

# THE UNIFIER

A CCASAPE PUBLICATION FOR MEMBERS

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## CLARK COUNTY ASSOCIATION OF SCHOOL ADMINISTRATORS AND PROFESSIONAL-TECHNICAL EMPLOYEES

4055 SO. SPENCER ST., SUITE 230

PHONE: 796-9602

STEPHEN AUGSPURGER, EXECUTIVE DIRECTOR

### CCASAPE CONSTITUTIONAL AMENDMENT PROPOSAL

At the February 8, 2008, Representative Council Retreat, various Articles in the CCASAPE Constitution were reviewed. As a result of the review, the Representative Council approved a proposed change in Article V – Officers, Section 2.

Article V identifies the officers of the Association and the term of office for each officer. Additionally, Article V describes the election process.

Since the inception of CCASAPE in 1969, the office of President has been held by a school-based administrator and has alternated between an elementary school administrator and a secondary school administrator each year.

The Representative Council action on February 8, 2008, if approved by the membership, will add new language to Section 2 to incorporate the past practice of the Association into the CCASAPE Constitution.

The procedure for amending the CCASAPE Constitution is found in Article XIV – Amendments of the Constitution, the CCASAPE Representative Council must submit the proposed amendment to the membership at least ten (10) days prior to the date of balloting. Adoption of the proposed amendment shall be by written ballot with a two-thirds (2/3) approval of the members casting a vote.

The proposed amendment to Article V – Officers is provided below for your review. The ballot with a return addressed envelope will be mailed in late March for voting.

#### Ballot Question: Article V – Officers Section 2

Current: The term of office for each officer shall be one (1) year, except the President-Elect, who shall succeed to the Presidency automatically in the year following his/her term as President-Elect.

Proposal: It is proposed that the following paragraph be added to this current Section 2:

The office of President shall be held by a school-based administrator and shall alternate each year between an administrator assigned to an elementary school and an administrator assigned to a secondary school. A school shall be considered secondary if it has students assigned above grade 6.

### CCASAPE PRINCIPAL SURVEY

The CCASAPE Representative Council recently authorized the development of a Principal Survey. The survey, which will be sent electronically to all principals sometime during the month of March, will determine the opinions of principals regarding a number of critical areas within the Clark County School District. Member opinion is important to CCASAPE and will be utilized to determine future direction for the Association. The results of the survey will be shared with the Superintendent and with the CCASAPE membership. It is anticipated that a survey for central office administrators and professional-technical employees will be developed and distributed to administrators prior to the end of the school year.

### CCASAPE SCHOLARSHIP APPLICATIONS

For many years, CCASAPE has provided two \$1,000 scholarships. The CCASAPE Representative Council recently increased the dollar amount of the scholarship to \$2,000. Each applicant must be a senior enrolled in the Clark County School District and a legal dependent of an active CCASAPE member.

The counselor assigned to scholarship information in each of the high schools received the CCASAPE scholarship information during the month of February. The deadline for submission of applications is Tuesday, April 1, 2008. Completed applications must be returned to the CCASAPE office. The CCASAPE Scholarship Committee will select recipients in April.

### USE OF PERSONAL LEAVE

Administrators, especially newly appointed administrators, are reminded that Article 17-2 in the Negotiated Agreement between CCASAPE and the District stipulates that all administrators shall be granted five personal leave days each contract year. Personal leave is never prorated and must be utilized during the contract year that it is allocated. Contracts end for secondary deans on June 13 and end for all other administrators on June 30.

Elementary assistant principals working in year round schools end their contract on June 30 and work a supplemental contract during July. **Personal leave may not be used when an administrator is on a supplemental contract and personal leave days not used by the end of the contract year will be deleted.** Elementary assistant principals assigned to year round schools and secondary administrators assigned to supplemental contracts for summer school are reminded that personal leave cannot be utilized during a supplemental contract. CCASAPE encourages administrators to utilize allocated personal leave prior to using vacation.

