



May Classified Kudos

Employee Group Being Recognized: **Educational Assistants**
Employee Representing Group: **Nicole Coleman**
Time of Service to CMCSS: **6 years**
Primary Job Responsibility: **Educational Assistant in a CDC Classroom at Sango Elementary, assisting the classroom teacher with the academics, socialization, and care of the students**

"I support the mission of CMCSS by believing that all students can learn and giving the students the opportunity to learn in a way that best suits them."

"The best part of my job is getting to love and being loved by my students."

Employee Newsletter

May 7, 2018

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Classified Kudos is a monthly employee newsletter feature, which was initiated by a Continuous Improvement Team charged with employee recognition. The spotlight will focus on one employee representing the group or groups being recognized.

May is National Teacher Appreciation Month!



FOLLOW

US ON INSTAGRAM

FOR NATIONAL TEACHER APPRECIATION MONTH POSTS

@cmcssinfo



@cmcssinfo
May 3 at 12:00pm

"I enjoy teaching because it keeps me motivated knowing that I have an opportunity to foster their unique potential and make someone's day brighter." -Tamika White, 7th grade social studies teacher | Kenwood Middle

#cmcss #difference maker
#nationalteacherappreciationmonth

May 9 is National School Nurse Day!

CMCSS is so honored to recognize the contributions to student health and learning that school nurses make every day! Students across the district are able to fully access their education because of the interventions and actions performed by school nurses. This year, we celebrate National School Nurse Day on May 9.

To see some of the ways our nurses make a difference, check out this Focus video: <https://cmcssfocus.net/2017/02/22/dm-school-nurses/>



2018 Aspiring Administrators Academy Graduates

This year's Aspiring Administrator's Class of 14 graduates experienced a year of learning about the varied roles, responsibilities and challenges of being an instructional leader. Multiple sessions focused on data driven decision-making and student achievement. Classes were taught by Senior Instructional Team members. The 30-hour series began in June 2017 and ended in April. The final culminating session included remarks from Director of Schools Millard House II, and a principal panel discussion including Patti Koloski from Glenellen Elementary, Lisa Clark from Richview Middle, and Theresa Muckleroy from Northwest High. The moderated discussion included questions about their challenges, joys, experiences and reflections on the role of an instructional leader.

The 2018 graduate class included:

Joyce Brittain - West Creek Elementary
Constance Brown - Northwest High
Alisha Burks - West Creek Elementary
Barbara Denhart - West Creek Elementary
Hollie Gilley - Carmel Elementary
Shelly Jamison - Northeast Elementary
Erika Johnson - Rossvie High
Andrew Knowles - Northeast High
Justin Lambert - Rossvie High
Denise Smith-Martinez - Kenwood Middle
Ashley Stephens - Ringgold Elementary
Michele Trout - New Providence Middle
Brandy Walker - Northwest High
Latosha Weldon - West Creek Elementary



RHS Student Refreshes the ENGAGE Brand



ENGAGE Professional Learning Conference got a makeover thanks to Adia Muhammad, talented senior in Rossvie High's Academy of Media Arts and Technology (AMAT). Adia is a student intern in the CMCSS Communications Department and has been in charge of designing major projects for the district including a rebranding of Oasis Café, a middle school college and career campaign, and all of the visual elements for ENGAGE Professional Learning Conference.

You may have already noticed some changes to the ENGAGE logo, but you will get to see Adia's creativity throughout the buildings at both sessions of ENGAGE.

"To be honest, creating visual elements for ENGAGE felt a bit daunting at first," said Adia. "It's an honor to know that an entire district of teachers will see and benefit from my work, so I've tried to use that information to motivate myself instead of overwhelm."

There are over 20 different visual elements that Adia has developed and refined over the second semester to prepare for this summer. "My process is constantly sketching and resketching my ideas while jotting down notes of what could work and what hasn't, and then translating the best designs onto the computer screen," stated Adia.

When asked about inspiration, Adia gave a shout out to one of her AMAT teachers. "I think I've gleaned a lot of my design inspiration from Mrs. Trout on this project— her designs are always bold, clean, and simple, and I believe that's what the ENGAGE brand needs."

"Adia is a remarkably creative designer," said Anthony Johnson, Director of Community Relations and Continuous Improvement and Adia's internship supervisor. "She is highly motivated, mature, organized, and has been a huge asset to our department. Mr. House and others around the office have already asked for Adia's autograph because we know she is going to be a global leader who will achieve extraordinary success."



You can read more about Adia in the following Leaf Chronicle article:

<https://www.theleafchronicle.com/story/news/local/clarksville/2018/03/01/rossview-senior-finds-high-tech-path-connecting-people/374251002/>

Dillard's Fundraiser at ENGAGE

Engaging professional learning - check!
Collaboration with colleagues - check!
Delicious food truck meals - check!
Shopping at Dillard's... what!?



This summer, Dillard's will be bringing Pop Up Shops to both sessions of ENGAGE. These Pop Up Shops allow you to peruse and purchase merchandise from our local Dillard's store with 10% of total sales going to the Clarksville-Montgomery County Education Foundation to support professional learning.

