

Classified Representative Meeting Notes March 21, 2023

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

How can the district improve the student code of conduct? What feedback do you have on proposed revisions? See page 7 for responses.

Dr. Luna-Vedder, Director of Schools: Comments

A huge thanks and appreciation to Norm Brumblay and his maintenance and operations teams for the work they completed in response to the storms. We had 22 down trees on campuses, 23 buildings that had roof damage, 9 buildings with siding damage, 7 electrical panels with damage, fire panels and HVAC systems were damaged, 12 schools lost all their food, and 1 school bus struck by a fallen tree, in addition to other damage. Thankfully, these employees were hard at work over spring break. As you know, Friday was our last inclement weather day, we have asked the state for a waiver for the day we had to close schools due to the water issue. We could not request a waiver until we had exhausted all five of our days. We have not yet heard back and hopefully we will not need the additional day. However, it would be something we could utilize, if needed, so we don't have to go to 30 minutes extra. I know we are going to be talking a lot today about budget and that is what we are focused on at this time; what can we do, looking at benefits, and market analysis with classified personnel, etc. We are really looking at the budget implications making sure to place that value on people over things as much as possible. Sometimes that is a really difficult conversation to have and the team has been really digging into that. We do have a charter school application from American Classical Academy Montgomery. We have a review team that will be making presentation to the school board at a special meeting on April 18th with a vote by the School Board on April 25th. You can provide your feedback by visiting <https://www.cmcss.net/school-board/charter-schools/>. Last evening was the kick-off for the first spring flag football for our girls. It was fun going around to some of the campuses last night and seeing this new activity for our students. If you get a chance to get out, it is something fun to watch.

Elizabeth Vincent, Director of Continuous Improvement: Code of Conduct

See pages 8-12 for PowerPoint presentation.

Chris Reneau, Chief Financial Officer: Budget Update

We started the budget process in December. My time line to have it submitted to the board is the 2nd week in April for approval. It will go to the county commission in May and voted on in the June session. With additional information coming in on TISA, we did get some additional funding. Just so you know where our priorities are with SLT, one is staffing needs. We have a new high school opening this fall and requires 112 new positions. K-12 was a federally funded program and now staffing needs have to be transitioned over to district funding. We are also creating some additional positions that we need. Then balancing the staffing needs priority with step and COLA. I am trying to work the numbers the best I can. Salaries is 84-88% of the budget. Looking at how to incorporate the market analysis into our fiscal budget. Under non-salary part of the budget we are looking at a 40% increase on textbooks including electronic books. Greenwood has additional land and space, looking at growth and expansion of the Alternative school. Looking at transportation funds, child nutrition funds and capital project funds. I am going after every dollar available both state and locally.

Jeanine Johnson, Chief Human Resources Officer: Updates

Erica Christmas, Director of Classified Employment, will be presenting on the market analysis at the April meeting. The Insurance Trust had a meeting before spring break and at this point there will not be a premium increase. This is our fourth year with no premium increase. A lot of that has to do with our employees being mindful and staying in network, using the Onsite clinic, moved to Ephany pharmacy provider, and Onsite clinic having the infusions center. The Onsite clinic renovations are complete, staff are currently working

on moving everything in. The space we are using is the county space and renovations are being paid with different grants and BCBS wellness credits. Northeast has new portables that are being prepared for a larger satellite clinic.

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

April 19th - Administrative Assistants (Administrative Assistants, Office Assistants, Accounting Techs, Business Affairs, Human Resources, etc.)

Sharing a positive story from your school/location

Montgomery Central High School: Girls softball team got the first ever championship banner. It was awesome.

Kenwood High School: Subs thank you, you are the best. We have gotten so many subs. Former student received a full ride scholarship at University of Kentucky for football. We are the only school in the district with a female softball coach.

Questions and Concerns

Governor Lee's group has been discussing refusing federal funding. When is he anticipating that to go into effect?

Dr. Jean Luna-Vedder, Director of Schools: Right now, that would be about \$1.8 billion endeavor. Tennessee is a state without income tax which has to be considered when thinking about generating the revenue that would need to be replaced if federal funding was declined. You can continue to follow that legislation; no decisions have been made. Twenty-two percent of our budget is federally funded. When you talk about federal funding you are talking about all the Title dollars, CTE, Perkins, IDEA; there is a lot there.