## **EMPLOYEE REPRESENTATION**

### **ARTICLE 28 – REMINDER**

Article 28 of the Agreement between the Clark County School District and the Clark County Association of School Administrators and Professional-technical Employees states that an employee about to undergo an investigatory interview is entitled to an association representative and reasonable notice shall be given. There have been occasions recently where administrators who have been given notices of investigation have attended the investigatory conference without an association representative. CCASAPE strongly encourages all CCASAPE members to contact the CCASAPE office prior to an investigatory conference to ensure that arrangements can be made for either Mark or Stephen to attend the meeting.

Article 28 in the Negotiated Agreement between the Clark County School District and the Clark County Association of School Administrators and Professional-technical Employees provides this guarantee and is reprinted below for your information:

#### **Article 28-1**

*An administrator about to undergo an investigatory interview is entitled to an association representative or another representative and reasonable notice shall be given. Reasonable notice shall mean notification not later than the day prior to the actual meeting except when circumstances may require a prompt investigatory interview. Any and all notices of the supervisor's desire to hold a conference with an administrator shall include the subject of the conference. The notice must be provided verbally, physically handed to the administrator, forwarded by certified or registered mail, or at the request of the administrator faxed or e-mailed.*

Article 28 is clear that employees are entitled to representation when participating in an interview when the employee has a reasonable belief that he or she may be subject to discipline.

Article 28 also sets forth the methodology for how the employee is to be notified of the investigatory conference. All administrators, including both administrative supervisors and administrative employees, are reminded that the Agreement between the District and CCASAPE permits notices of investigatory conference to be sent via e-mail or fax, but only at the request of the receiving administrator. Notices of investigatory conferences which are e-mailed without prior discussion with and agreement of the receiving administrator are violations of the Agreement.

## **ADDRESS CHANGES – ATTENTION ACTIVE ADMINISTRATORS AND RETIREES**

As you know, the Clark County School District requires that all professional organizations communicate with their members through the U.S. Postal Service rather than the CCSD mail. In order for you to receive the CCASAPE and the Welfare Trust communications, it is critical that we be notified when you have a change of address. If you have moved recently, please call Debbie or Sadie in the CCASAPE office (796-9602) and provide your new address. This information will be communicated by CCASAPE staff to the Welfare Trust, the District, and to the medical benefit providers.

## **LEAVE OF ABSENCE – SOME IMPORTANT POINTS**

Administrators are reminded that when contemplating a leave of absence from the Clark County School District important consideration must be given to medical benefits and life insurance coverage. As a reminder, administrators participating in the collectively bargained Welfare Trust health benefits plan receive medical, dental, and vision benefits, a long term disability plan, and a \$50,000 life insurance policy. Additionally, CCASAPE provides an additional \$100,000 life insurance policy and long term care coverage to all administrators.

During the first year of an approved leave of absence, administrators are able to continue, at their own expense, medical, dental, and vision benefits, as well as, both life insurance policies and the long term care policy. Administrators on an approved leave of absence are able to continue the long term disability coverage, but for only the first six months of the leave. When the long term disability coverage terminates after the first six months of the leave of absence, there will be a reduction of \$13.97 in the premiums paid to the District for health benefits.

During the second year of an approved leave of absence, the administrator is not eligible to continue the \$50,000 life insurance coverage provided through the medical benefits plan nor the additional \$100,000 life insurance policy provided by CCASAPE. Premiums will not be collected for life insurance benefits during the second year of an approved leave of absence.

Administrators who return to the District after a leave of absence will be eligible for all medical benefits, both life insurance policies, and the long term disability and long term care plans.

If you have questions regarding medical coverage or life insurance coverage while on an approved leave of absence, please contact the CCASAPE office at 796-9602.

