



March Classified Kudos

Employee Group Being Recognized: **Child Nutrition Department**

Employee Representing Group: **Jill Metcalf**

Time of Service to CMCSS: **3 years and 7 months**

Primary Job Responsibility: **Cafeteria Lead**

"I support the Mission of CMCSS by preparing and providing healthy and nutritious meal options to our students, faculty and families every day so they can achieve their daily goals without the worries of healthy meal choices."

"The best part of my job is seeing the excitement in their faces when they come in and try something new, foods they have not tried. I believe meal times are something they look forward to and I'm a part of that! By providing them with these healthy options gives them the energy they need for the day. It's a great feeling to have every day to make them smile!"

CMCSS Newsletter

March 19, 2018

In This Newsletter

Classified Kudos

Transfer Requests

Alive & Well

Benefits Update

Continuous Improvement

Walk a Mile in Their Shoes

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.

April 2018 Alive & Well Events

*no sign-up required unless specified

April 4 - Yoga at CHES, 5-6:15 p.m.

April 10 - PiYo at NWHS, 5-6 p.m.

April 17 - 30 Minute Meals Cooking Class at RHS, 5-6 p.m.

Sign-up: <https://goo.gl/forms/89MNpuPuehMW72Rw1>

April 18 - Fitness Stations at CHES, 4:15-5:15 p.m.

April 28 - Kickball Tournament; visit <http://aliveandwell.cmcss.net/events.html> for more information.



**3RD ANNUAL SPRING
KICKBALL**

**APRIL 21ST
ST. BETHLEHEM CIVITAN PARK
KICKOFF BEGINS AT 9 A.M.**

**MUST HAVE 9-12 PLAYERS
PER TEAM**

**MUST REGISTER YOUR TEAM
BY FRIDAY, APRIL 6TH**

REGISTER YOUR TEAM BY SUBMITTING THE FORM
AT THE FOLLOWING LINK:
[HTTP://ALIVEANDWELL.CMCSS.NET/EVENTS.HTML](http://aliveandwell.cmcss.net/events.html)

QUESTIONS?
CONTACT KATIE MASSMAN,
EMPLOYEE WELLNESS COORDINATOR AT
KATIE.MASSMAN@CMCSS.NET

T-SHIRTS WILL BE AVAILABLE
FOR PURCHASE FROM GERALD
PRINTING. PLEASE REQUEST ORDER
FORM FROM KATIE MASSMAN IF YOU
WISH TO PURCHASE T-SHIRTS.



February Be Alive Winners

Congratulations to the Be Alive Points Program February winners named below. The winners will be receiving a \$50 gift card to Dick's Sporting Goods. Thank you all for your effort in improving your health and wellness:

Tracie Mason-Blair, David Kennedy, Tamika Jones, Tonya Adams, Kristin Koester, Theresa Bilon, Carrie Allison, Ashlyn Fussell, Kaye Byard, Anita Coleman, Stephanie Pierce, Tiffany Broadbent, Lisa Mallory, Savannah Barron, Lauren Bischoff, Lori Grubb, Christina Ploeckelman, James Sensabaugh

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. You can shop at <https://fsastore.com/> to spend any remaining 2017 funds.

[Click here](#) for Blue Cross Blue Shield Fitness Your Way information.

Student Discount forms for Certified Teachers

The State of Tennessee offers a public higher education fee discount to the eligible children of Certified Public School Teachers. These guidelines are set by the State of Tennessee and are as follows:

- Children under the age of 24 who are natural or legally adopted children of full time certified teachers.
- Stepchildren under the age of 24 and living with a full time certified teacher in a parent/child relationship.
- Fee discounts are only available for courses classified as undergraduate at a state operated institution of higher learning.
- Fee discounts are not retroactive for prior terms.
- Discount forms may be requested as follows:
 1. email: faye.tryon@cmcss.net
 2. call: 931-920-7788
 3. Discount forms may be left at the front desk at Central Office on Gracey Avenue.
Allow a 24-hour waiting period to process the form.
 4. Processed discount forms will be either returned to the teacher by the school courier or picked up at Central Office.
- Discount forms may be requested no earlier than 30 days prior to the beginning of the semester.
- Each semester a new discount form is required.

