

# Human Resources Department

## Responsibilities of Staff Members

<https://www.cmcss.net/human-resources/employees/>

### Human Resources Leadership Team

#### Chief Human Resources Officer

**Melissa Izatt 920-7913**

Retirement Applications

Employee Relations (Discipline, Termination & Grievance) for Certified Staff

Employee Insurance Trust

Staffing

ADA Requests

#### Human Resources Coordinator

**Michael Tharpe 920-7966**

FMLA Certified/Classified Employees

Tenure

Retirement

Certified Recruitment

Supplemental Positions

Initial Stage Scheduling of Background Check Appointments with SSO Coach Volunteers

#### Director of Certified Employment

**Patti Koloski 920-7919**

Teacher Selection Processes

Certified and Administrator Requisitions (Approvals to Post Vacancies) Certified Staffing Recommendations

Educator Licensing

Resignations (Certified and Administrators)

Certified Transfer Process

Administrator Screening Process

Administrator Hiring

Certified Recruitment Events

Teacher Job Fair Annually

Certified – Retention

Corrective Action Plans – Certified Support

Manages requests to Administratively Transfer Certified Employees

Administrator Credentialing (Advancement)

#### Director of Classified Employment

**Dr. Erica Christmas 920-7423**

Classified Staffing Process

Classified Recruitment and Retention

Market Analysis

Position Control

Classified Employee Investigations

Classified Employee Relations (Discipline, Termination)  
Red Rover Absence Management System  
Substitute Training  
Substitute Observations/Performance Evaluations  
POC for School Level concerns regarding Substitute Performance POC and Approver for Potential Exclusions  
Substitute Employee Issues and Investigations  
ACA Management

**Employee Relations Specialist**

**Staci Sohn 920-7804**

Discrimination or harassment investigations  
Employee Relations  
Employee Grievances  
Human Resources Department Ambassador  
Employee Retention  
Employee Assistance Plan  
Administrator Screening Process

**OJI, Risk Mgt., Safety, School Nurses, Onsite Employee Health and Wellness Safety and Health Director**

**Tommy Butler 920-7836**

On the Job Injury Program Claim Management  
Performs Employee Safety Training  
Property Claims Processing  
General Liability Claims/Legal Issues  
Disaster/Crisis Planning  
Readiness and Emergency Management Grant for Schools  
School Safety Committees  
Flu Vaccinations  
OSHA Compliance  
Safety Data Sheets – new official name  
Student Injury Reporting  
On-Site Medical Clinic Administration  
Indoor Air Quality / Environmental issues  
Surveillance Camera Issues

# Human Resources Administration Team

## **Amanda Smith, Human Resources Department Representative 920-7914**

CHRO Administrative Support  
Information on Classified Representative Meeting  
All Fingerprint Registration/Results/Tracking  
College/University Student Placement Request

## **Emily Johnson, HR Analyst 920-7915**

Position Control/Job Class Creation and Maintenance  
Classified Evaluations/Corrective Action Plans  
Assists with Market Analysis  
Market Analysis Memos/Communication  
Classified Data Reporting  
Assists Classified Team Supervisor with HR Special Projects  
Approve Classified Staff Requisitions for Job Postings

## **Lecker Coleman, Administrative Assistant-Background Specialist 920-7794**

Fingerprinting  
File/scan documents  
Employee ID Badges  
Employment verification back-up

## **William (Jacob) Rougemont, Administrative Support 920-7814**

[William.Rougemont@cmcss.net](mailto:William.Rougemont@cmcss.net)

Prepares Employee ID Badges for Certified & Classified  
Custodian of All Employee Files  
Prepares Copies of Employee Files  
Employment verification  
Back-up for Background Specialist fingerprinting  
Receives TEAM Certificates and Summative Evaluation Forms  
Processes approved leave of absence paperwork & maintains LOA spreadsheet  
Handles employee name and address changes  
Handles teacher sick leave withdrawal

# Benefits Team

## **Amy Wigington, Lead Benefits Associate 920-7810**

Certified and Administrative Employee Benefits Representative  
Employee Benefits (all plans)  
Sick Leave Bank Enrollment/Requests for Days  
Insurance Claims Assistance  
Long-Term Disability Claims and Questions  
Colonial Supplemental Enrollment/Claims  
Medical Flexible Spending (Med FSA) and Dependent Care Assistance Program (DCAP) Account  
Enrollments/Administration  
Retiree Insurance Premium Payments/Administration

