave or comp!!) and loss of pay because of an on the job illness?

Jeanine Johnson, Chief Human Resources Officer: Unclear the nature of this question. FMLA is a federal law it does allow you protection that you can take time off if you qualify for it. You had to have worked 1,250 hours within the last 12 months but it is not paid time unless you already have leave time accrued. It will run concurrently with your paid leave. So if you have no leave and qualify for FMLA it will be without pay. It does allow you to take 12 weeks off depending on the severity of the illness and come back if you qualify. Refer to [HUM-A016](#).

All available leave can be used during FMLA. Also unsure of the on the job illness portion. If you asked this question please reach out to me, Jeanine.Johnson@cmcss.net, with more information.

19. Would OJI have counted to COVID exposure at work? With a positive test and now Long- Haul symptoms that are incapacitating the employee? Causing excessive bills for the employee (ie one ER busy was almost \$6000 because of chest pains and increased heart palpitations because of lung- CoVID which was caught from the 7 people within her team)?

Jeanine Johnson, Chief Human Resources Officer: Please refer to [OJI-PRO1](#) under Exclusions; Section I No.18, which states, “Injury or illness related to common contagious, communicable, or pandemic illness or disease.”

20. Why are we not enforcing the sick protocol more with students if they are sick any signs send them home please?

Jeanine Johnson, Chief Human Resources Officer: CMCSS continues to reiterate to please make the following personal choices and reinforce with your children, family, and friends:

- Stay home when you are sick.
- Cover your cough or sneeze in your bent elbow.
- Clean your hands often.

CMCSS has a Communicable Disease Procedure, which is being followed by the schools. Please see the following link to review the procedure: [Communicable Diseases Procedure \(HEA-P001\)](#).

21. Should an employee be compensated if manager makes you work through lunch hour even if he says he will buy you lunch?

Jeanine Johnson, Chief Human Resources Officer: Must be compensated for not taking a lunch. Very generous of a supervisor to provide lunch but you also need to be paid if you are working. Please reach out to me if you are being asked to work during your lunch hour.

22. Why is Onsite closed for Professional Development? At least twice since November, Onsite has been closed. Can't PD personnel be split into different days or at least split the hours into multiple days so the clinic isn't closed all day?

Jeanine Johnson, Chief Human Resources Officer: Onsite Employee Health and Wellness has had record breaking numbers from June 2021 through January 2022. As an example, Onsite was closed four days due to inclement weather and we still saw approximately 3,000 patients, which is 200 more patients than the last record set previous to that.

With record-breaking patient numbers occurring, the need of continuity increases, especially in the area of patient treatment with our recent addition of Infusion and Life Coaches. If we do not take the time to provide ongoing training and goal-setting with staff members, our service and continuity of patient treatment will decline. Our goal is the opposite, as our patient numbers and our training formula rises, we work to provide what we feel our patients deserve- excellent care.

Onsite's Professional Development days began with the new year of 2022 once we identified this is a true need, especially. Previously, we have always closed the clinic once a month for several hours of staff training. However, with the increase of patient volume, this is not sufficient. Our new training program occurs every other month and more as needed throughout the year, especially when changes occur that may need to be addressed immediately with staff. These dates are planned ahead and communicated with patients on our [website](#), social media, and signage and through our telephone system, at a minimum. These dates are usually planned ahead and communicated with all staff with plenty of time for patients to be informed to accommodate their schedule. While that is one day a month that we are closed, Onsite is open every week- Mondays through Saturdays 7am-5:30pm.

23. Although giving substitutes the incentive bonus to work Monday & Friday was a good idea, do you realize subs no longer want/need to work Tuesday, Wednesday, or Thursday? I mean, why work 5 days a week when you can only work 2 & make the same money. Our school has 5 unfilled spots on a Wednesday & only 1 filled.

Erica Christmas, Classified Employees and Substitutes Coordinator: Substitutes in order to qualify for the bonus have to work 3 days out of the week with one of those being a Monday or Friday.

Historically Monday and Friday are our highest absence days. On average we have 140 substitutes working every day.

24. Why CDC self-contained classrooms are not paid more than other Educational Assistance? We without a doubt feel have more responsibilities than other Educational Assistance. Our job is completely hands on with our high-needs children. Our daily responsibilities are not limited to educational needs but physical needs as well. By example, bodily fluids, feces, changing diapers, potty training, feeding, data collection daily on individual students, potty training/diaper training charts with little to no downtime. Our students need our supervision constantly for behavioral needs and intervention. Without it, many would self-harm, wonder off, or be unable or willing to meet their own bodily and or educational needs.

Erica Christmas, Classified Employees and Substitutes Coordinator: We did a market analysis two years ago. We sent in the general educational assistant job description. They did come back being very positive when you compared their job description to a competitive market. However, it is based on the job description and that job description is very broad. In HR we don't know if an employee is placed in a CDC, resource or inclusion room, those decisions are made at the school level. I do think this is something that we need to look into with our special education department in having different job titles and job descriptions. You have special educational assistants that are assisting in the classrooms then you have some that are also assisting students in using the restrooms and assisting with bodily functions.

