



CMCSS Newsletter

February 5, 2018

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Transfer Requests Now Available

Certified employee transfer requests for the upcoming school year should be submitted Jan. 1 – May 1, 2018.

To access the electronic form, please follow these steps:

- Visit www.cmcss.net
- Select the Faculty and Staff tab
- Scroll down and choose Transfer Requests
- Follow the directions to complete a certified transfer request
- Log in using your CMCSS username and email password

Before submitting a transfer request for possible future vacancies, please ensure you hold the appropriate licensure endorsement. A position does not have to be posted before you submit a transfer request.

CMCSS Hosting Workshop

Parents, Caregivers, and Teachers to attend an exciting workshop on “Engaging All Learners in Today’s Classrooms,” with a focus on increasing inclusive opportunities for students with disabilities. [Click here](#) to learn more.

Tax News from the Education Foundation

Thank you to everyone who donated to the CMC Education Foundation during the 2017 Rise Campaign. We appreciate your dedication to students both in your daily work and in your generous giving.

Tax season is upon us so we wanted to provide you with some information on where to get the information you need if you plan to use your gifts to the CMC Education Foundation when filing your 2017 taxes.

If your gift was a one-time cash or check donation in the amount of \$20 or more, you should receive an email from Abby Binkley that gives your total donation amount for 2017. Please check your Barracuda Spam account if you did not receive this email.

If you give through payroll deduction, please use your CMCSS pay stubs for each pay period in 2017. You can access these by logging into your Munis account. Once logged in, you will select YTD Information and then select 2017 for the year. Under Deductions you will see EDUC FOUND and your total payroll deduction giving for 2017.



Recommendations for District Improvements

To submit recommendations for district improvements, please go to Questions & Comments at the bottom of the district website or visit this link: <http://www.cmcss.net/helpfullinks/feedback.aspx>.

District Documents

All district documents can be searched for at <http://www.cmcss.net/forms.aspx>. To request updates to documents, please email April Sparks at april.sparks@cmcss.net.

Remember, the online version of any document is the official version.

Below are policy updates:

Policy Number	Policy Name	Revision	Revision Date
HUM-A067	Annual Employee Training (AET)	B	12/11/2017
HUM-A072	Transporting Students with Personal Vehicle	A	12/11/2017
TRN-A022	School Bus and Driver Records Collection and Maintenance	A	1/02/2018
HUM-A047	Sexual Harassment	D	1/15/2018
HUM-A055	Sex Offenders	E	1/15/2018

Positive Feedback

Have you seen something positive around the district? Please tell us! You can report any comments or positive experiences at www.cmcss.net/helpfullinks/feedback.aspx.

Department or Section Complimented: Human Resources (Benefits)

I have contacted Amy Wigington several times to inquire about various benefits and my retirement account. I have asked many questions trying to learn about my benefit options and my retirement account. Ms. Wigington always answers my emails promptly and provides all the information I need. She never makes me feel like I am an inconvenience and always has all the answers I need or knows who I should contact to get further information. As a result, I feel much more informed and her help is very much appreciated.

Department or Section Complimented: Operations (Maintenance)

I would to thank Gerome Griffey and Jerry Wood for their hard work on installing the floor tile at Central Office. They completed this job during business hours when people were coming and going. They made the project seem so seamless in a challenging situation, while maintaining their humorous personalities.

Department or Section Complimented: NEHS Guidance

I just want to commend the guidance department at NEHS for being fabulous and getting my classes set up on PowerSchool.

Department or Section Complimented: NPMS Guidance

Huge thank you to the guidance staff, specifically Mr. Hank Ballew, for getting my PowerSchool classes set up.

Department or Section Complimented: Technology (Repair)

David Austin is a superhero at St. Bethlehem Elementary. The week before Christmas break, he came through for us twice when we desperately needed help in replacing outdated, broken equipment. He even saved Eric Carle. David's patience, knowledge, and willingness to come to our rescue meant so much. We are blessed to have folks like David Austin in the Technology Department of our school system.

Department or Section Complimented: Technology

Eric Salyer and his team are so helpful and efficient. Even when I had to request a report to be run for the third time, he was still more than happy to help.

Department or Section Complimented: Instruction and Curriculum

Huge thank you to Ms. Dee-Etta Whitlock and Mr. Philip Authier for assisting me with my training of OneNote. I have finally gotten past feeling like a dog chasing its tail and I am capable of creating classes and inserting/sharing assignment, etc. I am impressed with them - and me. Thank you.

Department or Section Complimented: NEHS

I want to thank Ms. Blakey, ELL Assistant at NEHS, for being such a great help despite us having yet to physically meet. She has returned testing materials to teachers, left detailed notes on students in their general academic classes, and responds positively to any and all of my inquiries. Thank you.

