

Classified Representative Meeting Notes

September 20, 2022

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

“What are some areas where CMCSS could provide more intervention to students to support their success?” See page 14 for responses.

Emily Vaughn, Director of Teaching, Learning, and Innovation: Quality Interventions

See pages 15-34 for the PowerPoint presentation.

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

September 21st - Mechanics, Bus Drivers, Bus Aides

Sharing a positive story from your school/location

West Creek Complex: Traffic flow at the West Creek Complex is much improved. Thank you!

Liberty Elementary: Was at Kroger on Sunday and a gentleman walked up to me and asked if I use to work at Byrns Darden. I said, “Who are you?” He said I remember you. That was at least 13 years ago he still remembered me.

Questions and Concerns

Please explain why certified teachers are paid extra to stay over for buses when they are running late at the rate of \$30/hour and classified is offered their hourly rate or comp time not \$20/hour. For example, classified employees are not receiving the \$20/hr pay if "monitor" is in their title for bus duty. Instead they earn comp time, whereas certified positions receive the extra pay. We are building up a lot of comp time and would rather have it as classified extra pay not comp time that we don't have time to take. This seems unfair.

Jeanine Johnson, Chief Human Resources Officer: In the last meeting this was discussed \$30/hour for teachers has been budgeted, they are an exempt employee and their rate of pay is generally higher than classified employees. If you are an educational assistant and you are staying over for bus duty on a regular basis, you should be getting that pay at \$20/hour. If you are an employee that has the job title bus aide/monitor that is your job and you will be paid your hourly rate. Bus aides/monitory that work beyond their normal hours should be receiving comp time. The employees receiving the \$20/hour are employees who are not bus aides/monitors. For example an educational assistant that regularly agrees to cover hold/double run buses and works beyond their normal hours would receive the \$20/hour pay.

Dr. Sean Impeartrice, Chief Academic Officer: Teachers get \$30/hour to tutor or other after school roles, so you are competing with other areas. That \$30/hour is below the hourly rate of pay for many teachers.

For bus duty, why are we not given time and a half once we go over 40?? We are only getting comp time! It has never been an option to receive time and a half we have to continue to sign weekly for our comp. And if so can they back pay us for all the time we have stayed past our working hours due to buses, car riders?

Jeanine Johnson, Chief Human Resources Officer: There are employees that every day will be monitoring students on hold/double run buses and we get those time sheets for payment.

Occasionally, you get a bus that is late due to traffic and an employee is needed to stay they will get comp time. If it is on a regular basis then the principal needs to make sure they have someone assigned to that cafeteria/gym. Comp time for hours worked over 40 hours in a one-week period will be calculated at the rate of time and a half. Hours worked are actual hours work and doesn't include sick leave, vacation days, comp time used or holiday hours. If an employee is not receiving appropriate time please email payroll or Jeanine Johnson.

Teachers are salary and to me that means no matter how many hours you work?

Jeanine Johnson, Chief Human Resources Officer: Teachers are exempt/salaried employees, they are not eligible to receive overtime pay. Laws in Tennessee and State Board of Education indicate they are 7.5 hour per day employees, but may be required to remain after school for meetings. Ref. [INS-A011](#).

Wouldn't it be better for the school budget to not expect teachers to help out and it just be part of the duty of a classified employee? Many employees if offered more time would take it.

Jeanine Johnson, Chief Human Resources Officer: Not all of our classified staff are able to work 8 hours many are 6.5-7 hours. Ideally when we have the bus positions filled double extra routes will not be needed. At each school the principal coordinates who is going to be covering these positions.

Dr. Sean Impeartrice, Chief Academic Officer: Principals have been told to try to fill the positions first with classified employees. Principals use classified employees to meet the best needs of the students in the schools.

A front office lady is an 8 hour employee and staying after to do bus duty, she not going to get comp time she is going to get paid straight time for that bus duty, why doesn't she get paid time and a half for bus duty once they have worked more than 40 hours?

Jeanine Johnson, Chief Human Resources Officer: Payroll monitors time to determine what is eligible for overtime/comp time. If you have a specific concern regarding your compensation please email Payroll or Jeanine Johnson.

Certified employees now qualify for additional pay when they have to work a planning period. We all know there is the "other duties as assigned" caveat in our duty description. However, as of September 23rd I will have spent over 2 full weeks this school year doing certified jobs and not the classified job I was hired for. That equates to 32% of school days with students present. At what point do classified employees get some sort of compensation for continually doing jobs outside our scope? Furthermore, it puts me behind in doing the job I was actually hired for. My two predecessors left for this exact reason.

Jeanine Johnson, Chief Human Resources Officer: We have 50 open certified positions and the substitute team starts with 78-80 open positions each day due to LOA and open positions. State law requires teachers to have a planning period. It is up to your supervisor to determine what the priority at the building is each day. All the schools have permeant subs and some have more than one this should be a benefit. We have this pilot program this which will allow us to review.

I understand the situation with the late buses. I would like to know do classified staff get compensated for morning late buses since that delays our time for our actual duties. We get behind on our duties assisting with morning late buses but get reprimanded if we stay late to catch up.

Jeanine Johnson, Chief Human Resources Officer: If you are there working you should be getting compensated. If your principal is reprimanding you for working late you need to have a conversation with principal to seek clarification. If you continue to have problems there you can send an email to Patti Koloski patti.koloski@cmcss.net or Erica Christmas Erica.christmas@cmcss.net. If you are not able to do the work you need to communicate that with your principal. If the principal does not approve additional comp time that is their decision. Please communicate with your principal.

Dr. Sean Impeartrice, Chief Academic Officer: Working beyond your scheduled hours should be authorized by your principal/supervisor.

Who is up for the next Market Analysis? Is there a schedule? When is the next market analysis for pay? I am living paycheck to paycheck as an EA.

Erica Christmas, Classified Employees and Substitutes Coordinator: Everyone is. We do have a five year schedule, however depending on the pay schedule review this year this may change in the future. As many of you already know we are in an analysis of all of our classified positions with our outside consultant. We are analyzing job descriptions for appropriate pay rate, reviewing our overall salary structure for steps and ensuring our policies are appropriate. This will be for all positions regardless of when they were last reviewed, so that is the priority for this year. Moving forward if it is the recommendation to move forward with a five year cycle as we have done before there will be some sort of reset to what that cycle looks like but we don't know what that would be right now.

If the market analysis recommends movement for an employee's position, is the employee's supervisor required to share this information including whether recommended increases were or were not requested in the employee's departmental budget?

Jeanine Johnson, Chief Human Resources Officer: Employees receive a memo from HR if they have a grade increase. Supervisors may not be discussing this with you. Memos are sent out end of May pending budget approval.

Currently registrars are working 37.5 hrs. a week. In order to get most of our job duties done we should be moved to 40 hrs. a week . Could this be considered for next yr.

Jeanine Johnson, Chief Human Resources Officer: CMCSS does not have a registrar job title therefore assume any administrative assistant's assigned to the counseling area. You need to speak to your principals they can request this as part of annual budget process for consideration.

Dr. Sean Impeartrice, Chief Academic Officer: We have a level principals meeting on Wednesday and I will ask them some of your questions.

Why do attendance admin assistance return to work with admin assistance but do nothing to help with registrations. I'm curious to know what their duties are for the first 2-3 weeks we come back to work.

Jeanine Johnson, Chief Human Resources Officer: Please communicate concern with principal.

Dr. Sean Impeartrice, Chief Academic Officer: As a principal if you don't have kids assigned to classes it is very disruptive so whatever it took to get kids assigned to classes we did it. It didn't matter what was in your job title that was best practices. If there are certain instances out there where there are individual circumstances let me know and I can look into it. My time as a principal

I didn't want those kids in a cafeteria or library, I want them in classes as soon as possible. It is on their job description "Supports attendance administrative assistant when required."

