

THE UNIFIER

A CCASAPE PUBLICATION FOR MEMBERS

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CLARK COUNTY ASSOCIATION OF SCHOOL ADMINISTRATORS AND PROFESSIONAL-TECHNICAL EMPLOYEES

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STEPHEN AUGSPURGER, EXECUTIVE DIRECTOR

CCASAPE / CCSD CONTRACT

RATIFICATION MEETING SCHEDULED

Contract negotiations between the Clark County School District and the Clark County Association of School Administrators and Professional-technical Employees have been completed for the 2007-2009 school years. All CCASAPE members are encouraged to attend the contract ratification meeting which will be conducted as part of the annual general membership meeting scheduled for June 3, 2008, from 3:30 to 6:30 p.m. at the Palace Station Hotel. As part of the general membership meeting, contract changes will be reviewed, a written summary of the changes will be provided, and members will vote on the approval of the Agreement. The Index of Changes outlining tentative agreements for 2007-2009 is included in this *Unifier*.

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 for CCASAPE offices;
3. Receive a copy of the 2008-2009 CCASAPE budget;
4. Review contract changes for the 2007-2009 Agreement and vote on the approval of the contract; and
5. Have the opportunity to socialize with their current colleagues, as well as, those who have retired.

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.

RETIREE REMINDER

LIFE INSURANCE AND AFFILIATE DUES DUE BY JUNE 1, 2008

On May 1, 2008, information was mailed by the School Administrators' Welfare Trust to all retirees participating in the \$100,000 policy or the \$50,000 group life insurance policy for retirees over 70 years of age. Retirees are reminded that premiums for the life insurance policy are due to the School Administrators' Welfare Trust not later than June 1, 2008. CCASAPE staff, working on behalf of the Welfare Trust, has recently completed negotiations with the Standard Life Insurance

Company and has entered into a new contract with Standard that will result in no premium increases for life insurance through June 30, 2010. Additionally, those retirees wishing to remain as affiliate members must also remit their annual dues of \$30.00 by June 1, 2008. If **RETIREES** have questions regarding the procedures or pricing associated with the renewal of the life insurance policy or the affiliate membership, please contact the CCASAPE office at 796-9602.

COMMITTEE IS SEEKING CANDIDATES FOR CCASAPE OFFICE

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 June 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 office of Secretary and the office of Treasurer are open to anyone who is an active CCASAPE member. Candidates receiving a majority of votes cast by mail ballot shall be elected to the offices. These offices are for a one (1) year term.

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 a two (2) year term.

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

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 sick days 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 is provided in this *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.

YOUR GENEROSITY TODAY IN DONATING TO THE CCASAPE SICK LEAVE POOL WILL BE A CRITICAL PIECE IN THE WELFARE OF A CCASAPE MEMBER IN THE FUTURE.

CCASAPE SCHOLARSHIP RECIPIENTS

Each year CCASAPE provides two (2) scholarships in the amount of \$2,000.00 each. Each applicant must be a senior enrolled in the Clark County School District and a legal dependent of an active CCASAPE member.

Applications were received from 11 outstanding students. The Scholarship Committee, composed of high school administrators, Susan Segal, Rich Arguello, and Roxanne Kelley selected Kristi Bradford of Rancho High School and Stephen McHargue of Shadow Ridge High School. These two outstanding recipients were selected on the basis of their grade point averages, test scores, recommendations, essays, and from their personal resumes. Kristi is the daughter of CCASAPE member Keith Bradford. Stephen is the son of CCASAPE member Larry McHargue.

Charles Anderson, CCASAPE President, will present the \$2,000 scholarship checks to the recipients at the May 22, 2008, meeting of the Board of School Trustees.

Congratulations are extended to all of the outstanding applicants, recipients, and their families.

