

Classified Rep. Notes August 16, 2022

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

“What went well as the district started the school year and what can the district do to improve?” See page 7 for responses.

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

August 17th – Custodians

Jeanine Johnson, Chief Human Resources Officer: [COVID-19 Related Leave Policy](#)

An email was sent out to all employees with the CDC updates in regards to COVID-19. We are still providing 10 days of leave for employees who test positive with medical documentation. We are no longer putting people on leave for household contacts or close contacts. If they have to stay out or quarantine if their child has COVID and need to take care of them, they will need to use sick leave just like if your child was sick.

Sharing a positive story from your school/location

Kenwood Middle School: On the 1st day of school approximately 100 staff, community members (veterans, law enforcement, school board members, etc.), Mayor Pitts, Dr. Luna-Vedder welcomed the students as they entered the school on their first day of school.

Kenwood High School: We have had alumni come help great students in the morning. To help get students to class on time, hand out schedules and maps. I would recommend more schools do that at the beginning of school year. It was really helpful for them to give back to the school. Some of the alumni were former teachers and knew the students. Helped lift up the spirit of the students and teachers.

Questions and Concerns

Teacher residents are to mirror the mentor teacher. When working over the 7 hours how do we document this, when we have approval from principal?

Jeanine Johnson, Chief Human Resources Officer: The teacher resident needs to clock in and out once approved by their principal.

Dr. Sean Impeartrice, Chief Academic Officer: Some restructuring of the program has happened. We want them to mirror the teachers when possible and appropriate but we have to be sensitive to the fact that they are working a full time job and going to school.

In light of the incident that happened in Sumner County schools on April 21, 2022, where a student went into cardiac arrest, why aren't all classified and certified staff CPR/AED trained? This would help to save a life in the event that this was to happen in our district.

Jeanine Johnson, Chief Human Resources Officer: Response was provided by Safety and Health. Tennessee State Law requires all Pre-K Teachers, Pre-K Bus Drivers, Pre-K Bus Aides, Diastat trained personnel, School Nurses, Onsite Employee Health and Wellness employees, and Extended Care workers be certified in CPR; therefore we cannot require all teachers/staff to be trained in CPR. CMCSS employees can request permission from their supervisor to be certified in CPR. CMCSS provides several CPR training dates throughout the school year. Please reach out to the Safety and Health Department for CPR dates. CPR Schedule for August 2022: August 23 and August 25 from 4-7:30pm.

Please consider allowing Classified Staff to nominate Classified Employee of the Year.

Jeanine Johnson, Chief Human Resources Officer: Classified Employee of the Year is completed by the principal/supervisor. They will nominate an employee that meets the criteria. The group is then narrowed to the top ten then the top five by a committee composed of principals representatives, HR administrator, board member, Education Foundation Board member and prior year's winner. The school's nomination process is left up to the discretion of the Principal/Supervisor.

We need help over at the West Creek Complex with traffic for before and after school. What resources are available?

Norm Brumblay, Chief Operations Officer: Last year went out there with a group of law enforcement, administrators, and other stakeholders to review the situation. This year we did make some changes in an effort to relieve traffic. Based on the observations from last year we opened the gate at Henry Place Boulevard this provides another ingress and regress to the campus and spreads the traffic flow out. Operations is looking at a new striping plan to reroute buses and cars between the middle and high school not a lot of asphalt to work with but think we have a plan to utilize what we have. Please communicate with all your stakeholders in the building to pay attention to the traffic rules and your surroundings.

How many bus drivers are we still short?

Norm Brumblay, Chief Operations Officer: Currently we have 233 bus drivers that are covering around 320 routes per day. We have about 20 candidates in the 7-week training program and over 40 in-processing for the training program. It is looking up and we are significantly better than where we were last year. As we grow routes are constantly being redone making it is hard to pinpoint exactly how short we are. This is why it is hard to reach someone in the offices, everyone is out trying to help cover all the routes. We are still actively hiring drivers and monitors.

What is the status on the pilot program for scanning students on and off the buses?

