

NEGOTIATION MINUTES
May 16, 2016

DISTRICT ADMINISTRATION PRESENT: Amy White, Ralph Binion, Frank Monasterio, Albert Longhurst, Cliff Ogborn

MHEA PRESENT: Luke Franklin, Rich Urquidi, Robynn Schipani, Topher Wallaert

OTHERS PRESENT: Rhonda Urquidi, Denise Weis, Marilyn Kellerman, Rita Olson, James Main, Janet Hughes

MINUTES: Sharon Whitman

NEGOTIATIONS STARTED: 4:30 p.m.

These negotiation minutes are a synopsis of the conversations of the negotiation meeting. Both the District Administration Office (Board or District) and the Mountain Home Education Association (MHEA or Association) recorded the negotiation meeting. A copy of the audio is posted on the school district website within a week of the negotiations meeting. For additional information, please contact either the MHEA (Richard Urquidi) or the District Administration Office (Sharon Whitman).

Where the term “master agreement” and “master contract” are used, the true name of the document is Collective Bargaining Agreement (CBA) and may be used in place of it.

1. Welcome/Introduction

- Rich – handed out the agenda.

Mountain Home School District and Mountain Home Education Association Bargaining Session Agenda May 16, 2016	
Item 1:	Welcome/Introductions
Item 2:	Review of Previous Minutes May 11, 2016
Item 3:	Other
Item 4:	Old Proposals
DIST/MHEA	Proposal #1
DIST/MHEA	2.4 CERTIFICATED EMPLOYEE PERSONAL LEAVE
DIST	Salary Schedule Discussion #1
Item 5:	New Proposals
DIST/MHEA	2.5 CERTIFICATED EMPLOYEE PROFESSIONAL LEAVE
MHEA	Salary Schedule Discussion #1
Item 6:	Set Next Meeting Date
Item 7:	Adjourn

2. Review of Previous Minutes – May 11, 2016

- Both parties approved the minutes.

3. Other

- 1.3 Requests to the District Insurance Committee
 - ~ Amy – stated for the record, that both teams did communicate via email on Friday, May 13, on the research regarding employee satisfaction with the current insurance carrier.

4. Old Proposals – Board Proposal 1

- 2.4 Certificated Employee Personal Leave

- ~ Both parties previously signed this off, but a correction needed to be made changing the word SubFinder to Aesop.
- ~ Both parties signed the corrected copy

2.4 CERTIFICATED EMPLOYEE PERSONAL LEAVE

Certificated Personal Leave shall be for purposes as determined necessary by the Certificated Professional Teacher.

All requests for Certificated Professional Leave shall be submitted, if possible, at least five (5) calendar days in advance through the use of the District's SubFinder Aesop Program. It is understood that from time to time circumstances arise that will not permit a five (5) calendar day notice period to allow for an Administrative Supervisor to approve a Certificated Personal Leave request. It is also understood that from time to time an Administrative Supervisor may not be able to approve every Certificated Professional Teacher's request for Certificated Personal Leave due to a shortage of available substitute teachers.



As of the commencement of the 2015-2016 school year:

1. Certificated Professional Teachers who have worked for the District for ten (10) years or less shall receive three (3) days of Certificated Personal Leave, which may be accumulated to a maximum of six (6) days of accumulated Certificated Professional Leave.
2. Certificated Professional Teachers who worked for the District eleven (11) to twenty (20) years shall receive four (4) days of Certificated Personal Leave, which may be accumulated to a maximum of eight (8) days.
3. Certificated Professional Teachers who worked for the District more than twenty (20) years shall receive five (5) days of Certificated Personal Leave, which may be accumulated to a maximum of ten (10) days.

If Certificated Professional Employee does not fulfill his or her contract length, the District will deduct for used Certificated Personal Leave days on a pro-rated basis: one day per three months employment, or major portion thereof.

Prior to the commencement of the employment year, Certificated Personal Leave exceeding the maximum allowed accumulation shall be purchased by the District from the Certificated Professional Teacher at the rate of eighty (\$80.00) dollars per day.

