

## Classified Communications Group Minutes September 19, 2023

**Melissa Izatt, Chief Human Resources Officer:** Welcome New Members, Introductions and Responsibilities

**Lauren Richmond, Safety & Health Coordinator:** School Safety Updates  
See page 7- 12 for PowerPoint presentation.

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

**Kenwood High:** Appreciate the sub program because more substitutes have been coming to Kenwood. Students have been more positive this year which is great. Excited for the new staff members we have. Definitely appreciative of the sub program and more subs coming out to the school.

**Northwest High:** Like to thank the Family in Transition (FIT) department. Been working with the community to get some assistance with our FIT department. It has been nice that I reached out to the community and they poured their hearts not just into our building but others. If you get a package and don't know where it came from, I am just sharing our wealth with others.

**Kirkwood High:** Very thankful, especially for our sister school Kirkwood middle and Northwest through the move and getting everything prepared. Thankful for everyone's help in getting the school started. Thank you Central Office for being there the first days to help with parking and clearing the parking lots. Very thankful.

**Nursing Department:** Shout out to one of our teachers. We had a medical emergency and she performed the Heimlich maneuver and saved one of our students.

**Kirkwood Middle:** This is our second year and enjoy the feedback from our students and parents that they just love coming here. The positive feedback our employees receive is just amazing. We love hearing that from our community.

### Questions and Concerns

Why is it that the district can spend thousands of district dollars to cater meals for principals and teachers at a cost of \$15-20 or more each and classified are limited to maybe one time per year and limited to less than \$5 per classified employee? Are we not as valuable?

**Melissa Izatt, Chief Human Resources Officer:** I think this in reference to the Classified Employee of the Year and Teacher of the Year banquets. Both are funded by the Foundation. I did ask about the cost and one is dinner and the other is lunch. One was for 176 people and the other was 105. When we received cost breakdown, Teacher of the Year was \$16.76 a person but Classified Employee of the Year was \$16.50 per person.

We need two full time bookkeepers at the middle schools due to sports being added. We've been told the budget is there, it's just awaiting approval from the CFO. Is there a timeline in place for this to become a reality?

**Chris Reneau, Chief Financial Officer:**

This request was not included in FY24 Budget. There has not been a submission request this year for additional bookkeepers. Once we get a request it will be evaluated and discussed.

We really need to have attendance subs for the district. This has been a need for many years. When will this happen?

**David Holman, Chief Technology Officer:**

It is the responsibility of the school to cross train team members that can facilitate coverage of the attendance clerk for any short term absence. The district will provide coverage to submit attendance for long term absences when requested by the principal.

Will there ever be extra pay for days Educational Assistants have to cover as a Sub?

**Dr. Erica Christmas, Director of Classified Employment:** At this time we are not doing extra pay when EAs cover. However, if you are covering a classroom it should be during the time you are normally scheduled and given a duty free lunch. It is part of the expectation during their normally scheduled hours.

Will permanent subs be able to get a raise like EAs? I am unsure if EAs make \$18 and subs make \$16.

**Dr. Erica Christmas, Director of Classified Employment:** During last year's market analysis the pay study showed us that our EAs were below target and our perm subs fall in target compared with like positions out in the market. Our perm subs received the cost of living raise but didn't receive a grade change because our pay study showed they are being compensated fairly compared with the market.

Why are clear backpacks and bags not mandatory for all students?

**Dr. Schanda Doughty, Chief Academic Officer:**

This is something we have already begun to explore and will continue to do so as we begin to revise the Code of Conduct for the 24-25 school year. Previously a major concern was the price and accessibility of such bags, but we will continue to explore options.

**David Holman, Chief Technology Officer:** This type of bag violates the policy of having a padded section for district issued laptops.

Tech has our passwords anytime they need to access anything. Where is our privacy as far as our pay stubs? MUNIS, and other personal information?"

**David Holman, Chief Technology Officer:**

The Technology Department does not have access to any employee passwords, unless provided by the employee in regards to work orders or otherwise addressing customer needs. The School District operates under the principle of least privilege. We limit users' access rights to only what are strictly required to do their jobs. Users are granted permission to read, write or execute only the files or resources necessary to do their jobs. Additionally, an employee has the ability to change their password at any time using the following link,

<https://mylogin.cmcss.net>. Student passwords are different and by law we do have to have access to them and available to the techs.

Will there be a market analysis conducted this year? If so, what positions are up for review this year and when will the district send out the schedule?