MAY REPRESENTATIVE COUNCIL MEETING

On May 8, 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 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 beginning July 10, 2007, for twelve-month employees and beginning August 10, 2007, for ten- and eleven-month employees. Since the teacher agreement was recently finalized, CCASAPE will resume formal negotiations with the District to resolve outstanding contract issues. Primary issues remaining to be resolved are Article 20 (Professional Compensation) and Articles 1, 11, and 21 (Welfare Trust language);

B. Principal Survey – The principal survey will be distributed to principals during the month of May. An e-mail notification will be sent to each principal several days before the arrival of the survey with instructions for completion;

C. Constitutional Amendment – The constitutional amendment requiring the CCASAPE President to be a secondary school administrator or an elementary school administrator in alternating years passed by a vote of 351 (yes) to 70 (no);

D. General Membership Meeting – The arrangements for the June 3, 2008, general membership meeting to be held at the Palace Station Hotel were outlined;

E. CCASAPE Nominations and Elections – Stephen reviewed the offices that are open and the timeline for completing the CCASAPE election process. Ballots will be mailed to the membership on June 4, 2008, and must be postmarked not later than June 23, 2008;

F. CCASAPE Scholarship Recipients – The CCASAPE Scholarship Committee consisting of Susan Segal, Rich Arguello, and Roxanne Kelley selected Kristi Bradford and Stephen McHargue as this year's scholarship recipients;

3. New Business:

A. Proposed Unused Sick Leave / Retiree Medical Payouts
The Representative Council authorized the June payouts for unused sick leave and retiree medical benefits;

B. Proposed 2008-2009 CCASAPE Budget – The Representative Council approved the 2008-2009 CCASAPE budget. The budget will be distributed to attendees at the June 3 general membership meeting and will be published in the June/July *Unifier*;

C. Welfare Trust Audit – Stephen outlined the status of the audit being conducted by Berry and Company CPA's of the various Welfare Trust accounts. It is anticipated that the audit will

MEMBERSHIP

| | | |
|---------|----------------------------------|------|
| CCSD | ADMINISTRATIVE EMPLOYEES | 1119 |
| CCSD | PROFESSIONAL-TECHNICAL EMPLOYEES | 236 |
| CCASAPE | MEMBERS | 1334 |
| CCASAPE | AFFILIATES (RETIREES) | 306 |

be completed by the end of May 2008. Completion of the audit will be important with respect to the completion of contract negotiations with the CCSD, transferring decision-making authority for the Welfare Trust from the CCASAPE Representative Council to the Welfare Trust Trustees, and for renewing the various insurance policies required for the Welfare Trust;

D. Public Employees Retirement System (PERS) – Stephen outlined the efforts of CCASAPE staff to ensure that the most up-to-date retirement counseling information is provided to members. Additionally, every two years in preparation for the forthcoming Nevada Legislative Session, the PERS Board holds an input meeting to seek suggestions regarding PERS legislation. CCASAPE staff attended this meeting and provided input in a number of areas;

E. Public Employees Benefit Plan – 2009 premium changes have significantly increased and were reviewed with the Representative Council. In 1998, CCASAPE withdrew from the PEBP insurance plan (state insurance) because PEBP consistently treated the non-state employees differently, which included school district employees. The drastic increase in premiums for non-state employees participating in PEBP seems to indicate that the different treatment has never gone away;

F. April 22, 2008, Administrators' Advisory Council Meeting Agenda items and discussion with Dr. Rulfes, Dr. Kohut-Rost, and Mrs. Tittle were reviewed with the Representative Council;

G. Medical Benefit Enhancements – With the merger of Sierra Health and United Health being completed, a meeting has been scheduled with Don Giancurisio, Sierra Health Vice President, to discuss the potential for a number of enhanced medical benefits for active and retired administrators. Potential enhancements include expanding provider hospitals in the Las Vegas area to include those hospitals not currently under contract with Sierra, expanding participation in the Medicare eligible health benefits plan to retirees living outside Nevada, the potential for POS plan participants to access PPO networks when traveling outside Nevada, and providing point of service (POS) plans as opposed to just PPO plans to retirees living outside of Nevada;