With the low substitute fill rate and the high rate of teacher absences, why can't teachers be paid for covering classes during their planning? If we would get a sub for all those absences, we would pay a sub. Teacher morale is already low and it is tiring trying to ask teachers over and over to cover someone else's class.

Jeanine Johnson, Chief Human Resources Officer: We have started a pilot program.

When are we getting calendars???

Anthony Johnson, Chief Communications Officer: A majority of the schools calendars have been delivered. This year issue with courier delivery for a few schools. If you are at a school that didn't receive your box email me, anthony.johnson@cmcss.net, we will get that box to you. Next year we will have a better process and label each box. Any student enrolled by August 1st their parents would have received one in the mail. Calendar is available on-line.

How is the pilot program for scanning students on and off the buses working out? Do we have a projected roll out date for the rest of the schools?

Norm Brumblay, Chief Operations Officer: The pilot at the West Creek complex and Cumberland Heights is going well. We are working on the policy and procedures that we will need when we roll it out to the district and projected rollout date is next year. We are also beginning a pilot for a bus notification app for parents and this will be implemented at Northeast and Montgomery Central complexes. Hopefully the next two years will change the way we communicate with parents.

Anthony Johnson, Chief Communications Officer: The company that prints the RIFD cards are behind on getting cards out. Was told they should be in the next week or so. The other app that Norm was talking about is called Stop Finders and will let parents know when a bus is arriving at their home and when the bus has left the school. We are piloting it at two different complexes, Montgomery Central and Northeast. We wanted to test out different geographical regions and connectivity. The goal with that is if everything works well with the pilot we hope to rollout next semester.

Our Pepsi Machine is never filled, it takes your money. It's never serviced. We have asked several people about the machine, tried calling Pepsi only to get an answering machine. No one has ever called back. The machine has been empty since the beginning of the school. Question is why do we still have them in our schools. Can we go back to Coca-Cola at least they are local? If not can we get our own vending machine in and start purchasing our own drinks for the school, maybe to raise money for other needs in the building?

Norm Brumblay, Chief Operations Officer: We are locked into a contract with Pepsi for our soft drink distribution. We are aware of difficulties with that company. Both the food service department and business affairs purchasing department have been engaged with the contractor to notify them of their poor performance and working to resolve issues. As a result of this question we will be providing a local number since the 1-800 number on the machines is not responsive.

Dr. Sean Impeartrice, Chief Academic Officer: There are two different ways the district handles vending contracts either through the principal or district. This contract is handled through the district, so money that is generated is spread throughout ISA accounts.

If a parent has an issue with vendors (yearbook, school pictures, etc.) who do we direct them to?

Anthony Johnson, Chief Communications Officer: Lori Bryant or Elizabeth Kirby with purchasing for district contract issues. For yearbooks we don't have a district contract and if you have concerns with a company your school can choose to use another at the local level.

It is my understanding that substitutes are marked inactive in the sub system if they do not work 10 days a month, and cannot be reactivated until the next school year. With the shortage that we have on substitutes, would it be possible to revisit this policy as it appears to be outdated?

Erica Christmas, Classified Employees and Substitutes Coordinator: Subs are required to work 4 times a month this can either be a full day or half day absence to count towards their 4. We have found that this helps keep our subs more engaged and working more often to have this policy. It is a very effective requirement given our numbers are so low. If we did not have this requirement in place our fill rates would be even lower than what they are right now. The other side of it almost doesn't make sense why would you terminate a substitute for not meeting the requirements to remain with us when we have such a low substitute pool. It really is about substitute engagement. We rarely just go you didn't work your 4 times you are terminated from the program. What we do is send a reminder that policy is 4 assignments and we note that you only worked one day last month and give them some options to move forward with the program. Usually we give them a secondary probationary period and they have to work even more assignments to get through that. Or give them any sort of advice, if they come back with like health issues we offer them a temporary break in service and when they are well they can come back. If anyone has any feedback on any sub policy please contact me, Erica.Christmas@cmcss.net.

Is it true that the permanent sub positions are going away? How are we supposed to get all the unfilled positions covered? Even with the permanent sub, there are still so many unfilled absences each day.

Erica Christmas, Classified Employees and Substitutes Coordinator: The funding for permanent substitutes will end at the end of this school year. We will be making a recommendation to keep our permanent substitutes and asking for budget approval in the general budget. At this time, we do not know if we will be able to keep all or some of them. But, we know what a treasure they are in each school.

Why can't classified staff apply for other classified positions as an external candidate if it is within their 6-month probation period if the job is a promotion rather than a lateral transfer?

Jeanine Johnson, Chief Human Resources Officer: We have a 6-month review period in place for several reasons. One to allow continuity at specific work location and allows the principal/supervisor to review job performance. Principal/Supervisors have option to transfer employee within building/work location within the 6 month review period. After that period you are eligible to apply for a transfer and guaranteed an interview if you meet the criteria.

The pay scale for certified and classified staff are on the website, but not Administrators, or management. When will that be available?

Jeanine Johnson, Chief Human Resources Officer: We do not post the administrator salary schedule on the website but we do post salary for each position on the job posting. If you have a position that you would like to know the salary for please email Jeanine.johnson@cmcss.net.

If a student has bruises, scratches, etc. on their body from a sibling, is that treated the same as if from a parent and so falls into the DCS area? If not a DCS issue due to the sibling on sibling aspect, how often and how severe must it be before DCS is notified?

Jeanine Johnson, Chief Human Resources Officer: Please talk to a school administrator or counselor at your school. We have DCS training every year and policy [INS-A085](#). It is very important that you report if you have a concern and if you question talk to your counselor or school administrator. Each school does have a DCS Coordinator.

Regular classified staff can complete their Suicide Training on the Staff Development day but they pull all of the SPED and PreK classified into meetings/training on that day, why can't we get time to complete that during work hours instead of on our own time? We aren't given enough time at the beginning of the year to get done with all of the requirements, can we look at improving on this please?

Jeanine Johnson, Chief Human Resources Officer: If a classified employee completes training that is mandated by the school system they need to be compensated or on the clock. If you did training while at home or came in early to use a laptop at school but didn't clock-in email me, Jeanine.Johnson@cmcss.net, because we need to verify and ensure you were compensated correctly.

What is the correct way to submit for time off do we ask our supervisor ie. principle and put it on the schedule or do we ask permission from the book keeper and does she decide how or where the time is taken off ie. comp, personal, sick?

Jeanine Johnson, Chief Human Resources Officer: Supervisors are responsible for approving leave requests. At most schools the accounting tech is involved in that process and reviewing with the principal. If you have concerns that need to be addressed by HR please reach out to Patti.Koloski@cmcss.net.

Why aren't classified employees eligible for the 5 years of military pay step credit similar to certified employees? Is our service not valued the same? Is our employment not valued the same? That was quite the shock when I switched from certified to classified. It appears to me that advertising the potential 5 years pay credit would be a great recruiting tool for all the open classified positions, especially in our military city.

Jeanine Johnson, Chief Human Resources Officer: TN law requires that teachers who have 5 or more years of military service are granted 5 years of credit towards the teacher salary schedule. This law is applicable to teachers only.

Please inquire about a crosswalk bridge for the students at Norman Smith that need to cross the 41A Bypass.

Norm Brumblay, Chief Operations Officer: Operations staff looked at the parent responsibility zone for Norman Smith Elementary and we found that it doesn't extend across 41A. So all of the students south of the bypass are serviced by school buses. We would need more data before requesting the City to invest millions of dollars in a pedestrian bridge when we don't have any pedestrians registered for that school.

Since there is funding for new bus drivers, can't they hire someone to strictly answer the phone in Transportation?

