

**HR Help Guide
Who Do You Contact?**

BENEFITS

Amy Wigington - Certified Staff (Teachers & Administrators)

931.920.7810

amy.wigington@cmcss.net

Benefit payroll deductions
Change my Retirement or Life Insurance Beneficiary
Add or remove a dependent from my insurance
Start, change, or stop my 403b or 401k deductions
Request sick leave bank days
Long term disability
File a Colonial claim
Change my voluntary life insurance benefit
Blue Cross medical, dental, or vision coverage claims information
Retirement questions <http://treasury.tn.gov/tcrs/>
Medicare eligibility & Supplement information
Medical flexible spending account
Retiree medical premium
FMLA insurance premiums

Donna McIntosh - Classified Staff

931.920.7929

donna.mcintosh@cmcss.net

Faye Tryon - Administrative Assistant- Benefits

931.920.7788

faye.tryon@cmcss.net

New insurance card
25% Off college tuition discount forms (Teachers & Administrators only)

CERTIFIED STAFF (TEACHERS & ADMINISTRATORS)

TOPICS:

Change an address
Transfer guideline
Update additional degrees
New phone number or address
Resignations
Salary questions

Susan Brock

931.920.7918

Susan.brock@cmcss.net

Locations Assigned:

Barksdale	Northeast Middle
Clarksville High	Northeast High
East Montgomery	Richview Middle

Racheal Mefford

931.920.7916

Rachael.mefford@cmcss.net

Locations Assigned:

Alternative School	Liberty
Byrns Darden	Minglewood
CO Gracey/CS South	New Providence

HR Help Guide

Who Do You Contact?

Glenellen	Rossvie Elem.	Greenwood	Northwest High
Middle College	Rossvie Middle	Kenwood Elem.	Ringgold
Moore Magnet	Rossvie High	Kenwood Middle	Woodlawn
Northeast Elem.	St. Bethlehem	Kenwood High	

Christy Rowland

931.920.7798

christy.rowland@cmcss.net

Locations Assigned:

Barkers Mill	Norman Smith
Burt	Oakland
Carmel	Pisgah
Cumberland Heights	Sango
Hazelwood	West Creek Elem.
Mont. Central Elem.	West Creek Middle
Mont. Central Middle	West Creek High
Mont. Central High	

Tabitha (TJ) Perry

931.920.7960

tabitha.perry@cmcss.net

Certified Applications
Job posting online (Certified)
Student loan forgiveness forms
Experience Verifications
Transfers

CLASSIFIED STAFF

TOPICS:

Change an address
Transfer guidelines (i.e. when you are eligible)
New phone number or address
Resignations
Salary questions

Brad Miller

931.920.7940

bradley.miller@cmcss.net

Locations Assigned:

Bryns Darden	Northwest High
Cumberland Heights	New Providence Middle
Liberty	Ringgold
Kenwood Elem.	West Creek Elem.
Kenwood Middle	West Creek Middle
Mont. Central Elem.	West Creek High

Sandy Dailey

931.920.7920

sandy.dailey@cmcss.net

Locations Assigned:

Barkers Mill	Northeast Elem.
Barksdale	Northeast Middle
Burt	Northeast High
Carmel	Oakland
Clarksville High	Pisgah
East Montgomery	Richview Middle

HR Help Guide

Who Do You Contact?

Mont. Central Middle Woodlawn

Mont. Central High

- Operations: Transportation, Maintenance & Facilities
- CO - Gracey, CS South & Greenwood
- Onsite Clinic Health & Wellness, Adult Education

Jacklyn Winegarden

931.920.7962

jacklyn.winegarden@cmcss.net

Classified Applications

Job postings on online (Classified)

New & current employee OPAC/Para Pro Testing

HR Administrative Assistants

Ingrid Schulz

931.920.7014

ingrid.schulz@cmcss.net

HR Administrative Support

TBI/FBI Background checks

Student teaching/observation

Michael Tharpe

931.920.7966

michael.tharpe@cmcss.net

FMLA

Volunteer Coaching

Supplements

Retirement Counseling

Tenure

SUBSTITUTE PROGRAM

Shara Sohn

931.920.7424

shara.sohn@cmcss.net

Substitute Orientation/Training/observation

Substitute employment verification

Substitute application approval

New phone number/address

Glenellen

Hazelwood

Middle College (APSU)

Moore

Norman Smith

- Food Services, Cafeteria Manager and Trainees

Rossview Elem.

Rossview Middle

Rossview High

Sango

St. Bethlehem

Jacob Rougemont

931.920.7814

william.rougemont@cmcss.net

Replacing ID badge

Employment verification

Employee Files

Patricia (Patti) Fish

931.920.7425

patricia.fish@cmcss.net

Scheduling Interviews/orientation, absences

Last minute absence entry and filling

Substitute POC for cancellations

SmatFindExpress Campus user support

POC school level smartfind express users/absence

Long term substitute scheduling-Certified

HR Help Guide Who Do You Contact?

Jamie Sitzler

931.920.7426

jamie.sitzler@cmcss.net

Scheduling (SPED, additional training, absences)
Last minute absence entry and filling
Substitute cancellations
SPED ED Assistant POC
SPED Trainings and recruitment
Long term placement scheduling - SPED Assistants

Safety & Health Dept.

Sharla Smith

Onsite Clinic Manager

931.906.2001

sharla.smith@cmcss.net

Onsite Healthcare Clinic Program
Student Health Services

Lauren Richmond

Coordinated School Supervisor

931.920.7827

lauren.richmond@cmcss.net

Coordinated School Health
Student Health Services
On-the-Job Injury
Claims Management

Emily Bowers

Safety & Health Specialist

931.920.7806

emily.bowers@cmcss.net

School Security & Safety
Occupational Safety
On-the-Job Injury
Coordination with local Emergency Agencies

Danielle Kriminger

School Nurse Supervisor/District RN

931.920.7976

danielle.kriminger@cmcss.net

Student Health Services
Coordinated School Health
CPR Training Program
MERT Program
AED Program

Rebekah Ham

Safety & Health Associate

931.920.7917

rebekah.ham@cmcss.net

On-the Job Injury
Property & Liability Claims
OSHA Recordkeeping
Insurance Renewals
Claims Management
Claims Accounts Payable

Katie Massman

Registered Dietitian

931.906.2001

katie.massman@cmcss.net

Employee Wellness
In-Clinic Nutrition Counseling