



# Employee Newsletter

October 1, 2018

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## Background Check Information for CMCSS Staff Hired Before 2000

During the 2018 Legislative Session, a bill (Public Chapter 1006) T.C.A §49-5-413 passed and was made effective July 1, 2018, related to criminal history record check requirements for public school employees. See link to Public Chapter 1006 for specifics Public Chapter 1006. While CMCSS will follow this law, the Legislature did not provide funds for the School System, nor its employees to pay for the record check.

Criminal history record checks were only required by law beginning in 2000. At this time, CMCSS will be focusing on employees who have never been fingerprinted. Over the next several weeks, about 800 CMCSS employees who were hired before 2000 will individually receive an email, notifying them of their requirement to complete a TBI/FBI background check. A process fee will be taken from each affected employee's two (2) payroll checks in two (2) deductions, for a total of \$32.65.

Results will be forwarded to a CMCSS Human Resources Department Representative. The results are kept confidential and are not part of an employee's personnel file.

## Administrator Appointment Announced



Melanie Steinlage, who has served as the academic coach at Byrns Darden Elementary, has been appointed to the position of assistant principal, replacing Dr. Nabraunda Jackson who is now principal at the school.

She has worked in the Clarksville-Montgomery County School System since 2010, first as a teacher at Hazelwood Elementary, then as an academic coach at Hazelwood, and most recently at Byrns Darden.

She earned her M.S. in educational leadership K-12 from the University of Tennessee at Martin and her B.S. in elementary education K-6 at the University of South Florida in Tampa. She has completed McREL leadership training and three Kagan professional development trainings.

## Engage in Planning for Next Conference

The 2018-2019 school year is well underway, which means that it's time to start planning for another great ENGAGE Conference in 2019-2020! As a reminder, the dates for next year's ENGAGE have already been set:

June 3-6, 2019—West Creek High School

July 15-18, 2019—Kenwood High School

To ensure the best possible selection of course offerings next summer, the Instruction and Curriculum team wants to hear from CMCSS educators! Please complete the ENGAGE Planning Survey by following [this link](#) to share feedback on topics of interest and types of sessions for next summer. This feedback will be used to ensure the best possible range of course offerings to meet educators' individual professional learning needs. The survey will close at noon on Friday, October 5.

Thank you for taking the time to share your voice!

## Save Money, Shop for Free at the CMC Teacher Warehouse

The CMC Teacher Warehouse, supported by the CMC Education Foundation, is open select Tuesdays and Saturdays during the school year. Tuesday hours are from 3 p.m. to 6 p.m. with the last appointment occurring at 5:30 p.m. Saturday hours are from 8:30 a.m. to 11:30 a.m. with the last appointment occurring at 11 a.m. Appointments are 30 minutes in length.

The CMC Teacher Warehouse is located in the CMCSS Central Services South building at 1312 Hwy 48/13. There are three dates left this semester, with the last being on Nov. 13.

The CMC Teacher Warehouse is a free supply store available to licensed CMCSS teachers. Teachers are granted two visits per semester (four per year) and are by appointment only. Fellow teachers, or other approved proxy shoppers may pick up supplies for individuals who are unable to come to the store

To schedule an appointment and to learn more, visit: <https://cmceducationfoundation.com>

# Benefits Update

## Open Enrollment

Open enrollment began Aug. 1 for the medical, dental and vision plans. Last day to enroll or make changes to coverage is Oct. 1. If adding a spouse to any of your plans, you will need to provide a copy of your marriage certificate.

Sick Leave Bank enrollment began Aug. 1. The last day to enroll is Oct. 31.

Open enrollment for Colonial Supplemental Insurance and the Medical Flexible Spending/Dependent Care plan will be in November. Specific dates will be set later.

## Benefits Fair Door Prize Winners

A great time was had at the Benefits Fair on Sept. 25! Thanks to everyone who attended and/or helped with the event. Congratulations to the draw prize winners. Please check the list of door prize winners for your name, and contact the Benefits Office to pick up your prize.

