



Employee Newsletter

January 27, 2020

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January Classified Kudos

Employee Group Being Recognized: **Substitutes, Warehouse and Book Processing**

Employee Representative: **Diane Carl, Substitute**

Time of Service to CMCSS: **2.5 years**

Primary Job Responsibility: ***"My primary job responsibility is to assist the staff at the school I am assigned to in whatever capacity is needed to best suit the students and the school for that particular day. This includes following the lesson plans to the best of my knowledge to insure that the students are able to learn, grow and succeed as if there was no absence of their daily teacher. I honor all class room rules and do my best to keep each student safe whether I am there for one day or multiple days."***

"I support the mission of CMCSS by ensuring each student continues to learn and is educated to reach their full potential and be a positive role model."

"The best part of my job is building relationships with the teachers and students and being asked to return to their class. It is then that I know I made a difference. Building relationships is challenging as we are constantly moving from school to school. However when I return to a school and I am recognized by students in the hallway, in the class room, or greeted with an excitable wave I know in some small way I have reached that student, and that to me is the greatest gift as a substitute teacher."

Information for Teachers

On Wednesday, Jan. 29, the Human Resources Department will host a “Licensure renewal/Advancement” informational session for teachers.

Aspiring Administrators

The Aspiring Administrator’s Academy is a leadership pathway for educators to learn about the skills and decision-making processes essential to the role of an administrator. Professional Learning is accepting applications for the Aspiring Administrator’s Academy now through due Feb. 7.

NOW ACCEPTING APPLICATIONS FOR ASPIRING ADMINISTRATOR’S ACADEMY

The Aspiring Administrator’s Academy is a leadership pathway for educators to learn about the skills and decision-making processes essential to the role of an administrator.

Professional Learning will begin accepting applications for the Aspiring Administrator’s Academy on Monday, January 20, and applications will be due February 7.

..... INTERESTED IN APPLYING?

Click here for
Aspiring
Administrator’s
Academy
Applications

Click here for
Aspiring
Administrator’s
Academy Reference
Request



If you have any questions, please contact Tina Smith, tina.smith@cmcss.net

Benefits Update

BCBS Dental Supplemental Deduction

Due to the dental premium increase Jan. 1, 2020, there will be a one-time additional deduction from all employees who were enrolled in the dental plan prior to Jan. 1, 2020. The deduction amount is based on whether you have single, 2-party or family coverage and if you receive your paycheck bi-weekly or monthly. The deductions are as follows:

Type of Coverage	Bi-weekly Deduction	Type of Coverage	Monthly Deduction
Single	\$0.40	Single	\$0.40
Two Party	\$0.78	Two Party	\$0.78
Family	\$1.16	Family	\$1.16

The deduction for Classified (bi-weekly) staff will be on Jan. 30, Administrative (monthly) staff will be on Jan. 31 and the deduction for Certified (monthly) staff will be on Feb. 5. Please contact the Benefits Office with any questions regarding this deduction.

Great News from Tennova

Tennova Healthcare has announced that they will be changing to American Physician Partners (APP) for their emergency room physician coverage at the main campus ER (651 Dunlop Lane, Clarksville) as well as at Tennova ER – Sango (1325 Hwy 76, Clarksville) starting December 10, 2019. APP is in our BCBS of TN SELECT (S) network and with the most popular insurances covering Middle TN including Blue Cross Blue Shield, Humana, MultiPlan, Aetna, Anthem, United Healthcare, Medicare, TennCare and Kentucky Medicaid among others.

Headquartered in Brentwood, Tennessee, American Physician Partners was founded in 2015 to provide a better alternative to hospitals for their clinical outsourcing needs. Since its inception, the company has grown to more than 120 care sites and has become a recognized leader in the provision of exceptional emergency medicine and hospital medicine management services to hospitals and healthcare systems nationwide. APP has earned its 100 percent client retention rate by remaining true to its purpose of exceeding the expectations of its patients, providers and hospital partners.

CMCSS Retirement Information Meetings

Three retirement meetings are scheduled for 2020. These meetings are very informative and open to all employees. We urge anyone who is considering retirement to attend either one of the meetings. All of the meetings will be held in the Lecture Hall on the first floor of Central Services-Gracey, on the following dates.

- Tuesday, Jan. 28 at 4 p.m.
- Thursday, Jan. 30 at 5 p.m.
- Monday, Feb. 3 at 4:30 p.m.

2020 Contribution Maximum for 401(k) and 403(b) Retirement Accounts

The Internal Revenue Code limits the amount you can contribute each calendar year to 401(k) and 403(b) retirement accounts. The federal general limit for 2020 will be \$19,500. If you are age 50 or older, the general limit contribution amount may be increased by an additional contribution of \$6,500.

Benefits Update Cont.

Medical Flexible Spending Account

REMINDER to all participants in the MedFSA plan, you have until March 15, 2020 to incur expenses for your 2019 balances. You will then have until March 31, 2020 to submit your claims to Benefits Connection. Any claim received after March 31, 2020 will not be eligible for reimbursement. Remember that you can shop at <https://fsastore.com/> to spend any remaining 2019 funds.

Need to Update Any of Your Personal Information?

Please notify Human Resources if you have had a change of address, have a name change, or need to make other updates to your personal information.

If you're adding a spouse or new baby, or making any changes to your insurance, contact the Benefits Office. Remember that changes to your insurance coverage due to a status change must be made within 30 days of the event. If you need to update your beneficiary forms, please contact the Benefits Office.

