



School Year Preparation Days (CER-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for the designation, enrollment and verification of participation in the School Year Preparation Day.

2.0 RESPONSIBILITY:

- 2.1 Principals

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 CMCSS- Clarksville-Montgomery County School System
- 4.2 Stipend- A specific amount of pay given for a specific amount work.

5.0 PROCEDURE:

- 5.1 The Chief Human Resources Officer designates the days on which teachers may be paid a stipend to work one six-hour day or two three-hour days to prepare for the school year. These are also designated as School Year Preparation Days. Participation is optional.
- 5.2 The days are posted for enrollment on PLAN (Professional Learning Activities Network) as sections, which take place within a specified timeframe.
- 5.3 Teachers select the section in which they wish to participate and enroll in that class.
- 5.4 Teachers conduct their school year preparation on the designated day or days and sign in on the class sign-in sheet to verify with their signature when they were present. The principal or their designee marks credit and issues credit for the day on PLAN.
- 5.5 The principal must maintain sign-in sheets at the school for two years, for audit purposes.
- 5.6 When all schools have processed attendance and credit, Professional Learning emails a school system electronic file to Payroll of all teachers in the school system that have completed the School Year Preparation Day. Payroll will transfer electronic information to MUNIS for payment processing.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 School Year Preparation Day Stipend ([HUM-A062](#))
- 6.2 PLAN Report Class Roster - CMCSS (1) under Principal's Report



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Class Roster/Sign-in Sheet	School Office	Current Year	Discard at End of Year	Secured Office

8.0 REVISION HISTORY:

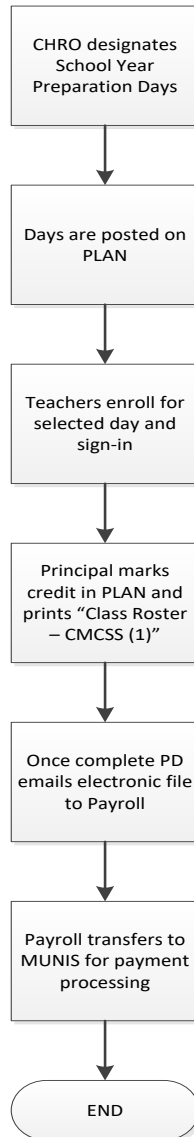
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/18/12	IR	
7/1/2014	A	Addition to 5.1: six-hour or two three-hour days
10/30/15	B	5.1 changed Director of Schools to CHRO. Updated flowchart.
5/26/17	C	Changed terminology of "class" to "section". Deleted requirement of schools to send hard copies of rosters to payroll.
1/10/22	D	Added the School Year Preparation Day stipend to the Associated Documents.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*** End of Procedure ***