Norm Brumblay, Chief Operations Officer: Staffing continues to be the main focus for transportation. CMCSS currently has 233 bus drivers covering 370 routes, so we are at 63% employment providing 100% coverage. Due to the critical bus driver shortage if we hire anyone in transportation they have to have a CDL; even our phone answering office staff drive buses. So

instead of them answering phones we have them driving students which is a better service for the students. The District is working on different technologies to have better communication with stakeholders. Until we have full bus driver employment we are going to be struggling with phones because our priority is on driving students. Good news is this week we have 17 candidates in training, 56 applications processing, 10 candidates in the interview process and this week 6 new drivers. It is an exponential effect with late buses when bus drivers call out and we do our best to cover those routes.

Anthony Johnson, Chief Communications Officer: With talking with Ron Gardner, we don't technically need 370 bus drivers since many run more than one route about 330 bus drivers are needed.

Why are we not in partnership with Fort Campbell? There is usually at least 1 soldier that has a CDL. Some will drive Blue Bird buses.

Norm Brumblay, Chief Operations Officer: I was one of those soldiers with a CDL, but it doesn't translate to driving a school bus. They don't have the endorsements to drive buses with students.

Anthony Johnson, Chief Communications Officer: That has been looked into. If the military would allow us to have those soldiers for 7 weeks not doing military duty to complete the TN State training we could make this work. At this time we are in constant contact with Fort Campbell with the Garrison Commander and Chief of Staff. To answer the question it would demolish their ability to do their job if we had to pull them out of the jobs they have to do for 7 weeks to complete the TN training.

What is the minium age for bus drivers?

Norm Brumblay, Chief Operations Officer: 25 years old

In the past maintenance employees were asked to go through the front office so they were acknowledged by the staff, now we are noticing that they are just entering from anywhere there is a swipe access. Is this the new Norm? I had a teacher that got worried the other day when this random guy she had never seen before walked into the back door. Turns out he was maintenance, but we almost called a lock down.

Norm Brumblay, Chief Operations Officer: If in doubt ask for identification. All maintenance staff will be in official CMCSS uniforms and their CMCSS ID badge. School's office staff will always be told where maintenance staff is in the building. Not uncommon for them to check-in then use a door closer to their vehicle and area of maintenance to easily access their tools and equipment. If in doubt ask.

The school buses cannot have an electronic gps map in front of them with bus stops listed, but they can have a written list of stops?? Why can't they have the gps behind them a bit with the sound on so they can at least listen to the stops?

Norm Brumblay, Chief Operations Officer: State law does not allow bus drivers to utilize electronic devices. CMCSS has been investigating with the state the use of passive electronics for audio use only. We have not received legal approval to do so. Hoping this will be amended sometime in the future.

Is there anyway the school can get access to the driver route sheets for the buses? We always have sub buses and sub drivers at our location. If it's a last minute route/driver change they do not come with a route sheet in hand. The ladies on the phones at transportation are already swamped with calls and don't always answer or get those routes to us quick enough for the driver to leave as soon as they get loaded. If we could get access we could print/copy and have that route sheet ready when they arrive and not tie up the phone lines calling to request the route sheet.

Norm Brumblay, Chief Operations Officer: In the past route sheets were faxed. Now they are emailed to assigned office staff and we are currently exploring other ways.

How would Ringgold go about getting extra parking? Other than the area by our 5th grade park. It's very hard for some of our employees to find it in the mornings.

Norm Brumblay, Chief Operations Officer: Operations assesses facility needs on an annual basis and our capital needs and inventory does include new parking lot construction for Ringgold Elementary to be constructed sometime in the next 5 years. This timeline is heavily dependent on capital funding, which for the last 5 years 2 of those years has been \$0.

How can we get the high ceilings in the gym cleaned?

Norm Brumblay, Chief Operations Officer: Falls under school work orders. Get with lead custodians to make request. This type of work requires us to bring a lift into the gym. Usually that type of work is schedule for out of calendar days due to the mess.

What is the CMCSS policy regarding covering the glass in classroom/office doors?

Norm Brumblay, Chief Operations Officer: There is no policy regarding covering doors across the district. Exterior doors has various coverings. Interior door coverings must be removable at the principal's discretion. All window coverings must meet fire coded, must have a fireproof tag on them or have a bottle of fireproofing spray in the room. Additional information in your schools lock down safety flip charts.

Students are not allowed to use Door Dash during school hours, however, after school hours when they are staying after school for an activity they can. Is this not more of a safety issue being that there are less adults and no SROs on campus?

Dr. Sean Impeartrice, Chief Academic Officer: Students are not allowed to use during the day. Sponsors and students may order when staying for club or organizations after school.

Why are classified employees not receiving the weekly email that shows when we clock in/clock out? Why do we no longer receive the "Kronos Time Detail, Classified" email weekly on Sunday? It was helpful to check our hours.

David Holman, Chief Technology Officer: Due to a server upgrade, we had to move and reconfigure a number of existing applications to a new device. One of these was the Crystal Reports site, which contained the code to send these weekly reports. There has been some implementation issues regarding scheduled reports, but we agree that these reports are valuable to our staff and are working to get these automated again.

With the increase in COVID, why are some staff still having to use their finger imprint on the time clock?

David Holman, Chief Technology Officer: The intent of the clocks is to have each employee punch in their number or slide their badge (for identification), then confirm their identity with the biometric scan (verification). This helps ensure the accuracy of the punches and prevents someone being accidentally clocked in or out when employee numbers are mistyped.

Why is it that some Classified Support staffs do not have to place a finger on the KRONOS Clock for a fingerprint check? There is a big inconsistency here.

David Holman, Chief Technology Officer: The biometric enrollment is the responsibility of the school locations. We will send a list to each location listing their employees who are not enrolled in the biometric function so that they can resolve the inconsistency. Time clocks without a biometric function are being replaced.

Is there a limit how many times a student can be signed out early?

Dr. Angela Huff, Chief of Staff: There is no limit to how many times a student can be signed out early. Many front office staff will conference with parents if students are being consistently pulled out early so that a truancy issue doesn't occur. Per [the State's Student Membership and Attendance Procedures Manual](#), particularly Section IA: #6

“Students in grades pre-K-12 shall be present at least 50 percent of the scheduled school day in order to be counted present. In determining 50 percent of the scheduled school day, the beginning of the general instructional day must be used. Neither the arrival time of school buses, departure time of school buses, nor breakfast program, shall be considered part of the instructional day.”

Students must attend for 3 hours and 31 minutes to be counted present in CMCSS.

Was the new COVID policy communicated to parents as to what type of documentation is needed to excuse or exclude a student's attendance?

Anthony Johnson, Chief Communications Officer: I'll defer to Safety and Health if there is anything more specific, but the message to all stakeholders on Friday, August 26 stated:

Please note on the [Return-to-School/Work Flowchart](#) that at-home tests are not accepted for COVID-excused absences for students or COVID leave for employees. Families that choose to use an at-home test without healthcare provider documentation will be required to use parent notes for absences.

Is there a way that Raptor can start printing who dismissed a student on the student report? Since it prints on the label is there a way to pull it onto the report?

David Holman, Chief Technology Officer: Yes. This Tech Help article explains how to add the Guardian Name column (or any other columns) to the table.
<https://techdocs.cmcss.net/display/DOC/Working+with+Reports>

Why is Raptor not working like it is supposed to? Is there an update for Raptor that can be run so it will function better? Even when parents are properly connected to their student, most of the time it does not allow them to use self-serve and Raptor screen shows 'your request cannot be completed.', especially when checking out students.

David Holman, Chief Technology Officer: This is a known issue which has been brought up in previous Classified Rep meetings. The Raptor system is just not very good at the “Parent signs out student” function right now, and it hasn’t been for the last year or more. I have provided lots of examples and data to Raptor to investigate the problem, but I don’t foresee a solution in the near future. I will continue to work with them, but for now you should expect that around half of “Parent signs out student” interactions are going to require the front desk person to handle the transaction; the kiosk isn’t going to get it done.