H. CCASAPE Sick Leave Pool – Stephen outlined the two methods for donating days to the CCASAPE Sick Leave Pool. A member donation form will be included in the May *Unifier*;

I. Retiree Life Insurance – Life insurance bills were mailed to 497 retirees on May 1 and are due back to the CCASAPE office not later than June 1, 2008;

4. Committee Reports:

A. CCAESP – Leroy Espinosa, CCAESP President, provided an overview of concerns regarding the completion of teacher evaluations by principals;

B. CCASSP – Jeff Geihs, CCASSP President, reported CCASSP efforts to address a school police concern and reported on a CCASSP meeting with CPD administrators to discuss math testing;

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.

ADMINISTRATIVE TRANSFER AND PROMOTION

Administrative transfer and promotion has long been a concern for CCASAPE. Unfortunately, NRS 288.150 does not identify transfer or promotion as subjects of mandatory bargaining for administrators. In spite of many attempts, CCASAPE has not been successful in securing needed changes in the law to make transfer or promotion subjects of mandatory bargaining. Although the topics of transfer and promotion are not subjects of mandatory bargaining for administrators, the District has worked cooperatively with CCASAPE in developing a set of procedural guidelines which have been memorialized in Regulation 4142 and outlines the process that is to be followed when filling administrative vacancies or transferring administrators.

Generally, region superintendents, assistant superintendents and associate superintendents comply with the transfer and promotion procedure outlined in Regulation 4142. However, there continues to be occasions when the requirements of the regulation are not followed. At the present time, CCASAPE's specific areas of concern are twofold: (1) the failure of the supervisor to secure the required input from the principal or department head when filling vacant positions. This concern has been previously expressed by CCASAPE; and (2) a newly emerging CCASAPE concern is the failure of the supervisor to adequately explore available options when contemplating a transfer of a principal who has less than three years prior to retirement. CCASAPE believes that consistency of principal leadership is one of the most important ingredients in the school improvement process. Unless unusual conditions or circumstances exist, it makes little sense to move a principal from one building to another when that principal is very near the end of his or her career. In fact, CCSD Regulation 4142 (I)(A)(14) states, "An administrator in his or her 28th, 29th, or 30th year in the Public Employees Retirement System and who has submitted a resignation effective no later than the conclusion of the 30th year, will generally not be involuntarily transferred, unless the administrator requests the transfer.

CCASAPE has discussed these concerns with Dr. Kohut-Rost and with Superintendent Rulfes. CCASAPE's belief is that principals and non-school based administrative supervisors should have significant input and participation in the transfer and promotion process. And, while it is clear that the District may transfer a principal administratively at any time, region supervisors must exercise caution when contemplating the transfer of a principal who is nearing retirement. Students and teachers deserve better than to have a principal assigned to a school who cannot make a long-term commitment to the school because he or she is nearing retirement. While the most recent principal transfer concerns were satisfactorily resolved, CCASAPE remains concerned that region administrators believe it is okay to transfer principals with 34 and 28 years respectively, even though these principals have indicated their intent to retire soon. This is of particular concern because the principal with 34 years has been in the current assignment for less than two years, and the principal with 28 years has been in the present assignment for less than six years. Consistency of leadership was apparently not a priority for the current school assignments of these two principals, nor the new schools that these two principals would have been transferred to.

Clearly, these proposed transfers were not in the best interests of students, staff, and school communities.

Article 20-11-5 in the Agreement between CCASAPE and the District also speaks to the importance of consistency of principal leadership. This Article contains contract language that guarantees that a principal will not be required to transfer from the school until the principal has been at the school for at least three years. This language was agreed to between CCASAPE and the District when the reclassification procedure was implemented a number of years ago in an effort to ensure that schools and communities were protected from the unnecessary and untimely movement of principals. Consistency of principal leadership is critical to schools and must be part of the decision-making process when transferring principals who are nearing the end of their careers with the CCSD.

