

Kinnikinnick Community Consolidated Schools
District No. 131
Roscoe, Illinois

**PROFESSIONAL AGREEMENT
2011-2014**

ARTICLE I
RECOGNITION AND UNIT OF REPRESENTATION

1.1 The Board of Education of District No. 131, Winnebago County, Illinois, hereinafter referred to as the “Board” hereby recognizes the Kinnikinnick Education Association affiliated with the Illinois Education Association/National Education Association, hereinafter referred to as the “Association” as the sole, exclusive negotiating agent for all full-time and regular part-time certificated professional personnel employed by the Board, and required to be certificated under Article 21 of the Illinois Revised Statutes, but excluding the Superintendent, building principals, and other supervisory personnel having the authority to hire, transfer, assign, promote, evaluate, discharge or discipline, or to effectively recommend such action. The term “regular part-time certificated professional personnel” shall mean individuals employed on an annual basis and working 50 percent or more of the school term and 3.5 clock hours or more of the school day and work less than full-time. The term “Teacher” when used hereinafter this Agreement shall refer to all certificated professional personnel included in the negotiating unit set forth above and thereby represented by the Association.

ARTICLE II BOARD RIGHTS

2.1 The Board of Education reserves exclusively all responsibilities, powers, rights, authority, and duties conferred upon and vested in it by the laws and constitutions of the State of Illinois and the United States of America. Except where specifically limited by the written provisions of the Agreement and then only to the extent that such provisions are in conformance with the laws and constitutions of the State of Illinois and of the United States, the Board retains the right and authority to direct the affairs and functions of the District. Such responsibilities, powers, rights, authority and duties include, but are not limited to:

- a. full and exclusive control of the management of the district;
- b. the supervision of all operations;
- c. the right to hire, establish and change work schedules, set hours of work, establish, eliminate or change classifications, assign, transfer, release and lay off employees;
- d. the right to determine the qualifications of employees, and to suspend, discipline and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation;
- e. the right to determine the curriculum and to regulate its implementation by the employees covered by this agreement.

ARTICLE III
ASSOCIATION RIGHTS

3.1 The Association may, by pre-arrangement with the Superintendent, use district buildings for meetings provided that such meetings shall be held when school is not in session and provided such meetings do not interfere with the instructional and/or extra curricular programs of the District. When special custodial services are required, the Association shall be charged a fee to cover the cost of those services.

3.2 The Association may use employee mailboxes, inter-school mail and a designated bulletin board in each building for Association communications. The Association may submit material to the District office for duplication at the rate set by the Board.

3.3 The Association President shall be provided two copies of: a) regular and special Board meeting agendas, b) the approved meeting minutes, c) the adopted budget, d) the annual financial report, and e) the approved policies by the Board.

3.4 The Association President shall be provided a copy of the proposed annual school calendar. The Association may request a meeting with the Superintendent to discuss any suggestions it may have concerning the tentative calendar prior to Board adoption of the calendar.

3.5 The Association President shall be provided written notification of approved teaching vacancies in the District. Notice of approved teaching vacancies shall also be posted at the office of the Superintendent and distributed to each attendance center and an e-mail shall be sent to all bargaining unit members at the e-mail addresses set forth on the list sent to the administration by the Association. A vacancy shall be defined as a position covered by this Agreement that becomes open as the result of the retirement, resignation or termination of an employee or the creation of a new position. Any current teacher who is qualified, as determined by the administration in its sole discretion, for a vacant position and applies for the vacant position, shall be granted an interview for that position.

3.6 Upon written request of a teacher, the Board shall deduct Association membership dues in an amount certified annually to the Board by the Association on or before September 15. The teacher's request shall continue in effect until revoked in writing by the teacher, which revocation may be submitted at any time. The amount deducted from each paycheck of each month September through June shall be one-twentieth (1/20th) of the annual dues. The Board shall remit the deducted dues to the Association within ten (10) days following the payroll deduction. A teacher authorizing the deduction after the fifteenth of the month shall have the annual dues pro-rated beginning with the following month through June. When a teacher terminates employment with the District, the Board shall deduct the balance of the unpaid annual dues from the teacher's last paycheck provided the written authorization filed with the Board expressly so provides.

3.7 The President of the Association, or his or her designee, shall be granted five (5) days released time during the school term, with no loss of salary, sick or personal leave, for the purpose of attending to Association business which cannot be handled on non-working time. Notice of the released time must be given to the Superintendent at least five (5) school days in advance of the absence. The Association must reimburse the Board for the cost of any substitute. Released time may not be in less than one-half (1/2) day units without the approval of the Superintendent or his/her designee.