Norm Brumblay, Chief Operations Officer: West Creek Campus and Cumberland Heights are part of a pilot program for using cards with barcodes to track when students get on and off the buses with a time stamp of the date, time and location of scans. Our target is to roll out this program to all schools this year. Still working with pilot schools to figure out the whole process.

Will parents be able to track their students on buses?

Norm Brumblay, Chief Operations Officer: Currently we are able to track all of our buses. We are working on being able to provide parents/students with that information to be able to know if the bus is two blocks away, when it has left the school, or if it is run behind schedule so students aren't waiting at the stops for long periods of time.

Will the district consider reinstating the stipend for the Information Coordinator position? With the majority of parent communication being online, and via social media, this position is much more involved than it used to be.

Elizabeth Vincent, Director of Continuous Improvement: That was from a stipend opportunity from years past. Huge variations of expectations across schools of what they needed to do with websites. Looking into using ESSER funding to reinstate an opportunity for a stipend with more expectations for that role. Looking to build out that role more with clear expectations for employees that have that opportunity so they will know what they need to be doing. Not sure when we will implement but there is a plan for that.

How many Certified openings do we have across the district?

Jeanine Johnson, Chief Human Resources Officer: As of yesterday there were 54 teaching positions still open. For this school year we have hired over 455 certified employees with 60 of those being teacher residents.

They have taken the emergency card out of the registration print outs. Can this be added back on? It's a good idea to have the parent look it over to verify all information is correct and up to date when they physically come into the building to provide their documents.

David Holman, Chief Technology Officer: This was a request from multiple schools since they can update it electronically and quite often the printed version is incorrect.

Why do we drop any steps when we have our market analysis? These are only done every five years.

Erica Christmas, Classified Employees and Substitutes Coordinator: When a group has movement we follow our compensation policy [HUM-A046](#). We did make some adjustments to that policy, which is a board approved policy, that when a market analysis does accrue the employee will not move more than 2 steps below. Before some employees would move down 4 steps, so that was something we were able to do. One thing that is important to keep in mind that unless you are in a position that never receive a market analysis adjustment or you received a promotion years never reflect steps. When the board did approve that an employee would not move lower than two steps it had a significant financial impact to the district. Due to budget impact it is important to keep in mind that if we did have a policy that no one would lose steps we would not have a market analysis review on a 5-year cycle because of the budget impact.

Do you have to be on Free/Reduced lunch to get a waiver of fees for a field trip this year?

Chris Reneau, Chief Financial Officer: There have been some changes to our field trip policy per Tennessee State Board of Education compliance. Field trip fees are not required they are requested, all students shall be able to attend field trips regardless of ability to pay. Schools can request field trip money from parents/guardians but you cannot require it. Field trips are based on the direction from their level director and are required to be educational. If a student is on free/reduced meals and doesn't pay for the field trip, your school should use fee waiver funds from the ISA account to pay for those students. Students not on free/reduced meals and do not pay, the school should use their general purpose ISA account. Accounting techs and principals will be receiving communication regarding field trips to ensure we are all on the same page. (Refer to [BUS-A003](#))

Dr. Sean Impeartrice, Chief Academic Officer: If kids are going on field trips it should be aligned with some academic standard so what we can't do is say to a student that parent chooses not to pay for the field trip that we are going to withhold that experience. For field trips we can recommend that is the amount they pay. On the other side of that we have fee waiver money and in lieu of fee money. I check those accounts regularly and since COVID they haven't been used as much. Those accounts are pretty healthy in most schools. The reason in high schools is some of that money has been used for summer school and ESSER funding has been funding summer school. If you ever have a concern, your administrative team can reach out and we can look at that fee waiver and in lieu of fee money. If the opportunity is academic to your students and cannot be provided with the amount in your account we want to know because we can adjust those during budgetary times.

Are you going to continue to offer the online training opportunities next summer? If so is there a possibility that classified staff could come check out a laptop to do those? Not everyone has a computer at home.

Jeanine Johnson, Chief Human Resources Officer: Yes, ESSER funds will be available for next summer. We don't have enough laptops to provide to classified employees during the summer. If you did want to do the online Instruction department had laptops available at mobile labs.

Do parents get any sort of confirmation email once their child is fully registered into PowerSchool? If so, can the email include the students PowerSchool number id?

