

**HR Help Guide
Who Do You Contact?**

BENEFITS

Amy Wigington - Certified Staff (Teachers & Administrators)

931.920.7810

amy.wigington@cmcss.net

Benefit payroll deductions
Change my Retirement or Life Insurance Beneficiary
Add or remove a dependent from my insurance
Start, change, or stop my 403b or 401k deductions
Request sick leave bank days
Long term disability
File a Colonial claim
Change my voluntary life insurance benefit
Blue Cross medical, dental, or vision coverage claims information
Retirement questions <http://treasury.tn.gov/tcrs/>
Medicare eligibility & Supplement information
Medical flexible spending account/ HAS / DCAP
Retiree medical premium
FMLA insurance premiums

Donna McIntosh - Classified Staff

931.920.7929

donna.mcintosh@cmcss.net

Faye Tryon - Administrative Assistant- Benefits

931.920.7788

faye.tryon@cmcss.net

Benefit Office Support
New insurance card
25% Off college tuition discount forms (Teachers & Administrators only)
Beneficiary changes
Loan forgiveness forms

CERTIFIED STAFF (TEACHERS & ADMINISTRATORS)

Transfer guideline
Update additional degrees
Resignations
Salary questions

Patricia (Patty) Fish

931.920.7918

patricia.fish@cmcss.net

Locations Assigned:

Barksdale	Northeast Middle
Clarksville High	Northeast High
East Montgomery	Richview Middle
Glenellen	Rossvie Elem.
Middle College	Rossvie Middle
Moore Magnet	Rossvie High
Northeast Elem.	St. Bethlehem

Tabitha (TJ) Perry

931.920.7916

tabitha.perry@cmcss.net

Locations Assigned:

Alternative School	Liberty
Byrns Darden	Minglewood
CO Gracey/CS South	New Providence
Greenwood	Northwest High
Kenwood Elem.	Ringgold
Kenwood Middle	Woodlawn
Kenwood High	

HR Help Guide Who Do You Contact?

April Hill

931.920.7798

april.hill@cmcss.net

Locations Assigned:

Barkers Mill	Norman Smith
Burt	Oakland
Carmel	Pisgah
Cumberland Heights	Sango
Hazelwood	West Creek Elem.
Mont. Central Elem.	West Creek Middle
Mont. Central Middle	West Creek High
Mont. Central High	

Ashley Calhoun

931.920.7960

ashley.calhoun@cmcss.net

Certified Applications
Job posting online (Certified)
Student loan forgiveness forms
Experience Verifications
Transfers

CLASSIFIED STAFF

Transfer guidelines (i.e. when you are eligible)
Resignations
Salary questions

Brad Miller

931.920.7940

bradley.miller@cmcss.net

Locations Assigned:

Bryns Darden	Northwest High
Cumberland Heights	New Providence Middle
Liberty	Ringgold
Kenwood Elem.	West Creek Elem.
Kenwood Middle	West Creek Middle
Mont. Central Elem.	West Creek High
Mont. Central Middle	Woodlawn
Mont. Central High	

- Operations: Transportation, Maintenance & Facilities
- CO - Gracey, CS South & Greenwood
- Onsite Clinic Health & Wellness, Adult Education

Sandy Dailey

931.920.7920

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Locations Assigned:

Barkers Mill	Northeast Elem.
Barksdale	Northeast Middle
Burt	Northeast High
Carmel	Oakland
Clarksville High	Pisgah
East Montgomery	Richview Middle
Glenellen	Rossvie Elem.
Hazelwood	Rossvie Middle
Middle College (APSU)	Rossvie High
Moore	Sango
Norman Smith	St. Bethlehem

- Food Services, Cafeteria Manager and Trainees

HR Help Guide Who Do You Contact?

Jacklyn Winegarden

931.920.7962

jacklyn.winegarden@cmcss.net

Classified Applications
Job postings on online (Classified)
New & current employee OPAC/Para Pro Testing
Recruit and Hire support and basic troubleshooting

HR Administrative Assistants

Amanda Smith

931.920.7914

amanda.smith@cmcss.net

HR Administrative Support
TBI/FBI Background checks
Student teaching/observation

Jacob Rougemont

931.920.7814

william.rougemont@cmcss.net

Replacing ID badge
Employment verification
Employee Files
Name Change
Address and phone number changes
Backup TBI/FBI Background checks
Sick Leave Withdrawal

Michael Tharpe

931.920.7966

michael.tharpe@cmcss.net

FMLA
Volunteer Coaching
Supplements
Retirement Counseling
Tenure

SUBSTITUTE PROGRAM

Shara Sohn

931.920.7424

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Substitute Orientation/Training/observation
Substitute employment verification
Substitute application approval
New phone number/address

Adrienne White

931.920.7425

adrienne.white@cmcss.net

Scheduling Interviews/orientation, absences
Last minute absence entry and filling
Substitute POC for cancellations
Frontline user support
POC school level Frontline users/absence
Long term substitute scheduling-Certified

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Open Position

931.920.7426

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Scheduling (SPED, additional training, absences)
Last minute absence entry and filling
Substitute cancellations
SPED ED Assistant POC
SPED Trainings and recruitment
Long term placement scheduling - SPED Assistants

Safety & Health Dept.

Sharla Smith

Onsite Clinic Manager

931.906.2001

sharla.smith@cmcss.net

Onsite Healthcare Clinic Program
Student Health Services

Katie Massman

Coordinated School Health & Employee Wellness Supervisor

931.920.7812

katie.massman@cmcss.net

Alive & Well Employee Wellness Program
School Health Education and Programs
Health Screening Guidelines
Healthy School Teams

Danielle Kriminger, BSN, RN

District RN/Nursing Supervisor

931.920.7976

danielle.kriminger@cmcss.net

Student Health Services
School Nurse Program
CPR Training
MERT Program
AED Program
Substitute Nurse Program

Becky Montrosse, RN

Individual Health Plan Coordinator

931-920-7973

becky.montrosse@cmcss.net

Nursing Education and Support
IHP Coordination
Staff Health Education

Lauren Richmond

Safety & Health Coordinator

931.920.7827

lauren.richmond@cmcss.net

School Safety Committees

Emily Bowers

Safety & Health Specialist

931.920.7806

emily.bowers@cmcss.net

School Security & Safety
Occupational Safety
On-the-Job Injury
Coordination with local Emergency Agencies

Rebekah Ham

Safety & Health Associate

931.920.7917

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On-the Job Injury
Property & Liability Claims
OSHA Recordkeeping
Insurance Renewals
Claims Management
Claims Accounts Payable