Can we please get the dates for progress reports and end of nine weeks? They are not on the parent calendar.

Anthony Johnson, Chief Communications Officer: Dates are on the district calendar. It is not on printed calendars because dates can change because of inclement weather days.

Dr. Sean Impeartrice, Chief Academic Officer:

2022-2023 CMCSS Nine Weeks Dates								
	Progress Reports	Alt School & BASE Grades Due	Grades Due By	End of the Nine Weeks	Grades Stored By For Registrars*	Report Cards	Gradebook Errors	Gradebooks Locked
1st Nine Weeks	September 7	October 18	October 19	October 7	October 20	October 26	October 24-25	October 26
2nd Nine Weeks	November 16	January 3	January 4	December 16	January 5	January 11	January 9-10	January 11
3rd Nine Weeks	February 1	March 14	March 15	March 3	March 16	March 22	March 20-21	March 22
4th Nine Weeks	April 12	May 19	May 24	May 24	May 24	May 24	May 22-25	May 26

Gradebooks can be locked prior to the lock date at the school's request when gradebook error corrections are completed.
 *Grades are due prior to the Grades Stored By date to provide time for the registrars to complete vital end of the term tasks.

Can we add a BIG POP UP BOX for parents who registers there students online know that they are not done with registration until all documents have been turned in the their zoned school. As registrars we have to contact parents advising them to come in when they think they are done or kids show up thinking they have been enrolled and they haven't turned in any documents.

Dr. Angela Huff, Chief of Staff: Thank you for this idea. In working with technology staff, at the end of the online enrollment process the following message will be displayed on the computer screen: By selecting my name in the box below, I am electronically signing this document and certifying that all information entered on this form is accurate and correct to the best of my knowledge. I also acknowledge that I must contact the school or Enrollment Center to complete the registration process.

More so of a suggestion than question. I think during the summer admin assistance (registrar) should be able to work at the enrollment center or during summer school time at their home school and complete registrations. This year we had over 100 kids enroll and it’s a lot for just one person to do all registrations, plus request records and make sure schedules are done etc.

Dr. Angela Huff, Chief of Staff: If I am understanding this question correctly, the Enrollment Center has very high numbers of new parents that pre-enroll during the summer months. I do not think we would have space for additional registrars working at the Enrollment Center. Below are summer numbers as of July 19, 2022.

ENROLLMENT CENTER

Number of Visitors to the Enrollment Center (since May 1, 2022): 979

Reason for Visit:

Enrollment: 529
 Student Services: 231
 Records/Transcripts: 219

Visitors by Day:

Monday 229
 Tuesday 193
 Wednesday 204
 Thursday 201
 Friday 152

ONLINE ENROLLMENT (OVERALL) *

* These are students who have completed the pre-enrollment online and are ready to import when staff returns in late July

Online Enrollments (pending for the 2022-23 School Year): 4,884*

Military Connected Families: 1,603 (32.8%) *

By School:

Rossview Elementary: 222
 West Creek Elementary: 194
 Pisgah Elementary: 177
 Barkers Mill Elementary: 164
 Oakland Elementary: 164
 Glenellen Elementary: 160

By Grade:

Pre-K: 519	6th: 336
K: 1,218	7th: 229
1st: 407	8th: 231
2nd: 335	9th: 253
3rd: 333	10th: 195
4th: 306	11th: 157
5th: 277	12th: 88

Anthony Johnson, Chief Communications Officer: Before we had the enrollment center we had 3-day paid stipends for employees to work at their schools on registrations. That was paid through a grant fund that we no longer have, also since we have the enrollment center we moved away from that.

Jeanine Johnson, Chief Human Resources Officer: This is also something that you would need to have a conversation with your principal since it will have a budget impact.

I have a question about Kronos, I have several employees that still are not in and told by payroll we still don't have enough licenses to add them to Kronos yet. Do we know what the timeframe for that is yet?

David Holman, Chief Technology Officer: That is correct and business affairs was negotiating additional new devices along with the licenses. They ran out of licenses first before they finished that negotiation. Kronos as of yesterday gave us 150 licenses as temporary licenses.

Who do we notify if we have someone in Kronos that has left the school district?

Jeanine Johnson, Chief Human Resources Officer: Email me at Jeanine.johnson@cmcss.net.

In the previous newsletter the question about equal pay for after school duty (late busses, etc) was addressed. The answer given stated all the reasons why certified employees get the higher amount of \$30 per hour, but it did not address why classified only receive \$20 per hour and don't qualify for equal pay. Isn't our time outside of normal hours equally as useful? If you want all these extra positions filled then it would be nice if classified employees were looked upon as equal employees. This is terrible for morale and many of us refuse to do the extra work because we aren't paid equally for the same work. A salaried worker receives a set compensation for hours worked, regardless of total hours. With that said, the amount paid for doing the same task, should be the same amount. The meet in the middle should be \$25.00 an hour.

Chris Reneau, Chief Financial Officer: Classified compensation was determined to \$20 because after 40 hours, the rate would become \$30 based on time and ½. Additionally, teachers are salaried and not eligible for overtime. Prior to bus duty, teachers have already fulfilled their obligated schedule.

Since some of the schools did not receive any Fee waiver funds this year as well as a few other funds being lowered based on our current balances, where is that leftover money being reallocated to?

Chris Reneau, Chief Financial Officer: The additional funds are being used to support other district activities such as SPED programs and Staff, Social and emotional initiatives, and to prepare for other priorities in the district that have or will arise.

Why did we only get 70% of our Inst S/M in lieu of fee money up front instead of the usual 100%? How are those amounts determined?

Chris Reneau, Chief Financial Officer:
There are two reasons. The first reason is to align the distribution schedule to the additional payments made to schools in the second semester. The second reason is to drive continued fiscal responsibility around expenses and budgeting for the whole year as some schools were fully expending their Inst S/M earlier in the year and did not have funds to support items later in the school year. This is to ensure funds are available.

How much money will be given to teachers for BEP this year? Since the state website says BEP is for TN K-12 schools, will we be handing it out to PreK teachers as well?

Chris Reneau, Chief Financial Officer: Tennessee state law states that teachers receive \$200 for FY2023. Pre-K teachers will be include in the BEP payment to teachers.

We all consider our jobs to be important and we all deserve to have livable wages for the economy that we live in no matter what position we have. Not everyone wants to be a teacher, bookkeeper, or counselor, etc. Are federal funds available for wage increases or can other things be shifted to federal funds in order to give classified people better yearly pay increases?

Chris Reneau, Chief Financial Officer: Federal funds are funds to be spent on specific items such as books, positions to support federal programs. So, no federal funds can only be used on specific items identified by the federal government. We have and continue to evaluate our financial resources to identify opportunities to increase our team member's compensation. We have procured an outside firm to evaluate our compensation for all of our classified staff as we speak.

I still have 2 employees that have not been added to my KRONOS, the minutes from the last meeting stated that this issue had been taken care of. Are we near to catching up on this?

Chris Reneau, Chief Financial Officer: Could someone reach out to me specifically so I can look into these 2 individuals? I am not aware of any individuals that do not have Kronos access and would like to look into this personally.

Why doesn't the Kronos summary match up with the pay periods on the employee calendar?

Chris Reneau, Chief Financial Officer: Could I request additional information? I am not clear on the disparity.