**Melissa Izatt, Chief Human Resources Officer:** Last year we reviewed every position and positions needing movement were moved. If your position didn't have movement last year it means the position is within the needed range and didn't receive movement because there is not data supporting movement. Normally, we do a 5 year rotation, however since we just reviewed all positions last year we are using this year as a reset. We are reviewing polices that relate to market analysis, compensation and movement calculation placement. We are reviewing the consulting group and seeing if there are others we need to review to make sure we are working with the most relevant organization to do a compensation study with. This year we will have special requests for positions that have had a lot of changes to their job descriptions this past year and responsibilities have changed. That is at the discretion of that department head or Chief. Next year we will pick back up with the rotation and there will be a list provided as we create the new schedule.

How can the Educational Assistants get there hours increased from 6.5 hours to at least 7 hours?

**Dr. Erica Christmas, Director of Classified Employment:** In the district we have educational assistants and hours vary from 6-8 depending on the position. It is good to have some variant in hours because some like to have 6.5 hour day since it works well with picking up their children. Some need to work more and that is 8 hours a day. PreK educational assistants were moved to an 8 hour day due to new laws. That didn't work for some and they moved to a 6.5 hour day position and others had to opportunity to move to an 8 hour day. If you are looking for a position with more hours, keep a lookout on our job postings. If there is a special situation that hours need to be increased reach out to your school administration so they can make the request with a level director.

What are the district plans for classroom size? Is there a maximum capacity?

**Melissa Izatt, Chief Human Resources Officer:** There is a classroom student to teacher ratio along with a maximum capacity.

**Norm Brumblay, Chief Operations Officer:** The general size and configuration of CMCSS school facilities is designed around the Life safety Code and the Tennessee Basic Education Program (BEP) which has, for decades, delivered funding to schools based on strict standards. The standards for school facilities were fashioned around the State of Tennessee Rules, Regulations, and Minimum Standards for the Governance of Public School in the State of Tennessee. These standards were in effect prior to the establishment of the BEP and were adopted by CMCSS in the District Architect Design Guidelines that most CMCSS building plans were designed under. CMCSS regular education classrooms are typically within the range of 900 to 1000 square feet and the maximum capacity is governed by BEP (Rule 0520-01-03-.03) and now State TISA requirements. Grade Level Maximum Class Sizes are: K-3=25; 4-6=30; 7-12=35; Career and Technical=25

There have been concerns regarding concessions and the amount of paperwork it involves. Could we possibly get an iPad for the concessions with a program such as Square that will not only accept card transactions, but also keep inventory AND will give weekly/monthly/yearly summaries? I believe this could streamline our stands and illuminate numerous errors.

**Chris Reneau, Chief Financial Officer:**

Not at this time, while we understand the work required for concessions, there are still some concerns to address regarding this request: the district does not support Apple products, we just installed Wi-Fi at the football fields for safety and security, not other purposes, and also the cost and fees for square will impact profitability of the concession stands. This is something we can look more into seeing if there is a POS system or something we can use to track inventory with a cash register as an option.

Is there a reason that EBS students do not have their own campus? There are many students that are “runners” and when these students are out of the classroom and running it puts other students and themselves at harm; this concern is not only for our EBS students but also students that are in the mainstream classroom environment.

**Dr. Schanda Doughty, Chief Academic Officer:**

The Emotional Behavior Support (EBS) program is intended to support students with the application of positive behavior supports and interventions that address students’ behaviors and provide a means to help students become more socially and academically successful. As the implementation of these intervention strategies indicates progress, students gradually learn with their typically developing peers in a regular classroom setting. It is the goal of CMCSS to provide all students with high-quality services in the least restrictive environment (LRE). Placing EBS on a separate campus will prohibit access to an inclusive learning environment; thus denying student access to learn in their LRE.

If we do not take school insurance do we have the option to be paid a higher hourly rate? I feel it is dishonest to include it in our compensation report if we don’t receive it.

**Chris Reneau, Chief Financial Officer:**

If an individual chooses to take advantage or not of the benefit is at their sole discretion. We do pay for the district’s portion of the benefit. At this time, we are not evaluating a compensation option if an employee chooses not to get benefits. Someone may choose initially to not enroll in our option benefit plans, and then later a need arises in which they would need to. When budgeting, there is no way to anticipate that.