Expires June 30, 20167

 _____ School Board Representative Date 5/16/16	 _____ MHEA Representative Date 5/16/16
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Date Proposed: May 16, 2016

- Board Salary Schedule Discussion #1

- ~ Amy – Did you [MHEA] have the chance to discuss the concept or idea of the [Board] Career Ladder?
 - * Robynn – My concern is that the BA>24 and the MA are so close to each other, no real jump [salary-wise], no incentive to get a MA.
 - ◆ Amy – Remember this [CBA] is for one-year; it is a snapshot of SY16-17, and may look differently next year or the year after.
 - * Topher – The schedule stopped at MA and didn't give the desire for teachers to further their education to MA+10 or PhD. I like incentives, as do other teachers, otherwise you get teachers who don't progress past BA<24; there isn't any incentive to go past MA.
- ~ Amy – Looking at a Career Ladder, how would you [MHEA] propose it look?
 - * Rich – Add one more lane.
- ~ Amy – Have you [MHEA] attempted to create a Career Ladder?
 - * Rich – Yes, and we will have that for you today.
- ~ Amy – So adding one more lane, is what your idea is? I assume that would be addressing educational advancement.
 - * Rich – Correct.
- ~ Luke – I really liked the Career Ladder compared to what you [Board] have now, I liked the conversation about how the allocation from the state jumps erratically, and your [Cliff's] schedule's jumps are uniform.
 - * Amy – Cliff's Career Ladder version followed the states concept, but isn't wed to the state's jumps and growths. I commend Cliff for the work.

5. New Proposals

- MHEA Counter to Board Proposal 1 – 2.5 Certificated Employee Professional Leave

- ~ Rich – This [2,5] is what we had talked about regarding DA leave days. We [MHEA] would like to delete the reference in the third paragraph about the Professional Leave being at the

discretion of each building's Professional Leave Committee. We [MHEA] would like to add the last paragraph that states that eight (8) days would be set aside for anyone wishing to attend DA, no matter what building the person is in; whatever days are not used by March 1, would go back into the Professional Development fund.

- * Amy – Was there a problem this year with someone who wanted to go [DA] and didn't get to go?
 - ◆ Robynn – In my building, we had someone who couldn't go, but it was a lot of leg work to move that leave from our building to another building.
 - ◆ Rich – it wasn't a super big problem, but it could be.
- ~ Amy – So you want to take eight days off of the top before the PD days are divvied out to the buildings.
- * Rich – Correct. Again, any days not used by March 1 would go back to the PD funds.
- ~ Amy – I assume that the building reps are the people who go to the DA, each rep from each building.
- * Rich – It is voted on. First, we [MHEA] ask who would like to go and then it goes out districtwide to vote on whom they want to represent, so you could have three people from one building and no one from other buildings.
- * Amy – The building reps are supposed to go back to the buildings and explain what went on during DA, what they learned, etc., so eight people from one building attending, how would the information be passed to other buildings.
 - ◆ Rich – The information would get disbursed to the membership.
- ~ Ralph – Is there someone who automatically goes, that doesn't have to be voted on?
 - * Rich – The president [MHEA].
- ~ Amy – We'll talk about that at caucus.

COMPENSATION	
2.5 CERTIFICATED EMPLOYEE PROFESSIONAL LEAVE	
A Certificated Professional Employee seeking to take Certificated Professional leave shall make application on the District's Leave Form.	
Certificated Professional Leave shall be used by a Certificated Professional Employee to advance their general professional instructional skills. Alternatively, such shall be educationally related to the Certificated Professional Employee's area or areas of certification, or for the advancement, or attainment, or a new area of certification by such employee.	
Certificated Professional Leave shall not be utilized to attend events or meetings sponsored by local, state, or national Education Associations, except for those events or meetings that meet the above-stated Certificated Professional Leave purposes and are open to all Certificated Professional Employees regardless of affiliation membership without additional fees.	
Professional Development funds will be allocated to each building's Professional Development Committee on an equitable basis, to be granted, based upon criteria adopted by the Building Professional Development Committee. The monies will be used by that Building Certificated Staff for individual professional development activities. Notwithstanding the above limitation of use of Professional Leave, it shall be at the discretion of each respective building's Professional Development Committee as to whether or not they wish to allocate Professional Development Leave for individuals to attend the IEA Delegate Assembly.	
Each Building will establish a Professional Development Committee, which is representative of Certificated Staff and may include the Building Administrator.	
The Building Professional Development Committee will be in charge of reviewing applications and allotting the building's allocation of Professional Development funds for Certificated Professional Development Leave Days.	
Eight (8) days will be set aside for individuals to attend the IEA Delegate Assembly. Any days that are not used by March 31, 2017 can be placed back into the Professional Development fund.	
Expires June 30, 2016 ⁷	
_____ School Board Representative	_____ MHEA Representative
_____ Date	_____ Date
Date Proposed: May 16, 2016	