Jeanine Johnson, Chief Human Resources Officer: In the past when HR has suggested this, we didn't get positive feedback from the school administration because they like the flexibility of being able to move employees around.

25. Why are there not monitors on every bus? Monitors on every bus would stop most of the write up.

Norm Brumblay, Chief Operations Officer: Bus monitors make a difference with bus discipline. CMCSS has requested 37 new bus aide/monitor positions for next year. We have also requested a change in the driver training program that would also create 18-25 additional monitor positions in afternoons. These new monitors will be assigned to more challenging bus routes to support drivers. While we are attempting to cover more buses with monitors next year we are still faced with some of the same staffing challenges hitting all departments. Unfortunately we currently have 7 open bus monitor positions so if you know someone who is interested in working for a great school system PLEASE have them contact a Transportation Supervisor or Calvin Holliday, the Driver Programs Manager.

26. Do you all still interview custodians before putting them in a pool for principals to interview then hire? I have heard of friends hiring friends, and this is not right. It should be bias. If not you should go back to the old way.

Erica Christmas, Classified Employees and Substitutes Coordinator: Human Resources role is to make sure applicants meet the minimum criteria and has positive references that have been returned. This allows the applicant to be placed in the applicant pool for principals and supervisors to contact for interviews.

27. Why is bullying not being addressed at the school and district level?

Dr. Sean Impeartrice, Chief Academic Officer: CMCSS has policy [INS-A016](#) covers bullying by students, district personnel, and volunteers. The state defines bullying and there are 5 factors that have to be consider to determine if it is a bullying occurrence. Even if it doesn't meet the state's requirement doesn't mean it isn't inappropriate behavior and fall somewhere else on the code of conduct.

28. Why don't teachers have to clock in? I feel that this is unfair and that they are on the honor system. However I feel that they abuse this privilege.

Jeanine Johnson, Chief Human Resources Officer: Teachers are exempt employees and not paid for over-time. I know many teachers come in early, stay late and take work home. Hourly employees are non-exempt employees and clock in and out, it is important that we do pay you for every minute you work up to 7 minute increments. If you are aware of a teacher that is not arriving on time you share that with your principal or assistant principal to handle it.

29. When will the couriers receive battery powered courier trucks?

Norm Brumblay, Chief Operations Officer: While we would love to consider something like this, the answer boils down to cost and efficiency. CMCSS is considering piloting an electric vehicle (schools bus) but we are still working out the details as electric vehicles costs are considerably higher than standard vehicles. An electric courier van can cost in the six figure range and would also require a new electrical service for a commercial charging station at Gracey that could also be another \$100,000. This is a lot of expense that we are not ready to show as a budget increase in our request to the Commission. With our current workload, the three courier trucks we operate are sufficient, considering we only have two couriers in the district. The newest courier vehicle was purchased in 2015 and 2 are already paid for (one is kept as a spare). One of our two courier employees is a half-time position so in effect we have 1.5 employees operating 3 serviceable courier vans for 10 months at no additional cost to the taxpayer. We do not have the resources or the demand at this time to make this significant of an upgrade.

30. There are currently 29 custodian positions posted right now, not including the 4 lead positions, is there any more info about what will be done to solve this? There isn't any applicants in the hiring pool and not even any transfers being put in. I know there was talk about pay grade increases with the new 22/23 school year but it's almost CERTAIN that just increasing 1 grade will not solve this issue. Custodians do a lot of manual labor, even more during the summer, I think I can speak for everyone when I say we are wore out and tired of the little pay we get. I don't think there has ever been this many opening before and is most certainly a big problem.

Erica Christmas, Classified Employees and Substitutes Coordinator: It is now 44 positions (lead, Kirkwood, float, etc.). We have the positions posted everywhere on job websites such as CoolSprings and Indeed. We have representatives from Operations and HR attending job fairs one to two times a month. As for retention this is contingent on budget approval, as part of the budget is a pay grade increase for Custodians making starting pay higher.

Norm Brumblay, Chief Operations Officer: Staffing and coverage is a challenge in every single department with CMCSS and it is only getting worse. The last time we answered this question we were short 24 custodians and today we are at 44. Schools are struggling to make up for the shortage daily. If we can hire new custodians we are assigning them to schools where they are critically needed. Each day we determine the most critical need and send the floats if available to assist. Your Lead Custodian can contact the Operations Supervisor as soon as they become aware so that they can account for the shortage and he can offer whatever assistance he has available for support. Remember that we are currently following the OPS-P012 procedure and offering overtime pay as an incentive instead of comp time if we are not able to send additional personnel to your school. I know that I have not ever seen this many openings and this is definitely a big problem for us. CMCSS included custodians in the market analysis and we are exploring ways to recruit more people into the custodial profession. If anyone has suggestions or knows of anyone interested in working for a great school system PLEASE have them contact the Custodial Operations Supervisor. We are also very limited in our warehouse capabilities and not able to store such a large amount of supplies in our warehouse due to significant space constraints.

