



CMCSS Newsletter

April Classified Kudos

Employee Group Being Recognized: **Administrative Assistants**

Employee Representing Group: **Tanya Garrett**

Time of Service to CMCSS: **4 years**

Primary Job Responsibility: **Acts as recording secretary for Discipline Hearing Board by recording minutes and prepares a summarized transcript. Receives Home School applications, and dispenses that information per requests. Receives, reviews and records open enrollment applications.**

"I support the CMCSS mission by providing instructional support in all areas of the Student Services Department work."

"The best thing about my job is having the opportunity to serve and be of help to others. Everyone who comes through the door has an unmet need, and I have the opportunity to provide excellent customer service."

April 10, 2017

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Call for Applications 2017-18 Introduction to Leadership Course

The application process is open for the 2017-18 Introduction to Leadership Course. This program is designed to provide essential leadership training to select Certified and Classified employees who have demonstrated interest and aptitude for broadening their leadership skills. The program covers a broad range of leadership topics to include personal leadership, interpersonal communication, team development skills, organizational change, and facilitative leadership. This year, 50 applicants will be accepted on a first-come, first served basis with 10 held for Operations lead personnel for whom this training is required. The link to the application is as follows: <http://www.cmcss.net/documents/profdev/201718leadershipapplication.pdf>

Links to the applications (which are the same) also may be found on the CMCSS website under the Faculty & Staff Tab, Professional Development: Classified Staff or Teachers:

Classified: <http://www.cmcss.net/faculty/developmentclass.aspx>

***Classified Kudos** is a monthly employee newsletter feature, which was initiated by a Continuous Improvement Team charged with employee recognition. The month's featured group will mirror the Classified Staff Appreciation calendar. The spotlight will focus on one employee representing the group or groups being recognized.*



Benefits Update

BCBS Dental

Due to the dental premium increase in January, there will be a one-time additional deduction from all employees who were enrolled in the dental plan prior to January 1, 2017. 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
Single	\$0.48
2-Party	\$1.04
Family	\$1.56

Type of Coverage	Monthly Deduction
Single	\$0.48
2-Party	\$1.04
Family	\$1.56

The deduction for classified (bi-weekly) staff was on March 30, Administrative (monthly) staff March 31 and Certified (monthly) staff April 5. Please contact the Benefits Office with any questions regarding this deduction.

Vision Service Plan (VSP)

Due to the Vision premium decrease in January there will be a one-time refund for all employees who were enrolled in the vision plan prior to January 1, 2017. The refund is based on whether you have single, 2-party, or family coverage and if you receive your paycheck bi-weekly or monthly. The refund will be seen as a negative deduction on your paystub. The refunds are as follows:

Type of Coverage	Bi-Weekly Deduction
Single	-0.36
2-Party	-0.56
Family	-0.96

Type of Coverage	Monthly Deduction
Single	-0.36
2-Party	-0.56
Family	-0.96

The refund for classified (bi-weekly) staff was on March 30th, Administrative (monthly) staff March 31st and Certified (monthly) staff April 5th. Please contact the Benefits Office with any questions regarding this refund.

Benefits Office is open Monday through Friday 7:30am to 4:30pm

Donna McIntosh – donna.mcintosh@cmcss.net

Amy Wigington – amy.wigington@cmcss.net

Faye Tryon – faye.tryon@cmcss.net



Onsite Update

During the last year, the Onsite Clinic has seen tremendous growth in our patient numbers. We have increased our patient visits by over 40 percent from last year. Because of this increase, beginning May 1, 2017 there will be exciting changes for Onsite Clinic Program. These changes are to enhance the patient experience and increase access to medical care.

The Onsite clinic is happy to announce that we are extending our hours and our locations. Beginning May 1, 2017, the main Onsite clinic location in Veteran's Plaza will be open 7 a.m. - 5:30 p.m. on Mondays through Fridays. On Saturdays, the main clinic location will be open from 8 a.m. - 5 p.m. The phones will be answered at 6:30 a.m. Mondays-Fridays and at 7:30 a.m. on Saturdays.

Also, there will be two satellite clinics open daily through the week. The satellite clinic hours will be Mondays through Fridays from 8 a.m. - 4:30 p.m. The schedule of the clinics that will be open are as follows:

- Northeast: open Mondays, Wednesdays, Fridays
- Sango (Operations): open Mondays, Wednesdays, Fridays
- Northwest: open Tuesdays and Thursdays
- Kenwood: open Tuesdays
- Montgomery Central: open Thursdays

One issue that has been an area identified for improvement is the online scheduling software system. This system causes scheduling discrepancies for patients routinely, and while we will continue to look for alternatives, Genbook will be phased out beginning May 1. We plan to provide better customer service for scheduling appointments by providing opportunities to speak with an Onsite receptionist at (931) 906-2001. We look forward to your phone call!