- Board Salary Discussion Item 1 Continued – Not a Proposal
 - ~ Rich – Luke was that [Career Ladder] the last one or is it the new one for today?
 - * Luke – the last one, I haven't costed it out yet, but we can do that during caucus, because just before caucus, I also have a scattergram.
 - * *Both parties reviewed the two Career Ladder discussion items, one from the Board and the other from the MHEA.*
 - ~ Rich – Ours [MHEA] has the extra lane, the MA+10.

- * Amy – so the [current] BA+0, BA+10, and BA+20 are folded into your Career Ladder under BA.
 - ◆ Rich – Yes, the first three lanes of our current scheduled is folded into BA.
- * *Discussion on how the columns of the MHEA Career Ladder were broken out and how the original salary schedule columns were folded into the MHEA Career Ladder.*
 - ◆ BA+0 and BA+10 are folded into MHEA Career Ladder BA
 - ◆ BA+20 and BA+30 are folded into MHEA Career Ladder BA+24
 - ◆ MA+0 is folded into MHEA Career Ladder MA
 - ◆ MA+10 and PHD+0 are folded into MHEA Career Ladder MA+10
- * Amy – Is there a set amount between cells?
 - ◆ Luke – It is based on \$33,400, and then 4% jumps down the Steps 1-12
- * Amy – Luke, you froze at Step 6?
 - ◆ Luke – Correct, but I put in the existing amounts from the current salary schedule.
- * Amy – looking at the structure, your BA through MA only has 12 [rows] and MA+10 has 14 [rows], so what was your thought process.
 - ◆ Luke – It was that unless you [teacher] get more than an MA+10, you [teacher] aren't going to be getting any farther [on the Career Ladder] than where you [teacher] are in those columns. It's motivation for someone to go beyond a MA degree.
- * *Discussion began about the structure, the numbers, the purgatory lanes on the current schedule, the reasoning behind the salaries in each column of the MHEA Career Ladder and how it compared to the Board Career Ladder, how the lanes moved from the current schedule to the Board Career Ladder to the MHEA Career Ladder.*
 - ◆ Board Career Ladder Example – MA+0 row 5 (\$37,861) on the current salary schedule, would be a MA row P2 (\$37,915) on the 2015-16 Board Career Ladder conversion, and a MA row P3 (\$41,200) on the 2016-17 Board Career Ladder.
 - ◆ MHEA Career Ladder Example – MA row P2 (\$37,915) on the 2015-16 Board Career Ladder conversion, and a MA row P3 (\$41,200) on the 2016-17 Board Career Ladder, would be a MA row 4 (\$41,246) on the 2016-17 MHEA Career Ladder, and MA+10 row 4 (\$42,999) on the MHEA Career Ladder.
- * Amy – Was there any salary increase built into this [MHEA Career Ladder] or just movement?
 - ◆ Luke – just a touch [increase], if you [teacher] were at \$37,824 before, you are now at \$37,915, so no other increase.
- * Amy – Explain how someone who is a MA+10 row 14 (\$56,734) [MHEA Career Ladder] moves.
 - ◆ Luke – They would drop down to \$56,734, so they wouldn't see an increase.
- * Amy – so the numbers 1-14 [MHEA Career Ladder] don't equate to the number of years?
 - ◆ Luke – Right.
- * Amy – so the \$59,146 [Board Career Ladder Conversion, green color] would be \$59,146 on your [MHEA] Ladder.
 - ◆ Luke – Not all of the green, just some of the green.
 - ◆ Amy – Which some of the green?
 - ◆ Luke – the \$59,145 [Board current salary schedule] would go into \$59,146 [MHEA Career Ladder], but \$57,625 [Board current salary schedule] would go into \$57,211 [MHEA Career Ladder] concept wise.
- * Cliff – Starting with the current salary schedule, the same beginning balance for 2017 [BA \$33,400], but then you [MHEA Career Ladder] max out after 6-years [\$41,246], isn't that a little aggressive.
 - ◆ Luke – No, not really, in another word, in your [teacher] first six years a teacher would be expected to get 24-credits.
- * Amy – When you [MHEA] put this [MHEA Career Ladder] together, what goals were you trying to reach, because when we first put this together you [MHEA] had three goals, no one earns less, teachers top out faster, and showing growth; were those the three issues you were looking at?
 - ◆ Luke – The thing they [MHEA] wanted was to get rid of the purgatory years.

