

**Classified Communications Group Minutes
January 14, 2025**

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

I hope you enjoyed your snow day. Shout out to Montgomery County road department and Norm's team. We were one of the few who came back on time with no issues at all. That is important because we only have four inclement weather days left. I know that might sound like a lot but one good snow that does not occur on a Friday could use them all. We do still have four days with a backup of February 5th and President's Day. Open enrollment is opening up tomorrow until February 14th for virtual school, the academies, and schools of choice. We are working with Norm's team and looking at our Burt renovations. We have moved Middle College and some professional development to Burt. We are talking about using the rest of the building and talking about that innovation center. Burt has been renamed Burt Innovation Center.. We are using innovation grant dollars, about \$3.5 million. There are going to be some dramatic changes going on over at Burt. We will be filling you in on that as we go along. Today does kick off legislative session and there are a lot of items going on with the world of education. I would say stay informed. If you have questions about what's going on, we have Elizabeth Vincent, Elizabeth.vincent@cmcss.net, who is our legislative liaison and stays informed on what bills are coming. We have great representation in this county in the fact that they call us to ask how this bill impact CMCSS.

Erica Christmas, Director of Classified Employment and Patti Koloski, Director of Certified Employment: Recruitment and Retention

See pages 5-13 for presentation.

Traci Koon, Educator Pipeline Facilitator: Teacher Pathways

See pages 14-21 for presentation.

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

January 15th - SROs, Substitutes, Warehouse and Book Processing

February 19th - Maintenance

Sharing a positive story from your school/location

Middle College: I want to give a shout out to one of the fellows that mowed our grass and cleaned up at Middle College/Burt. His name is Joe Lyle and he really did an amazing job. He takes pride in his work and made our campus look better than ever.

New Providence Middle: Currently we have a lot of staff members out on FMLA and our principal has recognized and said that our classified staff has really stepped up and filled in where needed and it has been a very smooth transition into the new semester.

Kenwood Middle School: Kenwood Middle School has an 8th Grade ELL student by the name of Christabel Addai. She won the Be Able Winter Contest. She worked independently to earn this award and it is an online program. We were also awarded a district incentive grant which was written by our principal, Dr. Karen Miller. Our Lady Knights and Knights Varsity Basketball teams will compete in the District Quarter finals on Thursday, January 16!

Liberty: New café' monitor is the best!

Classified Questions

Why do EAs that work 6.5 hrs have to pay more in medical premiums when we are already getting paid less? The EAs that work 7hrs get paid more with a lower medical premium.

Staci Sohn, Employee Relations Specialist: The medical premium rates aren't based on the position, they are based on hours worked. This applies to all employees, not just EAs. The more hours an employee works for CMCSS, the more the Board of Education contributes toward medical premiums. Employees are always welcome to apply for open positions that work 7 or more hours. Current premium rates can be found at <https://www.cmcss.net/human-resources/benefits/health-insurance/>.

Can you go ahead and post the next years Employee Calendars on the portal? The last meeting said that calendars are approved 3 years in advance so if you have them can you post them? In the past we always had the current year AND the next on the site. Please go back to that so people can look at it and make long range plans.

Jeffrey Taylor, Chief Financial Officer: Payroll is currently working on the employee calendars for FY '25-26. As soon as they are completed, it will be posted on the website.

Which policy outlines that employees who have businesses cannot be paid for that service? If the service/product they are providing is better or comparable to other vendors, why can't the employee provide the service? Most people have side businesses these days.

Jeffrey Taylor, Chief Financial Officer: Per Policy Number [PUR-A001](#), Section I (Conflicts of Interest), "No employee is to be financially interested or have any direct personal beneficial interest in any contract or purchase order for any supplier, materials, equipment or contractual services used by or furnished by the school system."

Why do the bookkeepers have to have a purchase order request for a tax-exempt form? There are many cases where we need the tax exempt just to sign up for account to get quotes but not ready to purchase anything.

Jeffrey Taylor, Chief Financial Officer: Once the Purchase Request is approved, the tax-exempt form is issued upon request from the school. Having the purchase order request before receiving the tax-exempt form ensures that purchasing policies and procedures are followed. It should not be necessary to need the tax-exempt form until the order is made to the vendor. In the event the vendor requests it before the purchase, please contact your ISA representative to get the tax-exempt form.

Will a paygrade increase happen next school year?

Jeffrey Taylor, Chief Financial Officer: We are currently in the process of working on the budget for FY '26. We hope to have some sort of COLA for next fiscal year, but that figure (if feasible) has yet to be determined.