Changes? Please notify HR

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@cmcss.net

Amy Wigington – amy.wigington@cmcss.net

Faye Tryon – faye.tryon@cmcss.net

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
HEA-A010	Admission Requirements	K	2/1/2018
OSM-A002	PHI - HIPAA Policy (Onsite)	IR	2/1/2018
BUS-A003	Student Fees, Fines, and Charges	G	2/19/2018
HUM-A058	Transfers	K	2/19/2018
OPS-A017	Stormwater Management	IR	2/19/2018
PRD-A001	In-Service Requirements and Completion	F	2/19/2018
HUM-A027	Certified Staff Contracts and Compensation Plans	E	3/5/2018

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.

February 22 was classified staff appreciation day. This is the month the maintenance department was celebrated. There were several positive feedback submissions sent in for maintenance. Thank you for all the submissions!

Keith McFarland is the model for customer service; his human relation skills are outstanding. Plus, he is an elite electrician. He goes beyond the call of duty. He pulled a pencil or paper towels out of a toilet for me; because he heard the call, I think. He has spent many hours in Barksdale; and he has done absolutely everything we have asked him and more. He is dependable, professional, very down to earth, and friendly. Keith is the prototype.

Buddy Suiter works hard, and I can see that he takes pride in his work. He does whatever it takes to get the job done, right. He has spent many hours in this building and on this building, and this school would not hold up without his hard work and dedication. Buddy knows I'm a detail person, and he goes for the details in his work. He gives solid feedback about his work and tells me about potential problems. He saw a problem today, and I took his recommendation. Buddy is a solid human relations worker and he displays a very good attitude. I helped him move a big, white board for a teacher; and we were done. However, she changed her mind. We moved the moved the board again and went about our business.

Positive Feedback Continued

Danny Watson is the model of customer service. He has excellent human relation skills; and he demonstrates them, consistently. He is an excellent, top-notch HVAC technician. He diagnoses problems and keeps me informed about his work. He keeps our HVAC leaks under control, and he keeps our ceilings dry. This is an old building, and he has his hands full maintaining the units and HVAC system and keeping everyone in here happy. I am certainly glad to have him, and this place could not function without him.

Charles May: Chuck is an excellent small engine technician. He has done everything in his power to help get our equipment running right. We could not perform basic, key tasks without him. He diagnoses problems fast; and he fixes things very fast. We do not have to wait long for him to fix machines. He gets here, and fixes the problem. If he has to take some equipment, we get it back fast. He has worked hard to fix our auto-scrubber problem. He has done it. I scrubbed the gym in 20 minutes today. He is very good at human relations and his customer service is top notch.

Steve Bradley is an excellent furniture/cabinet technician. He has spent many hours fixing furniture and making things for Barksdale. As a result, our students, teachers, staff, and administrators benefit. He fixes our cafeteria chairs and keeps our students safe. If given a task or project, he comes through with aces. His customer service skills and his human relation skills are excellent. He is very valuable to us.

Jesse Aldridge is an excellent plumber. Jesse demonstrates excellent customer relation skills and human relation skills. He is very friendly, and he does whatever it takes to get the job done, right. He is a hard worker, and he is smart. This building is old, and he has spent some significant time in here fixing our plumbing issues. We are very appreciative of him and his hard work. The school could not function without him.

Brian Bluedorn does an excellent job, no matter the task. He has excellent customer service skills, human relation skills, and problem solving skills. He is very friendly, and he takes pride in his work. Brian does whatever it takes to get the job done, right. When Barksdale has needed him, he has always delivered and delivered fast. As a result, things run smoothly here because problems are solved. We appreciate his effort and hard work.

Shay Patterson demonstrated excellent customer service skills and communication skills. He diagnosed a big safety problem and fixed the issue. We appreciate his hard work and dedication to our school.

Sidney Sigeas demonstrated excellent customer service skills and communication skills. He applied his trade and fixed a safety issue at our school. We appreciate his hard work and dedication to our school.

I would like to give a big thank you to Mikael Hogue & Mark Shively . We had a lock issue at Byrns Darden Elementary. They went above and beyond to fix the issue. We appreciate your dedication!

Mike Smith is very, very professional. He is an excellent plumber. He has done some jobs out here by himself before. He cleaned up his mess. Mike comes in, diagnosis his problem, and he takes care of his business.

Sidney Sigeas patched some holes in our sidewalk. He demonstrated excellent communication skills and easily diagnosed the problem and how he was going to fix the issue. He was very, very professional and did a great job.

Positive Feedback Continued

Shay Patterson was out here filling a sinkhole. He diagnosed the problem and took care of his business. He worked fast and did a great job. He demonstrated excellent communication skills. I do not see him often, but he was very professional.