- ◆ Discussion began about the purgatory lanes and where Luke put the numbers into his scattergram.

	BA	BA+24	MA	MA+10		BA	BA+24	MA	MA+10	
1	33400	34870	36352	37915		1,361,050		363,520	37,915	
2	34870	36352	37915	39545		174,350		113,745	39,545	
3	36352	37915	39545	41246	36,352		79,090	82,492	41,246	
4	37915	39545	41246	42999			82,492	128,997	42,999	
5	39545	41246	42999	44848			41,246	44,848		
6	41246	42999	44848	46776	206,230			46,776		
7	41246	44848	46776	48778			44,848	46,776	50,861	
8	41246	46776	48778	50861			46,776		52,641	
9	41246	48778	50861	52641			195,112			
10	41246	50861	52641	54421			101,722			
11	41246	52641	54421	56734				653,052	907,744	
12	41246	54421	56734	57211			1,578,209	567,340		
13				59146					2,365,840	
14				61659					61,659	
						1,777,982	2,007,913	2,079,860	3,600,450	9,466,205

MOUNTAIN HOME SCHOOL DISTRICT #153
 CERTIFIED SALARY SCHEDULE
 FOR THE 2015 - 2016 SCHOOL YEAR

Educ Exp Years	Education						contract days	187
	BA=0	BA+10	BA+20	BA+30	MA=9	MA+10		
187	100	200	300	400	500	600	700	
1	32,703	32,703	32,703	32,703	32,703	33,352	34,770	
2	32,703	32,703	32,703	33,368	33,368	34,786	36,265	
3	32,703	32,703	32,703	33,384	34,803	36,282	37,822	
4	32,703	32,703	33,400	34,820	36,300	37,837	39,451	
5	32,703	33,416	34,836	36,317	37,862	39,470	41,147	
6	33,432	34,853	36,334	37,879	39,488	41,167	42,916	
7	34,870	36,352	37,897	39,507	41,186	42,937	44,768	
8	34,870	37,915	39,526	41,206	42,958	44,783	46,687	
9	34,870	39,545	41,226	42,978	44,806	46,709	48,694	
10	34,870	41,246	42,999	44,824	46,731	48,717	50,788	
11	34,870	41,246	44,848	46,754	48,741	50,812	52,922	
12	34,870	41,246	46,776	48,764	50,837	52,997	55,260	
13	34,870	41,246	48,788	50,861	53,023	55,276	57,625	
14	34,870	41,246	48,788	50,861	53,023	55,276	57,625	
15	34,870	41,246	48,788	50,861	53,023	55,276	57,625	
16	34,870	41,246	48,788	50,861	53,023	55,276	57,625	
17	34,870	41,246	48,788	50,861	53,023	55,276	57,625	
18	34,870	41,246	48,788	54,421	56,734	59,145	61,659	

Current FY 16 salary scale. This is grouped by cohorts (colors) for those staff who are in the lanes designated in the hypothetical FY 16 career ladder. BA, BA+10 and BA+20 are combined into the hypothetical FY 16 career ladder in the BA=0 column, BA+30 is in the BA=24 column, MA and MA+10 are combined into the Masters column. There is no P10 column so the P10 would be in the Masters column with a stipend differentiating their degree.