Is it still on the budget discussion to hire another Full-time bookkeeper at the middle school level? 2 full time bookkeepers are needed with the increase in sports, Fundraisers, enrollment, & new processes.

Anthony Johnson, Chief Communications Officer: It is still on the radar but it was not requested in next years budget. Deede Bagwell has been working on getting feedback from bookkeepers at different levels. We have 2 full-time bookkeepers at the high school, 1 full-time and 1 part-time at the middle school and 1 full-time at the elementary. Deede has been looking at the workload across the district at all levels and there is variability among the buildings. Some middle school bookkeepers are saying they are doing fine and others are not. She is taking this feedback and meeting with Instruction to discuss ways to make improvements. We are looking at

the number of accounts, athletics and comp time. It is still an ongoing discussion. If there are concerns please talk with your building administrators and Deede.

Why were the JV basketball games changed to start at 5:00pm? It is hard enough to get staff to work the games when they started at 4:30. Some staff that work games, have been at school since 7AM and may not leave the building until after 9pm. That is a long day for adults and students.

Anthony Johnson, Chief Communications Officer: This 30-minute adjustment from 4:30 to 5 was made for consistency with start times across the district. It was also based on feedback from parents and family members being able to make it games. This helps with varsity start times of 6pm.

Is there a way to put the student name on the test record? If not, can we go back to having the transcript and test record print together? We have to print them at the end of the year on card stock, and with those that are on 2 pages, it makes it time consuming to match them up when you have hundreds to print at once.

Anthony Johnson, Chief Communications Officer: A work order has been submitted for this to be added. As long as Technology can make the adjustment, this will be a change moving forward.

What are the dates of the next rezoning? With the new developments on Kirkwood Rd, Dunlop Rd, & memorial Dr. extension just to name a few a 10-year plan for Middle and High school does not seem realistic to be proactive with the overcrowding.

Norm Brumblay, Chief Operations Officer: Student growth has remained close to the average of approximately 650 new students per year over the past 30 years. New residential developments in eastern Montgomery County have been included in the rezoning capacity calculations for Kirkwood and Freedom Elementary Schools based on community feedback. Freedom Elementary School is on track to open in August 2026, and **the next rezoning plan will follow for Elementary School #27.**

Over the past 30 years, CMCSS has built a new elementary school every 2.5 years and a new middle and high school every 10–12 years. Currently, middle schools are operating at an average capacity of 90%, and high schools are at 85%, both in alignment with target utilization rates. The County Joint Land Acquisition Committee is in the process of evaluating potential sites for a future middle/high school to address the community's capacity needs for **the next decade which will include rezoning.**

We have had multiple new employees to the district this year. Several have told me that they were not informed at their orientation that they do not have available paid leave until after their 6-month probationary period ends. Since it shows leave on their paystub they assume they have it available to take. Is there a better solution for this so they do not get surprised when their check is short?

Erica Christmas, Director of Classified Employment: New hires are informed of our policies through verbal and written resources. During onboarding/new hire orientation, the classified representative and the payroll officer share details surrounding the review period. New hires sign an Acknowledgement Statement (CLS-F025) of their professional responsibility to be familiar with policies and our handbook. The review period use of paid time off is referenced in the Employee Handbook ([HUM-M001](#), pg 9) and in policy [HUM-A060](#). The hours are reflected in the employee's pay stub because, as the policy states, they are accruing leave during the review period. This is why the hours are displayed on the pay advice that the employee receives.

Is there a way to be able to have PowerSchool open in two windows, without losing what was up in the first window? When I am trying to compile a list of multiple students, I'll get interrupted or a phone call and have to pull up another student and when I return to the original page I was working on, I have lost my work and have begun the process again. Sometimes this happens several times until I am able to complete the task. It would be great if each window could hold it's own work, if that makes sense.

Leighton Brown, Systems Specialist: Yes. Users can open up an additional tab by right clicking on the tab at the top of the browser and choosing duplicate from the drop down. This will allow them to keep the information being worked with on the original tab and work with PowerSchool on the new tab for a different task. The tabs can remain open as needed and alternated between. Closing either tab does not affect the other.

Are there any educational reimbursement programs or college opportunities besides the TR program?

Melissa Izatt, Chief Human Resources Officer: Yes, there is the \$3,000 reimbursement for anyone completing a job embedded program. We also have reimbursement for our CTE programs and that licensure.

Why does certified staff get paid for maternity leave and classified staff have to use sick leave or go unpaid?

Melissa Izatt, Chief Human Resources Officer: That is a state law that went into place last summer and we have to implement it. Not all certified employees qualify, there are some stipulations like the amount of time they have had their licensure and served in a qualifying position. The district is reimbursed for qualifying leave, but the employee has to meet the criteria to be eligible. It is not something the district determines.