CCASAPE will continue to monitor the District's implementation of Regulation 4142. Administrators are encouraged to report problems related to transfer or promotion to the CCASAPE office so that CCASAPE and the District can continue to work together to improve the procedure. All administrators are encouraged to read Regulation 4142 in its entirety and to review Article 20-11 in the Agreement between the District and CCASAPE.

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.

**2007-2009 CCASAPE NEGOTIATIONS
INDEX OF CHANGES
CONTRACT RATIFICATION MEETING
Tuesday, June 3, 2008**

| ARTICLE | ACTION | TA | <i>NOTE: TA means Tentative Agreement . Only those Articles which contain changes are listed. Editorial changes are not included.</i> |
|-------------------|-----------|------------|--|
| ARTICLE 1 | | | |
| • 1-2 | Add | TA 5-16-08 | Defines a covered employee. |
| • 1-3 | Amend | TA 5-16-08 | Clarifies for the purposes of Articles 11 and 21 that the term "Trustees" shall mean the Trustees of the School Administrators' and Professional-technical Employees' Welfare Trust. |
| • 1-14 | Add | TA 5-16-08 | Defines the School Administrators' and Professional-technical Employees' Welfare Trust |
| ARTICLE 5 | | | |
| • 5-2 | Amend | TA 8-15-07 | Increases the mileage stipend from \$1,500 to \$2,000 and links the stipend to rate changes in the IRS reimbursement rate for mileage. |
| ARTICLE 9 | | | |
| • 9-1 | Amend | TA 5-16-08 | Allows disciplinary documents to be maintained in an electronic file. |
| • 9-1 ¶6 | Amend | TA 6-20-07 | Specifies the length of time in which an investigation must be completed. |
| • 9-3 | Amend | TA 5-16-08 | Modifies the exemption for certain individuals to review personnel files without making a record of their review. |
| • 9-4 | Add | TA 5-16-08 | Provides for the removal of disciplinary documents from central office electronic personnel file. |
| • 9-5 | Add | TA 5-16-08 | Provides for the removal of an admonition from central office electronic personnel files. |
| ARTICLE 11 | | | |
| Article 11 | Amend | TA 5-16-08 | Changes the title from "Association Leave" to "Association and Trust Leave." |
| • 11-1 | Amend | TA 6-6-07 | Changes the responsible person from the Associate Superintendent, Human Resources to the Director, Employee Management Relations. |
| • 11-4 | Add | TA 5-16-08 | Provides leave days for the Trustees of the School Administrators' and Professional-technical Employees' Welfare Trust. |
| ARTICLE 12 | | | |
| • 12-7 | Add | TA 5-30-07 | Clarifies that administrators returning from leave under Article 12-7 will do so according to the provisions of Article 12-6. |
| ARTICLE 13 | | | |
| • 13-6 | Amend | TA 6-6-07 | Transfers responsibility for sick leave reviews from the Associate Superintendent, Human Resources to the Director, Employee Management Relations |
| • 13-8 | Add | TA 6-26-07 | Establishes an additional method for donating days to the CCASAPE Sick Leave Pool by allowing administrators to donate a day of vacation that would be lost in accordance with Article 18-5 and stipulates that days donated to the pool under this procedure will be capped at 50 days per school year. |
| ARTICLE 15 | | | |
| • 15-6-7 | Amend | TA 6-20-07 | Stipulates that principals may receive up to 3 days of compensatory time or up to 3 days of pay based on the principal's daily rate of pay for required work done in July. |
| • 15-6-8 | Relocates | TA 5-30-07 | Relocates the provision currently in Article 16-1 to Article 15-6-8 which provides 16 hours of compensatory time for AP's assigned to two schools. |
| ARTICLE 16 | | | |
| • 16-1 ¶2 | Amend | TA 6-20-07 | Increases the $\frac{3}{4}$ supplemental contract to a one-month supplemental contract for 11-month assistant principals working as summer site administrators. |
| • 16-1 ¶3 | Delete | TA 5-30-07 | Deletes the language which provides 16 hours of compensatory time to elementary AP's assigned to two schools and relocates the language to 15-6-8. |
| • 16-1 ¶5 | Amend | TA 8-15-07 | Increases the $\frac{3}{4}$ supplemental contracts to a two-month supplemental contract for 10- |