Current year conversion if career ladder was in place in FY 16 for the 2015-2016 school year

if the FY 16 salary		
BA=C=24	BA=24	Masters
32,703	32,703	32,703
33,432	33,432	33,432
34,870	34,870	34,870
36,352	36,352	36,352
37,915	37,915	37,915
39,545	39,545	39,545
41,246	41,246	41,246
42,999	42,999	42,999
44,848	44,848	44,848
46,776	46,776	46,776
48,788	48,788	48,788
50,861	50,861	50,861
52,997	52,997	52,997
55,260	55,260	55,260
57,625	57,625	57,625
59,145	59,145	59,145

This is the hypothetical career ladder for the current school year if we had one. Each cohort is combined into the identical color and appropriate lane from the current salary scale.

Proposed career ladder for school year 2016-2017 for the 2016-2017 school year

Possible FY 17		
BA=C=24	BA=24	Masters
33,400	33,700	34,000
34,300	34,600	34,900
35,700	36,000	36,300
37,400	37,700	38,000
39,000	39,300	39,600
40,600	40,900	41,200
42,200	42,500	42,800
43,800	44,100	44,400
45,400	45,700	46,000
47,000	47,300	47,600
48,600	48,900	49,200
50,200	50,500	50,800
51,800	52,100	52,400
53,400	53,700	54,000
55,000	55,300	55,600
56,600	56,900	57,200
58,200	58,500	58,800
59,800	59,100	59,400

This proposed FY 17 career ladder shows the increase in steps from the hypothetical FY 16 career ladder. Each color moves down the column to the next step. Steps that were at the bottom, remain in the bottom cell although the career ladder shows the cohort from FY 16 moving into that bottom cell.

- Amy – Any other questions before we caucus?
~ *Caucus from 4:57 p.m. until 5:46 p.m.*
- *Discussion continued on the Board's Career Ladder and on the MHEA's Career Ladder.*
*****Note: Negotiations had to temporarily relocate to a classroom to use the projector.*
~ Luke – One of the things that bothered me [about the current salary schedule] were the columns at the bottom, BA+30, MA+0, MA+10, PHD+0, at the last cell there is a big jump from purgatory to 7% increase.
* Amy – So about a \$3,000 to \$4,000 jump.
~ Luke – To get rid of that jump, I split the difference.
* *Discussion regarding Luke explaining the salary differences and moves between BA+24, MA, and MA+10 with an added column of \$57,211.*
~ Amy – You [Luke] added a cell and you have 14 rows, where did we condense from the District's discussion version [current salary schedule] with 18 rows.
* Luke – I got rid of the repetitive rows and condensed it down to 14 rows.
 ◆ Amy – So you took all of the lower purgatory [cells] and squished it.
 ◆ Luke – Yes
~ Amy – A BA+30 (\$50,861) row 13 would end up in the BA+30 row 17.
~ Luke – I costed out each cell. I will email Cliff our [MHEA] Ladder.
* Discussion began regarding the salaries in the different cells and the costs; the MHEA's addition of MA+10 column – the MHEA feels that teachers shouldn't stay at just MA.
~ Ralph – Luke the \$9.5 million cost that you have, is that the total cost?
* Luke – Yes, instructional and ballpark figure.
~ Amy – Any other questions?
* Rich – Cliff, what figure did you have with salaries?
 ◆ Cliff – About a \$150,000 salary increase and this [MHEA Career Ladder] is about \$700,000.
~ Amy – Luke, would you email the [MHEA Career Ladder] to Cliff and me.
*****Note: Luke emailed his Ladder to most everyone involved.*
*****Note: Negotiations moved back into the library*
~ *Clarification: the salary schedules and hypothetical Career Ladders from both parties are discussion items only and not a proposals.*
- Amy – We [Board] will need to do some research and some math, but we understand the issues and the priorities you [MHEA] outlined. We will explore some options for a potential fourth column.
- Amy – We [Board] will also need to do some homework on the MHEA Counter Proposal to the Board Proposal 1 – 2.5 Certificated Employee Professional Leave to determine the costs.
- Amy – I do have one more thing and it was what you asked for at the last meeting.
~ Amy – Board Proposal 2 – 1.3 Requests to the District Insurance Committee.
* Amy – I did change this a little from the concept we talked about. The more we talked about the issues with regard to a trigger, the more we felt that by putting an artificial number, that we at the table choose, takes away the discretion of the Insurance Committee, and they are in a better position than we with regards to matters involving insurance.
 ◆ Amy – What this effectively does is it puts this [Section 1.3] into the hands of the Insurance Committee to determine whether they think the numbers for renewal is high enough to go research the data. We [both parties] left the steps that we would like the Insurance Committee to follow, and we converted Steps 9 and 10 into a paragraph.
 ◆ Amy – A correction needs to be made to the title because this is Section 1.3 and not 1.1.

