

Classified Communications Group Minutes November 14, 2023

Elizabeth Vincent, Director of Continuous Improvement: Mid-Year Review
See pages 6-10 for presentation.

Melissa Izatt, Chief Human Resources Officer: Classified Staff Appreciation Day
November 20th – Technology
January 15th - SRO's, Substitutes, Warehouse, Book Processing

Sharing a positive story from your school/location

Northwest High School: CMCSS Chamber of Commerce came to visit the school's CTE program. High school PLP will be posted. CMCSS Leadership will be visiting next week.

K-12 Virtual: Hosted a fall festival for our students. Our high school students helped our teachers and staff put on the event on a Friday evening. Had over 400 children attend

Bus Drivers: Got to clean our buses and I have never seen morale jump that much.

Kirkwood Complex: Had first homecoming parade and it was amazing and a big hit with family members, faculty and students. Everyone really enjoyed it and it brought everyone together.

Rossvie Elementary: A student went into distress and was choking. Ms. Clark calmly jumped into action to perform the Heimlich maneuver to save a student's life. Grateful for staff being trained to jump in and take care of students.

Classified Questions

A coworker told me if we have an appointment at Onsite Clinic, we don't have to clock out for that. Is that true?

Melissa Izatt, Chief Human Resources Officer: This is a school/building level administration decision. It is up to your principals/supervisor as if you will need to clock out for Onsite Clinic appointments.

Is it possible to get some In-person FAQ's and staff training for the high school Admin Assistants on Professional Development days to cover unacceptable/ acceptable document scenarios recorded on the Cohort Data for the State of Tennessee EIS?

Anthony Johnson, Chief Communications Officer and Dr. Schanda Doughty, Chief Academic Officer: We are always looking for feedback on how we might provide purposeful learning opportunities for all of our employee groups. Please contact Andrew Streeter, Professional Learning Coordinator for Classified Employees, to discuss this possibility further. There may be additional questions that could be answered that may better direct opportunities moving forward.

What is the district's plan for the new house developments being built on Dunbar Cave, over 900 homes?

Norm Brumblay, Chief Operations Officer: The district's plan can be found at [CMCSS.net/Departments/Operations/10 year Facility Construction](https://cmcss.net/Departments/Operations/10_year_Facility_Construction) plan. It is updated annually, where we map out the next 20 years of construction to meet demand created by new developments, for our capacity delivery process:

1. CMCSS develops long-range plans to address the capacity needs of our schools
2. Plans go through a collaborative effort between the Montgomery County Commission, the Clarksville-Montgomery County Regional Planning Commission, and CMCSS
3. Plans are approved for funding by our Elected County Commissioners

This year there are approximately 1,840 building permits that might result in homes over the next 2 years. Additionally, there are over 7,279 approved lots that may be built over the next 5 to 10 years. The 900 homes on Dunbar Cave are included in that total and this development was considered in calculations for the Kirkwood and Freedom ES rezoning options. The majority of the current growth is in the North and Northeast regions of the County where CMCSS is projecting the construction of six new schools over the next 10 years. Capacities will again be addressed with a new rezoning plan for Elementary School #27 expected in 2028.

Is there a way to get teacher names at the top of PowerSchool?

David Holman, Chief Technology Officer: PowerSchool limits what we can customize and this is one of the areas customizations is not available.

How do we get Gen EA's more time? Six hours does not seem like enough time to get the job done, especially when they are pulled to classrooms they are not scheduled till end of day, then they end up having to get COMP time and then have to take that time off, because they are not scheduled till end of day.

Dr. Erica Christmas, Director of Classified Employment: If you are unable to complete your assigned job duties you need to have a meeting with your principal to have those discussions. If you are not able to complete your essential duties you need to be having that conversation with your principal. If the feedback is that it is a challenge for your school, then I encourage the principal to reach out to their level director. Those conversations can get escalated to the district level.