31. Can any classified staff that has taken the para-pro test apply to work the summer program for the district?

Erica Christmas, Classified Employees and Substitutes Coordinator: The classified staff who work summer school are not managed by HR. I do not believe that ParaPro is required by the coordinators of summer school.

32. What is being done about discipline? The students are not being held accountable for serious incidents. The code of conduct needs to be changed back to stricter rules.

Dr. Sean Impeartrice, Chief Academic Officer: May 2nd will be the first reading of the code of conduct. We have gone to our parent advisory, teacher advisory, and communications had sent out a survey to the public and all stakeholders about whether it meets the values and expectations of the community. The feedback has been gathered and a group has been meeting to reverse the code of conduct based on that feedback. Matthew Slight has been leading that and meeting with board members one on one about it. Others things related to behavior that Chris Reneau, Chief Financial Officer, talked about was increasing counseling staff to help with student's needs.

33. What does the district plan to do about the student dress code? Students come to school in pajamas, blankets, bonnets, etc.

Dr. Sean Impeartrice, Chief Academic Officer: Student code of conduct is being looked at and revised. Some teachers look for dress code violations and others don't. Dress code is the hardest conduct to enforce.

34. Can the discipline referrals be updated to match the log entry page in PowerSchool?

David Holman, Chief Technology Officer: If by discipline referrals, you mean the ISO form, this is something that Continuous Improvement would need to handle. It appears that several schools have their own version of a Discipline Referral with different ISO numbers. Elizabeth Vincent would need to be contacted and provided with the correct discipline form that your school uses. However, I would hold off on making any changes right now because next year we will be switching from log entries to incident management in PowerSchool. Therefore, it is not beneficial to change anything having to do with discipline with only a few months of school left this year.

If you are referring to a third party software called PBIS rewards that is used by some schools, we are told that they enter referrals there and then someone in the office copies them over to PowerSchool. If this is what the question was referring to then we cannot do anything to help because we don't own that software.

35. How long does it take to conduct a market analysis to increase the pay for custodians? Why are you taking so long to get this done? If it were something important to you it wouldn't take so long.

Erica Christmas, Classified Employees and Substitutes Coordinator: The leadership of CMCSS believe in offering competitive wages in comparison to the fair labor market values and standards. The process of having market analysis each year is a testament that we believe this is very important for all of our classified employee groups.

Market Analysis for each cycle is a yearlong process. It begins in August by identifying the groups who are up for analysis and updating their job descriptions. For a district our size, it takes time to ensure our JDs are up to date. We send those to our market analysis consultant by late September and ask that we have results by late November/early December.

Next, we begin preparing budget information for our Business Affairs department to review and for our Senior Leadership Team to review. Many different calculations and scenarios are reviewed for implementation and this takes the months of February and March to complete. Final drafts of the cost impact is discussed and prepared for presentation to the school board by April. If approved, market

analysis letters are individually sent to employees in May that outline the changes – pending County Commission approval. We pause for approval and once we have that the personnel actions are entered with an effective date of July 1. Then, we recreate this process over again for the next group.

36. Why wouldn't it be mandatory that at all Middle Schools there isn't 1 or more Administration in the cafeteria during lunch?

Dr. Sean Impeartrice, Chief Academic Officer: It is best practice but what often happens with administrators is they get pulled. There are situations that happen and it should be the intent to have administration involved in the cafeteria.

37. How many employees are retiring this year? How many are bus drivers?

Jeanine Johnson, Chief Human Resources Officer: We have approximately 150 employees that have elected to retire during the 21/22 school year, and 14 bus drivers who have submitted retirement applications during the 21/22 school year.

38. Are we still on track to have online teachers from Proximity fill the open positions at the beginning of the school year?

Jeanine Johnson, Chief Human Resources Officer: The HR Department and Instruction Department are reviewing certified openings and will be monitoring the openings. Proximity Learning was an option that was being considered for the 21/22 school year.

39. Can computer 1st aid stay open later one night a week to accommodate those that work in the schools? For those that have kids to pick up from daycare after school and/or late bus duty it is hard to get there by the time they close. Or can technology provide service where they can pick up the computers from the teachers/staff at the school like they do the student computers?

David Holman, Chief Technology Officer: We have run extended hours at our Computer First Aid for many years. We are open at 7am and close at 5pm Monday through Thursday. The earliest school schedule is 7am to 2:15pm and the latest school schedule is 8:45am to 3:55pm. This provides more than an hour and a half on either side of these opening and closing times. We have considered moving our closing time to 4:30pm every day due to the lack of customer traffic. We will reevaluate this but our current information and customer conversations do not support the need for additional hours.