3.8 Within thirty (30) calendar days of ratification of the Agreement, The Board shall have sufficient copies of the Agreement prepared and delivered to the Association for its distribution to each teacher in the District. The Board and the Association will share equally in the cost.

3.9 The Association may submit its views with respect to Board policies which pertain to Section 500 - Personnel and Section 600 - Instruction.

3.10 A teacher shall be notified by certified mail, return receipt requested, or personal delivery, if the Board is going to consider disciplinary action against the teacher.

3.11 Teachers shall be notified and shown a copy of any written parental complaint directed at them unless the administration believes the complaint is without merit. If the complaint is placed

in a teacher's personnel file the teacher will be provided a copy and the opportunity to place a written response in his/her file.

ARTICLE IV
GRIEVANCE PROCEDURE

4.1 A grievance is defined as a written claim by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretation or misapplication of a specific provision of the Agreement. No grievance shall be processed or entertained unless it is filed within fifteen (15) days after the occurrence of the event giving rise to the grievance. All time limits consist of pupil attendance days, except between the end of the school term and the beginning of the next school term, time limits shall consist of weekdays excepting holidays.

4.2 The Board and the Association acknowledge that it is desirable for a grievant and the grievant's immediate supervisor to resolve problems through informal communications. If the informal process fails to satisfy the grievant, and the grievant decides to pursue the grievance, a grievance shall be processed by:

Step 1 - The grievant shall file his/her grievance in writing with the building principal or designee within fifteen (15) days of occurrence of the event giving rise to the grievance. The building principal or designee shall confer with the grievant in an attempt to resolve the grievance at a mutually agreeable time, within five (5) days of the receipt of the grievance. A decision in writing shall be rendered to the grievant within five (5) days of the conference.

Step 2 - If a satisfactory disposition of the grievance is not reached at Step 1, the grievant may appeal to the Superintendent or designee in writing within ten (10) days after receipt of the decision of the building principal or designee. The Superintendent or designee shall hold a conference within ten (10) days after the receipt of the appeal and a written decision shall be rendered by the Superintendent or designee within five (5) days after the conference.

Step 3 - If a satisfactory disposition of the grievance is not reached at Step 2, the grievant may appeal to the Board of Education by filing a written appeal with the Superintendent within ten (10) days after receipt of the Superintendent's decision. The Board of Education shall consider the grievance within thirty (30) days of the date of receipt of the appeal by the Superintendent. The grievant may present a written statement of grievance to the Board or may request an oral hearing which will be granted by the Board. The hearing will be conducted by the full Board or, at the discretion of the Board, by a sub-committee of the Board. The Board shall render its decision in writing, with a copy to the Association, within five (5) days after the meeting at which the grievance is considered.

Step 4 - In the event the grievant is not satisfied with the disposition of the grievance at Step 3, the grievance may be submitted by the Association to binding arbitration through the American Arbitration Association within twenty (20) days after receipt of the Board's answer at Step 3 with a copy of the submission to the American Arbitration Association given simultaneously to the Superintendent. The selection of the arbitrator shall follow the voluntary labor arbitrator selection procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issues raised in the written grievance and the replies thereto and shall have no authority to make any decisions or recommendation on any other issue not so raised. The arbitrator's decision shall be based solely upon interpretation of the meaning or application of the specific terms of this agreement in light of the facts presented. The fees of the arbitrator, and the cost of attendance of a court reporter if requested by either party shall be split between parties. All other costs shall be borne by the party incurring the cost unless otherwise mutually agreed.

4.3 Each grievance must state the specific provisions of the agreement alleged to have been violated and the facts upon which the grievant relies to establish the alleged violation. Grievances may not be modified after submission at Step 1 without the mutual agreement of the parties. The time limits and procedures for grievance processing must be strictly followed. Failure of the grievant or the Association to meet any time limit shall bar further processing of the grievance. Failure of the Board or the administration to act in a timely manner shall permit the grievant to proceed to the next step. Any grievance not appealed after denial by the Board or

the administration shall bar later filing of the same or substantially same grievance. Any time limit may be extended only with the mutual agreement of the parties.

4.4 The Board acknowledges the right of an Association representative to be present, if so requested by the grievant, in the processing of a grievance. No grievant shall be required to discuss any grievance if the grievant requests an Association representative to be present; provided, however, the unavailability of an Association representative shall be cause for extension of any time limit that the Board or administration must meet.

4.5 Hearings and meetings between the Board or administration and the grievant shall be held, insofar as possible, after regular school hours or during non-teaching time. When the Board or administration chooses to hold hearings or meetings during school hours, all employees whose presence is required shall be excused, with pay, for this period. Investigation or processing of any grievance by the grievant or the Association shall be conducted so as to result in no interference or interruption whatsoever of the instructional program.