District 2 on section 1.1 Insurance Committee

1.1 REQUESTS TO THE DISTRICT INSURANCE COMMITTEE

Due to historical fluctuations in health insurance premiums and changes in the health insurance industry due to the Affordable Care Act and legal interpretations of such Act, ~~inordinately large increase in insurance premiums for the 2015-2016 school year, necessitating a change of carrier for the 2015-2016 school year,~~ the District and the Association request that should the District's renewal costs for Health Insurance reach a level that causes the Insurance Committee to have concern regarding the ability to sustain the policy for the District and its employees, the Insurance Committee shall commence research into other insurance options ~~during the course of the 2016-2017 school year~~ to present information and recommendations to the representative parties during a negotiation session in the spring of 2017.

Among the considerations that the Insurance Committee may consider could include the following ~~Specifically, the District and Association request research and information are provided as follows:~~

1. Research all possible carriers/providers for all coverage – medical, dental, and vision – with review of all coverage provided and premium costs.
 - a. Identify the health care providers in the Mountain Home region who are included as providers under each of the respective plan options.
2. Identify other local school districts using the same carriers/providers and obtain information as to the satisfaction of the District and of the employees who are using these providers.
3. Research the impact to premium and overall District costs associated with dropping the option of providing spouse coverage.
4. Engage in a background check, including BBB review, of any new carrier/provider being considered.
5. Research the impact to all District employees associated with the possibility of the employee covering partial payments.
6. Engage in a cost/benefit analysis with regard to decreased premium costs and the possible increase of deductibles.
7. Research the impact of Wellness Plans on the premium costs to the District.
8. Research regarding employee satisfaction with the current insurance carrier.
- ~~9. Insurance Committee starts its work in November 2016.~~
- ~~10. A retired person should be on the District Insurance Committee~~

The Insurance Committee should commence its work on or before November, 2016, with at least one (1) retired person sitting on such committee. Should the parties to this Agreement MOU enter into negotiations for the 2017-2018 contract year, it would be the request that each party's negotiation team include a member of the District's Insurance committee.

Expires June 30, 2017

- Rich – We have one more.
 - ~ Rich – MHEA Proposal 1 – Recertification Reimbursement
 - * Amy – Is this something that is in the current agreement?
 - ◆ Rich – No, it is a policy. I believe it used to be in there [CBA]. It is a policy and it can certainly stay in policy, and we can talk about that when we get there, but it's something that we [MHEA] were thinking about putting into the agreement.
 - * Rich – It [recertification reimbursement] sat at \$500 since I've been in the district and one of the questions I asked Cliff was whether we use that whole budget item and he said that we usually don't.
 - ◆ Cliff – To date, we are at \$10,500 and we budgeted for \$9,000.
 - ◆ Rich – Okay, I just went off of what you told me [previous meeting].
 - * Amy – And the rest of the language is all policy?
 - ◆ Rich – Yes, I just copied from policy.
 - * Amy – Teachers begin their 5-year cycle span with \$500, so teachers can tap that \$500 day 1 of the cycle.