Gerome Griffey is an excellent tradesmen/craftsmen. He takes his job seriously and takes pride in his work. He does whatever it takes to get the job done and get it done right. He has excellent human relations skills and communicates very, very well. He is a very friendly person. We don't see him very often; but when we do, I know he is going to be professional and do quality work.

Jerry Wood is an excellent tradesmen/craftsmen. He works hard and takes his job seriously. He does whatever it takes to get the job done and get it done right, and he knows I am a detail-oriented person. He takes pride in his work. Jerry has excellent human relations skills and communicates very, very well. He is a very friendly person. He wants you to check his work. His customer service skills are outstanding. He has spent some time in Barksdale.

Mark May did an outstanding job as our small engine operator for us, and now he is taking care of our water fountains. He demonstrates excellent human relations skills. He diagnosis problems effectively and fixes the issue and finishes jobs fast. He is a very friendly person and communicates very, very well. We are lucky to have him at our school.

Ray Herrell is an excellent craftsmen/tradesmen. He demonstrates excellent communication skills and customer service skills. He does whatever it takes to get the job done and get the job done right. I have seen him. Ray has a great work ethic, and he takes pride in his work. He has spent many hours working at Barksdale, and we appreciate his efforts. I am a very detailed oriented person, and he does quality work.

Department or Section Complimented: Transportation

Let's be honest, I don't think anyone truly enjoys getting caught behind a school bus, or any vehicle that makes frequent stops. Well, this morning around 7:20 in the Golf Club Ln. area, I found myself behind bus 04-194. At first, I groaned a bit realizing I would too be making frequent stops. However, I soon found myself relaxed and in awe. This bus driver did everything right! From speed to turn signals to complete stops, this was the best driving I have seen in Clarksville in a long, long time. It made me realize our children are in the hands of the best drivers around, and it made me wish all local drivers drove with the same care and finesse as CMCSS bus drivers. Thank you, driver of bus 04-194 for changing my mindset about getting stuck behind a school bus and for all that you do to get children to school safely.

Department or Section Complimented: Technology

Huge shout out to Theresa Bilon and Patti Wilson for "fixing" Pathdriver and Powerschool for me. I cannot tell you how much I appreciate their professionalism and effort to get my accounts straight. Thank you!



Positive Feedback Continued

Department or Section Complimented: Copy Center

We submitted our course catalog a bit late. I feel like the print shop, Sherri Balthrop-Zook went above and beyond in doing a quick turnaround of our catalogs. Thank you to the Print Shop staff. We NEHS counselors appreciate your dedication to the job and the quick turnaround.

Department or Section Complimented: Technology

Joshua Neuman rescued one of my student's laptops so she can begin her WIDA testing. I cannot begin to thank him enough. He is always prompt, caring, and professional.

Department or Section Complimented: Instruction (New Providence)

My hat is off to Veronda Funches for being absolutely fabulous at handling all of her responsibilities - and always with a smile on her face. Her heart is caring and her professionalism is supreme. Thank you for being you - and taking care of me during my transition to NPMS. I appreciate you!

Department or Section Complimented: Instruction (ELL)

Caroline (C.J.) Miller deserves a HUGE round of applause for doing double duty with another's retirement. She is always pleasant, patient, and willing to do whatever she can to make everything work. Best of all - her heart is for the students.

Department or Section Complimented: Maintenance

I would like to send a shout-out to Steve Davis for all his wonderful work that he completes at our school when called upon to construct or repair something. He is so talented, and always completes his work with a smile and goes the extra mile to make sure that the work is not only done correctly, but beautifully. CMCSS is lucky to have him as a competent and caring employee. Each time I see him in our building he always brings a smile to my face! Thank you Mr. Davis for your dedication to a job well done.



Walk a Mile in Their Shoes

Walk a Mile in Their Shoes is a program that raises awareness on the topic of Sexual Assault and prevention efforts. Austin Peay State University has made a commitment to support the local sexual assault center in Clarksville, Walk a Mile in Their Shoes is our signature fund raising event, and we hope we can count on you to support those efforts.

The Walk a Mile In Their Shoes event will be held Thursday, March 22nd at 6:30 p.m. in Fortera Stadium. If you do not wish to make a pledge, but would like to participate in the walk there will be a \$5 admission fee. 100% of donations will go to the Sexual Assault Center in Clarksville!

To register or make a donation, please [click here](#)! We also would love your sponsorship. Please see the attached packet for more information.

Also, like and share our [event Facebook page](#) to find out the most accurate information regarding the walk and fundraising efforts!

Thanks and we hope to see you there! #WalkInAPSU

