

**Classified Communications Group Minutes**  
**April 9, 2024**

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

**April 17<sup>th</sup>** - Administrative Assistants (Bookkeepers, Office Assistants, Accounting, Business Affairs, Human Recourses, etc.)

**May 15<sup>th</sup>** - Nurses, Food Service, Cafeteria Monitor, Child Nutrition

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

Great to be here, hard to believe it is our last meeting of the school year. Your schools are doing a fantastic job of highlighting the month of the military child. Purple Up Day is April 17<sup>th</sup>, so remember to wear your purple. About 25% of our kids are military-connected almost 10,000. Everyone is doing a great job of highlighting that on social media. Testing starts next week and always creates a little bit of chaos for everyone in the build no matter what your role is. Thank you for doing whatever you need to do to assist, I know a lot of time a lot of things fall onto classified staff members during testing and preparing for testing week. Later today you will receive an email via Parent Square about the proposed COLA and steps for next school year. The reason it will be later is the budget will go in front of the school board this evening and hear all about it. They will not vote to approve it for two weeks.

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

**Northwest High:**

1. 80 students received the ServSafe Food Handler certification and 8 students received the ServSafe Food Protection Manager Certification.
2. Three students represented NWHS at the CMCSS Battle of the Books and landed us in 2<sup>nd</sup> place this year! They answered 95/100 questions correctly, so it was a really close one. If you see them, be sure to congratulate them
3. This is amazing work!!! You have so worked hard this year and it shows. I have some of these students and their ACT scores are EXCELLENT, as well. Northwest will now have to create a 30+ wall
4. Northwest High once again proved that we can excel in Math as much as we excel in sports and other areas. During the Regional Math Contest at APSU, our teams secured Third Place in Algebra 2, First Place in Precalculus and Third Place in Calculus.
5. The Spanish Club's event at the Clarksville Montgomery Public Library was a tremendous success. Our students did a fantastic job of representing our school and applying their Spanish knowledge in a real-world setting. As the Spanish Club moves forward in our work to improve local community contexts

**Ringgold:** Our TCAP Buddies program in which lower grade classes provide positive energy and positive encouragement to the upper grades is off to a great start.

**West Creek High:** Had 17 students pass their FAA drone pilot test.

**Woodlawn:** Stanley Tucker visited our school yesterday and was a fantastic motivational speaker. The kids enjoy him, he went outside with us and signed kids eclipse glasses.

**Kenwood Middle:** Afterschool program is hosting a TCAP boot camp until TCAP testing begins. Our TCAP boot camp is for our 6<sup>th</sup>-8<sup>th</sup> graders. The students will take on the role of a testing boot camp recruit with content teachers as their skill sergeants. Once the students complete all missions, they can receive a completion certificate proving they are ready to rock their test.

**Kudos:** The FIT Team is very thankful for all of the hard work and efforts of the Transportation Department to meet the special transportation of FIT students.

### **Classified Questions**

**Bring back the seven minute window please for clocking in.**

**Chris Reneau, Chief Financial Officer:** We are looking at that. It is the way Kronos is set up but looking at different ways of modifying the process. It is something as we progress with Kronos that we are working on addressing.

**As discussed at a previous meeting that the reason a Gracey Avenue Office employee makes more than a school level employee is because they are 12 month employees. Can you please explain more? You would think the 10 month employees would get paid the same because they are working less months actually. We do just as much work as them if not maybe more at the school level. It's hurtful to see how much more the office staff makes at district level when we all have the same title and work for the same company.**

**Dr. Erica Christmas, Director of Classified Employment:** The different calendars, 10 and 12 months, might indicate why it appears someone makes more from the previous response. Administrative assistants at the schools are a grade level "G" and we have administrative assistants here at Central Office, South, and Operations that are also a grade level "G". When you get into administrative positions that are making higher than an "H", there is usually some project management aspect to their positions. All of that would be outlined in the job description. I encourage you to look at to see the difference and what makes it a higher grade position. No one works harder than someone else because of location. Pay grades do not have anything to do with a 10 or 12-month calendar, it has to do with the job duties that dictate the pay grade.

**Melissa Izatt, Chief Human Resources Officer:** When we conduct market analysis the consulting firm is provided with the job descriptions, not work locations. The recommendation for placement on the salary schedule is based on the job description.

**Why do we have to contact transportation every time there is a new student to let them know there has to be assigned a bus number on PowerSchool. If there is a stop for students listed in bus finder, we always send bus slips for bus drivers to know where the student should get on and off with times. I have never emailed except for when a bus info finder does not show a stop. If we were able to change the bus number if moved, it would be so much easier.**

**Norm Brumblay, Chief Operations Officer:** It is necessary to contact Transportation whenever there is a new student to notify them to assign a bus number for the student in PowerSchool. Bus assignments are made by Transportation Routers using the Routefinder software and are then updated in PowerSchool nightly; it does not work the other way around. PowerSchool does not integrate well with other platforms and will not register students on bus route sheet rosters. It is crucial to notify Transportation and skipping this step exposes the district to unnecessary liability.