**Stacey Smith, Benefits Associate 920-7929**

[Stacey.smith2@cmcss.net](mailto:Stacey.smith2@cmcss.net)

Classified Employee Benefits Representative  
Employee Benefits (all plans)  
Life Insurance Claims  
TCRS Forms  
403(b)/401(k) Enrollments and Withdrawals  
FMLA/LOA Premium Insurance Payments

**Christy Rowland, Benefits Associate 920-7826**

Employee Benefits (all plans)  
Sick Leave Bank Enrollment/Requests for Days  
Long-Term Disability Claims and Questions  
Colonial Supplemental Enrollment/Claims  
Enrollments/Administration

**Tracy Boisseau, Administrative Assistant-Benefits 920-7788**

Administrative Support for Benefits Office  
Onsite Payroll deductions  
Benefits Customer Service  
Student Tuition Discount Forms  
Loan Forgiveness Forms  
Change of Beneficiaries

## **Certified Team**

**Director of Certified Employment**

**Patti Koloski 920-7919**

**Sabrina Wasan, Certified Application Recruitment Representative 920-7918**

Certified/Administrator Application Processing  
Schedule Annual Recruiting Events  
Certified Employee Eligibility  
Teaching Experience Verification  
Certified/Administrator Postings  
Transfer System- Certified  
Alternative Licensure Pathways

**Patty Fish, Certified Employment Representative 920-7916**

[Patricia.Fish@cmcss.net](mailto:Patricia.Fish@cmcss.net)

Adult High School, Alternative School, Barkers Mill Elementary, Byrns Darden Elementary, Central Services South, Glenellen, Greenwood, Liberty, Moore Magnet, Onsite, Rossvie Elementary, Rossvie Middle, Rossvie High, Sango, TCAT, West Creek Elementary, West Creek Middle & West Creek High

In-Process all New Certified and Administrative Staff  
Processes Certified Personnel Actions  
Certification Issues  
Supplemental Positions – Additions, Deletions, Changes

Salary Changes – Degree Changes

**Krisinda (Kris) Needy, Certified Employment Representative 920-7960**

Barksdale Elementary/Spanish Immersion, Carmel, Central Office Gracey, Clarksville High, Cumberland Heights, Hazelwood, Montgomery Central Elementary, Montgomery Central Middle, Montgomery Central High, Norman Smith, Northeast Elementary, Northeast Middle, Northeast High, Operations, Richview Middle, Ringgold Elementary & Woodlawn Elementary

In-Process all New Certified and Administrative Staff  
Processes Certified Personnel Actions  
Certification Issues  
Supplemental Positions – Additions, Deletions, Changes  
Salary Changes – Degree Changes

**Robin Upchurch, Certified Employment Representative 920-7798**

Burt, East Montgomery Elementary, K-12 Virtual, Kenwood Elementary, Kenwood Middle, Kenwood High, Kirkwood Elementary, Kirkwood Middle, Kirkwood High, Middle College, Minglewood Elementary, New Providence Middle, Northwest High, Oakland, Pisgah Elementary, St. Bethlehem & The Learning Center

In-Process all New Certified and Administrative Staff  
Processes Certified Personnel Actions  
Certification Issues  
Supplemental Positions – Additions, Deletions, Changes  
Salary Changes – Degree Changes

## **Classified Team**

**Director of Classified Employment**  
**Dr. Erica Christmas 920-7423**

**Brad Miller, Classified Employment Representative 920-7940**

[Bradley.miller@cmcss.net](mailto:Bradley.miller@cmcss.net)

Classified Employees for the Following Schools: Adult High School, Alternative School, Byrns Darden Elementary, Central Office Gracey, Central Services South, K-12 Virtual, Cumberland Heights Elementary, Greenwood Complex, Kenwood Elementary, Kenwood Middle, Kenwood High, Liberty Elementary, Minglewood Elementary, Montgomery Central Elementary, Montgomery Central Middle, Montgomery Central High, New Providence Middle, Northwest High, Onsite Clinic, Operations Complex, Ringgold Elementary, TCAT, The Learning Center, West Creek Elementary, West Creek Middle, West Creek High, & Woodlawn Elementary

In-Process All Classified Staff On-Boarding  
Process Classified Personnel Actions  
Classified Staffing Process – Assist with Erica and Jeanine  
Classified Issues  
Classified Personnel Files/ScanDoc Import  
Classified Staff Market Analysis Memos/Communication  
Process Classified Staff Job Descriptions  
Process Classified Staff Transfers and Administrative Transfers  
Process Classified Staff Re-Hires, Resignations, Retirements, and Reprimands