Department or Section Complimented: Warehouse and Custodians (CSS)

Moving all the furniture, equipment and materials to prepare for the continued buildout at Central Services South was a huge and unexpected task. Since the buildout calendar had been moved up and our storage area had to be cleared, Warehouse had to move fast. We appreciated Billy Gilbert, Bobbie Hatter and George Bishop for their "can-do" attitude and how quickly and efficiently they worked to put everything in place. Our custodians Joey Pianis and Rita Kirtland were also part of the team. Thanks also to Ray Ruiz for helping us think through effective ways to store items in the warehouse. This move happened faster and easier than we expected due to the great work of this team. We appreciate them!

Benefits Update



MedFSA

REMINDER to all participants in the MedFSA plan, you have until March 15, 2018 to incur expenses for your 2017 balances. You will then have until March 31, 2018 to submit your claims to Benefits Connection. Any claim received after March 31, 2018 will not be eligible for reimbursement. Remember that you can shop at <https://fsastore.com/> to spend any remaining 2017 funds.

Tennessee Consolidated Retirement System

The TCRS Member Self-Service allows you to access your TCRS annual statement, account history, beneficiary information, and much more. If you have not registered to use TCRS self-service, please use the following link for instructions on how to register. Please [click here](#) for instructions.

Please remember to notify the Benefits Office any time your marital or family status changes.

- Marriage
- Birth of a baby
- Adoption
- Divorce

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

Donna McIntosh – donna.mcintosh@cmcoss.net

Amy Wigington – amy.wigington@cmcoss.net

Faye Tryon – faye.tryon@cmcoss.net

February Events

Don't forget to register your Triathlon / Duathlon Team by Feb. 9.

To register, click on this link: <https://goo.gl/forms/EjvojRfNdyGhhutO2>

Feb. 5 Rossfit at Rossvie Middle 4:30 p.m.

Link to sign-up: <https://goo.gl/forms/U0HMrit9WCg6v78T2>

Feb. 7 Stress Mgt. Class at Civic Hall 5-6 p.m.

Link to sign-up: <https://goo.gl/forms/YK6CGoupZzPZxDSP2>

Feb. 12 Dance Fitness 5:30-6:30 p.m. John Bartee Gym (Cumberland Heights Rd)

Link to sign-up: <https://goo.gl/forms/qZrvMbsfjwc4Nk263>

Feb. 13 PiYo at NWHS 5-6 p.m.

Link to sign-up: <https://goo.gl/forms/vAGqa9sBxiisyZh32>

Feb. 20 Yoga KMS 5-6:15 p.m.

Link to sign-up: <https://goo.gl/forms/EeDRwEkk4b6i4BUx2>

Feb. 26 Volleyball at Woodlawn 4:30-5:30 p.m.

Link to sign-up: <https://goo.gl/forms/cwFDRFIpC543DmVn1>

Feb. 28 Dance Blast at Minglewood 4:30 -5:30 p.m.

Link to sign-up: <https://goo.gl/forms/F1eMDECTVqiPjF292>

Feb. 24 Triathlon/Duathlon

Registration: <https://goo.gl/forms/ZIMrWnsfoRfkEjft2>

Fourth Annual "Hold the Stuffing Challenge" Winners

Those who Maintained and Did Not Gain were entered into a drawing for a prize.

Raven Ketner; Tyler Buis; Jamie Mobley; Virginia Bagwell; Elise Webster; Chelsea Ogan; Rebekah Ham; Terry Adams; Leah Smith; Ruth Baggett; Rob Franklin; Thomas Thorton; Shannon Cummings; Mary Irvin; Kristin Seller; Dana Brown; Linda Mitchell; Michaela Harris; Brandi Goodwin; Jennifer Barber; Will Ferrell; Christie Kerley; Jane Weakley; Renee Pegton; Thomas Farley; Morgan Smith; Linday Cooper

JOIN US

Come participate in our 3rd Annual Team Triathlon and Duathlon!

February 24, 2018
YMCA of Clarksville 260 Hillcrest Drive
5:00 p.m.

Triathlon (3 person team) - 600 Yard Swim, 12 Mile Bike, 5k Run
Duathlon (2 person team) - 12 Mile Bike, 5k Run

Awards

1st Place Team - \$75 gift card
2nd Place Team - \$50 gift card
3rd Place Team - \$25 gift card
All participants will receive a t-shirt.

Registration due by February 9th, 2018 at the following link: <https://goo.gl/forms/EjvojRfNdyGhhutO2>



aliveandwell.emcss.net



Inclement Weather Message for Classified Employees (non-12 month) 2017/2018 School Year

Definition of Non-12-month Employee: A classified employee who works less than 260 days per year- Example of these employee groups are Bus Drivers, Bus Aides, Bus Monitors, Child Nutrition, Café Monitors, Administrative Assistants, Office Assistants, Education Assistants, Media Assistants, Nurses, Accounting Technicians

Definition of 12-month Employee: A classified employee who works 260 days per year (12 month calendar).