Why should we have to use sick pay for bereavement? There should be an extra 3-5 Days for that not taken from Sick leave as long as it is a close relative and obituary can be shown. Because we are a military town most of us have to travel. For instance, sick pay was taken when I was told a close relative only had hours/days to live I quickly left out of state for 4 days and had to use sick leave. That relative is still hanging on but not for Long so now I will be forced to take more sick leave when they pass. I am worried now if myself or my kids get sick later this year I will be out of sick leave.

Melissa Izatt, Chief Human Resources Officer: That is something we are looking at right now to see what options we do have. You can use sick leave when the relationship meets the criteria and the definitions set by the state. We are currently reviewing this policy through Collaborative Conferencing.

Certified Retention

Retention Rate (23-24)	New Hires
87.5%	(22/23) 605
	(23/24) 542
	(24/25) 444

- 2022/23 Retention Rate: 85.5%
- 2021/22 Retention Rate: 82.4%
- 2020/21 Retention Rate: 85.9%
- 2019/20 Retention Rate: 88.37%
- 2018/19 Retention Rate: 87.7%
- 2017/18 Retention Rate: 87.2%

Certified Recruitment

Traditional University
Job fairs

Fort Campbell
Transition Assistance
Program

CMCSS Job Fairs

Monthly Information
sessions for
alternative pathways
to teaching

Differentiated pay for
special ed and high
school math
teachers

Teacher residency

Job embedded and
CTE tuition
reimbursement
opportunities

Certified Recruitment

Competitive Pay

Increased differentiated pay for special education teachers

Limited time sign-on bonus for special ed teachers

Advertising

- CMCSS Website
- Billboards
- Google Ads
- Geo-fencing
- Social Media
- Posters and Recruitment Flyers
- Inclusion in Email Newsletters (District Family Newsletter)
- Media Releases to Local and Regional Media
- Radio Recruitment

Permit Data 23/24

- 222 Permits Requested
 - 41% of permit teachers were retained
 - 15% transitioned to a license
-
- Permits Requested to date for 24/25 = 224