40. Why does this district separate employees, faculty and staff? Why are we all not known as staff? It makes some of us feel less important than teachers when we work very hard too. Sometimes we are yelled at by parents before a parent even reaches out to the teacher, but yet we are just known as "staff".

Dr. Sean Impeartrice, Chief Academic Officer: When I was a principal the reason I would say both is because there is different expectations for both. Faculty I would expect at a faculty meeting. Staff I might invite to some. When I used the term the intent wasn't to be demeaning it was to separate the expectations.

Jeanine Johnson, Chief Human Resources Officer: At a district level we think of certified, classified and administrators and that aligns with their payroll.

41. Where did the district get the salary information and total number of nurses from in the Clarksville Now article? In a recent article of Clarksville Now, it was put in there that the district has 65 nurses. Can you please share this breakdown of the 65 nurses employed by CMCSS that fall under the school nurse funding from the state? I am only able to come up with 39 nurses at the school, 2 float nurses, 4 nurses at Central Office, and maybe 3-5 sub nurses. Where are the other nurses to make up the 65? If

this number includes the Communicable Diseases nurses (which it should not) under a grant then the District needs to correct their statement with the newspaper. This was false information given to the public.

Anthony Johnson, Chief Communications Officer: The data provided to the media was based on directory information in Munis. There were 6 nurses from Onsite and a former employee who were unintentionally included in the data. CMCSS contacted the reporter after this mistake was discovered to update the number to 58, which, as originally communicated to the reporter, includes school nurses, float nurses, substitute nurses, and District-level school nursing support positions (Student Health Services Supervisor, Student Health Services Coordinator, Nurse Staffing and Wellness Screening Coordinator, and Individual Health Plan Coordinator). The BEP formula is based on 1 nurse for every 3,000 students, which is around 12.5 positions.

42. What is the difference between the TCRS and 401k?

Jeanine Johnson, Chief Human Resources Officer: Tennessee Consolidated Retirement System (TCRS) is a state pension plan that is referred to as a defined benefit plan. A 401(k) plan is a retirement savings plan offered by many employers that has tax advantages to the saver. It is named after a section of the U.S. [Internal Revenue Code](#). The employee who signs up for a [401\(k\)](#) agrees to have a percentage of each paycheck paid directly into an investment account. The employer may match part of that contribution. The employee gets to choose among a number of investment options, usually mutual funds. TCRS began offering a 401(k) option in 2014 when Hybrid plan was introduced, classified employees who began with CMCSS after January 1, 2017, are members of the TCRS Hybrid plan and classified employees hired before January 1, 2017, are members of the Legacy Plan. Please refer to the [TCRS website](#) for more information regarding your TCRS retirement. If you are a few years from retirement and would like to meet with a HR representative, please feel free to call or email to schedule an appointment.

43. How many years does a CMCSS employee have to work before they can retire from the district?

Jeanine Johnson, Chief Human Resources Officer: CMCSS employees are members of the state retirement plan (TCRS). If a classified employee was hired before January 1, 2017, they are a member of the Legacy plan with TCRS. As a legacy member, full-service retirement benefits begin with 30 years of service **or** age 60. There are also early retirement options for employees who are age 55 with at least 10 years of service, a penalty is applied to the monthly pension if an early retirement is elected. If a classified employee was hired after 1 January 2017, they are a member of the Hybrid plan with TCRS, eligibility for an unreduced retirement benefit is at age 65 or based on the rule of 90 (years of service + age equals 90 or greater). Early retirement benefits are available following the rule of 80 or age 60, benefits are reduced. Please review your TCRS self-service account at <https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service>

44. Could we spend more time at the elementary focusing more on social skills and learning proper behavior? I understand there are standards we must meet but if the students cannot behave and sit still to learn these standards we aren't getting anywhere academically anyways.

Dr. Sean Impeartrice, Chief Academic Officer: Teaching standards and social skills especially those involved in speaking and listening can accrue simultaneously when teaching students the content. Students engage in speaking and listening when engaging with content which involves the use of social skills. Those personal exchanges can be modeled. Teachers can provide guidance and feedback on interactions on instruction and cooperative learning strategy. No matter the strategy they can happen at the same time. There are also times when you explicatively teach specific social and emotional skills. At this time we are vetting curriculum that can be implemented for this very purpose and will be sharing with teachers and leaders soon. In the meantime the most powerful strategy when you observe students who do not display appropriate skills is to think of those skills just as you would an academic skill.

How would you approach a student if they had an academic deficit? We would determine what the missing skill was and explicitly teach and practice the skill until the student displays it independently. It is important to note that behavior deficits are the same as student that lacks a skill that they need to be successful.

45. NEHS is going to host summer school this summer and employees that are working the summer school times are getting more pay for it. Custodians aren't getting anything extra to my knowledge and we have to do our regular summer work, clean up after lunch, students and staff that will be here. Is there anything that can be done about this? It seems very unfair and like it would be a simple fix.