Definition of School-Based Employee: Generally all employees who are not assigned to Central Services South, Central Services Gracey, Operations and On-Site. Typically, a school-based employee's works directly at a school or may travel to various school locations.

September 1st, 2017 – Schools closed due to hazardous conditions caused by significant winds and rain (Power outages, power lines and trees blocking the roads) Non-12 month Classified employees had the option to use accrued personal or comp leave or day without pay.

January 12, 2018 - Schools and District closed due to inclement weather. All employees will be compensated for normally scheduled hours.

January 16, 2018 - Schools and District closed due to inclement weather. All employees will be compensated for normally scheduled hours.

January 17, 2018 - Schools closed due to inclement weather. District open at 10:00am. Non-12 month classified employees will be paid for 2 ½ hours since the District was delayed and 12-month employees were compensated for a full day if they reported to work. Appropriate accrued leave may be used for unpaid hours if employees requests.

January 18, 2018 - Schools closed due to inclement weather. This will become a day out of calendar as the make-up day is scheduled for Presidents day February 19th, 2018. Payroll will populate a Day Out Of Calendar onto all KRONOS timecards. Leave may not be used, as this will be a work day on February 19th.

January 19, 2018 - Schools closed due to inclement weather. District Open at 10:00am.

12-month employees were compensated for a full day if they reported to work.

School based employees, including Child Nutrition notified to report to work from 10:00am- 3:00pm. Custodians notified to report at 8:30am. Employees who reported to work will be compensated for their entire regularly scheduled day. Kronos managers will need to make adjustments on the timecards to reflect the regularly scheduled day.

School based employees who were unable to report to work on January 19, 2018 have the following options:

- 1) May use appropriate accrued leave (5 hours for the day)
- 2) Take leave without pay (5 hours without pay or less if regular scheduled day is less than 5 hours)
- 3) Add a day to their calendar at the end of the school year (non-12 month employees only)

Bus Drivers, Bus Aides and Bus Monitors – Did not report to work, they will be compensated for 2 ½ hours of work, since the District was delayed and 12 month employees were compensated for a full-day if they reported to work. An extra training day will be added to the bus driver, bus aide and bus monitor end of year calendar, this day will be a 2 ½ hour day.

Schools will be in session on Presidents Day, Feb. 19, which is part of the School Board-approved makeup plan.



UNITED WE CHANGE THE GAME

LIVE UNITED

United Way fights for the Education, Health and Financial Stability of every citizen. Your support helps that fight become a win. A win that's not just a short term contribution, but a long term solution.

GIVE. ADVOCATE. VOLUNTEER. www.liveunitedclarksville.org

CMCSS Employee Campaign
February 20 - March 12



United Way of the
Greater Clarksville Region



UNITED WE FIGHT. UNITED WE WIN.

CMCSS and Montgomery County are uniting to benefit United Way of the Greater Clarksville Region and raise awareness for their 2018 Game Changer campaign.

F E B R U A R Y 17 • 7 P M
APSU GOVERNORS VS JACKSONVILLE GAMECOCKS

You won't want to miss CMCSS Director of Schools **Millard House** and Montgomery County Mayor **Jim Durrett** compete in a halftime free throw contest!

BE A GAME CHANGER AND GET **\$5 OFF** EACH TICKET!

USE PROMO CODE: **CMCSS**

*Enter promo code at checkout for \$5 off each ticket in your cart.
Discount available for online purchases only.*

Directions to Purchase Tickets:

1. Visit http://letsgopeay.universitytickets.com/user_pages/event.asp?id=569&cid=47
2. The user must login (or create an account) to purchase
3. Select the number of tickets you wish to purchase by clicking on the dropdown box in the bottom right corner. Click **Select Seats** below the dropdown box.
4. Select the red sections for Reserved tickets and green sections for General Admission tickets.
 - a) A **\$5 discount on each ticket** will be given when using the Promo Code during checkout
5. Select the desired seating location and click **Reserve Selected Seats**
6. Check your shopping cart to ensure that you have selected the correct number of seats and location. When all information is correct click Checkout in the bottom right corner.
7. In the coupon code box insert Promo Code **CMCSS** and click **Apply Coupon**.
8. Your discount is now applied. Enter payment information and click Checkout in bottom left corner.

The discounts will be available online through pre-purchase only.
9. Tickets will be sent via e-tickets to the e-mail address on file with the ticket account.
10. The ticket office phone number is 931-221-PEAY (7329) if there are any issues. The discount is only available through online purchases. **Orders over the phone or in-person will not get the discount.**