When scheduling for 5th grade orientation visits, can we look at a new process for next year? Currently the Middle School counselor is having to reach out to each Elementary school to schedule. The middle School bookkeeper then has to input the trip into trip planner. Then transportation has to go in and change the trip drop off/ pick up points because the bookkeeper cannot put to pick up at an alternate location. I believe it may be better if the counselors coordinate dates, and the Elementary Bookkeeper puts in the trip to their trip planner. That bookkeeper can then change the billing to the coordinating middle school so the elementary school is not charged.

Dr. Sean Impeartrice, Chief Academic Officer: Part of the problem was that we haven't done this since 2019 because of COVID. I talked to a variety of people. The most helpful were Ashely Dale, Elementary Lead Counselor and Kim Rollins, Middle Lead Counselor. They have already been in discussion about how to refine the process for next school year based on feedback. They will collaborate with district and building level administration to determine dates for next year and provide the dates at the beginning of the school year. It was like starting over again this year since we haven't done middle school visits since 2019. Both aim to make the process as smooth as possible, so students have a quality experience.

Also, since the elementary school can use their fee waiver to cover the field trip, and it is their students traveling, can it be discussed about the trip charges being split between the schools? Even if one school invoices the other to cover half the cost? It was told that the middle school cannot use their fee waiver for these students because they do not belong to the middle school yet. It was also said that the field trip would then need to come out of the school's GF, which can be burdensome on the school. If this can be looked at it would be appreciated. This has already been talked about with the school admin as suggested.

Chris Reneau, Chief Financial Officer: Yes, it can be looked at. There are policies and procedures on when fee waivers can be used. Also, will look into transportation as to why we are charging for that transportation. I will look more into this.

How do we help our admin understand the expectations that we were trained on in relation to what they want from us, especially when we are very short staffed across all shifts at most schools?

Jeanine Johnson, Chief Human Resources Officer: Employee need to reach out to principals/supervisor when they are having difficulties completing their tasks. The best thing is to have that conversation with your principals/supervisor to communicate your workload and expectations that you are unable to get completed. There will be times at the discretion of the principal that you have to cover other duties. That is why it is important to communicate with your Principal to ensure they are aware of other deadlines that you may have from other District level departments.

Why are high schools expected to host elementary and middle school events with no additional support with preparation and cleanup?

Dr. Sean Impeartrice, Chief Academic Officer: Not sure what elementary events being referenced. The middle school takes on the responsibility of their own events. When middle schools use high schools the following is the agreed upon process. It is a middle schools event but requires coordination with the high school because of their facilities. Middle schools are responsible for gate workers, security, administrator clock, announcer, chain and clean up. High schools are responsible for concessions. They work together to get basketball and field preparation to include paint the field, place out the markers, and everything related to court and field preparation. Dividing up the responsibilities has been discussed between the middle and high schools.

Is there a plan of action for getting supplies into our schools more quickly? Us having to ration supplies or take from lounges, classrooms, etcetera, is becoming untenable.

Norm Brumblay, Chief Operations Officer: Historically, all custodial supply orders were approved at school level causing inconstancy in ordering supplies and chemicals that are not approved or used anymore. We had some custodial budgets with zero balances as early as January. This process required better oversight and tracking of custodial accounts, so there is no rationing of supplies or taking from other areas. As of this year all orders have to be approved by the custodial department. The order is first approved at the school level, which is taking some schools a while, then it is approved at operational level. Custodial department will generally approve/disapprove orders within 48 hours. If we have someone out at the school level, operational level can reach out to purchasing to get the orders approved. It has been a queuing problem and if your order is not approved get with your locations bookkeeper to inquire the status of the order. Legitimate orders will be approved regardless of the budget. We should never be ration soap, toilet paper, paper towels and other necessary supplies/chemicals. Operations will cover the additional cost out of operational accounts. This new process will help us see where the budgets are being spent.

Can we please move Spring break a week or so later. It's normally too cold to go anywhere, even the beaches; but, most importantly, the time change--would be more beneficial to everyone in adjusting to the time change.

Dr. Sean Impeartrice, Chief Academic Officer: Can look into but we don't have a lot of options. Might be able to move it a week or two. Three-four years ago the testing window moved and we want enough time between spring break and testing for reviewing. It also has aligned with APSU's spring break, not locked into this and more of a partnership. Board does want us to have a 3 year calendar rollout. Situation will not make everyone 100% happy.