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| | | | month deans working as summer site administrators. |
| • 16-1 ¶6 | Delete | TA 6-6-07 | Deletes the language regarding the work year for the administrative position specialist. |
| • 16-2 | Amend | TA 6-20-07 | Specifies that assistant principals assigned to schools beginning a year round calendar shall receive a one month supplemental contract on July 1 prior to the opening of the year round school year. |
| | Delete | TA 6-26-07 | Deletes language regarding 10-month administrators. |
| | Amend | TA 6-26-07 | Revises regular and supplemental contract dates for 10-month deans in 2007-2008 and 2008-2009. |
| • 16-6 | Amend | TA 6-13-07 | Identifies at-will positions by correct title. |
| ARTICLE 17 | | | |
| • 17-2 | Add | TA 6-6-07 | Memorializes existing practice that personal leave must be utilized during the contract year it is allocated and stipulates that personal leave may not be used during a supplemental contract. |
| ARTICLE 18 | | | |
| • 18-5 | Add | TA 6-26-07 | Stipulates that if vacation days are to be deducted from an administrator on September 1, one of the vacation days will be donated to the CCASAPE Sick Leave Pool. Days donated under this procedure will be capped at 50 days. |
| ARTICLE 20 | | | |
| • 20-1-5 | Add | TA 5-22-08 | Establishes a longevity stipend of \$4,000 for administrators in their 30 th year and beyond. |
| • 20-3 | Amend | TA 5-16-08 | Adds Sandy Valley to \$2,000 principal activity stipend. |
| | Delete | TA 5-16-08 | Deletes the language related to Expanded Instructional Clinics. |
| • 20-5 | Amend | TA 5-16-08 | Increases the doctorate stipend from \$500 to \$1,000 in 2008-2009 and from \$1,000 to \$1,500 in 2009-2010. |
| • 20-7 | Add | TA 5-16-08 | Provides a \$3,000 stipend to principals with responsibilities for two sites, one of which is rural. |
| • 20-8 | Amend | TA 5-16-08 | Establishes 2007-2008 salary schedule and methodology for implementation. |
| • 20-9 | Amend | TA 5-16-08 | Establishes 2008-2009 salary schedule and methodology for implementation. |
| • 20-11-1(B) | Amend | TA 5-16-08 | Modifies the manner in which the Classification Committee members are replaced. |
| • 20-11-3(7) | Add | TA 6-26-07 | Memorializes the existing practice that an administrator who receives a salary increase under reclassification will receive a salary placement with a one step pay increase. |
| • 20-11-4(3) | Add | TA 6-26-07 | Memorializes the existing practice that an administrator who receives a salary increase under reclassification will receive a salary placement with a one step pay increase. |
| • 20-11-5(B) | Add | TA 6-26-07 | Memorializes the existing practice that an administrator who receives a salary increase under reclassification will receive a salary placement with a one pay step increase. |
| • 20-12 | Amend | TA 5-16-08 | Modifies language regarding performance pay. |
| ARTICLE 21 – DELETED IN ITS ENTIRETY | | | |
| • 21-1 thru 21-6-2 | Add | TA 5-16-08 | New language establishes the School Administrators' and Professional-technical Employees' Welfare Trust as a free standing Trust. |
| • 21-4-1 | Amend | TA 5-16-08 | Establishes health benefit contribution rate at \$608.36 for 2007-2008 and \$670.62 for 2008-2009. |
| ARTICLE 22 | | | |
| • 22-1 | Amend | TA 5-16-08 | Establishes PERS contribution rate at 20.50%. |
| ARTICLE 32 | | | |
| • 32-3 | Amend | TA 5-16-08 | Specifies how the contract provisions may be reopened. |