## **WELFARE TRUST MEDICARE ELIGIBLE HEALTH BENEFITS PLAN**

All current CCSD administrators and CCSD retired administrators are eligible to enroll in the Welfare Trust Medicare Eligible Plan if the administrator, retired administrator, or the spouse of the administrator or retired administrator is 65 years of age and is eligible for Medicare Parts A and B. Enrollment in the Welfare Trust Medicare Eligible Plan will result in coverage that equals or enhances the benefit levels in the current POS Plan 1 and at a significantly reduced premium. **Enrollment can occur at any time once eligibility is established.** Those eligible and interested should contact the CCASAPE office for additional enrollment information. If you have questions regarding the Welfare Trust Medicare Eligible Health Benefits Plan, please contact the CCASAPE office at 796-9602. To be eligible to participate in this plan, administrators must live in the Sierra service area, which is defined as the State of Nevada. If you are currently enrolled in the Medicare Eligible Plan and are contemplating moving out of the service area, please contact the CCASAPE office for additional information. If you are currently enrolled in the plan and have a spouse who also reaches age 65 and becomes eligible for enrollment, please contact the CCASAPE office before initiating any changes to your benefits plan or enrolling your spouse in Medicare Part B.

## SHELTERING VACATION PAYOFFS

As you know, upon retirement or separation from the school district, administrators who are 55 or older or who will turn 55 during the calendar year they retire or separate from the District will automatically have some or all of their vacation payoff deposited into the 403(b) Special Pay Plan. Up to \$46,000 may be sheltered, but the amount to be sheltered may not exceed plan year income. The amount eligible to be sheltered will also be reduced by the amount already sheltered in your 403(b) voluntary tax shelter plan. Participating administrators will avoid the payment of Medicare tax, if applicable, and will postpone and possibly reduce the payment of federal income tax.

As you are aware, administrators **who are younger than 55** during the year they retire or separate from the District are not eligible to participate in this 403(b) Special Pay Plan. Many administrators retiring or separating from the District and younger than 55 have expressed concern that they are not able to participate in the 403(b) Plan, but yet would like to shelter a portion or all of the final vacation payoff.

Administrators younger than 55 may be eligible to shelter all or part of the vacation payoff by establishing a voluntary 403(b) account or a 457(b) account **through the District Benefits Office**. Administrators 50 or older can shelter up to \$20,500 in a voluntary 403(b) account and \$20,500 in a 457(b) account (\$41,000 total). Administrators under 50 can shelter up to \$15,500 in each account (\$31,000 total). In this manner, some or all of the vacation payoff at retirement or separation can be sheltered if these accounts do not exceed the maximum contributions during the plan year coinciding with retirement or separation. Staff in the Benefits Office can assist administrators with establishing these accounts. Administrators are encouraged to meet with a tax professional prior to making changes that may impact their tax obligation.

If you have questions or would like additional information regarding any aspect of the 403(b) Special Pay Plan, please do not hesitate to contact the CCASAPE office or Paul Larson at AIG Retirement, 796-0047.

*The measure of success is not whether you have a tough problem to deal with, but whether it's the same problem you had last year.*

- John Foster Dulles

## VACATION DAY BUYOUT

Article 18 of the Negotiated Agreement between the Clark County School District and the Clark County Association of School Administrators and Professional-technical Employees allows for the annual payment for up to five vacation days in excess of 85 as of June 30. The following procedure is being provided for your information.

Administrators will be compensated at the administrator's daily rate of pay for up to five (5) vacation days in excess of 85 as of June 30. Payment will be made in the July 25 check and it is not subject to PERS payment. Administrators not desiring to be

compensated for these days may stop the payment by notifying Hilary Engel in Administrative Personnel on or before June 13, 2008. Notification should be done via e-mail and will result in an acknowledgement of receipt from Administrative Personnel.

Vacation days in excess of 85 as of June 30 for which compensation is not provided must be used on or before August 31, 2008, or these days will be deducted from the total vacation days on September 1, 2008. The vacation days earned in July and August are not deducted on September 1, 2008.