Do principals/supervisors regularly check employee's time punches? Excessive corrections to time stamps by book keeper? Is this looked at for evaluations?

Jeanine Johnson, Chief Human Resources Officer: My expectation is principals/supervisors review the punches. What the bookkeeper is sending in is under the principal's name. If someone has concerns they need to bring it up with either the payroll department if they feel punches are not being put in accurately or can bring up to human resources. Punctuality is evaluated on evaluations.

Chris Reneau, Chief Financial Officer: Yes, principals/supervisors are supposed to review everyone's timecard. I know some schools' bookkeepers are approving timecards and we are working on addressing this. Everyone's user name and password should be unique for yourself and not shared. If an employee is constantly needing to be clocked-in our out that should be addressed at an administrator level.

I am not sure why the Front office Admin. Assistant has to return on July 17th? Or why we have to stay 8 days after school ends? I can understand for training days and one week before students come back but for that position the main job is to dismiss students and answer phone calls. That first week back we organize the office and get it ready for school but all we need is one week (Sometimes only a couple of days). We are really bored for the second and third week. I personally feel like July 24th or the following week for Front office would be better because it is just a waste to be back so early, especially 3 weeks before students are back. Front office Admin. Assistant should be on the same schedule as the office Assistant.

Jeanine Johnson, Chief Human Resources Officer: At the current time we are not looking at reducing anyone's calendar. This assistant can speak to principal about cross training, helping another employee at their school or help out at another school.

Please give us more information about pay compression and when we can expect to see what the pay scales will look like for next year.

Jeanine Johnson, Chief Human Resources Officer: We are not going to have that information until the budget is approved. Erica Christmas, Director of Classified Employment, at the next meeting will be presenting on market analysis and pay compression.

Since the pay scales for all classified positions are being redone, what positions will be up for the market analysis for 2024-2025? Will these continue where they left off from last year so no one will get skipped?

Jeanine Johnson, Chief Human Resources Officer: We will start with a new schedule since all classified positions were reviewed this year.

Dr. Erica Christmas, Director of Classified Employment: No one skipped because all positions were reviewed this year.

What happened to the surveys pertaining to customer service for the different departments at Central Office?

Anthony Johnson, Chief Communications Officer: For many years, we would do the district-wide customer service employee survey that was around 60 questions and didn't have the best response rate, at about 10-15%. In 2020, Elizabeth Vincent made more condensed version with about 16-17 items. We got a better response rate. However, this year, we have the UpBeat survey that you received last semester and will receive another one in April. To not have survey fatigue and since we received over an 80% response rate to UpBeat, we are not doing the other employee survey this year. On the website, at the bottom we have a [District Feedback Form](#) where you can provide anonymous feedback. Elizabeth Vincent receives that feedback and provides that feedback

to the appropriate employee(s). Example, feedback received about Chris Reneau, Chief Financial Officer, would be provided to Dr. Luna-Vedder, Director of Schools. This year we are doing more surveys than we ever have before, between UpBeat, Special Populations survey, parent and guardian surveys, focus groups, and many others. We are always collecting feedback.

Why isn't mandatory that all attendance and registrars have their own office? They are at risk of violating FERPA being out in the open discussing confidential information.

Dr. Sean Impeartrice, Chief Academic Officer: If it is not feasible for the attendance and registrars to have their own office, they need to get with their administration to inquire about a private area they can conduct phone calls.

Outside service providers and DCS sign in each visit to their designated folder and Raptor. Lately, some of them do not put the student's name instead they just put the student's initials. Is this acceptable? If someone were to look at it we wouldn't remember who they saw.

Jeanine Johnson, Chief Human Resources Officer: They need to put the whole names to ensure we know exactly what student they are providing services to. If DCS is not putting in the full name and refusing to, please contact Ashley Dale, Elementary Lead Counselor.

Had DCS employee show up with a DCS badge but not a driver's license, only had a photo on phone. Is it acceptable to tell them they can't enter?

Jeanine Johnson, Chief Human Resources Officer: Yes, they must follow protocol. Reference [District Visitor Management System Procedure \(SAF-P011\)](#).

Is there any data to support utilizing clubs (for students) when certified staff reports that the lack of instruction time has not been beneficial for students? Do middle school have to have student clubs during the school day when that time might be better utilized for regular instruction time? Also, are there still TAG meetings and notes that are e-mailed out to teachers? Our school is not getting them.