Pop Up Shop Days at ENGAGE:

Tuesday, June 5 – Room E127 – 7:00 a.m. to 5:00 p.m.

Tuesday, July 17 – Room G102 – 7:00 a.m. to 5:00 p.m.

In addition to these dates, pre-shop is available in the store beginning Sunday, May 13 through Monday, June 4. You can pre-shop merchandise to have your purchase benefit the Foundation. Dillard's will hold merchandise in store and will complete the purchase on the event date and will be available for pick up on June 5 or July 17. This is a great opportunity in areas such as shoes, cosmetics, and intimate apparel where sizing service and consultations are often necessary. It also gives everyone the option to shop the ENTIRE store, not only the products selected for the pop-up shop. Just mention CMCSS Summer ENGAGE at checkout.

To help Dillard's determine product selection for the Pop Up Shops, please complete the following survey:
<https://goo.gl/forms/bfIXHkrg6O8PfeHy2>

Retirement Celebrations



Beth Unfried

Thursday, May 17 at 4:00 p.m.

Central Services South
1312 HWY 48/13
Clarksville, TN 37040



Pat Donahue

Sunday, May 20 at 2:00 p.m.

Central Services South
1312 HWY 48/13
Clarksville, TN 37040

Major Changes in CPR Training for 2018-2019

For 2018-19, CMCSS will implement a new policy on Cardiopulmonary Resuscitation (CPR) Employee Training (SAF-F011), indicating Safety and Wellness will offer CPR training for school personnel and provide official certification cards for training only to those who require certification per the State of Tennessee. Certificates for other participants may be printed from PLAN for those who are not required by law to complete the training.

Further, the training cycle will be concentrated over the summer months when trainers are available and to allow the most efficient use of resources. Safety and Wellness will offer multiple CPR training opportunities for school personnel this summer with the objective of concentrating training staff time and certifying everyone who needs to be certified or recertified next year regardless of their certification expiration date. This will mean early recertification for many teachers but will place staff on a summer training schedule. During the school year, CPR training will be offered only to new hires who require certification by the State of Tennessee. Training will be conducted by Safety and Wellness staff.

Sessions to offered this summer will offer 40 spaces per class. Session information is below:

<u>Session # 47230</u>	<u>June 27</u>	<u>8:00 AM– 12:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47231</u>	<u>June 27</u>	<u>1:00 PM – 5:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47232</u>	<u>July 11</u>	<u>8:00 AM– 12:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47233</u>	<u>July 11</u>	<u>1:00 PM – 5:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47234</u>	<u>July 12</u>	<u>8:00 AM– 12:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47235</u>	<u>July 12</u>	<u>1:00 PM – 5:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47236</u>	<u>July 25</u>	<u>8:00 AM– 12:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47237</u>	<u>July 25</u>	<u>1:00 PM – 5:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47238</u>	<u>July 26</u>	<u>8:00 AM– 12:00 PM</u>	<u>Central Office, District Meeting Room</u>
<u>Session # 47239</u>	<u>July 26</u>	<u>1:00 PM – 5:00 PM</u>	<u>Central Office, District Meeting Room</u>



Benefits Update

The members of the Clarksville Montgomery County Employees Insurance Trust (CMCEIT) have determined that a 9 percent increase in the medical premium is needed due to the increase in medical and prescription claim costs. Although the medical premium is increasing by 9 percent, employees will still have a positive gain in their salaries with the 1 percent Cost of Living Allowance (COLA) and 2 percent step increase for eligible employees pending budget approval by the Montgomery County Commission. Employees' premiums reflect only 15 to 25 percent of the total medical premium; the Board of Education pays the remaining portion of the premium, equaling a 75 to 85 percent contribution. Employees received an e-mail on April 30 announcing this increase and were also provided the new premium rates, which will take effect Sept. 1, 2018.

Bi-Weekly Employees Hired before July 1, 2016 Medical Premiums beginning with the August 30th payroll (premium deducted 20 times a year)

Type of Coverage	New Premium Employees working 7.5 to 8 hours per day (85% employer contribution)		New Premium Employees working 7 hours per day (80% employer contribution)		New Premium Employees working 6.5 hours or less per day (75% employer contribution)	
	Employee	Employer	Employee	Employer	Employee	Employer
Single	\$ 60.36	\$342.04	\$ 80.48	\$321.92	\$100.60	\$301.80
2-Party	\$118.34	\$670.62	\$157.79	\$631.17	\$197.24	\$591.72
Family	\$141.70	\$802.99	\$188.93	\$755.74	\$236.17	\$708.50

Bi-Weekly Employees Hired after July 1, 2016 Medical Premiums beginning with the August 30th payroll (premium deducted 20 times a year)

Type of Coverage	New Premium Employees working 7 to 8 hours per day (80% employer contribution)		New Premium Employees working 6.5 hours or less per day (75% employer contribution)	
	Employee	Employer	Employee	Employer
Single	\$ 80.48	\$321.92	\$100.60	\$301.80
2-Party	\$157.79	\$631.17	\$197.24	\$591.72
Family	\$188.93	\$755.74	\$236.17	\$708.50

Certified/Administrators Hired before July 1, 2016 Certified Medical Monthly Premium beginning with the September 5th payroll, Administrator Medical Monthly Premium beginning with the August 31st payroll (premium deducted 10 times a year)

Type of Coverage	New Employee Premium	BOE Contribution 85%
Single	\$120.72	\$ 684.07
2-Party	\$236.69	\$1341.22
Family	\$283.40	\$1605.94

Benefits Update Cont.