David Holman, Chief Technology Officer: Yes they do.

Can the registration confirmation email include the students PowerSchool number id?

David Holman, Chief Technology Officer: No, since it is not generated during that part of the process. But, the parent also receives an email encouraging them to enroll in PowerSchool in which they can see their PowerSchool number since, by that time, the number has been generated.

On this new bus tracking system in the afternoons, we are asked to enter the time the bus arrives at the school and the time it leaves the campus. Why do parents need to see the time it arrives here?

Norm Brumblay, Chief Operations Officer: This year we do have a google tracking system design by academic leadership to improve transparency for parents of bus times. It replaces the need to make all calls for late buses which should help the staff at the schools. A google doc that parents have access to that tracks the arrival and depart times of buses. Why it is important is last week we had a middle school that was 35 minutes late in departing and the adjacent high school didn't release until 50 minutes after schedule departure time. That makes the elementary students later. We had over 3,000 students' families that were impacted by this. They had no clue where their students were and it is a valid concern. Elementary parents were calling the elementary schools and the school was directing them to transportation. The issue there is we only have 3 people in the office because everyone else is out driving a bus. We had a high call volume asking where my bus is. Parents are concerned their child is lost but we know the child is in the school because the bus hasn't even arrived yet. This helps us to communicate to the parents the arrival and departure of their child's bus.

Anthony Johnson, Chief Communications Officer: Schools with access sent out communication to parents on how to access the google doc and the information is available on the school's websites.

Are all schools supposed to be using the Raptor system to sign in/out students? We've heard some school offices are not. It just doesn't look good when a parent has kids in 3 different schools and 2 use it but the other doesn't.

Jeanine Johnson, Chief Human Resources Officer: Yes, all schools should be using the Raptor system. CMCSS students who are late arriving at school are required to sign in using Raptor in the front office. Raptor does the daily attendance for each school day. Students who are checked out early are also signed out in Raptor by their parent/guardian. Exceptions: late buses/late arrivals due to schedule. Communication will be sent out as a reminder.

Why is it taking so long for the new hires to show up in KRONOS?

David Holman, Chief Technology Officer: Two weeks ago we were short licensing, but that has been corrected. Every other transaction happens every night from Munis. If Munis has not been updated it will not show up in Kronos.

Chris Reneau, Chief Financial Officer: We have taken care of this. We had some terminated employees that were still in the system using up license, once we eliminated them it was no longer an issue.

Why was Employee Resources taken off the Quick links and buried so indiscreetly at the bottom of the site with no mention of this to the entire staff with exception of the technology team?

Anthony Johnson, Chief Communications Officer: School safety is a top priority and we wanted to ensure all safety our school safety resources were easy to be found. On the front page we have the quick links and we have a limited landscape. We looked at the data of how many times everything is click and we noticed that the employee resource had much fewer clicks than other places. It was a mistake that we didn't send out correspondence about the update. It is now accessible at the bottom of the page or portal.cmcss.net.

Why do certified staff get paid \$30 for bus duty and I get paid \$20...we are doing the same duties. Everyone's time is valued at the same IF we are doing the same job.

Chris Reneau, Chief Financial Officer: Certified are under a different contract and paid salary. Additionally the classified that perform that same task is also eligible for time and a half once they go over 40 hours.

Dr. Sean Impeartrice, Chief Academic Officer: The rate of pay for teachers is higher and certified compete with other duties they can earn that money for. If we want certified to be part of that process we have to pay them very similar to what they could be doing instead.

Now that COVID is dying down. Will volunteer forms/policy be updated? Who determines who is eligible?

Anthony Johnson, Chief Communications Officer: The volunteer agreement has stayed the same since before the pandemic. Principals have been told that the expectations of having someone in your building volunteering is that they are provided with the volunteer policy and volunteer code of ethics then they have a volunteer agreement on file at the school. Around 6-7 years ago there was a requirement to have a volunteer orientation that is not a requirement anymore but still encouraged. What we found is that most of what was covered during the orientation is that the orientation was just the policy and agreement. To expedite that especially if you have a more of volunteers was that if they are acknowledging that they read the policy and agreement that we are fine with them not attending an orientation. We use to have a volunteer portal that you could put your volunteer needs and people could sign up. We have stepped back from that it was part of consortium with a grant we received. If you still want to use the portal technology can help you with that, just not something we are pushing right now. (Links to Volunteer documents: [Volunteer Policy](#), [Volunteer Code of Ethics](#) and [Volunteer Agreement](#))

How to delete someone from emergency contact card who is not the parent? The person is listed as the emergency contact want to be removed off the emergency card?