Dr. Sean Impeartrice, Chief Academic Officer: With TAG after the first meeting we all meet together then we alternate locations. Elementary should have gotten the last TAG questions. Thursday we have a TAG for middle and high school. If you don't get a response reach out to Leigh Ann Parr, leighann.parr@cmcss.net and she can send those out.

Middle school clubs are part of the middle school concept. I know two middles schools in particular try to honor student interest and provide opportunities for clubs. This year within their schedule, we are about to get from the governor a good sized funding for middle school CTE programming that would align with the high schools. With the idea that there are many jobs out there that many kids are not aware of due to lack of exposure. Working on schedules in the middle schools that would increase the number of hours in ELA math. As we are working on that we are working on times that can be set aside for activities and clubs related to CTE as we go into this endeavor over the next three years of funding. So it is part of the middle school curriculum that a student is engaged in their ownership of what they are taking. In middle school working on the whole child and their interest, what they seek to become college or career and there is a balance.

Are clubs required?

Dr. Sean Impeartrice, Chief Academic Officer: No, clubs are not required. Next year will provide time for clubs.

Why are our addresses and employee id numbers pre -printed on the United Way forms? These used to be blank and we would fill in the information if we wanted to give.

Anthony Johnson, Chief Communications Officer: There is no push to donate. I know since 2016 the forms have been prepopulated. Around 30-40% will give and most give through payroll and it allows payroll department to have accurate information. Next year we have asked them to remove the addresses.

Since Kirkwood Middle housed Kirkwood High while being built, will Kirkwood High be housing Kirkwood Elementary?

Dr. Jean Luna-Vedder, Director of Schools: The elementary original opening date was 2025, we do have the designs and approval to have an opening date of 2024. With the high school, that situation was unique and that principal was hired a full year before. That likely won't be the case with the elementary school.

Dr. Sean Impeartrice, Chief Academic Officer: The principal was hired at the beginning of the school year for the high school and we work with both the middle and high level directors to ensure she had a space over there. It allowed her the chance to get to know the students especially the 8th graders. With the elementary it would make sense but we haven't made that decision.

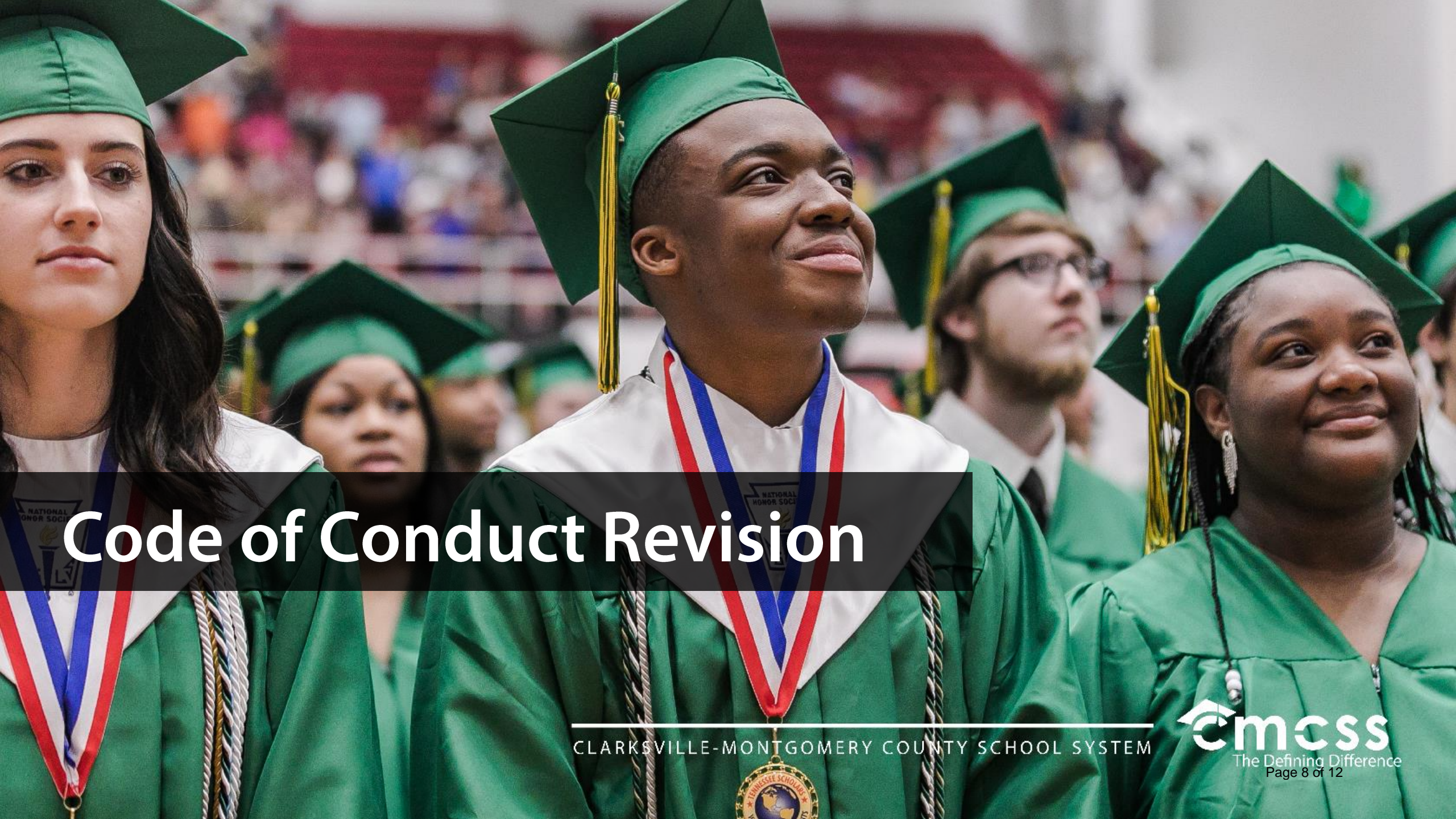
What is being done to address students with IEPs and student discipline? IEP students tend to get away with their behavior with no consequences.