- Fire Tablet – TrueLifeCare – Darla Tillman, Payroll
- Garmin Fitness Watch – FCG – Delana Wallace-Darnell, Technology
- AfterShokz Fitness Gear Bundle – FCG – Rachel Thomas, Northeast High
- \$50 Strawberry Alley Gift Card - Jack Turner & Assoc. – Brandi Sterling, Technology
- \$50 Strawberry Alley Gift Card – Jack Turner & Assoc. – Dorothy Grubbs, Northeast Elementary
- Free Shampoo & Style (\$30 value) – Reflections Salon and Spa – Katie Kitchen, Child Nutrition
- Free Waxing Service (\$30 value) – Reflections Salon and Spa – Patty Fish, Sub-Program
- 30 Minute Massage (\$30 value) – Reflections Salon and Spa – Lauren Calhoun, Technology
- \$25 Cracker Barrel Gift Card – Colonial – Brian Vandiver, Ringgold
- \$25 Cracker Barrel Gift Card – Colonial – Joyce Brittain, West Creek Elementary
- \$25 Cracker Barrel Gift Card – Colonial – Brandon Hayes, Pisgah
- \$25 Gas Card – Benefits Connection – Janet Lambert, West Creek Middle
- Starbucks Gift Basket – BlueCross – Trish Corbett, Northwest High
- YMCA “Swag” Bag – YMCA – Somer Haley, Central Services South
- Car Kit – Cornerstone Financial – Allyssa Black, East Montgomery
- 2 Stadium Blankets – Cornerstone Financial – Pat Corns, Kenwood Elementary
- Lap Blanket – Hartford – Jessica Braswell, Barksdale
- Infuser Water Bottle – LegalShield – Courtney Smith, Glenellen
- Golf Umbrella – Tennova – J. Corey McDaniel, Barkers Mill
- Golf Umbrella – Travelers – Ebonie Valentine, Kenwood Elementary
- Golf Umbrella – Travelers – Patti Wilson, Central Services South

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

**Donna McIntosh – [donna.mcintosh@cmcss.net](mailto:donna.mcintosh@cmcss.net)**

**Amy Wigington – [amy.wigington@cmcss.net](mailto:amy.wigington@cmcss.net)**

**Faye Tryon – [faye.tryon@cmcss.net](mailto:faye.tryon@cmcss.net)**



# Flu Clinics for CMCSS Staff, Dependents

The Safety and Health Department is offering two Flu Clinics in October to CMCSS employees and their dependents.

**Montgomery County Civic Hall-Thursday, 10/4/18, 3:30pm-6:30pm**

**Montgomery County Civic Hall -Tuesday, 10/16/18, 3:30pm-6:30pm**

Any employee who plans on receiving the flu vaccine must present a valid ID and their insurance card. Employees not covered under the BCBS insurance plan may still receive the flu vaccine for a \$15 cash only charge.

CMCSS is administering the Flucelvax Quadrivalent. It helps protect against the 4 strains of influenza (2 A strains and 2 B strains) recommended by the CDC for the current influenza season.

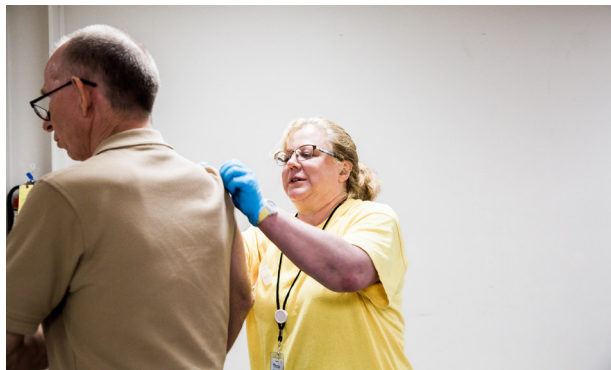
The Quadrivalent is appropriate for ages 4 years old and up only. Please visit your child's pediatrician for additional options for flu protection of kids that are 3 and younger.

Common Side Effects:

- pain or redness where you got the shot
- headache
- tiredness
- muscle aches
- feeling unwell (malaise)

For all of the possible side effects of this vaccine, please visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

You should not get Flucelvax Quadrivalent if you have had a severe allergic reaction to any of the ingredients in the vaccine or if you have been diagnosed in the past with Guillain-Barré. If you have questions as to whether or not you should receive the flu vaccine, due to any previous or current illness/allergy, please contact your primary care physician. The nurses administering the vaccine are not able to give medical advice.



# Alive and Well

## Be Alive Most Enrolled Participants/Highest Percentage Winners

1. Montgomery Central High School
2. Ringgold Elementary
3. Cumberland Heights Elementary
4. New Providence Middle
5. Glenellen Elementary

MCHS, Ringgold, and CHES also had the highest percentage of enrolled participants. Each school will receive \$250 towards their school's wellness program.