ARTICLE V TEACHER EVALUATION

5.1 The Board and the Association shall establish criteria and procedures for the teacher evaluation plan. There shall be no procedural or content changes to the plan without prior agreement of the Association.

5.2 All formal evaluation procedures shall be done in accordance with the Evaluation Plan established and mutually agreed upon with the Association and the Board.

5.3 There shall be a minimum of two formal evaluations per year for non-tenured teachers, one of which must be completed during the first 90 days of the school term. There shall be a minimum of at least one formal evaluation every two years for tenured teachers which must be completed between September 15 and May 15.

5.4 A formal written evaluation shall be preceded by at least one classroom observation of at least thirty (30) consecutive minutes of a class period.

5.5 The evaluator shall notify the teacher of the final observation prior to the final written evaluation. A copy of the post observation worksheet shall be given to the evaluator within five (5) pupil attendance days following the final observation. A copy of each formal written evaluation shall be given to the teacher within five (5) pupil attendance days following the observation or final observation in a series of observations, and a conference shall be held between the teacher and the evaluator within ten (10) pupil attendance days following the receipt of the written evaluation by the teacher.

5.6 Following the evaluation conference between the evaluator and the teacher, a copy of the evaluation, signed by both parties, shall be given to the teacher. Such signature shall indicate only that the teacher has read the evaluation report and does not necessarily indicate agreement with its contents. A teacher may put any objections in writing and have them attached to the evaluation report to be placed in the teacher's personnel file

ARTICLE VI
WORK STOPPAGE

6.1 During the term of this agreement, neither the Association, nor its agents nor any employee for any reason will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Board.

ARTICLE VII
LEAVES

7A LEAVES OF ABSENCE WITH PAY

7A.1 Sick Leave

- a. Teachers shall be granted sixteen (16) days sick leave at the beginning of each school term. Unused sick leave shall accumulate to a maximum of 360 days. Each year's allotment shall be in addition to the accumulated sick leave.
- b. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family. Immediate family shall be interpreted to mean parent, spouse, brother, sister, child, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, legal guardian, and all step equivalents. The Superintendent or his/her designee shall monitor the use of employees' sick leave.
- c. The Board may require a physician's certificate as a basis for pay after an absence of three (3) days for personal illness, or as it may deem necessary in other cases.
- d. In the event of a serious accident or catastrophic illness, teachers who have used all of their accumulated sick leave days may request, through the Superintendent, Board approval for additional emergency sick leave days. The Board will render a decision within thirty-five (35) calendar days following the receipt of a written request for additional emergency sick leave days. Additional paid emergency sick leave days may be granted retroactively.

7A.2 Bereavement Leave

Teachers may use two (2) paid sick leave days each school term in order to attend a funeral for a person not defined as immediate family. Bereavement days will accumulate to a total of three (3).

7A.3 Court/Jury Duty

A court/jury duty leave of absence shall be granted to a teacher with no loss of pay provided the employee submits proof of attendance from the court for said court/jury duty.

7A.4 Personal/Special Leave

- a. Teachers may use up to three (3) sick leave days per school term without payroll deduction for personal business that can only be transacted during a regular day.
- b. The use of personal days is subject to the following conditions:
 - (1) Non-accumulative
 - (2) Written notice shall be given to the Superintendent five (5) calendar days prior to leave being taken, except in cases of emergency when notice shall be given as soon as possible before the leave.
 - (3) No days may be used immediately before or immediately after a holiday unless prior approval is granted by the Superintendent of Schools.
 - (4) Such personal leave shall not be used for the purpose of secondary employment, recreation, or vacation. Personal leave days may be used for personal, family or home emergencies.
 - (5) Such personal leave shall not be used in increments of less than one-half (1/2) day at a time.
 - (6) No more than ten (10) percent of the teachers may use a personal leave day on any one (1) day unless prior approval is granted by the Superintendent.
 - (7) Personal leave shall accumulate as sick leave.

7A.5 Professional Leave

Teachers may be released with full pay to attend professional conventions, meetings and workshops, visit exemplary programs, and participate in other professional growth activities. Teachers requesting release shall make application to the Superintendent, or his designee, who may approve or disapprove applications based on the applicability of such leave to the teacher's individual professional development, the District's program goals, and the resources allocated for professional leave.