Question of the Month

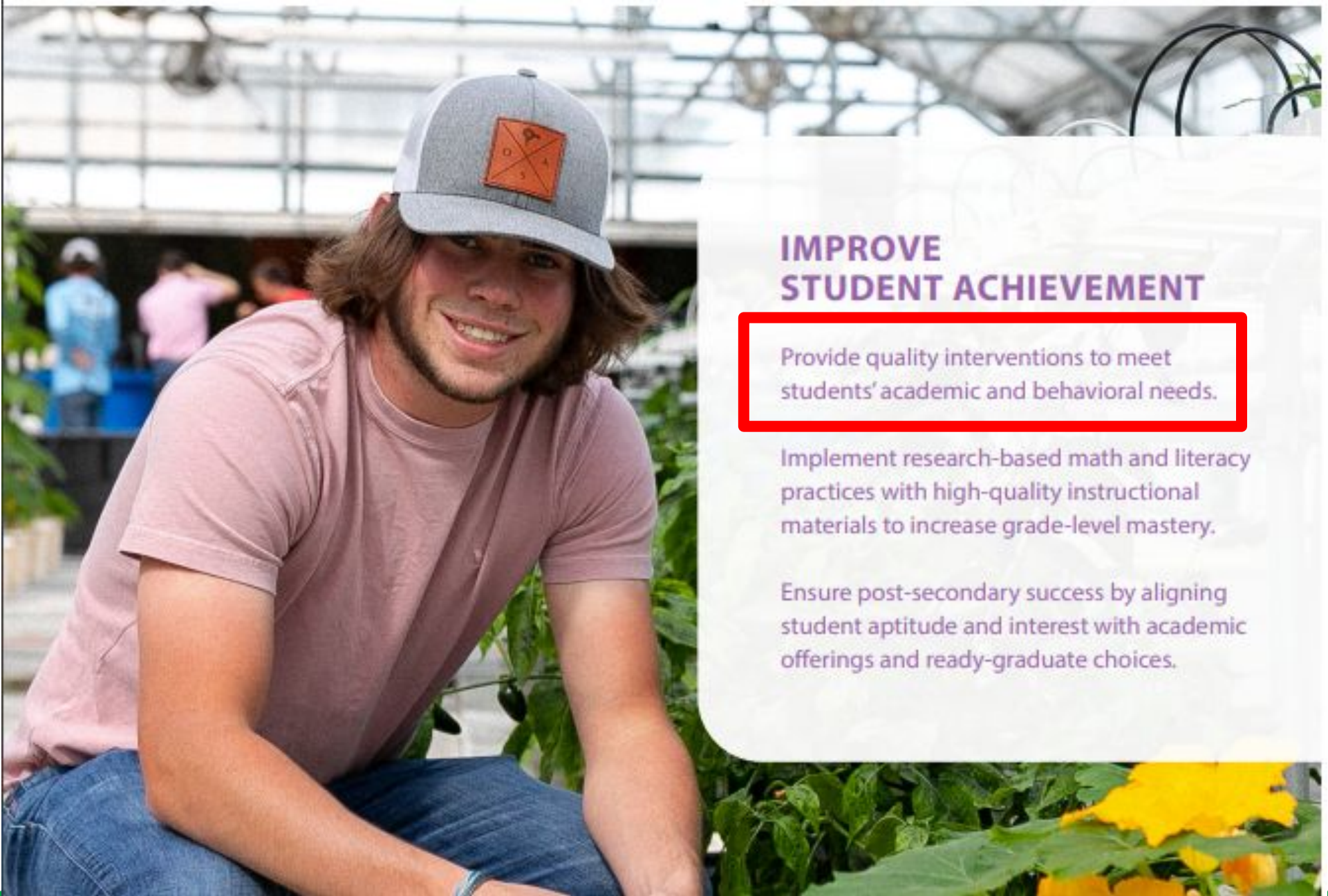
What are some areas where CMCSS could provide more intervention to students to support their success?

- Please consider ELL students at the middle school level. Long-term ELs may benefit from RTI, but the schedule makes it difficult, if not impossible, to schedule them in RTI. Could there be a clear, school-wide, implementation of a schedule or plan that will allow EL students to participate in RTI?
- Teachers/staff could use more training on being trauma-informed. In addition, the curriculum utilized by CMCSS moves too fast and does not allow students enough time to truly absorb the material.
- Not push so much curriculum, it can be FUN too! Kids will enjoy school so much more if it wasn't always so serious. In result of that we would have less absences and better grades because they will actually be trying and not worn out.
- Give their parents proper parenting classes. No matter what we do with them at school, if the parent isn't on board and supports the CMCSS this will never matter. We can't provide basic support because all we do all day is negotiate with children to behave and teachers and admin can't do their actual jobs.
- Bring back im and pm
Purposely introduce practicing Addition and Subtraction WHENEVER possible / DAILY (all classes)
- Built in breaks in the schedule. Less instruction time per day and give them like a 5 minute brain break.
- Help our non-English speaking parents to grasp the intricacies of the US school system, from registration to graduation requirements, good working phone numbers, etc. And we must be ready to address parents who do not speak Spanish. If we help the parent, then student success should follow too.
- Teachers are rushing through a subject to keep up. It might help if the subject was covered more in class. My grandson is in the 3rd grade at MCES and has 1.5 hours of homework most days. That is just WRONG! Had a test on the second day of school. Content could not have been covered. They work ALL day long at school. They should not have to spend the whole night working on school work.
- Tutoring for students who need the extra help
- Can a school be allowed to have an emotional support dog in the building every day to be available for students who are struggling with behavior, grief, etc? What is the protocol to make this happen? For WCES, for example, the dog could remain in the owner's office with a gate at the door. I have read articles from various schools around the country where they have "School Dog" and how extremely beneficial and helpful it has been to students and school employees.
- Mental Health Supports are not sufficient.
- With the younger students it would help if behavior needs could be identified sooner.
- Getting more involvement from Parents
- Teaching students accountability and taking ownership of their work, not relying on others to get their work done.
- We have too many children with behavior and emotional problems that are disrupting our students learning and parents not willing to help how can we get help?
- I believe that CMCSS is doing everything within its power to meet students where they are to support their success. Families need to meet us halfway and become an active role in their student's education. Engaging families in learning is the only way to extend instructional time/intervention. It's not enough to keep adding hours to the day for intervention.
- I'm still learning all things that we offer
- At the middle school level, ensure ELL students have RTI available to them. To achieve this district wide, expectations need to be the same in every building.
- The violence continues to escalate in the students, why are we so lacked in discipline?



Goal 1 Board Report

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM



IMPROVE STUDENT ACHIEVEMENT

Provide quality interventions to meet students' academic and behavioral needs.

Implement research-based math and literacy practices with high-quality instructional materials to increase grade-level mastery.

Ensure post-secondary success by aligning student aptitude and interest with academic offerings and ready-graduate choices.

**Provide quality interventions
to meet students'
academic and behavioral needs**

Response to Instruction and Intervention (RTI2)