Process Classified Staff Step Increases and Salary Changes

Process Classified Staff Name and Address Changes

**Sandy Dailey, Classified Employment Representative 920-7920**

Classified Personnel for the Following Schools: Barkers Mill Elementary, Barksdale Elementary/Spanish Immersion, Burt Elementary, Carmel Elementary, Child Nutrition/Cafeterias, Clarksville High, East Montgomery Elementary, Glenellen Elementary, Hazelwood Elementary, Kirkwood Elementary, Kirkwood Middle, Kirkwood High, Middle College, Moore Magnet, Norman Smith Elementary, Northeast Elementary, Northeast Middle, Northeast High, Oakland Elementary, Pisgah Elementary, Richview Middle, Rossvie Elementary, Rossvie Middle, Rossvie High, Sango Elementary, & St. Bethlehem Elementary

In-Process All Classified Staff On-Boarding

Process Classified Personnel Actions

Classified Staffing Process – Assist with Erica and Jeanine

Classified Issues

Classified Personnel Files/ScanDoc Import

Classified Staff Market Analysis Memos/Communication

Process Classified Staff Job Descriptions

Process Classified Staff Transfers and Administrative Transfers

Process Classified Staff Re-Hires, Resignations, Retirements, and Reprimands

Process Classified Staff Step Increases and Salary Changes

Process Classified Staff Name and Address Changes

**Jacklyn Winegarden, Classified Employment Representative – Applications/Transfers 920-7962**

Classified Application Processing

Recommendations to hire (up to and including fingerprint instructions)

Recruit & Hire Support (applications, recommendations, requisitions, etc.)

Classified Vacancies (posting & removing jobs from website; master tracking log)

Classified Personnel Files/ScanDoc Import

Transfer Portal posting/support/management

Personnel Actions for internal transfers

Para Pro Testing

Classified Recruitment (job fairs, CMCSS Careers Facebook page)

Maintenance of CMCSS One Stop Website for Classified Staff

Assists with Processing Classified Staff Personnel Actions as needed

## **Substitute Team**

**Director of Classified Employment**

**Dr. Erica Christmas 920-7423**

**CMCSS Substitute Program 920-7427**

**Substitute Teacher Coach**

**Dr. Regina Lyle 920-7881**

Substitute Training and Professional Development

Substitute Observations

Substitute Issues/Concerns

Substitute Recruitment and Retention

**Shara Sohn, Substitute Staffing Representative 920-7424**

Substitute Recruitment  
Application Approval  
Back up when Erica is out of the office  
Substitute Orientation/Training  
Employee Personnel File Management  
Substitute Observation  
Red Rover New Substitute Entry and Information Updates  
New Substitute MUNIS Entry and Update Management  
Determination of Substitute Eligibility to Transfer  
Employment Verification for Substitutes  
Process TCRS paperwork for Retirees

**Demetria Hatcher, Substitute Program Representative 920-7425**

Alternative School, Barkers Mill, Byrns Darden, Carmel, Clarksville High, Cumberland Heights, K-12 Virtual, Kenwood Complex, Kirkwood Complex, Moore Magnet, Norman Smith, Oakland, Richview, Ringgold, St. Bethlehem, TCAT, and West Creek Complex

Scheduling  
Long Term Substitute Placements/Approvals for certified teachers and SPED aides  
Last Minute Absence Entry and Filling  
Red Rover New Employees Entry and Information Updates  
Substitute POC for Cancellations  
Red Rover User Support  
POC for school level absence management  
Substitute Observation

**Christina Hemsath, Substitute Program Representative 920-7426**

Barksdale, Burt, East Montgomery, Glenellen, Hazelwood, Liberty, Middle College, Minglewood, Montgomery Central Complex, New Providence, Northeast Complex, Northwest, Pisgah, Rossvie Complex, Sango, and Woodlawn

Scheduling  
Long Term Substitute Placements/Approvals for certified teachers and SPED aides  
Last Minute Absence Entry and Filling  
Red Rover New Employees Entry and Information Updates  
Substitute POC for Cancellations  
Red Rover User Support  
POC for school level absence management  
Substitute Observation

**Safety and Health Team**

**OJI, Risk Mgt., Safety, School Nurses, Onsite Employee Health and Wellness Safety and Health Director/ Safety and Health Supervisor**