Norm Brumblay, Chief Operations Officer: We recognize the workloads that our custodians are carrying right now with our current staffing challenges. In anticipation of summer programs CMCSS is going to offer opportunities to other classified employees for additional summer income. We are planning to assign either a bus driver or child nutrition employee who normally doesn't work over the summer to the schools that have summer programs to take that pressure off of our custodial teams. In doing so this would allow the custodians to focus strictly on regular summer work rather than being pulled away to provide assistance for summer school in addition to their regular summer activities.

Dr. Sean Impeartrice, Chief Academic Officer: This year there will be individuals specifically assigned as custodians for the summer school programs and we are working with Steve Dellinger and Ron Garner to organize this appropriately.

46. What is the number of years an employee has to work to receive full retirement benefits? If it's more than 25 year why? I believe if an employee dedicate 25 years of service with no breaks in employment, they have earned the right to retire with full benefits.

Jeanine Johnson, Chief Human Resources Officer: CMCSS employees are eligible for the State pension plan (TCRS), the years of service required for retirement are determined by the State not CMCSS. Retirement eligibility is not based on years of service only, age is also a factor that may be applied.

47. Since Dot Eades retired there hasn't been any one to advocate for the attendance secretaries. Most of us fell like our job is unappreciated. We are asked to help in other area; however, there is no help for us when we are out. Other classified departments have subs to step in for them, why doesn't attendance have a district floater sub? David

David Holman, Chief Technology Officer: PowerSchool Coordinators have always encouraged Attendance Secretaries to provide any questions, concerns, and feedback regarding PowerSchool duties. While some recommendations may not have been implemented due to not benefiting the entire district as a whole; others have been implemented to improve productivity within daily job duties. For example, Raptor now inputs 90% of the daily codes used for student attendance instead of the codes being entered manually like it has been in the past.

PowerSchool Coordinators have strongly advised attendance clerks to ensure there is someone cross-trained to handle their job responsibilities in the event they are out of the office. For PowerSchool data entry – PS Coordinators have always made it a point for Attendance Secretaries to reach out so we can assist them remotely. Any other tasks delegated to them should be discussed with school admin on who should handle tasks not related to PowerSchool in their absence. PowerSchool Coordinators are available to assist with long term absences. This request should come from the Principal.

48. The role in which many classified staff are playing goes beyond what we are paid. Often times we are pulled from our own work to cover classes every day for multiple periods, then come back to do our job and end up behind in work. Since there is not enough subs in our district, is it possible for the district to pay the classified staff out of the Sub budget since there are not as many subs in our district this year?

People are asked to go above and beyond what our job description is as many teachers are as well, but we are not being compensated for all the extra work. Other companies in our community pay way better than the district does and that's a shame, because it shows how little the district values classified staff when sometimes we are the ones being stretched. We don't want a generic answer or refer back to last meetings notes, we would like real answers with real solutions, because at this rate the district will have a problem retaining classified staff like they do teachers.

Erica Christmas, Classified Employees and Substitutes Coordinator: The US Bureau of Labor Statistics and the United States Chamber of Commerce published trend data that revealed there are over 11 million jobs available in the US but only 6 million unemployed workers. If everyone one of them took a job, we'd still be short of filling 5 million job as a nation. Separation rates are higher in organizations of comparable size to CMCSS. Those who are working in the US are feeling the labor shortage and are having to overcompensate for vacancies and coworkers needing to be on leaves of absence. <https://www.bls.gov/news.release/jolts.nr0.htm>

At every available opportunity, we have initiated ways to compensate our classified employees, such as paying out COMP time and offering bonuses.

Dating back to well before the pandemic, we have all classified employee groups on market analysis review every five years. We propose budget adjustments for pay when employees are significantly under market value that is compared to like jobs in our city and like industries in our region to include Nashville.

While we still have vacancies, we hope that school level classified staff are starting to see some relief from being pulled to sub so often. Last week was the first time we had fill rates consistently high with very few unfilled absences.

If you have someone in your building who is concerned by the amount of time they are being pulled away from their regular duties, please have him/her reach out to Patti Koloski or to Erica Christmas.

We do not pay extra from the substitute budget but the classified employees working overtime are compensated for this time through COMP time earned.

49. Why was there a delay in putting Rossvie Middle School on lockdown on April 13th? The officers were at the doors with guns drawn and the school hadn't been put on lockdown yet. That was quite traumatizing for students and staff. If it had been a real threat, the 12 minutes between the 911 call being made and the school's announcement of a lockdown could have been devastating for our community. Additionally, why wasn't the entire Rossvie campus put on a lockdown? The proximity of the schools and the fact that students and staff were present at each school at that time should have been considered. Jeanine

Jeanine Johnson, Chief Human Resources Officer: The initial dispatch call came to CPD dispatchers. The initial call was vague and did not identify the exact location. CPD officers were dispatched to respond to the school. County dispatchers were notified to contact the SRO of the school. While SROs were being notified, CPD officers continued to respond to the scene.