Certified/Administrators Hired after July 1, 2016 Certified Medical Monthly Premium beginning with the September 5th payroll, Administrator Medical Monthly Premium beginning with the August 31st payroll (premium deducted 10 times a year)

Type of Coverage	New Employee Premium	BOE Contribution 80%
Single	\$160.96	\$ 643.83
2-Party	\$315.58	\$1262.33
Family	\$377.87	\$1511.47

Student Discount Forms for Certified Staff

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 teacher.
- 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@cmcoss.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.

REMINDER

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

Continuous Improvement Update

Annual Employee Survey

The annual employee survey will be deployed on Monday, May 7, 2018. The survey is designed to get your feedback on each department's overall performance. Your input is anonymous and very important in order for the district to continue improving and meeting your needs.

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.

Policy #	Policy Title	Rev.	Date Approved
HEA-A001	Communicable Diseases	H	4/16/2018
INS-A083	Student Discipline Policy	IR	4/23/2018
HUM-A086	Employee Work Product Material	IR	4/23/2018
INS-A028	Early Graduation	C	5/1/2018

Positive Happenings in CMCSS

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

Department or Section Complimented: Human Resources

I would like to recognize Brad Miller from HR for his outstanding work and positive attitude. He is a huge help to our department, especially with hiring new employees. Even with his busy workload, he makes sure that all required processes are completed timely and accurately. Brad is always quick to respond to questions and provide assistance, even under short timelines. Brad is friendly and helpful, and I cannot thank him enough for his dedication!

Department or Section Complimented: Business Affairs

I would like to recognize Martha Maudlin from Business Affairs for her positive spirit and helpful attitude. I reach out to her often with questions regarding Purchase Orders and/or Munis, etc., and she takes the time to explain all the details and provide helpful solutions. Any time I am not sure what to do in Munis; I know I can call Martha! Martha is kind and knowledgeable, and I am grateful for her continual guidance.

Department or Section Complimented: Professional Learning (Technology Integration Coaches)

Linda Bagwell and Lesley Burdine have been amazing in providing support and helping brainstorm ideas! With wikispaces announcing its termination date and knowing there is much info housed there to be moved into a new platform, Linda and Lesley have met with me to discuss options, taught me how to use the new platform, modeled the instruction, and even assisted with moving some of the info over! They have been extremely positive and supportive and words cannot express my gratitude. These ladies are the defining difference!

Continuous Improvement Update

Positive Happenings in CMCSS Cont.

Department or Section Complimented: Sango Elementary (Lead Custodian)

While on my way to Sango Elementary School, I got a flat tire, and just managed to get into the parking lot with it. That day I had to be at two more schools to administer the WIDA ACCESS test, and the deadline was in just a few days, I could not afford any slippage in my schedule. Mr. William Smith, the lead custodian, was able to change my tire while I was testing a student, which allowed me to get to my next school in time to finish testing there. I was extremely grateful for the support, and it made a big difference to meeting our testing deadline!

Department or Section Complimented: Clarksville High (Lead Custodian)

Mr. Rick Barnes, lead custodian at Clarksville High School, did a great service for me. Recently, after arriving home from a wonderful day of substitute teaching, I received a telephone call. It was Mr. Barnes. He had found my cell phone in the CHS parking lot. He volunteered to go back to the school to meet me, or do whatever would make it more convenient to make the connection to get the phone.

Department or Section Complimented: Human Resources (Safety and Health)

Recently we had an experience with a student health emergency. Given the absence of our nurse, Debra Flowers, Substitute Nurse, was there to assist. Her empathy, professionalism and ability to make the appropriate responses during the situation were incredible. I am thankful that she was there and even though she may not have known the student, treated her as if she were her own.

Department or Section Complimented: Child Nutrition

Just wanted to tell you how much I appreciate the cafeteria manager and cafeteria staff at New Providence Middle School. The food is always presented nicely and warm. I appreciate having it served - coming from elementary school where we served ourselves (and I often helped) this is wonderful! The salads and rolls are especially wonderful - so thank you to you and your staff for making lunch an enjoyable experience at New Providence Middle School.

Department or Section Complimented: Technology

A huge thank you to Jennifer Burlingame, and all of team one. Clarksville High School decided to put our school-wide video system to work after years of not using it. It involved dozens of work orders and hours and hours of work. This was an unexpected project and we appreciate their cheerfulness and positive attitude getting it all done quickly and efficiently. Their organization and knowledge are wonderful.

Department or Section Complimented: Child Nutrition

The Child Nutrition Maintenance Department stay very busy keeping everything working for us. They are very diligent in doing their job each day. We appreciate Brandon Katon, Stuart Mobley and Dennis Eads.

