

Classified Communications Group Minutes February 27, 2024

Melissa Izatt, Chief Human Resources Officer: Classified Staff Appreciation Day

March 20th - Educational, Media & Vocational Assistants

April 17th - Administrative Assistants (Administrative Assistants, Bookkeepers, Office Assistants, Accounting, Business Office, and Human Resources, etc.)

Dr. Jean Luna-Vedder, Director of Schools: Comments

Good morning. We have a few updates.

1. School of choice applications for Moore Magnet, high school academies, STEM, and Middle College went out. We had around 1,300 applications for all the different schools of choice, which is 2-3 times the available seats we have. Students and families are being contacted about the acceptance into their school of choice.
2. The school board will name the 26th school in March.
3. Rumors about no steps or COLA next year, we are in the middle of budget planning and nowhere near having that discussion. My goal is prioritizing people above things and it is my goal to have steps and a COLA. Do not know what that will look like because we are in the middle of budget planning season. ESSER funding is ending in June, we have been anticipating this loss and do have to absorb some cost into the general budget. We are trying to get steps and COLA into the budget.
4. Spring break is next week and hope you enjoy some time off. I know it is early before spring but next year it will be the following week and the following year being a week later closer to spring.

Lisa Baker, Director of Federal Programs: Teacher Pathways

See pages 6-14 for presentation.

Chris Reneau, Chief Financial Officer: Initial Budget Overview

We have some negative headwinds; local sales taxes which has been our main revenue driver for Montgomery County contribute was going up about a rate of 4% and seeing that tailor off. We are in a reappraisal year and will be discussing with the county about additional funding there. TISA the Governor's allocation hasn't delivered its budget yet, but we are looking at very marginal increase looking at 3-4%. TISA funding is a majority of our funding at 70%. We are just starting the budget and focusing on experiences and a majority of our budget 90-92% is focused on salaries and benefits. Our priorities are ESSER going away June 30th, we have a lot of positions that will need to move to general budget. Meeting next month with insurance trust to discuss insurance premiums, when there is an insurance premium increase the district's cost increase. The district matches exactly what you pay. Next year we are opening Kirkwood elementary and looking at funding. Experiencing growth, 600 students average every year for the last 30 years with the last two years being 1,000+. Focusing on how many additional resources we will need to support those students. Also looking at funding for St. B and Burt. COLA and step is something we always discuss and take seriously as a priority at the top of your list.

Sharing a positive story from your school/location

Ringgold: Last Thursday we hosted a Stem night and were excited about the learning opportunity and engagement.

Northwest High: We had a major emergency at our school, SRO and staff member were able to expedite the situation.

Rossvie Elementary: We are one of the reward schools this year!

Classified Questions

I just recently sent my withdrawal Sped records to be stored. The elementary schools put DNQ and exit paperwork in envelopes. I now have to take them out of the envelopes and label a folder for each of these records. Can we all not get on the same page?

Dr. Schanda Doughty, Chief Academic Officer: The current Special Education records process can be found [here](#). The department is working on getting a new process approved and implemented for the 24-25 school year to include the following:

Folders - Historical SPED Files (most recent Eligibility packet and last 2 IEPs) should be sent in one (1) plain letter-sized manila folder (no colored folders), with the student's name (last, first) and date of birth printed on the top tab of the folder (not the front panel of the folder) in black marker and sent to the Special Populations Department at Central Services South. Files must be prepared according to these guidelines. School personnel will be contacted first to remedy if files are not prepared correctly. The administration will be contacted if personnel is unavailable.

Folders – Used Protocol Files, Gifted Screening DNQ Files, Speech Screening DNQ Files, same folder prep as listed above.

How is it in the budget to create/hire a person to mentor principals but not another full time bookkeeper at the middle school level?

Dr. Schanda Doughty, Chief Academic Officer: It is important that we provide quality support and training for our school principals to ensure they can be effective leaders. The mentor principals were grant funded. These funds could not be used to fund bookkeepers or other full time positions.

Melissa Izatt, Chief Human Resources Officer: When it comes to positions and the budget there is a communication and requested need for that position. I know the middle school bookkeeper position has come up a lot and Chris has addressed it a couple times that it has not been presented as a request. It is not saying we have money but choose not use it for middle school bookkeepers. When they establish what that money is going towards it is put towards that identified need. As bookkeepers sometimes you take on additional responsibilities that really shouldn't be on your plate and if that is something we need to assist with then let us know.

Chris Reneau, Chief Financial Officer: Outside conversations with other staff members in business affairs does not constitute following the processing for requesting a new position or changes to a position. During my time here I have not received that request. It is not in my position to say "no" to new positions, I can say "we don't have the budget and we need to cut something else or take another position". In the general budget I have to budget every penny. If we get a request it would require shifting something or finding the money. We have a very formal process; a chief makes the request, I sign off on it then Melissa signs off. I don't make a decision on who to

hire just if we don't have the money. The request might have been made to the chief of that department but has never made to me.

Dr. Jean Luna-Vedder, Director of Schools: The formal process is your principal needs to make the request to their level director who will talk with the Chief Academic Officer. Then instruction will sit down with all their request and rank them in order of importance to submit as a formal budget request. In a year that we are building a new school and absorbing all the ESSER funded positions there are not a lot of added positions this year. In order to make sure we are taking care of the employees we have, we can't add more positions and not take care of the employees we already have.