Upon notification, the SRO at Rossvie Middle School, and an SRO Sergeant who was in the back parking lot, began to try and identify an active threat. Neither was able to identify an active threat nor any additional evidence of any danger in the school. SROs notified county dispatchers of this information, however, CPD officers arrived at the school prior to receiving this updated information. Upon their arrival, they advised the front office to lock down the school.

Once the school was put into a lockdown, clearing the school and identifying any potential threats continued. Law Enforcement and CMCSS Safety cleared the building physically and by use of the

camera system. Priority was the assessment of threats, and since no threat had been identified, no other schools on campus were notified.

50. Why are Seniors being limited to 10 tickets for graduation this year? All mask mandates have been lifted to include on airplanes, as well as, APSU is not limiting the amount of fans they are allowing in the Dunn Center for games and events. We can sit in a stadium with 73,000+ people for a concert but we can't attend a high school graduation unless you are privileged enough to have one of the limited amount of tickets being given. I am respectfully asking CMCSS to remove this limitation of guest so these students can get back to allowing all family and friends to attend as they wish. This is a big day for these students and they deserve to experience the FULL Honor of walking across that stage in front of all whom want to attend. Covid numbers are extremely low and decreasing daily. Please let these students have the graduation attendance they deserve. Thank you.

Dr. Sean Impeartrice, Chief Academic Officer: Pre-COVID we had an open graduation and that was positive but there were some challenges to it to. Since COVID we had to do things differently due to health and safety standards we learned some things. Having attended graduations for close to 15 years in this county what you will noticed is that the later in the evening the graduation the more community members came in. They aren't coming for one graduate but as a community event. The SROs are concerned about safety and requested to reduce the numbers because it was a lot better to manage from a safety standpoint during the COVID time graduations . Rossview has 430 seniors and 10 tickets per student is 4,300 seats we are talking about. We only use the upper bowl and not the lower bowl reducing the capacity amount. The max capacity at the Dunn Center is 7,000. When talking about the upper bowl we are at max with Rossview. Students not using all their tickets are able to give them to other students. Again 10 tickets per student is a lot of tickets. If someone is having a concern that they need more than 10 to talk to their principal.

51. As an EA in CDC, eligible for a sub, do I have to take a half day off or can I take only an hour off if I need to leave early for doctor?

Erica Christmas, Classified Employees and Substitutes Coordinator: Substitutes are only provided for absences that exceed three hours. However, when a short term absence is needed and can be worked out for coverage, administrators are permitted to allow an hour or so early departure for a medical appointment. Your principal may ask for a medical note, at their discretion.

52. I would like to know with all the extra work attendance secretaries had to do with COVID why weren't they allotted COVID pay like the nurses and custodians?

Jeanine Johnson, Chief Human Resources Officer: CMCSS appreciate the extra work that all employee groups performed this year. Nurses were provided a health service hazard pay bonus using ESSER 3.0 funds based on the type of work they performed and in response to what health care facilities were providing in the private sector due to the pandemic. A one-time time salary adjusted was provided to custodians based on their current rate of pay, it was not related to COVID. All employees who started with CMCSS before October 1, 2021 and completed this school year will receive a \$1,000 onetime salary adjustment, this will include administrative assistants.

53. How many resignations are there for the end of this school year? What is the average #?

Erica Christmas, Classified Employees and Substitutes Coordinator: From July 2021-April 2022, we have received 222 resignations. The most common reason for leaving the district is due to moving – 76 – which is 34% of resignations. We've had 59 resignations that indicate they are taking a job that offers advancement and better pay. Family issues and "other personal reason" make up the next largest groups.

54. Why is it that there is a new position online hiring for a Covid-19 Assistant for the Safety and Health Department that is ESSER funded when the school's Health Office Assistant positions are not being renewed for next year? Also, the pay rate for this position which only requires a HS diploma is more per hour than a school nurse position that requires a nursing license? If Covid-19 is such a concern that a new position is being made for it, then why is that not reflected in the Covid Return to School/Work Flowchart and the reasons we exclude students and employees for? I, as a school nurse, am just not understanding how a job title that only requires a HS diploma starting pay is more than what I make and why my HOA's job is not being renewed because we were told there is basically not a need for it, but now there is a new position dedicated to Covid-19?

Jeanine Johnson, Chief Human Resources Officer: This position was created in 2020 to support the department and the schools during COVID-19. This is not a new position. We have updated the job description to allow assistance with all duties of the Safety and Health Department as well as provide support to the school nurses. Over the past two years, this position has reported COVID-19 data to the state and CMCSS stakeholders, acted as a liaison between the MCHD, TDH, and CMCSS, and assisted school nurses with data entry. This temporary position is ESSER funded and ends June 2023; therefore we have posted the position for another year.

This position will continue to provide support to the school nurses by assisting with paperwork, immunization records, data entry, etc. as needed throughout the school year. This position's pay grade is equivalent to CMCSS Administrative Assistant IV.