We'd also like to welcome another full-time Provider to our staff. Tanya Roberge is joining Onsite as a full-time medical Provider. Tanya has been a Nurse Practitioner since 2015 and she graduated from APSU. She has been an RN since 1997 and she has experience working in the ER and Cardiac units. She also has experience teaching the LPN program. Tanya's specialties include women's health and family medicine. She loves taking care of people, engaging in outdoor activities, "pool time", and spending time with her family.



Trail Tuesdays

April 11, 18, and 25 at Rotary Park, 5-6 p.m.

Join us at Rotary Park every Tuesday in April for Trail Tuesdays! Enjoy the nice spring weather by hiking through the park! Be Alive participants will receive 5 points per hike they attend, with a bonus of 10 points for attending them all. Register at the following link:
<https://goo.gl/forms/TfIirqowubV0A54M2>



"Give the Y a Try!" Event

Come try out the Clarksville Area YMCA the week of April 10 – 15, 2017 for FREE.

All school system and county employees are welcome! At the first visit, each participant will receive a stamp card. During each visit, the front desk will stamp the card and participants will fill in the activities completed. At the end of the week participants will need to return the stamp card to Katie Massman, katie.massman@cmcss.net, by scan/email or courier (Onsite Clinic).

Each visit will earn Be Alive members one point. For each group fitness class attended, Be Alive members will receive an additional point. Don't forget to bring your work name badge or photo ID with you! Please ask to take a facility tour!

Register at the following link: <https://goo.gl/forms/6F0CcmsK3JGLPQau1>

Fitness Dance Fusion

**April 24, 5:30-6:45 p.m., John Bartee Gymnasium
(old CHES gym on Cumberland Heights Rd.)**

Join instructor Adrienne Beech for an energetic fitness dance class! Don't forget to bring small weights and a mat. Be Alive participants will receive 10 points. Register for the event by clicking this link: <https://goo.gl/forms/7ztgDzZQwaXd6gId2>



Thank you to all those who attended the "Put Your Best Fork Forward" Nutrition Fair! The following people won the drawing for prizes provided by the YMCA and Alive & Well Employee Wellness: Rachel Wheaton, Margaret Thompson, Patti Wilson, Tonya Sherman, Carrie Allison, Sherri Dillahay, Sydney Green, Angela Johnson and Debbie McDonald

New addition to the Alive & Well Website:

A library of recipes currently is being added to the Alive & Well website, aliveandwell.cmcss.net. If you have any recipes you would like to submit please send them to Katie Massman.

2nd Annual Spring Kickball Classic: April 29

Please visit <https://newsletters.cmcss.net/Documents/111> more information.

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-A058	Transfers	OBS	4/3/2017
INS-P032	Out of District Students	B	4/5/2017

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 Complimented: Operations (Transportation)

Submitted by: Laura Crenshaw

I would just like to personally thank Brandy-Sue Rentas for being a positive, compassionate, and proactive bus driver. She set into motion a plan for her students to be successful while she is away on maternity leave. Thank you!

Department Complimented: Technology and Business Affairs

Submitted by: Pat Donahue

I would like to thank the Warehouse team for their special assistance in helping to set up the three large newly built out training rooms at Central Services South, now known as Hickory A, B and C. A special thanks to Ramon Ruiz, Bobby Hatter, John Stafford, George Bishop and Christopher Kentner as well as our regular float custodian, David Guzman. All of these individuals worked very hard to have the rooms set up and ready to go for our first principals meetings on March 8th and 9th. Special thanks also goes to the Technology Team Three led by Steven Winn and including Scott Patterson, Katie Keatts, Randy Davidson, and Jamie Hayes. The Tech Team came in the day before for training with the Professional Learning Team on the new AV equipment and were on hand to provide support for both principals' meetings. It was comforting to know we had their assistance and support with the new equipment. As always, their professionalism was only matched by their helpfulness and we all appreciated their special support.

Lipscomb University Offers Graduate Admin Opportunity

Lipscomb University offers a unique graduate administrative program with a focus on practical application and mentorship. The program is called the Ayers Leadership Fellows and is designed for teachers and leaders who are interested in pursuing an administrative license and a M.Ed. or an Ed.S. degree in Educational Leadership. Please see the bulleted highlights below:

- Ayers Fellows are teachers and leaders pursuing a M.Ed. or an Ed.S. degree in educational leadership.
- The program is completed in four semesters.
- Candidates accepted into the program will receive a 50% tuition scholarship.
- 16 Fellows will be accepted for the Fall 2017 cohort.
- The students will participate in direct and focused relationships with leaders in the district, engaging the students in leadership development that is relevant to the needs of the district.
- Applications are due April 28.

For more information, contact:

Lance Forman Ed.D., Director, Educational Leadership, Assistant Professor
p 615.966.5033 | e laforman@lipscomb.edu

Community

Educator Appreciation Day at Belk is today, April 10. Click here for a 20 percent off coupon:
<https://newsletters.cmcss.net/Documents/112>