Are we getting our Tornado days back since it was a state of Emergency?

Anthony Johnson, Chief Communications Officer: We do not get them back we get them forgiven. Yes, we did get the five days lost in December due to the tornado forgiven. State law requires that students must attend school for 180 days for 6.5 hours. We can exceed the 6.5 hours by 30 minutes and count that towards your 180 days. Doing the math that is 167 days at 7 hours to get to the state requirement. We want stockpile days so if there is snow or another emergency we have extra days. In this district we go 172 days giving us 5 stockpile days. Continuing to explore more ways to get additional stockpile days, the state allows up to 13 stockpile days.

Is it possible to get an updated Warehouse Catalog posted on the website? A lot of pieces are wrong.

Norm Brumblay, Chief Operations Officer: They were wrong, good catch. We have gone to a new software that should be updated daily and corrected the issue. The Warehouse Inventory System was created by technology last year and was implemented in August 2023. All inventory supplied by the warehouse can now be found on this inventory. Any district employee can access this through the warehouse app on ClassLink. From there, an employee can simply click on the product and quantity they want, and it will generate a work order. While we have had a few hiccups along the way, the inventory is generally updated every day. We encourage anyone looking for something in particular to check back regularly as the warehouse is delivering and receiving new inventory daily.

Will the students who are being rezoned, meaning that will move to another school or we will get from another school, will all of this transfer in-house or will families be required to enroll at their new zoned school?

Dr. Angela Huff, Chief of Staff: Your child's records will be transferred automatically, and there is no need to register your child at the new site.

Can the schools get a copy of the transfer students? It was hard at the high school when students and families just showed up.

Anthony Johnson, Chief Communications Officer: List showing incoming students and the school they are coming from have already been submitted to the elementary level directors to distribute to principals. If you are in the office and need access to the list reach out to your principal.

Can the district consider providing a training for the new Kronos system for supervisors and timesheet approvers?

Chris Reneau, Chief Financial Officer: We have sent some out but we can use some additional resources to support and train. Marcia Demorest has been project lead on this project and will work on more trainings and support. Please continue to provide feedback on the system and it will get easier.

Why do we have to clock in/out for extracurricular events? In most schools, the gym is far off from a time clock. Would it be possible to add a time clock near the activities entrance?

Chris Reneau, Chief Financial Officer: We have to maintain accurate data to accurately pay. Paper time sheets can be recorded inaccurately. For location of a time clock it is something we can look at. It can be reviewed if one needs to be moved or one added based on need.

Dr. Jean Luna-Vedder, Director of Schools: Another scenario is making sure classified employee get paid. I know sometimes you get busy and you work a lot longer than your regular hours, it isn't that we think you are milking the system, it is making sure you are getting paid for the hours you are actually working.

Melissa Izatt, Chief Human Resources Officer: Comp hours must be approved by your principal before working beyond scheduled hours.

When will we be able to add the fingerprint scanner back to Kronos?

Joe Williams, Director of Technology Systems: That is the next step and we will have some instructions for that.

When the district changes or amends a policy, can the classified staff be notified before the public?

Anthony Johnson, Chief Communications Officer: Elizabeth Vincent oversees policies. In theory this should be happening. This is something we have been talking about as Senior Leadership Team. Ensuring when a department has a new policy, procedure or form, we get that information out once it is approved to those it is impacted by. It is one of the strategic goals this year to improve internal communication. We are making a commitment to improve. If you have specific times you needed to be notified of changes made to a policy, procedure or form, please email the details to Elizabeth Vincent Elizabeth.vincent@cmcss.net.

Will ALL Classified permanent Substitute teacher positions that are ESSER funded end this May, 2024 or will they all be renewed?

Dr. Erica Christmas, Director of Classified Employment: We did put in the request for permanent substitutes positions to be moved over to the general budget. Business Affairs is still working on the budget and official answer will come out in the next few months.

Why is the RBT Certification provided for EAs working in EBS and Synergy but NOT open to EAs working in CDC where that certification can definitely be utilized.

Dr. Schanda Doughty, Chief Academic Officer: During the 23-24 school year, CMCSS expanded behavior support across the district to include additional training and certification

opportunities. The district will continue to evaluate the need to provide additional opportunities into the 24-25 school year.

Dr. Jean Luna-Vedder, Director of Schools: This is another example of a budget implication that was ESSER funded that we felt to be important.

How can CDC EAs go about obtaining that certification through the district?

Dr. Schanda Doughty, Chief Academic Officer: We have ongoing behavior training, but at this time we are not expanding the RBT training. We are looking at other options and hope to offer options during ENGAGE.

Are technology techs allowed to take phone calls and speak to parents?

Joe Williams, Director of Technology Systems: No, that is not their skillset or training. They don't have that relationship with the student or parent. Please use them as a staff resource to support staff in their role but contact with a parent is not something we ask them to do.

Do we have to clock out if we go to the Onsite Clinic for an appointment?

Melissa Izatt, Chief Human Resources Officer: This is a principal's decision and is based on feasibility regarding coverage.