Melissa Izatt, Chief Human Resources Officer: A lot of times what we see is people want to help and do what they are asked to do. Sometimes that may impact what they are doing and pick up duties that don't fall within their job responsibilities. When you need to have those conversations with principals is when it is happening all the time and impacting your job responsibilities. It doesn't mean you don't have the ability to do that job, just don't have the time.

How is it ok for someone to register a student that they don't have custody for just because they are FIT? Which Law is more important or first, State (custody paperwork) or Federal (FIT paperwork)?

Christopher Causey, Chief of Staff: Federal law takes precedence over state law. Under the McKinney-Vento Act, the FIT (Families in Transition) Liaison must provide immediate access to public education for students, even if there is no custody paperwork. After enrollment, the FIT Liaison can work with the family to obtain any missing documents. If it's later found that the provided information was incorrect, the family's FIT status can be revoked.

How do non-title 1 schools get support for behaviors? We have heard of other non-title 1 schools with support, and we could really use the help.

Anthony Johnson, Chief Communications Officer and Dr. Schanda Doughty, Chief Academic Officer: This year, we have been focusing on ensuring equitable access to behavior supports across all schools. Every nine weeks, we analyze data, including factors like socioeconomic status, office referrals, the number of students with disabilities, and feedback from administrators. This helps us make data-informed decisions about where support is needed most with the resources available.

All schools, whether Title 1 or non-Title 1, can access behavior support. If your school requires assistance, the best first step is to submit a referral for your behavior consultant through the Behavior Toolbox. This initiates the process and allows us to prioritize and allocate support where it's needed. This system ensures that every school has the opportunity to receive behavior resources based on their specific needs, regardless of Title 1 status.

Will the Permanent sub position be rolled into the budget and not rely on separate funding to continue program?

Dr. Erica Christmas, Director of Classified Employment: The permanent sub position was rolled into the general budget this past July.

Can the calendar be changed to have the whole week of Thanksgiving off and make that our Fall break like schools in the area (Ft. Campbell)? Columbus Day can still be a vacation day and the other 2 vacation days can be used for the Monday and Tuesday of Thanksgiving and that would give us the week. Staff calendars will have an extra day working but that can be adjusted towards the beginning/ending of the year. Please take this in consideration for future years.

Anthony Johnson, Chief Communications Officer and Dr. Schanda Doughty, Chief Academic Officer: The calendar is planned and approved 3 years in advance, but we will include this in feedback for future calendars.

When students are out for the election date, why can't we be off to at least go vote and take our children to let them learn about what it takes to vote?

Melissa Izatt, Chief Human Resources Officer: The polls are open from 7:00am to 7:00pm and law requires that if the employee's shift starts three or more hours after the polls open or ends three or more hours before the polls close in the county where they vote, an employer will need to provide time for them to vote. There was only a small group that this affected. At the school level that should not have affect anyone.

Is there a way to take off of our time clock the things that are not used? Sometimes when employees are clocking out and then have to clock back in for after regular duty assignment for late buses and such it takes them forever to scroll through all those things. Or could just only things that the employee does, would show up to clock in and out of. Example: Clock in early bus, clock out, clock in regular duty, clock out, clock in late bus, clock out.

Jeffrey Taylor, Chief Financial Officer: We started to add extra duty assignments to eliminate paper timesheets for classified employees. After starting this, we realized it was more than necessary. What we have done is limit the classified employees and the only item they should see is the early/late bus monitoring. If you are seeing more than that please contact your payroll officer and they will investigate. If you have any questions about entering time, we have instructions that we can send out.

Why when we have families living with someone (DOUBLED UP), why do we not have that family they are living with sign an affidavit that they are being truthful of that family living with them and providing their 2 proofs of address? The affidavit could state that if the family moves out, it is their responsibility to notify us they have moved out.

Christopher Causey, Chief of Staff: Under the McKinney-Vento Act, families identified as homeless, including those in "doubled-up" living situations (living with others due to financial hardship), must be given immediate enrollment without providing traditional documentation.

FIT (Families in Transition) applications are assessed based on provided information to determine eligibility. While an affidavit from the host family is not required under McKinney-Vento, the FIT department conducts follow-up within 45 days, including home visits or documentation verification, to confirm the housing situation.

