

THE UNIFIER

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CLARK COUNTY ASSOCIATION OF SCHOOL ADMINISTRATORS AND PROFESSIONAL-TECHNICAL EMPLOYEES

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STEPHEN AUGSPURGER, EXECUTIVE DIRECTOR

YEAR ROUND PRINCIPAL CONTRACTS

Since a number of elementary schools are converting from year round to nine months, and from nine months to year round, the following procedure is being provided for principals at this time.

A multi-track year round principal who is administratively transferred to another school has a contractual right to his/her 12-month contract and the \$3000 year round school stipend and will maintain the contract and stipend indefinitely, unless **the principal requests** to be placed in a nine-month school or there is a District-wide reduction in force.

A principal assigned to a multi-track year round school that converts to a single track or nine-month school has a contractual right to his/her 12-month contract and the \$3000 year round stipend. If the principal wants to remain on his/her 12-month contract, the District may transfer the principal to another year round school at the same range, or the District may elect to have the principal remain at the newly converted single track or nine-month school and continue to receive his/her 12-month contract at the same range together with the \$3000 year round school stipend.

If the principal **requests** to remain in the newly converted single track or nine-month school, there is no right to his/her 12-month contract or the \$3000 year round stipend. The principal will receive a one-month contract at the same range in July followed by a new 11-month contract beginning in August. The principal will be entitled to a prorated amount of the year round stipend for July and August. The range of the 11-month contract will be determined by the classification criteria.

A multi-track year round principal who is selected to open a new school will receive no less than his/her current salary range, including year round stipend, for a minimum period of three years. If after the three-year period the salary range of the new school, based on the classification criteria, is less than the salary range of the principal, and the principal wants to remain on his/her 12-month contract, the District may transfer the principal to another year round school at the same range, or the District may elect to have the principal remain at the new school and continue to receive his/her 12-month contract at the same range, including the \$3000 year round school stipend. **If the principal requests** to remain in the new school, and the school has a lower salary range than the principal's current salary as determined by the classification criteria, there is no right to his/her 12-month contract, the \$3000 year round stipend, or his/her current salary. The range of the 11-month contract will be determined by the classification criteria.

If you have questions regarding year round school contracts, please contact the CCASAPE office at 796-9602.

CCASAPE NOMINATIONS AND ELECTIONS COMMITTEE

Jeff Hybarger, Chairperson of the CCASAPE Nominations and Elections Committee, along with committee members Dave Erbach and Mark Gums are seeking candidates to run for the CCASAPE Executive Board and the Representative Council. School telephone numbers for the members of the CCASAPE nominating committee are as follows:

Jeff Hybarger799-1770
Dave Erbach799-3020
Mark Gums799-5850

Members interested in serving on the Executive Board and/or Representative Council may contact one of the individuals on the Nominations and Elections Committee or the CCASAPE office at 796-9602.

This committee will propose a slate of candidates for nomination at the 2008 General Membership Meeting to be held at the Palace Station Hotel on Tuesday, June 3, 2008. Whenever possible, there will be a minimum of two (2) candidates for each office to be filled. Additional nominations, with the consent of the person being nominated, may be made at the June General Membership Meeting.

Executive Board offices to be filled during the election include President Elect (must be an active CCASAPE member who is an elementary school administrator), Secretary and Treasurer. The offices of Secretary and Treasurer are open to persons who are active CCASAPE members. Candidates receiving a majority of votes cast by mail ballot shall be elected to the office. These offices are for one (1) year terms.

Four (4) Representative Council positions are elected each year. The four (4) at-large positions are filled by the four (4) at-large candidates receiving the greatest number of votes. These positions are for two (2) year terms.

CCASAPE encourages members to run for office. The Executive Board and the Representative Council are the decision-making bodies of CCASAPE.

MEMBERSHIP

CCSD	ADMINISTRATIVE EMPLOYEES	1119
CCSD	PROFESSIONAL-TECHNICAL EMPLOYEES	238
CCASAPE	MEMBERS	1336
CCASAPE	AFFILIATES (RETIREES)	306

GENERAL MEMBERSHIP MEETING

The CCASAPE General Membership Meeting will be held on Tuesday, June 3, 2008, from 3:30 to 6:30 p.m. at the Palace Station Hotel. The CCASAPE business meeting will begin at approximately 4:45 p.m.

During the CCASAPE meeting, members will:

1. Be provided a review of the highlights of 2007-2008;
2. Be provided an opportunity to nominate additional candidates;
3. Receive a copy of the 2008-2009 CCASAPE budget; and
4. Have the opportunity to socialize with their current colleagues, as well as, those who have retired. Food and beverage will be provided.

The Clark County Association of Secondary School Principals and the Clark County Association of Elementary School Principals will hold end of the year business meetings at the same location beginning at 4:00 p.m.

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 and/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.