Carol Joiner, General Counsel: The parent/guardian of a student is the only person who can change information in his/her student's record as it relates to contacts on the emergency card. If a parent/guardian has listed a person as an emergency contact who does not wish to be on the

emergency card, they can let the school know when the school calls them. They can also refuse to pick up the student. They can even block the school's phone number. A school should advise the parent/guardian said emergency contact refused to pick up the student and advised that they did not want to be on emergency card. The school should document that such communication has occurred with the parent/guardian and document on the emergency card so that school representatives know that this person has refused to pick up the student previously. There is not much more the school can do as again only a parent/guardian can change information in a student's record so the school cannot remove the person from the emergency card without the parent/guardian's input.

Do you have to have a school ID to apply for free/reduced lunches?

Anthony Johnson, Chief Communications Officer: Parents can complete the application and leave the school ID portion blank. Child Nutrition when process the application will cross-reference the school ID. They do need the school ID to set up their child's schoolcafe account they will need to know their school ID.

General Information-Emergency Contact Card

Any questions of this kind are specific to the front office staff of our schools. These questions should be directed at Theresa Bilon theresa.bilon@cmcss.net or Kathy Donahue kathy.donahue@cmcss.net. They work with these staff members all the time and on a one-on-one basis if needed.

August's Question of the Month

What went well as the district started the school year?

- Enjoyed the small meetings at the high schools. It was nice to be able to say hello to start the New Year.
- Link for the arrivals/departure times for the buses is working very well.
- Traffic at some school locations was good.
- Appreciated all the schools coming to Kenwood High School. It helped to change the atmosphere that is going on. Truly appreciated it, it was a different vibe afterwards.
- The bus communication seemed to be a lot better this year. Kudos to the substitute staffing system for the smooth transition over to RedRover.
- We had a smooth opening no complains!
- I actually liked our high school and feeder schools getting together. That was fun. We just needed more room.
- As a whole, the late and split route bus system has greatly improved. It now well organized and less stressful. Thank you to Mr. Mang and Dr. Braem.
- The first day of holding buses was rough(which is to be expected) Our admin team came up with a solution to the increased students waiting after school for a bus, and by the second day things were working very well.

What can the district do to improve?

- Provide parents/guardians with maps for drop-off and pickups. Some parents were making their own lanes on roadways.
- Award contracts sooner. Most vendors are low on stock/out-of-stock. Some vendors said if they would have had more time they would have had more in stock.
- New bus drivers are missing stops and getting lost. Is there someone to ride with them to provide directions for new bus drivers?
- Pay employees to stay later as bus monitors for late buses (see Policy [TRN-A031](#)).
- Compensation for employees that have to stay later for car riders. Teachers are staying late and not getting compensated while teachers helping with the buses do.
- Have someone at the school until all the students have been dropped off.
- Add more languages for more of the apps/correspondences.
- When changes are to occur within a program, building, schedule, or job duty as a district we need to plan ahead better. Staff should be informed prior to returning to work if possible. No one wants to return after summer to a huge change or shock without any kind of warning that it might be happening.
- I think the district should pay all employees equally when it comes to being a bus monitor.
- Our School staff were all smiles and extended a Warm Welcome to everyone. May we invite parents to volunteer to be a bus driver or bus monitor due to shortage? Parents will get a feeling of what is going on inside the bus. Students may behave better when an adult is visible.
- I would also like to mention that having EAs come in early for paid optional workdays would be beneficial to the classroom getting set up and having items ready for the first day.
- Have building and classrooms ready. Portables without Whiteboards (still without whiteboards) and front door inoperable for the first three days of school. Safety issue with the door that has been ongoing for several years.
- The new Vendor contracts seem to be off to a very bad start.