**Melissa Izatt, Chief Human Resources Officer:** You will hear of other companies doing that but many refrain from doing that because there are a lot of IRS, FLSA and ACA implications. The Employee Compensation statement indicates benefits paid by CMCSS and benefits paid by the employee. If an employee does not participate in the optional Benefits (Medical, Dental, etc...), the COMP statement will reflect \$0.00 for that portion, however, regardless of elected benefits, there are benefits the district still pays on behalf of the employee and that will be reflected on the statement. The report lists salary and CMCSS paid benefits separately, but with a combined section indicating total compensation. Compensation is defined as salary plus any benefits paid on behalf of the employee.

In helping out at two high schools during the registration process and getting records transferred within the district on a timely manner, my question is it possible to have multiple courier runs throughout the day especially for the high schools during the critical time of when the admin assistants come back from summer break to the first week of school?

**Norm Brumblay, Chief Operations Officer:** The courier can only service our 45 buildings throughout the county once per day. This courier route consists of over 110 miles of travel daily just to move between sites. We typically schedule this travel during morning hours as most of our front offices are closed or inaccessible between 1:30 and 4:30 in the afternoons due to traffic or staffing.

We were not aware of this particular issue but will look into it. We will get with the level directors to better understand this concern and how it can be resolved. In the meantime, please do not hesitate to call the warehouse directly if you need something delivered right away. We provide this direct service as it is more efficient to make single pickups rather than travel the County if there are few other pickups.

Can an employee transport student records from one school to another in their personal vehicle?

**Melissa Izatt, Chief Human Resources Officer:** An employee transporting records in their personal vehicle between locations is not best practice. Confidential information is included in those records and transporting the materials may not be a part of that position's job description. Record transfers should continue to occur through the courier.

If we find a bus assignment on bus info, send the information in to our router, can the student start the next day? There have been times that I have been told yes, and other times I have been told they need to wait a few days.

**Norm Brumblay, Chief Operations Officer:** Yes, but only with direct and clear communication with the Bus driver regarding the student's identity, bus stop, and address. If an established stop can be found in Info Finder (Bus Info) for a specific address; please send the Students Information to the Router. The student can only start riding immediately with a note from a school Administrator to the driver (i.e. A bus pass of some sort). This alerts the driver of a new student and provides accountability. Please make sure the student's name, bus stop location, and address are included on the note so the driver has this information until the student appears on the driver's route sheet. It may take 3-5 days for the Router to have the route updated in the system.

I understand that a FIT family falls under the McKinney-Veto Homeless Act. This includes not having a TB vaccination when registering their child. I will note that if a student is born in certain foreign countries blood must be drawn for a TB result instead of the standard one. Knowing the contagious nature of TB and its impact on the body up to fatal results, how can the McKinney-Veto Homeless Act override the safety and welfare of all personnel in a school building? It does not make sense.

**Brittney Kirk, Student Health Services Supervisor:**

Even though we have a state law that requires students to take the TB test to be physically in class, federal law overrides state law, and requires that a student identified as homeless can be in the classroom regardless if they have a TB test. The enrolling school and the

McKinney-Vento liaison should work together to get immunization records as soon as possible. Enrolling schools can contact the Families in Transition Office [fit@cmcss.net](mailto:fit@cmcss.net) to coordinate services for immunizations/TB tests, documentation, etc. if they determine a FIT student is in need.

Christopher Dial is our district FIT Service Navigator. For reference to the laws, he provided the information below from our State McKinney-Vento and Immigrant Officer, Vanessa Waters. [Vanessa.Waters@tn.gov](mailto:Vanessa.Waters@tn.gov)

*The McKinney-Vento Act requires schools to enroll students experiencing homelessness immediately, even if the student is unable to provide documents that are typically required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation. TB tests would fall under "other required health records." The legal citation for that provision is 42 U.S.C. §11432(g)(3)(C). In addition, "enroll" is defined in the Act as attending classes and participating fully in school activities. The citation for that provision is 42 U.S.C. §11434A(1).*

**Melissa Izatt, Chief Human Resources Officer:** Classified Staff Appreciation Day  
**September 20, 2023**  
Mechanics, Bus Drivers, Bus Aides

# Safety Dept. Updates

9/19/2023

# EXTERIOR DOOR REQUIREMENTS

SECTION 10. Tennessee Code Annotated, Title 49, Chapter 6, Part 8:

## **49-6-817. School building entrances required to be locked.**

(a) Each public school operated by an LEA, public charter school, private school, and church-related school shall ensure that all **exterior doors leading into a school building are locked at all times** and access to school buildings is limited to the school's primary entrance, unless otherwise determined by school policy, to prevent unauthorized entry into the school building while students are present during the school day as well as when students are present outside of regular school hours for school-related purposes or activities.