SICK LEAVE POOL

The current Agreement between the Clark County School District and the Clark County Association of School Administrators and Professional-technical Employees establishes a pool of sick leave days available to administrators who have no other available leave and outlines two methods by which administrators may donate days to the sick leave pool.

Method One:

The pool of days is created by administrators who voluntarily designate a half day or a full day of **vacation** for which they would otherwise be compensated under **Article 18-4**. **Administrators must have in excess of 85 vacation days on June 30 to be eligible to donate vacation days to the sick leave pool.**

Method Two:

Administrators may also donate a sick day to the CCASAPE sick leave pool. Administrators will be eligible to donate a day of **sick leave** when they have accumulated 60 or more days and have utilized three (3) or fewer days of sick leave during the current contract year, 2007-2008.

A form letter will be provided in the May *Unifier* for your use if you would like to designate a half day or a full day of vacation to the sick leave pool, or you may designate a full day of sick leave to the sick leave pool. The criteria identified in method one or method two must be met in order for you to donate to the sick leave pool.

It is our desire and belief that this pool of days will grow each year until it contains a hundred or more days. **YOUR GENEROSITY TODAY WILL BE A CRITICAL PIECE IN THE WELFARE OF A CCASAPE MEMBER IN THE FUTURE.**

CCASAPE CONSTITUTIONAL AMENDMENT PROPOSAL APPROVED BY MEMBERSHIP

At the February 8, 2008, Representative Council meeting, elected CCASAPE leaders approved a proposed change to 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. The proposed change related directly to 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. This practice has not been contained in the CCASAPE Constitution. The proposed change by the Representative Council added new language to the CCASAPE Constitution that will incorporate the practice of selecting an elementary and secondary administrator in alternating years as President of the Association.

Ballots were mailed to all CCASAPE members on March 31, 2008 and were due back to the CCASAPE office not later than April 14, 2008. Of the 1,325 ballots that were mailed to CCASAPE members, 351 (26%) were returned. The proposal was approved with 281 YES votes (80%) to 70 NO votes (20%). The approved language has been incorporated in the CCASAPE Constitution.

CHANGE OF BENEFICIARY REMINDER

Administrators are reminded of the importance of periodically reviewing beneficiary designations for the Standard Life Insurance policies (\$100,000 and \$50,000 policies) and for CCSD payroll warrants. When life changing events occur which may necessitate a change in beneficiary designations, it is necessary for the administrator to contact the CCASAPE office to make the necessary beneficiary changes for the \$100,000 Standard Life Insurance policy and for the \$50,000 Standard Life Insurance policy which is part of the comprehensive medical benefits plan offered through the Welfare Trust. Administrators wishing to make beneficiary changes to payroll warrants must do so by calling Administrative Personnel at 799-5484. When beneficiary designations are not periodically reviewed and updated, it is possible that the financial benefits from these policies and warrants will not go where they are desired.

ARTICLE 5 – MILEAGE

Administrators not assigned a District car or provided transportation in a District vehicle and who, at the time of their appointment/reassignment live forty or more miles one way from their assigned work location, shall receive an annual stipend of \$1,500. The District shall pay eligible administrators in one check on or before June 25. Assignments of less than a full contract year shall be prorated.

Administrators should notify their region or division supervisor in writing if they believe they are eligible to receive the mileage stipend. The region or division supervisor will in turn notify Hilary Engel in Administrative Personnel regarding the request for payment of the mileage stipend.

REMINDER REGARDING WELFARE TRUST HEALTH INSURANCE PLANS

Please be reminded that the School Administrators' and Professional-technical Employees' Welfare Trust is the policy holder for each of the benefits in your comprehensive health benefits plan. Benefits for active administrators include medical, dental, vision, life insurance, and long term disability. Benefits for retirees are the same as those for actives with the exception there is no long term disability benefit. Each of these benefits are negotiated with various providers on behalf of active and retired administrators by Allin Chandler; Mark Coleman; Stephen Augspurger; CCASAPE employees performing work on behalf of the Welfare Trust; and the health benefits broker, Tim DeRosa. Administrators and retirees may choose from one of five medical benefit plans (two POS plans, an HMO plan, a Medicare Eligible plan for actives and retirees living in Nevada, and an Out-of-Area plan for retirees living outside Nevada). Approximately 1,650 active administrators and retirees participate in the benefit plans offered through the Welfare Trust. With dependents, the number of insured participants in Welfare Trust benefit plans grows to well over 3,000 individuals.

On occasion, administrators and retirees or their dependents contact the CCSD Benefits Office for specific information regarding the various benefits contained in each of these plans or for assistance to resolve a problem with a benefit. The Welfare Trust reminds all plan participants that specific questions regarding coverage, benefit levels, premiums, and problem resolution should be directed to the Member Services number on the back of the health benefit card or to the CCASAPE staff at

796-9602. Enrollment changes will continue to occur in the CCSD Benefits Office. Active administrators or retirees wishing to enroll in the Medicare Eligible Benefits Plan must contact the CCASAPE office.