Tier III

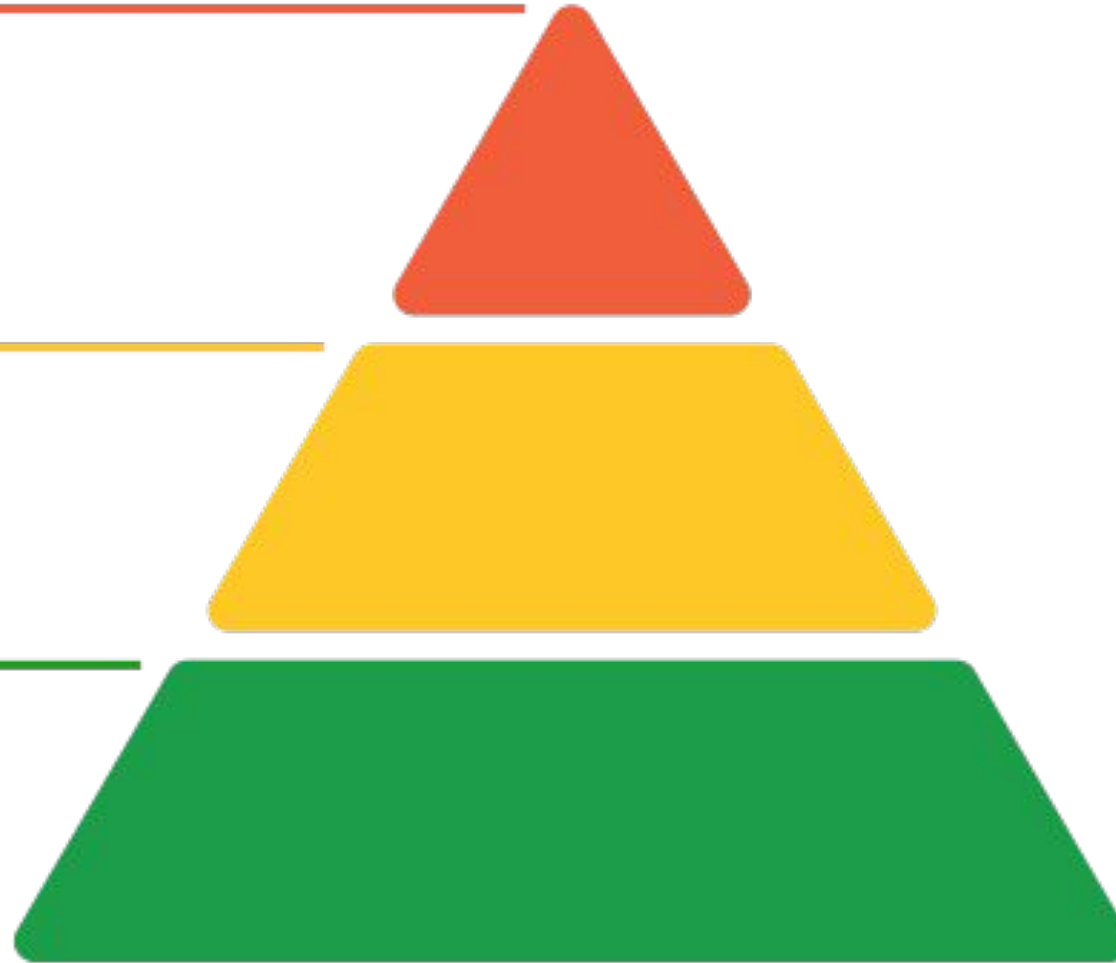
Individualized intensive interventions

Tier II

Targeted small group interventions for at-risk students

Tier I

Whole class research-based core instruction



Response to Instruction and Intervention (RTI2)

Tier III

Individualized intensive interventions

3-5% of students

Tier II

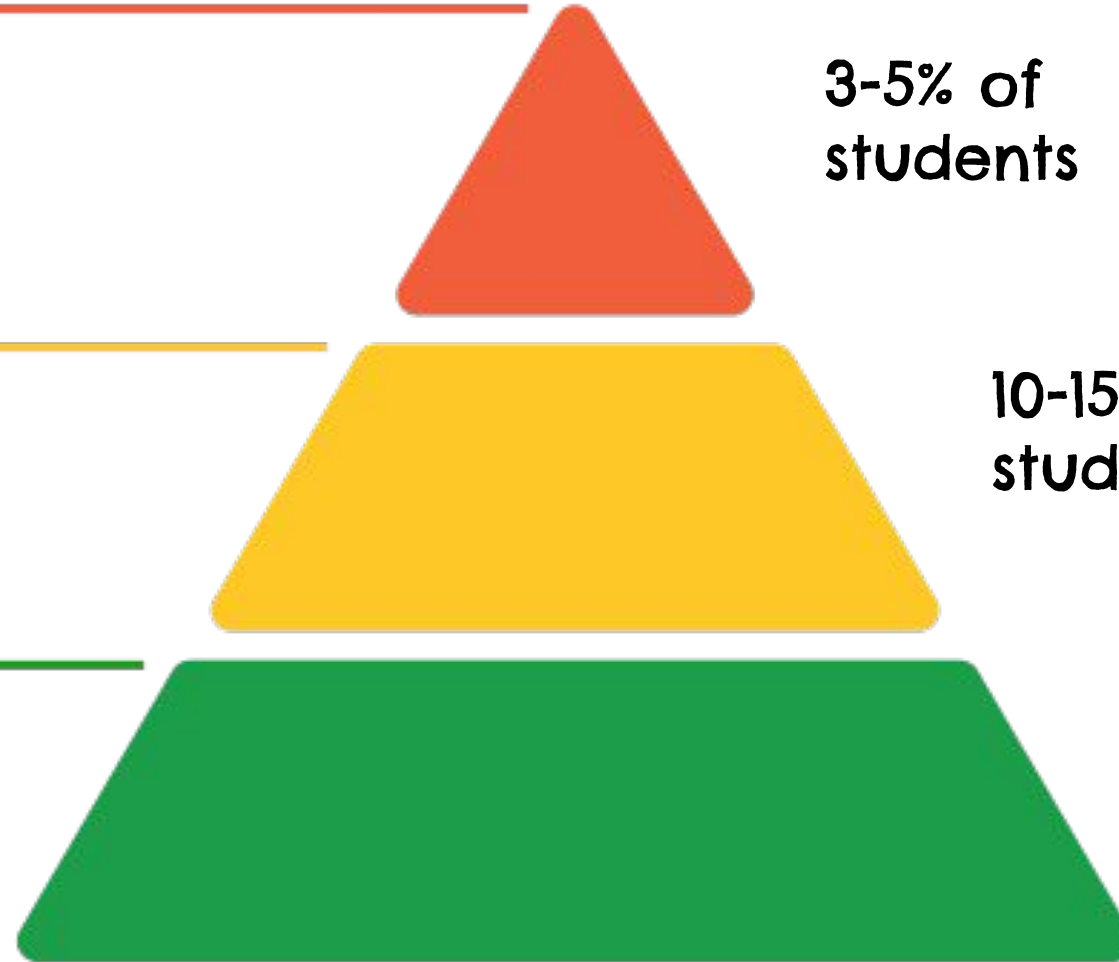
Targeted small group interventions for at-risk students