The Benefits Office is open Monday - Friday, 7:30 a.m. to 4:30 p.m.

Donna McIntosh – donna.mcintosh@cmcss.net

Amy Wigington – amy.wigington@cmcss.net

Faye Tryon – faye.tryon@cmcss.net

Alive & Well

December Be Alive Winners

Congrats to the following Be Alive Points Program participants for earning the most points in December! Each will receive a \$50 gift card.

Stephanie Carley, Deena Rose, Ben Smitherman, Jeff Morlock, Melissa Nolan, Melody Young, Deborah Cooke, Warren Everett, Kim Choker, Corey Streeter, Erika Cravath, Cheryl Wallace, Lori Long, Carrie Britt, Elizabeth French

Check out Alive & Well January events at <https://aliveandwell.cmcss.net/events!>

Alive & Well Health Fair on Tuesday, Jan. 28 from 3-6:30 p.m. at Civic Hall. Join us for an evening of self-care, nutrition, fitness, and fun!

A 30-minute yoga class will be offered at 4:30 p.m. Then, Connect Counseling will provide a workshop on managing daily stress from 5-6 p.m.!

Click [here](#) for more details.

CMC Education Foundation Leader Selected



Robin Burton has been selected to head up the Clarksville-Montgomery County Education Foundation as its Executive Director. Ms. Burton most recently was director of marketing for Premiere Speakers Bureau in Franklin. She previously served as director of communications for the Clarksville-Montgomery County Economic Development Council, overseeing public relations, communications and marketing for the Chamber of Commerce, Industrial Development Board, Economic Development Council, and Aspire Foundation.

She worked with the local Chamber and EDC for 10 years in a number of capacities including grant writing and fundraising. She also has experience as an art director, graphic artist, and editor for businesses in Spartanburg, S.C., Norcross, Ga. and Memphis. She earned her B.A. in journalism from the University of Mississippi, Oxford. She is a 2014 graduate of Leadership Clarksville.

Other Foundation Updates:

City Saver sales end Feb. 14.

The CMCSS United Way Workplace Campaign will run from Feb. 18- March 10. More details to come!

Teacher Warehouse Schedule

Jan 25 - 8-11 a.m.

Feb 8 - 8-11 a.m.

Feb 18 - 3-5:30 p.m.

Richview Middle Latest School to Go Green

A green ribbon cutting was held on Jan. 21 to welcome Richview Middle School to the Green Certification Program. Richview Middle becomes the first middle school in the Clarksville-Montgomery County School System (CMCSS) to complete the Program. The ribbon cutting ceremony included remarks by Richview Middle Energy Champion Jason Goppel, Richview Middle Principal Lisa Baker, CMCSS Director of Schools Millard House II and Montgomery County Mayor Jim Durrett.

The students of Richview Middle's Recycling Team also participated in the ceremony and explained the Team's recycling efforts throughout the school. The Team picks up paper recycling from classrooms once per week. After pick-up, students weigh the paper and record the totals. On average, the students collect 40+ pounds of paper per week. The students track the recycling amounts throughout the year and use the calculations as part of STEM work.

In addition to recycling, Richview Middle was one of 26 CMCSS schools that recently upgraded to LED lighting. The new LEDs provide light that most closely matches daylight while saving approximately 90% on energy costs. LEDs also turn on immediately, without needing to warm-up. This allows the lights in Richview Middle's gymnasium to be turned-off when not in use during school hours. Prior to the LEDs, it took up to 30 minutes for the gymnasium lighting to warm-up, meaning the lights needed to stay on all day.

Story continued on the next page.

Richview Middle Latest School to Go Green Cont.

The Clarksville-Montgomery County Green Certification Program promotes environmental stewardship within Montgomery County. The free Program is open to any organization with a physical location within the County and focuses on expanding recycling and improving resource efficiency. If your organization is interested in learning more about the Program, contact Carlye Sommers at cmsommers@mcgtn.net or call 931-245-1867. You can also find information about the Program at <http://mcgtn.org/green>.

Photos contributed by Richview Middle.



Employee W-2 Forms

Payroll will begin processing the W-2s on January 27, 2020. Below is the availability timeline.

1. For those individuals who signed up for electronic transmission, emailed W-2's will be processed January 27, 2020. The program will email employees in the order that they are in the program so some employees may receive their email before other employees, but by the end of the day, everyone who signed up for electronic transmission via email should receive their W-2.
2. W2's will be available on Employee Self Service by the end of the day on January 27, 2020. Employee self Service is available on the Employee Portal. The login is the same as your email login.
3. For those individuals who have requested paper W-2's, the forms will be printed, sealed, then placed in courier envelopes and sent to the employee's school. These will be placed in the courier on January 29, 2020.
4. Bus Drivers, Bus Aides, Bus Monitors and Substitutes' W-2's will be placed in the mail for US Postal delivery on Jan. 29, 2020.

The IRS deadline for furnishing 2019 Form 1095-C has been extended to March 2, 2020. The 1095-C is the "Employer-Provided Health Insurance Offer and Coverage" form. These forms are furnished only to employees that are available for an offer of health care coverage. It is not necessary to wait for your 1095-C to file your income tax return. Payroll will furnish this form to the employees when completed, which will be on or before March 2, 2020. Upon completion, these forms will be sent via the same delivery method as the employee's W-2 (i.e. email, delivery to school, US Postal delivery).

Thank you,
Business Affairs Department