## 3rd Annual Fall Kickball Classic Winner

The winning team of the 3rd Annual Fall Kickball Classic is the Blue Line Kickers from the Montgomery County Sheriff's Office! They barely defeated Barkers Mill Elementary School with a score of 1-0. The Sheriff's Office also won the middle school/county bracket, with New Providence Middle coming in second. Barkers Mill won the elementary school bracket winning against Ringgold in the semifinals, while West Creek High's Alpha Pack won the high school bracket. Thank you to all who played!

Mark your calendars for the next tournament on April 27, 2019. Please go to [aliveandwell.cmcss.net](http://aliveandwell.cmcss.net) to view pictures.

## 2nd Annual Costume Crawl 5k

The 2nd Annual Costume Crawl 5k will be held on Saturday, Oct. 27.  
Both a competitive 5k run and family fun run/walk will be included. Click [here](#) for more details.  
Entrants must register by Oct. 12 to receive a free t-shirt.

To learn more about other Alive and Well events in the month of October, click [here](#).

# Alive & Well Costume Crawl 5K Run/Walk

**October 27, 2018**  
**Richellen Park**  
**Timed Event 5K Run/Walk**

# Continuous Improvement

## 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: <https://www.cmcss.net/feedback/>.

## District Documents

All district documents can be searched for at <https://www.cmcss.net/documents-search/>.

To request updates to documents, please email April Sparks at [april.sparks@cmcss.net](mailto:april.sparks@cmcss.net).

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

Policy #	Title	Rev.	Date Approved
HUM-A016	Family and Medical Leave Act (FMLA)	M	8/6/18
HUM-A004	Background Investigations	D	8/20/18
HUM-A009	Reporting Suspected Child Abuse	G	8/20/18
HUM-A074	Substitute Inactivation	C	9/4/18
HUM-A014	Holidays	C	9/4/18
HUM-A043	Testing	G	9/24/2018

## Positive Happenings in CMCSS

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

### Department or Section Complimented: Human Resources (Benefits)

Thank you for the annual Health Fair at the central office. I attend each year to get my flu shot, but this year was even better. I had allergy testing, lung function testing, and a five-minute massage. Thank you!

### Department or Section Complimented: Technology

David Austin is fabulously helpful and accomplishes all he does with a smile on his face! I wish to thank him for taking care of the “flying gnats” issue on the QOMO and assisting me with my computer projecting on the screen. It is delightful to work with people who are meticulous and pleasant.

### Department or Section Complimented: NPMS (Speech)

I wish to commend Mr. Michael Bush for responding quickly when asked about a former student. He demonstrates a sincere desire to do what is best for the students. I know others appreciate him for all he does.

### Department or Section Complimented: Instruction (ELL)

I wish to acknowledge and thank Caroline (C.J.) Miller for all that she does to ensure the ELL teachers are successful. She responds quickly to emails, and she explains information in reference to questions with clarity and patience. Her professionalism and perseverance are examples for all. I thank you - C.J. for all you do. You are appreciated.

## **Positive Happenings in CMCSS Cont.**

### **Department or Section Complimented: Operations (Bus Driver)**

Ms. Kimberley Moore, a bus driver at Norman Smith Elementary, works diligently to form relationships with all students that she comes in contact with. She creates a student mentor program to teach important community building characteristics among children. She cares deeply about her students and takes every effort to keep them safe and make them feel valued.

### **Department or Section Complimented: Technology**

Ronald White went above and beyond helping me get things transferred from one computer to another when I had to get a new computer. I had been struggling as some things would not transfer for me and I definitely did not want to lose them. He was patient and kind and tried multiple things until he finally found a way, even though it was closing time. What a great asset to the Technology Department!

### **Department or Section Complimented: Human Resources (Substitute Program)**

We have two substitutes, Blanca Delgadillo and Jamira Boone, that have gone beyond the call of duty today. They definitely deserve recognition for their patience, kindness, and professionalism. They have no idea how much we appreciate them having to adjust where they were going with such understanding. I hope they get some kind of recognition because they deserve it.

### **Department or Section Complimented: Human Resources (Substitute Program)**

I cannot brag enough on the customer service that is provided by Jamie Sitzler and Patty Fish. They continually go above and beyond. Their days start early and often go late and yet they still respond with a cheerful attitude and smile. Thank you both for all you do for CMCSS.