Dr. Sean Impeartrice, Chief Academic Officer: There will be consequences just might not be in the same way a general education student. It could come in the form of a safety plan, minimum out of school suspension or in school suspension, or reevaluating IEP and services. There are special population students that did something that didn't align with the function of their disability and they will be disciplined like everyone else. We do have students that are protected under IDEA that we have to make sure we adhere to those laws and rules.

Questions of the Month

How can the district improve the student code of conduct? What feedback do you have on proposed revisions?

- Dress code needs to be addressed. Large holes in jeans, etc.
- Uniforms across the district. Tired of fighting the dress code with students.
- Uniforms plain, colors of schools, and jeans.
- Dress code not being enforced equally.
- All administrators need to enforce dress code.
- Larger Alternative school.
- Need to address behaviors in elementary school and intervene before they reach middle and high school.
- Actually following through with consequences rather than just letting things slide. Actually investigating repeat offences and punishing those that caused the problem.
- The code of conduct would be great IF EVERY school followed it and not bend the rules. I feel a lot of the behaviors are "covered up" or the student is "favored" by some admin or counselors especially. That is rewarding negative behavior when you are given way too many chances. We all want the students to succeed; but, why do we (counselors and admin) continue to "coddle" those students who constantly disrupt classes, do what they want, be disrespectful and literally cuss out teachers and staff members. Parents are no help because their child never does anything wrong.
- Hold parents accountable!!!! Parents are never held accountable for what their child does and they should be
- Bring back the point system for bad behavior
- There needs to be more student accountability for their actions. I understand there are some with IEP's and 504's, but some of us don't feel as safe as we used to.
- I haven't come across anything that stands out that needs improvement.



Code of Conduct Revision

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

Timeline

- December – February
 - Collected feedback through a feedback form shared with parents, community members, and employees
 - Presented at all communication groups to collect additional feedback
- March
 - Legal review
 - Proposed changes shared with level directors based on feedback
 - Once completed, shared with stakeholders
- April
 - Continue sharing proposed changes with stakeholders
 - Final legal review
 - Prepare for board review

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Considerations

- Clarifying expectations for “repeat offenses” at the classroom level.
- Increasing the length of ISS timelines for some offenses.
- Clarifying language for some offenses:
 - Profane language used toward an adult
 - Skipping class
 - Encouraging fights

Next Steps

- Finalize review with Level Directors
- Continue with legal review
- Once proposed changes are finalized, share more broadly
- Board review in May