55. When will the schools be informed if they will get a HOA, for next year? Principals are trying to determine if they need to keep a room available.

Jeanine Johnson, Chief Human Resources Officer: The HOAs are funded through the ELC Grant which has been extended through June 2023; however additional funds were not received. The SLT is reviewing a plan for the remaining funds for next school year. The plan will be communicated once approved.

56. Traffic in the morning at WCHS is more congested this year, not only due to new housing developments, but because the middle school is now having parents drop students off at the gym.

In past years, students were dropped off at the front of the building and this allowed the high school students and parents to pass them in the extra lane, which kept the flow going. Now, both high school and middle school have to wait on the ever growing line, because everyone is forced to use the one lane. It took ½ an hour on a rainy day for some to get from Peachers Mill Rd to the high school parking lot, which wouldn't be the case, if we had a free lane to the high school.

Norm Brumblay, Chief Operations Officer: The CMCSS Operations department conducted several traffic observations on the West Creek campus and noted similar traffic issues. We also endure this congestion daily with our buses trying to maintain their delivery schedules. As a result, a multi-agency meeting was held to discuss this and other safety concerns on the campus. A coordinated effort is under way between CMCSS Safety, Operations, and Transportation personnel along with County law enforcement and Engineers from the City Street Department and the Mayor's office. New signage is being procured that will improve safety at school crosswalks and an alternative campus circulation plan is being considered.

57. Why can't the gate to the WCHS neighborhood be opened up? This would also help with traffic.

Norm Brumblay, Chief Operations Officer: An alternative campus circulation plan is being considered by CMCSS and other local agencies. While no official decision has yet been made, we are working out the public relations and communications details for such a plan that could include the use of that gate. On the surface, opening the gate seems to be a viable solution to our traffic congestion, but

the gate was installed at the request of campus administrators due to speeding traffic using our campus as a short cut which could not be monitored by law enforcement. Opening the gate might also generate a significant amount of new traffic through the adjacent private residential neighborhood which might not be well received by those residents.

58. Why are we hiring custodial supervisors when we have two and are 25 custodians short system wide with no more to come? That money could be used elsewhere instead of taking more custodians out of other schools.

Norm Brumblay, Chief Operations Officer: For starters, we are opening a brand new middle school in 2 months without a custodial staff or a Lead to do it. Opening a building without a custodial staff has never been attempted by CMCSS before and these supervisors will be crucial to our success in that endeavor. It's important to know that the positions are ESSER funded and the money cannot be used elsewhere. These individuals are able to provide assistance to many schools at once versus being assigned to only one single school. This is important with several schools missing Lead positions. They are able to fill that role for the schools as they train the new Leads to the standards of their lead positions.

59. Were permanent Substitutes that are currently working positions that were extended with the new ESSER funding?

Erica Christmas, Classified Employees and Substitutes Coordinator: Permanent Substitutes were not a part of new ESSER 3.0 funding they were funded with ESSER 2.0; however, we will be extending these positions through the 2022-23 school year, pending approval for ELC grant funding.

60. Due to the sub shortage, an assistant is used to cover the class, but it sometimes has us gaining comp time. Is there a way to increase EA's hours to prevent gaining comp time?

Erica Christmas, Classified Employees and Substitutes Coordinator: The hours for EAs are related to the specific job duties of the regular position. If an EA is being utilized to assist in another classroom, due to a substitute not being available, then the EA should earn comp time if they go beyond their assigned hours. We have seen fill rates rebound in the last two months, so our faculty and staff should start seeing some relief from being pulled to cover for their colleagues.

Jeanine Johnson, Chief Human Resources Officer: At this time we have not added additional hours to Education Assistants day as part of the budget for the 22/23 school year. We appreciate the extra work you are performing to assist when teachers are out and a substitute is not available.

61. When asked how you were going to keep educators from leaving the field due to being hit, bit, attacked on a regular basis one reply was "We are looking for additional training for classified staff"... be honest how is more training really going to protect staff from being attacked? A paper certification and hours of training are not going to keep us from being attacked. Do you honestly believe more training is going to keep staff and prevent them from being assaulted? Is that the best answer that could be given?

Dr. Sean Impeartrice, Chief Academic Officer: We are meeting with Montgomery County Sheriff's, CPD, and local judges and DA to ask for the highest level of support when it comes to violence against faculty and staff. We have had safety audits conducted by Health and Safety to provide next steps to keep campus safe. We have crafted a visitor policy ([SAF-A015](#)) that has the support of local law enforcement.

62. What can really be done if severe behaviors or assaults are being written up and reported but admin doesn't do anything about it? No suspension and returned to class where behaviors still continue.

Dr. Sean Impeartrice, Chief Academic Officer: If you feel the code of conduct is not being followed seek understanding from your administrator. If you believe the response you receive is not appropriate, reach out to the level director of the school and we will investigate the offense and consequence.