### MEMBERSHIP

CCSD	ADMINISTRATIVE EMPLOYEES	1107
CCSD	PROFESSIONAL-TECHNICAL EMPLOYEES	235
CCASAPE	MEMBERS	1320
CCASAPE	AFFILIATES (RETIREES)	304

### RETIREMENT

Please be reminded that any administrator planning to retire on or before June 30, 2008, must schedule a meeting with the CCASAPE staff and complete the form to participate in the Welfare Trust's retiree unused sick leave payout, retiree medical reimbursement payout, retiree health benefit programs, and retiree life insurance / retiree long term care programs. **THE FORM MUST BE COMPLETED AND FILED WITH THE CCASAPE OFFICE PRIOR TO MAY 1, 2008, IN ORDER TO PARTICIPATE IN THE JUNE 2008 PAYOUT.** Please call the CCASAPE office at 796-9602 if you have any questions.

### CCASAPE REPRESENTATIVE COUNCIL 2007-2008

#### EXECUTIVE BOARD

President	Charles Anderson	Food Service	8123
President Elect	Ron Montoya	Valley HS	5171
Past President	Bart Mangino	Bonanza HS	4000
Secretary	Karen Smallwood	Scherkenbach ES	3488
Treasurer	Beverly Mathis	Booker ES	4720

#### REPRESENTATIVES

First Year	Cathy Conger	Ronzone ES	4785
First Year	Sue Daellenbach	Assessment	2808
First Year	Greta Peay	Supp Recruitment	855-5444
First Year	Robin Rankow	Partnership	6560
Second Year	Tom Barberini	Shadow Ridge HS	6699
Second Year	David Harcourt	Hickey ES	1899
Second Year	Joe Murphy	Mack JHS	2005
Second Year	Beth Howe	Greenspun JHS	0920

#### PROFESSIONAL ASSOCIATION REPRESENTATIVES

CCAESP	LeRoy Espinosa	Dondero ES	5940
CCASSP	Jeff Geihs	Cheyenne HS	4830
Prof-technical	Robin Rankow	Partnership	6560

#### CCASAPE STAFF

Stephen Augspurger	Executive Director	796-9602
Mark Coleman	Deputy Director	796-9602
Allin Chandler		796-9602
Debbie Cavin	Office Manager	796-9602
Sadie Tanaka	Special Projects	796-9602
FAX		796-9624

*Tact is the art of making your point without making an enemy.*

- Howard W. Newton

## **FEBRUARY REPRESENTATIVE COUNCIL MEETING AND RETREAT**

On February 8, 2008, the CCASAPE Representative Council held its regular monthly meeting and its annual all day business meeting in Mesquite, Nevada. The major items discussed and/or actions taken during the regular Representative Council meeting included the following:

1. The revenue, expenditures, and balances within the CCASAPE Association and Trust Fund Accounts;
2. Old Business:
  - A. 2007-2009 Negotiations – The current status of negotiations with the District was outlined and areas where tentative agreements have been reached were reviewed. As previously reported through the *Unifier*, the 2% pass through salary increase, the increase in state health insurance money for employee health benefits, and the employee share of the ¾% PERS increase were all previously included in paychecks on July 10 for twelve-month employees and on August 10 for ten- and eleven-month employees. No additional formal meetings will be held with the District until the teacher agreement is finalized. Primary issues remaining to be resolved are Article 20 (Professional Compensation) and Articles 1, 11, and 21 (Welfare Trust language);
  - B. School Administrators' and Professional-technical Employees' Welfare Trust – Stephen provided a status report on the selection of a third party administrator and the annual audit of Trust accounts. Day to day decision-making regarding Trust related activities will remain with the CCASAPE Representative Council until current negotiations with the District are completed. Once negotiations are completed, decision-making authority will transfer to the seven Welfare Trust Trustees. The proposed Investment guidelines for Welfare Trust assets were also reviewed. Additionally, health benefit premiums were reviewed and the two year subsidy which will ensure that no plan participant will see an increase in premiums until July 1, 2010, was outlined;
  - C. CCSD Budget Cuts – An overview of potential budget cuts was provided.
3. New Business:
  - A. CCASAPE Scholarship Program – CCASAPE scholarship materials will be distributed to high schools on or about February 11, 2008. CCASAPE will continue to award two scholarships annually. At the January Representative Council meeting, the scholarship amount was increased to \$2,000 for each scholarship. Completed scholarship materials are due to the CCASAPE office by April 1 with the recipients being selected by the CCASAPE Scholarship Committee by the end of April;
  - B. Administrative Reclassification – A summary of principal and non-school based reclassifications was outlined;
  - C. School Reconstitution – Information regarding school reconstitution was distributed to the Representative Council. This item will be placed on the agenda for the Administrators' Advisory Council meeting scheduled for February 19, 2008;
  - D. CCASAPE and Welfare Trust Statistical Documents – Stephen provided an overview of the various statistical documents maintained by CCASAPE and the Welfare Trust.