10-15% of students

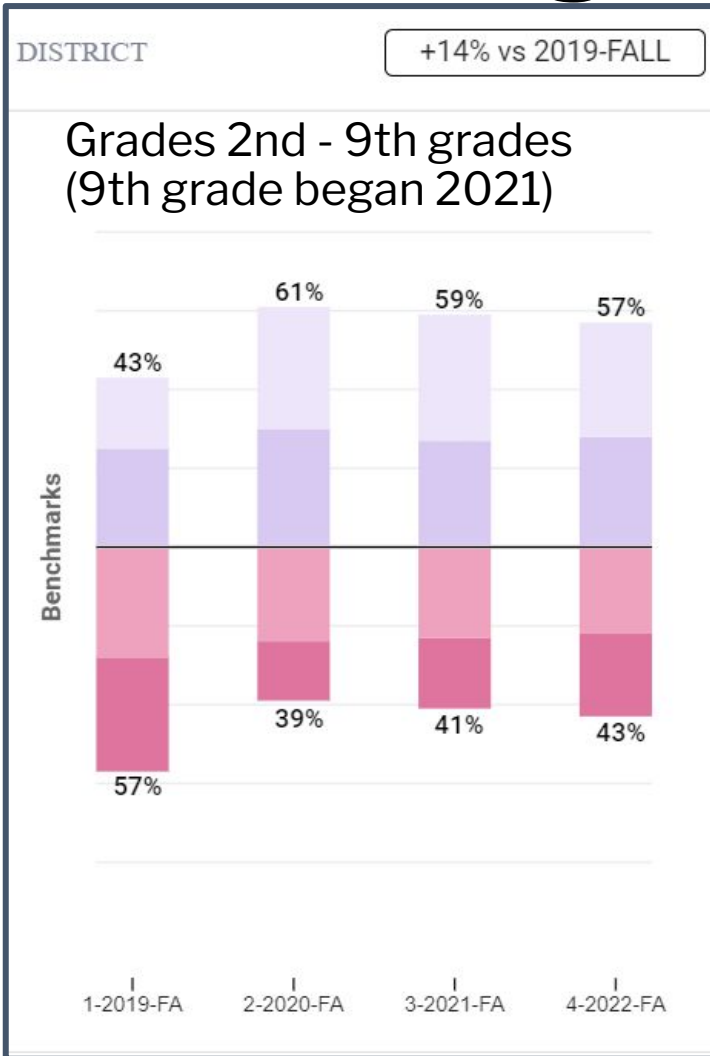
Tier I

Whole class research-based core instruction

80-85% of students

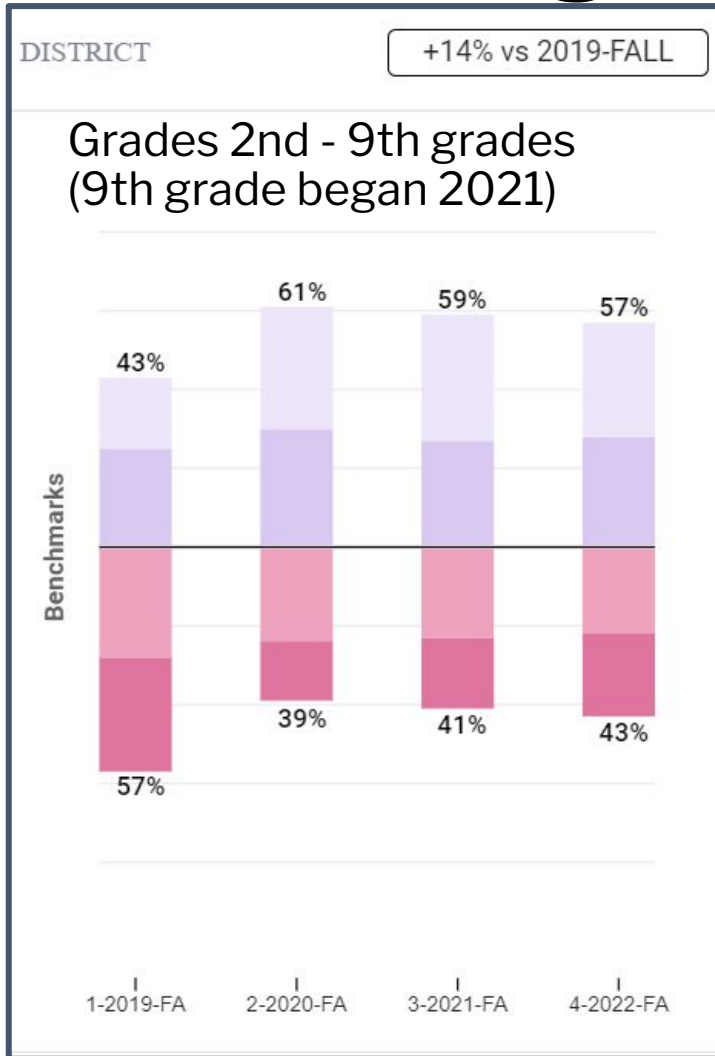


aReading



+14%
growth
Fall 2019
to
Fall 2022
in
Reading

aReading



**+14%
growth
Fall 2019
to
Fall 2022
in
Reading**

Adoption of high quality instructional materials in ELA

Implementation of strong phonics curriculum in grades K-2

Monitoring instructional practices using the Tennessee Instructional Practice Guide

Recipient of multiple literacy grants focused on improving instruction and implementing high quality instructional materials

Ongoing professional learning for leaders, academic coaches and teachers

Response to Instruction and Intervention (RTI2)

Tier III

Individualized intensive interventions

Tier II

Targeted small group interventions for at-risk students

Tier I

Whole class research-based core instruction



57% meet expectations

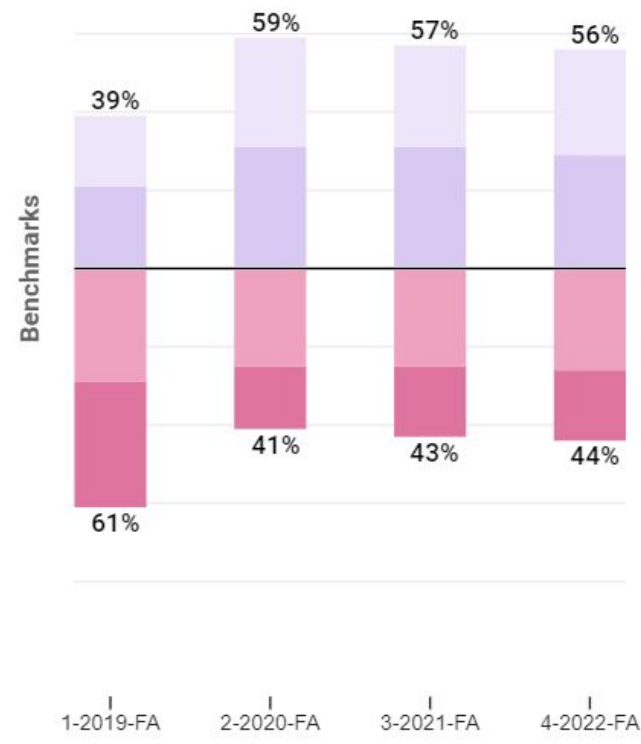
aMath

**+17%
growth
Fall 2019
to
Fall
2022
in Math**

DISTRICT

+17% vs 2019-FALL

Grades 2nd - 9th grades
(9th grade began 2021)



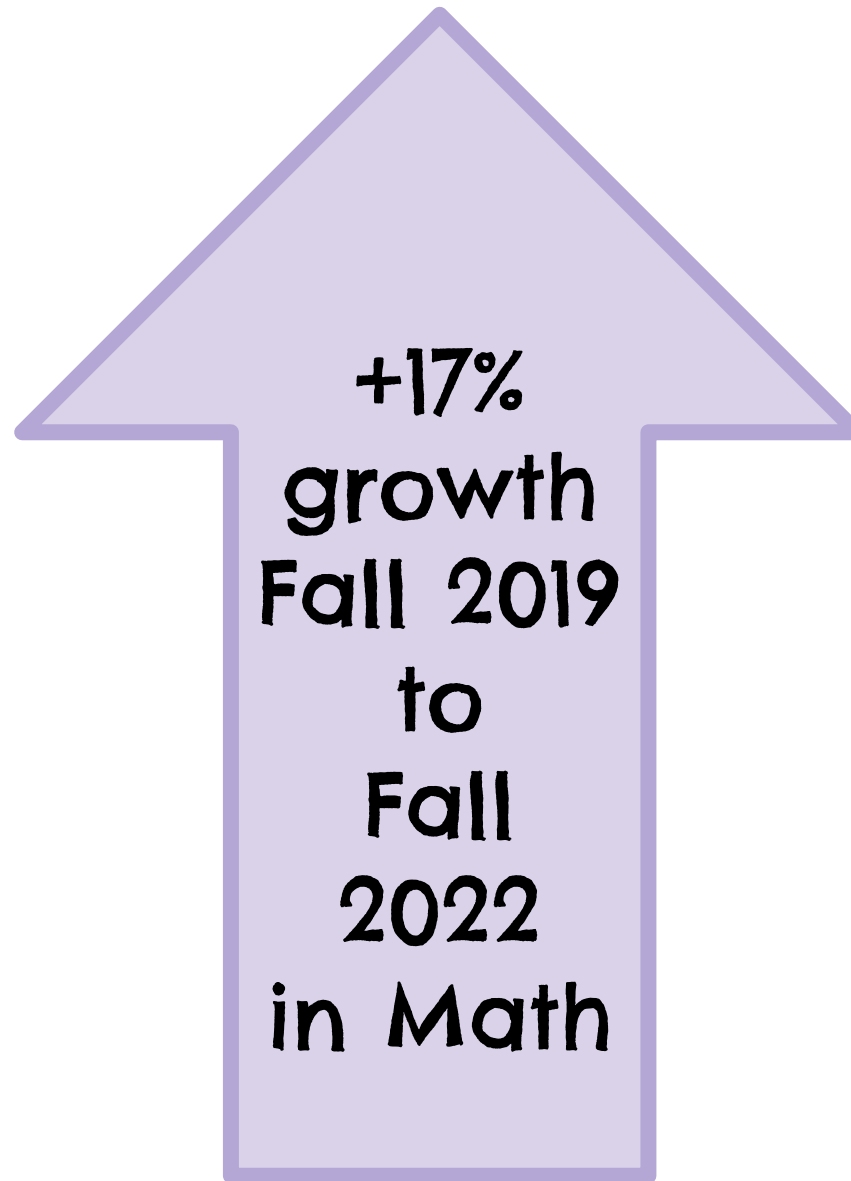
Provided additional resources to improve access to high quality instructional materials in math