New Teacher Supports

Differentiated induction pathways

Job-embedded mentor teachers

Site-based induction supports

Extended onboarding for non-traditional teachers

Praxis support online and in-person

Classified Retention Rates

2020-21	2021-22	2022-23
81%	79%	79.5%



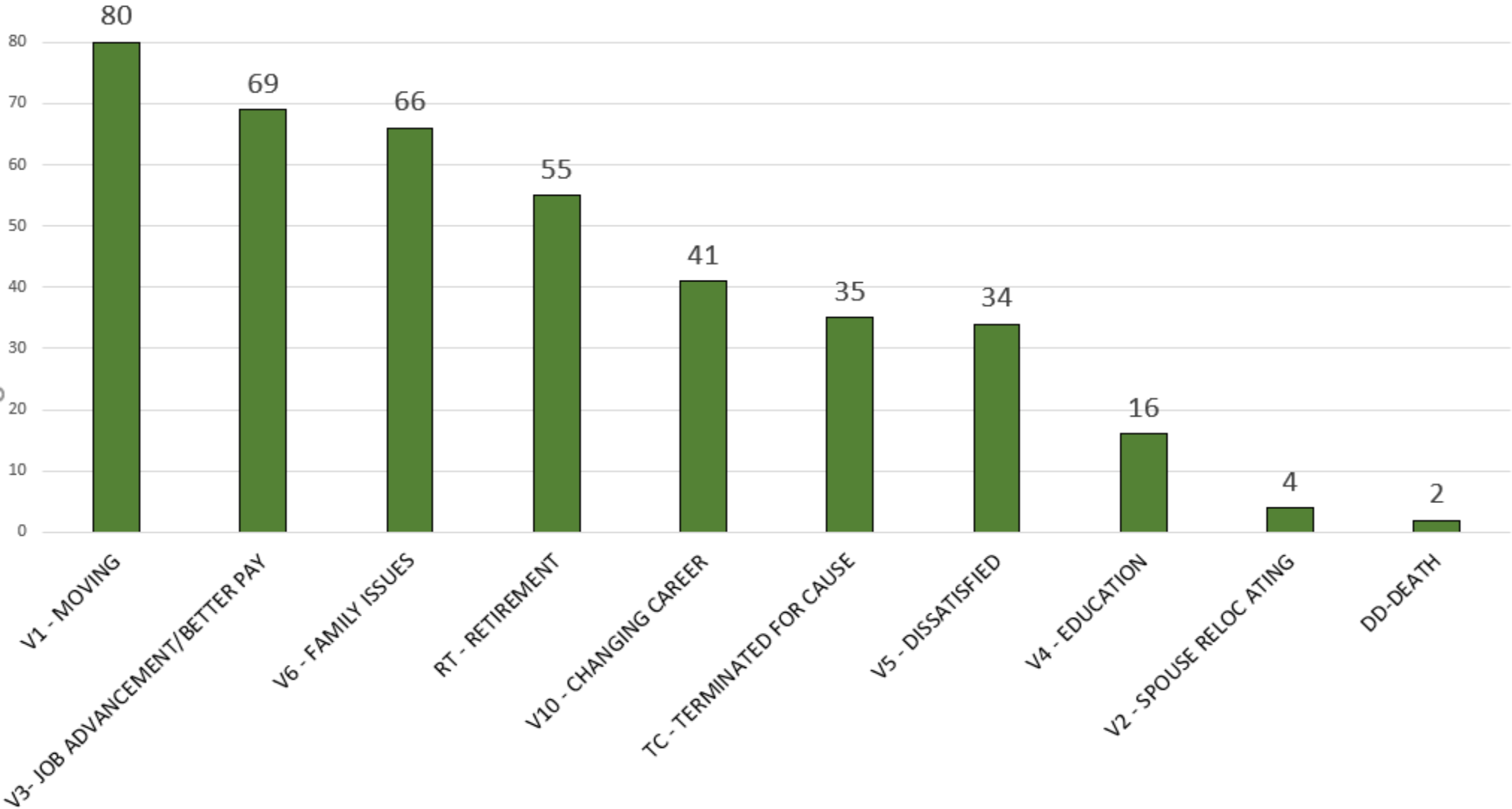
Hires/Rehires: 781
Separations: 509

2023-24
80%



Hires/Rehires: **725**
Separations: **495**

Classified Employee Separation Reasons (2023-24)



Current Year Classified Data

July 2024 - December 2024

New Hires	Separations
374 (This time last year 500)	171 (4.1% turnover) (This time last year 184 - 4.8%)

24/25 Trending Top Reasons for Separation

- Moving
- Better Pay/Job Advancement
- Dissatisfied



Teacher Residency Program 2024- 2025



CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

Teacher Residency Program

Mission & Vision

Our **mission is that all Teacher Residents will complete the residency program as fully prepared licenced teachers.**

Our **vision is that all Teacher Residents will become highly effective teachers in a lifelong career.**

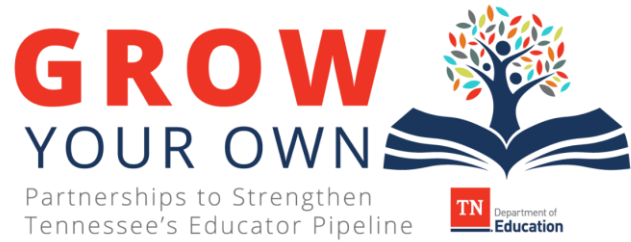
CMCSS TEACHER RESIDENCY PATHWAYS



PROGRAM	Elementary Level Teacher Residency (ELTR) Elementary Teacher Residency (ETR) Elementary Middle Teacher Residency (EMTR)	Lipscomb Middle Teacher Residency (LMTR)	Lipscomb Teacher Residency (LTR)
PARTNERSHIP	Nashville State Community College Austin Peay State University	Lipscomb University	Lipscomb University
APPLICANTS	Classified Employees, Community Members, & High School Seniors	Classified Employees & Community Members	Classified Employees & Community Members
TRAINING MODEL	<p style="text-align: center;">3 Years</p> <p>NSCC: Associates Degree APSU: Bachelor's Degree, Teaching Certification & Licensure</p> <p>Elementary: K-5 & SPED Interventionist Certification Middle: Math or Science and SPED Interventionist</p>	<p style="text-align: center;">1-2 Years*</p> <p style="text-align: center;">Teaching Certification & Licensure</p> <p>Middle Grades or Secondary Certification in Math, English/Language Arts, & ELL <i>*optional masters degree</i></p>	<p style="text-align: center;">2 Years</p> <p style="text-align: center;">Teaching Certification, Licensure, & Master's Degree</p> <p style="text-align: center;">K-5 & SPED Interventionist Certification</p>

Teacher Residency Pathways | www.cmcss.net/trp | trp@cmcss.net

Partnerships





COHORT  **UNITY**



Pathway to Graduation Supports

- Professional Development
- University Academics
- Licensure Requirements
- Teacher Competencies
- Professional Coaching





Over 15,000 students have been served by
teachers who were CMCSS Teacher
Residents.

Any Questions?