Documents included legal fees to date; long term disability claims history; life insurance claims history; medical reimbursement account payout history; CCASAPE sick leave pool balances; administrative retirement, resignation, and termination history; CCASA/CCASAPE salary increase history; administrator growth summary; and teacher/administrator salary comparison;

- E. Limitation of the Scope of Collective Bargaining – Authorization was provided by the Representative Council to file an Amicus Brief in support of Washoe County employee unions and a case that is currently before the Nevada Supreme Court which has the potential to reduce the scope of collective bargaining that is currently outlined in Nevada Revised Statute 288.150;
4. Committee Reports:
  - A. CCAESP – Leroy Espinosa, CCAESP President, provided an overview of social events being sponsored by the association;
  - B. CCASSP – Jeff Geihs, CCASAPE President, reported on a variety of activities including school police concerns, NE Region pilot program regarding open enrollment, the *Unifier* article regarding region administrators, and the Parent Link program;
  - C. Legal Committee – Ron Montoya, CCASAPE President-Elect, indicated there was no legal activity to report; and
5. Executive Director's Report – Stephen provided a review of the accountant's report, membership report, the various CCASAPE activities, and the types of assistance provided to CCASAPE members.

The following items were discussed during the retreat portion of the meeting:

1. CCASAPE Constitution and Policy Review – The Representative Council reviewed Article II (Purposes), Article III (Membership), and Article V (Officers). It was determined that no changes would be recommended to Articles II and III. The Representative Council approved proposed language to Article V that would require the CCASAPE President to be either a secondary administrator or an elementary administrator in alternating years. The Representative Council approved changes to Policy 4 – Scholarships. The approved change made the policy consistent with the recent Representative Council decision to increase the scholarship amounts from \$1,000 to \$2,000;
2. Working Conditions Survey for Principals – A copy of the draft survey was reviewed and discussed. The finalized survey will be electronically distributed to principals during the month of March;
3. 2008-2009 CCASAPE Budget Development – Article VII in the CCASAPE Constitution stipulates that the Executive Board is charged with the responsibility for developing the annual budget. Stephen outlined the steps to be taken in developing the budget for the next year;
4. CCASAPE Office Staff – The Representative Council approved the 2008-2009 salaries and benefits for the CCASAPE office staff;

5. Region Leadership / Region Issues / District Issues – Council concerns regarding region and District issues were identified and discussed; and
6. Administrators' Advisory Council Meeting – Agenda items for the February 19, 2008, meeting with Dr. Rulffes and Dr. Kohut-Rost were identified. Topics included teacher recruitment and staffing, school reconstitution, teacher retiree health benefits, potential budget cuts and school police.

<b>HEALTH BENEFITS CONTACTS</b>	
<b>MEDICAL COVERAGE:</b>	
Sierra Health Member Service.....	702-562-8077
Telephone Advice Nurse.....	702-242-7330
Express Scripts (Mail Order Pharmacy).....	800-488-9800
<b>DENTAL COVERAGE:</b>	
Standard Insurance (Customer Service).....	800-547-9515
<b>VISION COVERAGE:</b>	
Vision Service Plan (VSP).....	800-877-7195
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