If any discrepancies arise, a notice of FIT Status Revocation is issued, and families have 10 days to appeal. Importantly, once a family receives FIT status, it is maintained for the entire school year, even if they later find stable housing.

I thought that when you lie under the McKinney Vento act you will lose your privileges? Not when we find out that the family is actually living (40 minutes away) and we decide to give you special transportation when we have a hard-enough time getting transportation for our zoned students.

Christopher Causey, Chief of Staff: Under the McKinney-Vento Act, students who are homeless are entitled to specific rights and protections, including transportation. However, if

there is verified evidence that a family's information on their eligibility was intentionally falsified, the district may revoke their McKinney-Vento status and associated benefits.

In this specific case, it may be best to consult with your district's FIT (Families in Transition) Liaison for guidance on how to proceed.

We know this is an ongoing question about the Personal Development days and winter break. It seems that every year our Winter Break days have been cut down, we used to get at least two full weeks for Winter Break with our children and family. These days have been cut down to 8 or 9, but the students are out a few days longer than staff that puts stress on the staff. We all have family and children that we would like to spend time with over the holidays. Especially as a military community it is hard for staff to have to report back the day after New Year's Day? It is still the Holiday season and most of us are still out of town at that time and we are forced to spend more money to travel that day to get back. I am sure there are better days we can come up with for staff development days. We have so many Personal Develop days throughout the year and over the summer as well.

Anthony Johnson, Chief Communications Officer and Dr. Schanda Doughty, Chief Academic Officer: Annually, a calendar committee composed of teacher, staff, and administrator representatives from schools and District departments and from both Teachers' Associations meet to develop a school calendar three years in advance within the framework required by law and District and board policy. The staff development day(s) after winter break have varied over the past few years depending on the days of the week the holidays fall:

2025- Jan 2
2024- Jan 2
2023- Jan 3
2022- Jan 4
2021- Delayed due to pandemic
2020- Jan 6
2019- Jan 7
2018- Jan 2
2017- Jan 3
2016- Jan 4
2015- Jan 5
2014- Jan 6

Your feedback will be shared with the calendar committee as they develop the next calendar for the 2026-2027 school year, as the 2024-2025 and 2025-2026 calendars have already been approved by the School Board.

Would love to see an option on PD days to have a meeting/training for all Admin Assts. If it was hosted at different schools each time, it would give us a chance to talk to people from other schools & see how they do things and how other offices are set up. Please consider.

Anthony Johnson, Chief Communications Officer and Dr. Schanda Doughty, Chief Academic Officer: We are always looking for additional feedback in providing purposeful options for all of our employee groups. We will take this request into consideration as we look ahead to our upcoming professional learning opportunities.

Mid-Year Update

Improve Student Achievement

- High quality instructional materials and research based practices
 - Adopting textbooks
 - Training and walkthroughs
- Personalized learning experiences
 - Academic interventions to grow students throughout the year
 - Behavior interventions to ensure all students can access learning
- Skill-building using Ready-Graduate milestones
 - Middle school career exposure
 - Work ethic distinction
- Strategic, data-aligned funding decisions
 - How can we target resources to meet unique building needs?

Maximize Employee Capacity

- Improve employee morale and retention
 - Morale grants, morale-boosting in buildings
 - Communicating about how feedback informs decisions
- Advance credential-seeking teacher candidates
 - Support for newly-certified teachers (both traditional and alternative)
 - Licensure for permit teachers
- Meeting unique learning needs
 - New teacher induction
 - Classified employees

Improve Efficiency and Effectiveness

- Elementary capacity
 - Freedom Elementary construction – anticipated opening August 2026
 - Land purchase for Elementary #27
- Constructing new facilities or fitting existing facilities for innovative learning
 - CTE courses

Engage the Public in Support of Student Achievement

- Family-oriented academic support resources
 - What is my child learning?
 - How can I support my child at home?
 - How can I help with homework?