**Tommy Butler 920-7836**

**Sharla Smith, Onsite Employee Health & Wellness Manger 906-2001**

Onsite Healthcare Clinic Program

Supervisor and Training of all staff at Onsite: All Medical Office, Medical Assistant, LPN, RN, Nurse Practitioner, Physician Assistant and Licensed Mental Health therapists

Mental Health Services

InfusionsCI

DOT's

Pre-Employment Physicals

TB Shots

Flu Vaccinations

CPR / AED Program (American Heart Association Instructor)

Communicable Disease Team (CDT) member

Substitute Placement of Medical Office, Nursing, and Nurse Practitioner / Physician Assistant staff for Onsite

CMCSS Employee Training for COVID-19 issues and CMCSS Safety & Health Department information

Contact Tracing Team member for CMCSS Safety and Health Department

COVID-19 testing for CMCSS employees / CMCSS students

COVID-19 vaccine Administration for CMCSS employees

General Health issues for CMCSS employees

**Lauren Richmond, Safety & Health Coordinator 920-7827**

On the Job Injury Program Claim Management

Disaster/Crisis Planning + CMCSS online Emergency Mgmt. Plans

School Safety Committees

School Security Audits

Facility Inspections

Fire Marshal, Fire Drill, Safety Drill, and Playground Inspection Report Records

OSHA Compliance

Indoor Air Quality / Environmental issues

Surveillance Camera Issues

General Liability Claims/Legal Issues

**Emily Bowers, Safety and Health Specialist 920-7806**

On the Job Injury Program Claim Management

Performs Employee Safety Training

Disaster/Crisis Planning + CMCSS online Emergency Mgmt.

Plans School Safety Committees

Tabletop Sessions

School Security Audits

Facility Inspections

Fire Marshal, Fire Drill, Safety Drill, and Playground Inspection

Report Records Flu Vaccinations

OSHA Compliance

Indoor Air Quality / Environmental issues

Employee Safety Training

Surveillance Camera Issues

CPR/AED Training



Breathe Alcohol Testing

**Rebekah Ham, Safety and Health Associate 920-7917**

On the Job Injury Program Claims Management

OJI Program Claims Processing

OJI Records and Representatives Program

OJI Representative List

Property & Casualty Claims Processing

OJI Injury Prevention Re-Training Program

OSHA 300 Injury Reporting Program

OSHA Recordkeeping

Worker's Compensation (old claims handled by Brentwood 1-800-524-0604-employee calls Brentwood directly)

Claims Accounts Payable

Updates Disaster Recovery Plan / School Crisis Plan & Maps

General Liability Claims/Legal Issues

Safety Data Sheets

Student Injury Reporting

Surveillance Camera Issues

Hepatitis B Vaccinations

Insurance Renewals

**Ashley Calhoun, Safety & Health Administrative Assistant 920-7907**

On the Job Injury Program Claim Management

Emergency Response

Breath Alcohol Technician and Trainer

Liability Claim Management

Purchasing and Receiving

School Health Education and Programs

Alive & Well Employee Wellness Program

Be Alive Points Program

Employee Tournaments/Competitions

PA/PE (Physical Activity/Physical Education) Quarterly Reports

Fire Drill, Safety Drill, and Playground Inspection

FEMA Course Entry

Immunization records

Medication Training records

**Brittney Kirk, Student Health Services Supervisor 920-7976**

Student Individual Health Plans

Flu Vaccinations

Medication Training

CPR/AED Training

AED Program

American Heart Association Instructor

Employee Safety Meetings

Staffing and Placement of School Nurses and Substitute Nurses

Nurses Training and Orientation

504 Medical Advisor

Assisting the School Nurse when needed  
School Clinic Audits  
Medication Incidents  
Emergency Athletic Plans  
Narcan for Schools Program  
EpiPen for Schools Program  
Seizure/Diastat Training  
Member of the Safety Team – Assist with student COVID related concerns as needed  
Nursing Policy and Procedures

**Sarah Rinehart, Student Health Services Coordinator 920-7973**

Student Individual Health Plans  
Flu Vaccinations  
Medication Training  
CPR/AED Training  
AED Program  
Employee Safety Meetings  
Nurses Training and Orientation  
Assisting the School Nurse when needed  
School Clinic Audits  
Seizure/Diastat Training  
Member of the Safety Team – Assist with student COVID related concerns as needed  
Nursing Policy and Procedures