(b) Notwithstanding subsection (a), **outside of regular school hours**, a public school operated by an LEA, public charter school, private school, or church-related school **may unlock the door** to the school building's primary entrance during a school[1]related event or activity if the **door is continuously monitored by a school or LEA employee who is physically present at the door** to ensure access is limited to only authorized persons and to alert others if an unauthorized person enters, or attempts to enter, the school building.



# EXTERIOR DOOR REQUIREMENTS

(c) **State and local law enforcement personnel are authorized to inspect a door** serving as an entrance to, or exit from, an LEA or public charter school building to determine whether the door is locked as required by subsection (a). There is **no limit** on the number **of inspections** law enforcement personnel may conduct under this subsection (c). Except as provided in subsection (b), if law enforcement personnel find that the door to an entrance or exit from a school building is unlocked in violation of subsection (a), then the school must immediately lock the door and the law enforcement agency that found the unlocked door shall, **within twenty-four (24) hours, send written notification to:**

- The LEA's director of schools or the leader of the public charter school, as applicable;
- The chair of the local board of education or public charter school governing body, as applicable;
- The head of the parent-teacher organization for the LEA or public charter school, if there is such an organization for the public charter school;
- The school principal;
- The department of safety;
- The department of education; and
- Each local law enforcement agency with jurisdiction.

# Penalties

If a school is found to have violated subsection (a) on two (2) or more occasions, the commissioner shall withhold state funds from the LEA or public charter school, in either the current or upcoming school year, in the following amounts:

For the **second** violation of subsection (a) committed by the school in one (1) school year, two percent (**2%**) of the annual state funds generated by the school in the TISA

For a **third** violation of subsection (a) committed by the school in one (1) school year, four percent (**4%**) of the annual state funds generated by the school in the TISA;

For a **fourth** violation of subsection (a) committed by the school in one (1) school year, six percent (**6%**) of the annual state funds generated by the school in the TISA;

For a **fifth** violation of subsection (a) committed by the school in one (1) school year, eight percent (**8%**) of the annual state funds generated by the school in the TISA; and

For a **sixth** violation of subsection (a) committed by the school in one (1) school year, ten percent (**10%**) of the annual state funds generated by the school in the TISA.

# Student Code of Conduct

CATEGORY 2 OFFENSE	HIGH SCHOOL MIDDLE SCHOOL *ELEMENTARY SCHOOL
<b>School Safety and Security</b>	<p><u>Required:</u> Parent/Guardian contact, teacher or staff submits office referral and documents the number of occurrences in class. Administrator reviews PowerSchool for repeated offense and notifies law enforcement, as necessary.</p> <p><u>Range of Consequences:</u> Administrative detention, In School Suspension 1-3 days, restriction or removal of parking privileges on school campus.</p> <p><u>Interventions:</u> School Counselor referral, S-Team referral, Positive Behavior Plan, schedule/classroom change, as necessary.</p>
<p>Explanation: Students who prop open exterior school doors will be subject to disciplinary action. Students are not permitted to open exterior school doors for anyone during school hours, including other students, parents, or visitors.</p> <p>Students who drive on school campuses must obey all traffic laws and regulations, including speed limits, stop signs, and designated parking areas. Students who violate the school's traffic regulations will be subject to disciplinary action. Students attending schools that issue student parking decals/placards must have them properly displayed in the students' vehicle.</p> <p>Related Offense Code OC-24</p> <p>SAF-P007</p>	
<p>*Any discipline administered with principal discretion must be developmentally appropriate for age of student and within the confines of the Code of Conduct.</p>	

# New Policies

## **Employees:**

- SAFETY AND SECURITY: EXTERIOR DOORS HUM-A097
- EMPLOYEE HANDBOOK

*Any employee, regardless of position, who knowingly leaves a door unsecured and/or unattended or willfully and/or repeatedly violates, or causes to be violated, any safety and security standard of this or any safety policy, procedure, or program shall be subject to disciplinary action.*

- Associated Documents: T.C.A § 49-6-817
- SAF-P007 Standard Operating Procedures for Safety Measures
- CMCSS Employee Handbook
- CMCSS Student Code of Conduct