FULL-TIME STUDENT ENROLLMENT STATUS REQUIRED FOR HEALTH PLAN ELIGIBILITY

With the spring semester soon to end, health plan participants are reminded that an unmarried child who is under the age of 27 and enrolled in an accredited school is eligible to receive health benefits as a dependent on any of the health benefit plans offered through the School Administrators' and Professional-technical Employees' Welfare Trust as long as the student is attending school in Nevada. Students attending school outside Nevada, must be enrolled as a dependent in Plan 1. Students must be enrolled in 6 credit hours to be eligible to participate. In the past, Sierra Health required an annual letter from the registrar's office verifying that the student was enrolled in a minimum of 6 credit hours.

ALL HEALTH PLAN PARTICIPANTS ARE REMINDED THAT THIS ANNUAL VERIFICATION IS NO LONGER REQUIRED. ADMINISTRATORS AND RETIREES MUST PROVIDE A "STUDENT STATUS VERIFICATION" ONLY ONCE (WHEN A DEPENDENT TURNS 19, OR AT THE TIME OF ENROLLMENT IF THE CHILD IS 19 OR OLDER). PLAN PARTICIPANTS ARE REMINDED THAT SIERRA HEALTH EXPECTS THAT EACH ADMINISTRATOR AND RETIREE WILL INFORM THE DISTRICT'S BENEFITS OFFICE (799-5418) WHEN ANY DEPENDENT IS NO LONGER ELIGIBLE FOR HEALTH BENEFITS COVERAGE. The CCSD Benefits Office continues to have responsibility for enrollment changes for plan participants.

STUDENTS CURRENTLY ENROLLED IN THE HEALTH BENEFITS PLAN AS A DEPENDENT WHO DO NOT RETURN TO SCHOOL IN THE FALL ARE NOT ELIGIBLE FOR COVERAGE BEYOND SEPTEMBER 30, 2008.

Even though student status verification is no longer required by Sierra Health, a dependent student must remain enrolled throughout the school year, with the exception of the summer months, to maintain health benefits eligibility. **Failure to notify the District's Benefits Office when a student dependent is no longer enrolled as a full-time student will result in Sierra Health and the other providers terminating health benefits eligibility for that dependent retroactively to the date when the student became ineligible.** Claims incurred during the ineligible period will be denied by Sierra and the other health care providers.

APRIL REPRESENTATIVE COUNCIL MEETING

On April 10, 2008, the CCASAPE Representative Council held its regular monthly meeting. 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. 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. Principal Survey – The survey instrument has been completed and will be distributed to principals prior to the end of April. The survey will be sent to principals electronically;

C. Regulation 4370 (Early Retirement Incentive Program) – Stephen outlined the current status of the regulation and detailed CCASAPE comments made to the trustees at school board meetings on March 27 and April 10, 2008;

D. General Membership Meeting – The arrangements for the June 3 General Membership Meeting to be held at the Palace Station Hotel were outlined;

E. Welfare Trust Audit – Stephen outlined the status of the outside audit being completed for the various Welfare Trust accounts by Berry and Company, CPA. Additionally, progress made on the selection of a Third Party Administrator for the Welfare Trust benefit plans was discussed;

3. New Business:

A. Constitutional Amendment – Ballots were mailed to all CCASAPE members on March 31 and are due back to the CCASAPE office not later than April 14. Results will be communicated to the membership;

B. CCASAPE Nominations and Elections – CCASAPE election procedures and timelines for 2008-2009 were outlined;

C. CCASAPE Scholarship Program – Eleven applications were received for the CCASAPE scholarship. The scholarship committee will complete their selection in early May. The recipients will be recognized and receive their checks at one of the May school board meetings. Charles Anderson, CCASAPE President, will make the presentations;

D. Sick Leave Pool Request – Sick leave pool days were authorized for an administrator who has exhausted all available leave;

E. School Reconstitution – Concerns with the procedure utilized for reconstituting a middle school were outlined. This issue will be included as an agenda item on the April 22, 2008, Administrators' Advisory Council meeting with the superintendent;

F. April 22, 2008, Administrators' Advisory Council – Agenda items were identified for the meeting. Topics include school reconstitution protocols, CCSD Legal Department, CCSD budget cuts, teacher retiree health insurance, and AYP participation requirements;

G. 2008-2009 CCASAPE Budget Development Process – Stephen outlined the process and timeline for developing the CCASAPE operating budget for next school year;

H. CCSD Legal Department – Concerns with the CCSD Legal Department were discussed;

4. Committee Reports:

A. CCAESP – No report was provided;

B. CCASSP – Jeff Geihs, CCASAPE President, reported on a variety of activities including a national middle level conference to be held in Las Vegas, development of a CCASSP website, and additional school police concerns;

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 and the various CCASAPE activities and the types of assistance provided to CCASAPE members.