63. Is there any way that administrators' evaluations can be done on paper instead of sent through a link via email for those who want to give an honest opinion without being connected to email?

Dr. Sean Impeartrice, Chief Academic Officer: The efficiency of the system we have now, again I get every one of those administrative evaluations that run all through our professional learning. I don't know who submits the responses. That is not the message we send to our administrators, we tell them to look at the themes of the responses you are getting and use that to strategically plan for next year. Two types of data that affect their school and that is the achievement data and organizational data. One piece of a principal's organizational data is the 360. It is part of their evaluation but no way, shape or form should it be used to determine who said what. It would be a strong disciplinary offense if a principal tried to go that way. We get this question a lot and want you to know what we use those 360s for. We use the data to look for themes. I tell principals if everyone in the building is happy than we are not pushing for the next level. If everyone is anger nothing is happening. If you got a little bit of mixture that is a good indication you are moving that building forward. You are going to be more identifiable if you do a paper copy instead of an electronic submission. With paper copies we had to scan all of the surveys and an administrative assistant would have to type up all the responses. It is more anonymous now than it has ever been, but again I don't want the message to be that 360s are a situations that we look for retribution. The 360s are used for growth. If someone feels that way they need to contact HR.

Elizabeth Vincent, Director of Continuous Improvement: Just because you receive a survey to your email doesn't mean that a response is tied to your email. I will often send surveys via email but the responses don't collect emails.

Question of the Month

What additional resources or supports are needed to implement Social and Emotional Learning for students?

- More resources for adults to help them so they can teach SEL to students.
- Smaller group trainings.
- Re-motivation for staff.
- Additional resources for special education students.
- Need bus monitors on every bus.
- Are we taking into account where/which social or emotional dynamic the students come from? Are we taking into account the fact that not all students even know who their father is or who their mother is? Are we taking into account the impact a 1 parent household can have on a child if there are young siblings in the home that they help take care of? Are we taking into account that not all students learn at the same rate, emotionally or are being taught the same things about how/when to deal with their emotions? Or if they are being taught outside the home about what is and is not acceptable socially?
- Admin need to address bullying instead of it falling on deaf ears. I think Admin need to be held accountable too. Students that are the bully or the one getting bullied need additional resources just as much an education.
- Time daily for social talks with a teacher
- I submit that parents must come to forefront of the social and emotional learning because they are the parents. Everyone involved in the school system can receive classes, training, speech after speech, put up posters, etc., but what about the parents? The ultimate responsibility and love of the child lies with the parents because they will always be mom and dad. Let's have classes for them, invite them to school as volunteers to see the exact environment their child is exposed to each and every day. And I know as I have heard before, some parents cannot control their own child, a true dilemma beyond a school's purview in my view. But to those parents who can reach their child, I submit again that they take the lead in helping with social and emotional learning. Let's reach out to them time and time again until it hurts due to one simple fact: While their child is a student under cmcss, the home life and school life is interwoven for better or worse.
- I think we have many various SEL resources and don't have time to implement them on a day to day basis. Perhaps we need to focus more on our community of families/stakeholders and offer supports for them. People may just not know what or how to teach their children about appropriate behavior.
- It would be beneficial for teachers/staff to receive Dr. Karen Purvis' Trust-Bases Relational Intervention (TBRI) training. This training will assist staff in implementing SEL with students.
- "I have a couple of thoughts. My first overarching thought is how important social and emotional learning is for our students. It can create a positive, safe environment for our students within the classroom and building as a whole. I firmly believe that when students feel safe expressing their feelings, making mistakes, and gaining the necessary skills or tools to deal with challenges in life--academic learning greatly improves. It is the foundation of learning. But in order to make this happen two things have to happen.
 - Teachers must have time to do this. We have been asked to do so many different tasks (word study, whole group, small group, extra school wide activities) that we literally have no time left to incorporate these important lessons. If the district truly wants us to do this...something has to give. We cannot do it all and make it impactful or meaningful.
 - We need more counselors in our buildings. Most of the time the counselors are teaching classes. Counselors need time to meet one on one with students to address specific issues. This would help support the teachers with challenging students that need that social and emotional support.
- Hope this helps a little. I feel pretty passionate about this.
- Give your student time to journal and free-write. Put on quiet music. Dim the lights. Make writing time a quiet, soothing break from busyness that your students will look forward to.

- A full time behavior specialist AND behavior team is needed in every elementary school. We spend so much time dealing with behavior issues that our Education assistants and Principals are spending their ENTIRE day with those behavior students and they cannot get their intended jobs done.
- Adequate nursing coverage would help. Nurses deal a lot with the mental health issues in students. As a matter of fact they are often the ones to identify at risk students. CMCSS should follow the NASN recommendation of one nurse to 750 students.
- Hire more people that are qualified for this we need more social workers because they understand that need, having 1 social worker split between 2 schools is useless and teachers can't do everything along with classified staff. People are stretched too thin.