**Taryn Suiter, Coordinated School Health & Employee Wellness Supervisor 920-7812**

CSH Mini – Grants  
CSH District Applications  
State Surveys – YRBS Survey/Student Health Profile Survey  
School Health Index  
PA/PE (Physical Activity/Physical Education) Quarterly Reports  
Health Screening Guidelines  
Healthy School Teams  
School Health Education and Programs  
Alive & Well Employee Wellness Program  
Be Alive Points Program  
Employee Tournaments/Competitions

**Erica Ketner, Nurse Staffing and Wellness Screening Coordinator 920-7975**

Student Wellness Screenings  
Student Wellness Screening Data and Reports  
Communication with School Nurses and Families about Student Wellness Screenings  
Staffing and Placement of School Nurses and Substitute Nurses

## Classified Employment Representatives



**Brad Miller**

[Bradley.Miller@cmcss.net](mailto:Bradley.Miller@cmcss.net)

**931-920-7940**

**Sandy Dailey**

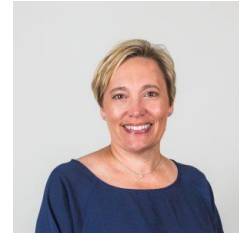
[Sandy.Dailey@cmcss.net](mailto:Sandy.Dailey@cmcss.net)

**931-920-7920**

Adult High School  
 Alternative School  
 Byrns Darden Elementary  
 Central Office Gracey  
 Central Services South  
 K-12 Virtual  
 Cumberland Heights  
 Greenwood Complex  
 Kenwood Elementary  
 Kenwood Middle  
 Kenwood High  
 Liberty Elementary  
 Minglewood Elementary  
 Montgomery Central Elementary  
 Montgomery Central Middle  
 Montgomery Central High  
 New Providence Middle  
 Northwest High  
 Onsite Clinic  
 Operations Complex  
 Ringgold Elementary  
 TCAT  
 The Learning Center  
 West Creek Elementary  
 West Creek Middle  
 West Creek High  
 Woodlawn Elementary

Barkers Mill Elementary  
 Barksdale Elementary/Spanish Immersion  
 Burt Elementary  
 Carmel Elementary  
 Child Nutrition/Cafeterias  
 Clarksville High  
 East Montgomery Elementary  
 Glenellen Elementary  
 Hazelwood Elementary  
 Kirkwood Elementary  
 Kirkwood Middle  
 Kirkwood High  
 Middle College  
 Moore Magnet Elementary  
 Norman Smith Elementary  
 Northeast Elementary  
 Northeast Middle  
 Northeast High  
 Oakland Elementary  
 Pisgah Elementary  
 Richview Middle  
 Rossvie Elementary  
 Rossvie Middle  
 Rossvie High  
 Sango Elementary  
 St. Bethlehem Elementary

## Certified Employment Representatives



**Robin Upchurch**

[robin.upchurch@cmcss.net](mailto:robin.upchurch@cmcss.net)

**931-920-7798**

Burt  
 East Montgomery Elementary  
 K-12 Virtual  
 Kenwood Elementary  
 Kenwood Middle  
 Kenwood High  
 Kirkwood Elementary  
 Kirkwood Middle  
 Kirkwood High  
 Middle College  
 Minglewood Elementary  
 New Providence Middle  
 Northwest High  
 Oakland  
 Pisgah Elementary  
 St. Bethlehem  
 The Learning Center

**Patty Fish**

[patricia.fish@cmcss.net](mailto:patricia.fish@cmcss.net)

**931-920-7916**

Adult High School  
 Alternative School  
 Barkers Mill Elementary  
 Byrns Darden Elementary  
 Central Services South  
 Glenellen  
 Greenwood  
 Liberty  
 Moore Magnet  
 Onsite  
 Rossvie Elementary  
 Rossvie Middle  
 Rossvie High  
 Sango  
 TCAT  
 West Creek Elementary  
 West Creek Middle  
 West Creek High

**Krisinda Needy**

[krisinda.needy@cmcss.net](mailto:krisinda.needy@cmcss.net)

**931-920-7960**

Barksdale Elementary/Spanish Immersion  
 Carmel  
 Central Office Gracey  
 Clarksville High  
 Cumberland Heights  
 Hazelwood  
 Montgomery Central Elementary  
 Montgomery Central Middle  
 Montgomery Central High  
 Norman Smith  
 Northeast Elementary  
 Northeast Middle  
 Northeast High  
 Operations  
 Richview Middle  
 Ringgold Elementary  
 Woodlawn Elementary