It causes safety and accountability problems when parents do not receive all-calls in cases of delayed buses, missing students, or emergencies. The Routefinder system also allows us to verify eligibility in accordance with Board Policy. We've learned that sometimes parents do not always provide accurate information at the school level, and that sometimes school-level personnel have inadvertently made Transportation decisions that violate Board Policy.

When assisting a new student, school personnel should provide direct and clear communication to the bus driver regarding the student's identity, their bus stop, and address. If an established stop can be found in Info Finder (Bus Info) for a specific address, please send the student's information to Transportation for routing. The student can only start riding a bus 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 roster. It may take 3-5 days for Transportation to update information in the system and for it to appear in PowerSchool.

**Why are Office Assistants on a different pay grade than Admin. Assistants? They do the all same things that Admin. Assistants do and also cover classrooms for teachers. They should be on the pay grade.**

**Dr. Erica Christmas, Director of Classified Employment:** The reason the office assistants are a grade lower than the administrative assistants is their job descriptions are different. When reviewed for market analysis, the office position came in as already being on target and the administrative assistant needing an increase. If this was a question from your building, I would encourage your office assistants to look through their job description to see what is missing and have a conversation with principal. That is the reason why sometimes office assistant are doing almost the same duties as administrative assistants. It is important to make sure the job descriptions are accurate.

**Melissa Izatt, Chief Human Resources Officer:** If an office assistant is taking on more than their job description then that is another discussion to have with your principal. I know we see this a lot with bookkeepers.

**Is there any way of getting training for perm. Subs, aides, etc. on ECRI? I can stumble my way through it, but actually being trained on how to do that program would be a much better use of staff development time than Canva.**

**Dr. Schanda Doughty, Chief Academic Officer:** For our elementary schools that was a grant we received from the U.S. Department of Education. Part of the restrictions with that grant to track the data accurately they told us who we could and couldn't train. I don't want anyone to think they were left out on the beginning with that, but we were meeting the requirements of the grant partner. We do have some schools that do plan to continue to use ECRI in their buildings. Our goal moving forward is to ensure someone in that building is trained to provide support for those teachers. The coaches and facilitators that have been provided will be going away. Moving forward if you are an ECRI school there will be someone in your building to provide support.

**We need to go back to having absentee notes being original (paper). The e-mails from parents are overwhelming and notes sent through e-mails can easily be altered. Can the e-mail option on the 5 day letters be taken off?**

**Dr. Angela Huff, Chief of Staff:** Regarding parent letters (10 day) & (5 day), there are three options; letters can either be emailed, faxed or hand-delivered to provide excuses for absences.

**Our school has a plan for students for next year that are consistently tardy to school. There are also a lot of students that are picked up early nearly every day. Most of the students that are tardy and most of the students that are dismissed early do not turn in any official notes (ex. doctor, dentist)**

**notes. Is the district looking at ways to help encourage parents to have their students present for the entire school day?**

**Dr. Schanda Doughty, Chief Academic Officer:** Part of the principal strategic planning for next year includes sharing ideas regarding ways to keep students in school for the entire day and to reward attendance.

**Is it district policy for classified to “fix” their own time on the Kronos clock now? Before, book keeping would help and adjust our time if for example someone didn’t get a lunch because they were the only one in the office.**

**Marcia Demorest, Assistant Finance Director:** There is not a district policy, however, we feel that it is best for the employees to make those adjustments as it provides an audit trail that the request was made and approved and prevents potential issues in the future of someone saying that they had to work through lunch and was not compensated for it. Schools may have established their own process for this.

**Why aren’t the requests reflected on the app?**

**Marcia Demorest, Assistant Finance Director:** If they are referring to when you put in a change request for a punch, that would not be reflected until the supervisor approves it. If you are talking about a time off request, that will show as requested.

**We’re flying blind because we can’t confirm beforehand that our time will be correct before we get paid. We need confirmation of our change request.**

**Marcia Demorest, Assistant Finance Director:** Employees should be able to look at the timecard on the dashboard to be able to see what is reflected.

**What is the turnaround time for it to be fixed?**

**Marcia Demorest, Assistant Finance Director:** That is dependent on the school and when the principal approves the request. Payroll does not have control of that.

**Why does it show different hours on the app under “My accrual balances” and the pay stub.**

**Marcia Demorest, Assistant Finance Director:** We update the accrual balances after we run every payroll (usually the next day), which will then reflect the balance at the end of the previous payroll. Then in KRONOS it will also take into account any leave entered for the current payroll period and any future requests. You should look at your current balance and available balance. You should ignore the current accrued. Other than any current or future leave requests, it should agree. If individuals are finding that not to be the case then they can contact payroll and we can investigate it.