Reallocated district staff to provide support to middle and elementary school math teachers

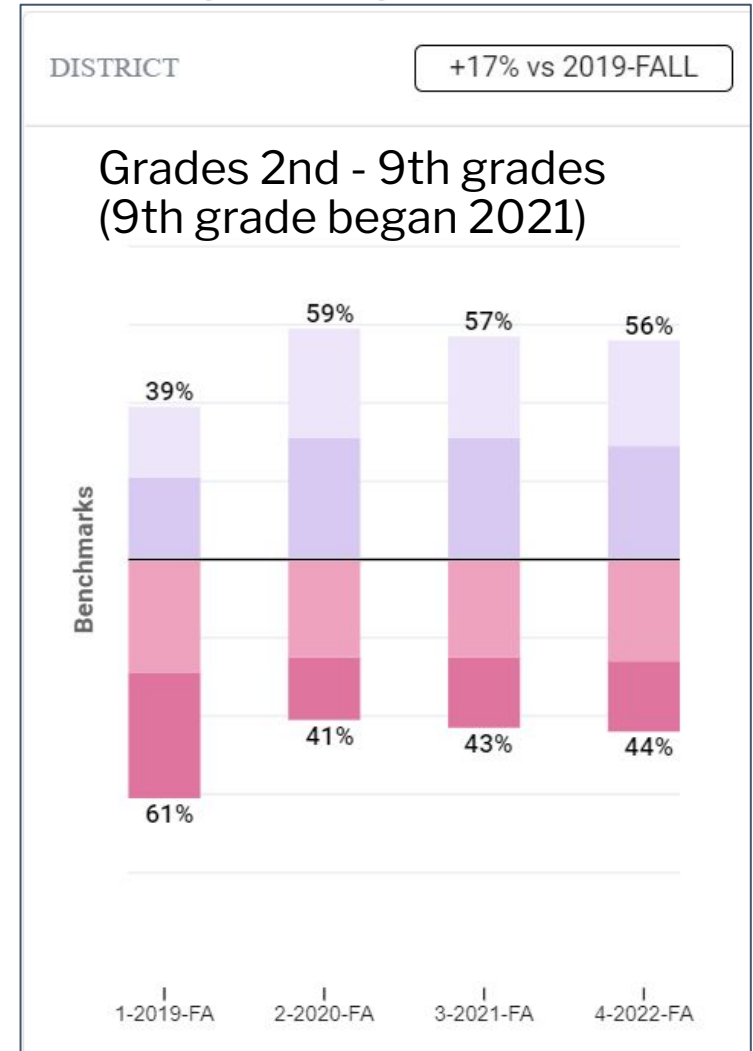
Recipient of state grant focused on implementing high quality instructional materials

Ongoing professional learning for leaders, academic coaches and teachers

Added math to our strategic work focus for this school year ahead of the state adoption of materials



aMath



Response to Instruction and Intervention (RTI2)

Tier III

Individualized intensive interventions

Tier II

Targeted small group interventions for at-risk students

Tier I

Whole class research-based core instruction



56% meet expectations

**20% reading
18% math**

**23% reading
26% math**

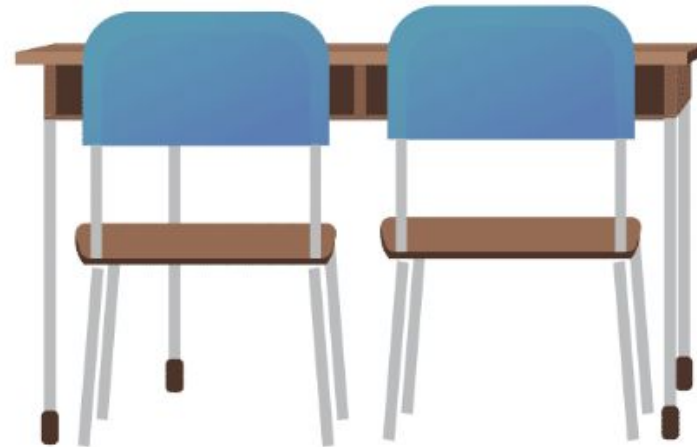
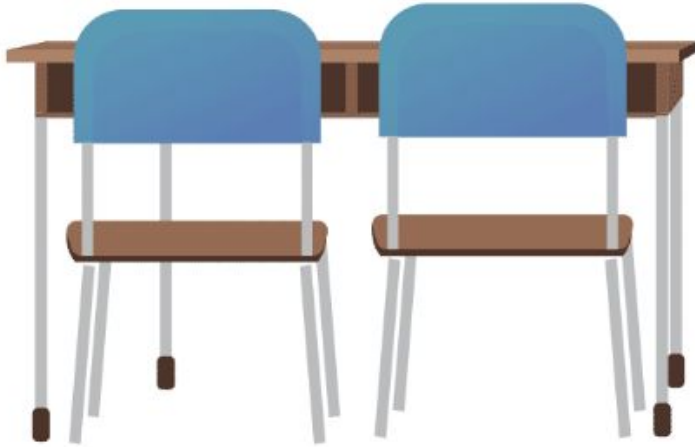
**57% reading
56% math**

**Improving, but not
there yet.**

**Provide quality interventions
to meet students'
academic and behavioral needs**

How are we responding to behavior needs?

Data	Supporting Students	Professional Learning
<p>We will analyze the first set of data after the screener is given the first week of October.</p>	<p>Added 7 social workers in response to school needs . Social Workers have already received 150 referrals this year from across the district.</p>	<p>Collaboration with Vanderbilt to train administrators and teachers in interventions and best practices to support student behavior.</p>





First Semester Focus

Meet Students' Needs

1. Communicate the urgency for intervention to be a part of Tier 1 instruction based on the needs of every student.
2. Support each teacher in accessing and using student data to plan for Tier 1 instruction and intervention.
3. Provide ongoing professional learning that will support the use of student data. (Sept. 19th, Nov. 8th)

Determine Current State

Provide Quality Intervention

1. Determine what the current state of Tier 1 intervention looks like across the district.
2. Conduct an audit of programs, training and resources available for Tier 1 intervention in ELA and math across all levels.
3. Locate and highlight best practices across all levels and determine key practices that can be replicated.

Second Semester Focus

Provide Quality Intervention

1. Use the information collected to support leaders to strengthen Tier 1 intervention in ELA and math.
2. Provide resources, models of quality intervention, and ongoing professional learning to build capacity in each building to support student needs.
3. Continue to support teachers and leaders in the use of data to plan for providing interventions.

Questions