- ◆ Rich – And then you have to wait another 5 [years].
- ◆ Amy – And it's front loaded.
- ◆ Discussion on how teachers recertify and how the reimbursements worked.

COMPENSATION	
RECERTIFICATION REIMBURSEMENT	
<p>Reimbursement for personal expenses incurred for recertification is limited to \$500.00 600.00 over a five year span. Only certified staff and program directors are eligible for this reimbursement. This can be used for all classes started after September 1, of the year the certified employee's five-year recertification cycle begins through August 31, five-years later. Eligible staff with a new reimbursement cycle starting September 1 will begin their five-year cycle span with \$500.00 600.00. Recertification money will only be used for classes, credits, or workshops relevant towards recertification. The span of time for eligible expenses reimbursement will run concurrently with the recertification cycle as determined by the State Department of Education. Rehires within the same reimbursement cycle will not be eligible for a new \$500.00 600.00 allotment, but will have their balance as of their termination reinstated effective with their date of rehire. All eligible staff will be granted the \$500.00 600.00 allowance at the beginning of their initial employment with the district regardless of their stage in the recertification cycle with the State. There is no restriction on the type of classes taken for recertification, other than being relevant toward certification, who offers the class, or grade requirement. Classes taken must be disclosed on the reimbursement form along with the date the classes began, and proof of expenses incurred. The day the class begins determines the cycle the expenses are charged against, not the day the employee pays for the class, or when the employee is reimbursed for their expenses. Each cycle will be independent of all other cycles in determining the amount of expense charged to it. At the end of each cycle, the employee will forfeit any unused reimbursement allocation. "Borrowing" of other employees unused recertification allotment is not permitted. Classes taken at the end of a recertification cycle may be reimbursed in the following cycle providing there is an ample balance remaining in the employees recertification account at the end of the first cycle. There can be no reimbursement from a future reimbursement cycle for classes started in a previous cycle. There can be no classes reimbursed from a previous cycle started in a subsequent cycle. The request for recertification reimbursement form and required documentation must be received by the District Accounts Payable Clerk within 30 calendar days from the end of the 5-year cycle for the expense to be reimbursed. All reimbursements must be submitted on a Request for Recertification Form (following page), and forwarded to Accounts Payable, at the District Office. Accounts Payable will verify the amount of remaining reimbursement recertification funds available and process the request for payment. Payment will be made in the next available check run.</p>	
Expires June 30, 2017	
_____ School Board Representative	_____ MHEA Representative
_____ Date	_____ Date
Date Proposed: May 16, 2016	

- Amy – One more question. Have you [MHEA] put any thought into the Extracurricular Salary Schedule?
 - ~ Rich – I have not.
 - * Amy – Nor have I, but it seems like it is built off the current salary schedule.
 - * Rich – I felt we had enough to tackle right now.
 - ◆ Amy – Agreed.

6. Next Meeting

- Rich – handed out the proposed dates to meet next.
 - ~ Rich – We [MHEA] were looking at May 24, but we are open to May 25 and/or May 26, because it's the end of school, so if we need to get something done, we can get it done.
 - * Ralph – Thursday, May 25, is out, because it is BMHS's graduation.
 - ~ Rich – Asked if negotiations could move back to MHJH Libray.
 - * Albert – We rotated the buildings to try to get and make it easier for other staff to attend.
- Discussion began regarding where and when to hold the next negotiations meeting as well as possibly meeting earlier in the day on May 25 and 26.
- Amy – We will discuss the two proposals, the insurance, the professional leave, reimbursement, career ladder, and extracurricular.
 - ~ Rich – Regarding the salary discussion, where are we going to start?
 - * Amy – we are going to look at a 4-column idea and research the cost of the various schedule suggestions.

DATES FOR NEXT NEGOTIATIONS MEETING

Tuesday May 24, 2016, Wednesday May 25 or Thursday May 26

4:30 pm or 5:00 pm or earlier for discussion

Date Requested: May 16, 2016

7. Adjourn:

- Next Negotiations Meeting: MHJH Library – Tuesday, May 24, 2016, 4:30 p.m. – 6:00 p.m.

NEGOTIATIONS ENDED 6:12 p.m.