7A.6 Acts of God

A teacher who is unable to attend work due to a weather related event or personal emergency shall be granted use of sick leave days under the following conditions:

1. The teacher shall notify his/her principal as soon as possible of the situation and the likely day of return.
2. The teacher has sick leave days remaining in the current year. Teacher may not use more sick days than he/she has accumulated.
3. The teacher takes appropriate steps to return to work as soon as possible.
4. The teacher must have first used all personal days.

ARTICLE VII
LEAVES

7B LEAVES OF ABSENCE WITHOUT PAY

7B.1 Leaves of absence without pay may be granted to tenured employees who have rendered satisfactory service to the District and who desire to return to employment at a time mutually consistent with the needs of the District as determined by the Board.

7B.2 Each approved leave of absence shall be the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students. Leaves of absence without pay for not more than one school term may be granted to tenured teachers according to the following conditions:

- a. Written requests for leaves of absence without pay shall be given in writing to the Board not less than seventy-five (75) calendar days prior to the end of the semester prior to which the leave is requested, except in the case of emergency when circumstances do not allow such notice.
- b. Employees on a leave of absence without pay shall give formal notice of intent to return by registered mail at least ninety (90) calendar days prior to the close of the school term preceding such return.
- c. Leaves may be granted for:
 - (1) exchange teaching;
 - (2) individual professional development programs approved by the Board;
 - (3) military service;
 - (4) adoption or birth of a child: leave taken by either parent;
 - (5) other reasons acceptable to the Board; provided however, that granting of such leaves will not establish precedence for subsequent requests of a similar nature.
- d. Employees on such leave may continue insurance benefits if they reimburse the District for any pro-rata costs of benefits for which they apply.

- e. Effective the 1994-95 school term employees on any approved leave of absence without pay of less than ninety (90) teacher work days in one school term shall not be counted in determining seniority.
- f. A short term leave of absence of not more than five (5) days may be granted for special reasons with prior approval of the Superintendent. A pro-rata salary deduction of $1/180^{\text{th}}$ the employee's annual salary will be made for each day of leave approved.
- g. A fourth year non-tenured teacher who has been reemployed full-time by the Board for the following school year may request an unpaid leave of absence to begin after the conclusion of his/her fourth year of probationary service; provided the teacher requests the leave no later than May 1 of his/her fourth year of probationary service.

ARTICLE VIII NEGOTIATIONS

8.1 Each party shall select its own representative(s) who shall have the necessary authority to make proposals, consider counter proposals, and sign tentative agreements.

8.2 Either party may utilize the services of outside consultants and may call upon professional and legal representatives to assist in the negotiations.

8.3 The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining regarding the employees covered by this Agreement and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are fully set forth in this Agreement. During the term of this Agreement, the Board shall not be required to negotiate any subject which was a part of the negotiations leading to this Agreement, whether or not the subject was ultimately included in this Agreement; provided however, any subject may be reopened for negotiation upon the agreement of both parties.

8.4 The Board and Association shall commence bargaining for a successor Agreement between April 1 and May 30 of the last year of the Agreement.

8.5 It is agreed that the Board and Association will, in a prompt and timely manner, jointly request the services of the Federal Mediation and Conciliation Service (FMCS), if both parties to this Agreement jointly declare impasse after negotiating for a sixty (60) calendar day period.

ARTICLE IX
WORKING CONDITIONS

9.1 Class Size

- a. The Board and the Association agree that the pupil/teacher ratio is an important part of an effective educational program. In order to provide classroom curriculum and other learning experiences that help students grow into well-rounded people, class sizes will be evaluated during the school year. At any time during the school term, if grade-level or classroom teacher(s) or the administration feel that class size numbers have increased to a level that would jeopardize student learning, the teacher(s), building principal, and the Superintendent shall hold a meeting to discuss what steps can be implemented to correct the situation. The decision will rest with the Superintendent.
- b. The Superintendent shall apply the following criteria, among others, to determine efficient class size:
 - (1) the capacity of the teaching facilities and the number of adequate teaching stations in a room;
 - (2) the appropriateness of the room to the content of the course or purposes to be served and the method to be employed;
 - (3) the general conditions which affect the health, safety, and effective supervision of the pupils;
 - (4) the availability of sufficient books, supplies, and equipment;
 - (5) the ability level of the students;
 - (6) the availability of alternative teaching stations within the building;
 - (7) the financial and administrative restraints as determined by the Board of Education; and
 - (8) the total number of students assigned to teachers in core academic subjects per grade level.
- c. The Superintendent shall provide information about class size upon request.

9.2 Contractual Year

The contract year will be 180 days.

9.3 Work Day/Duty Free Lunch

There shall be no change in the length of the teacher's workday without prior approval of the Association. Teachers are entitled to a duty-free lunch period no shorter than stipulated in the School Code of Illinois.

9.4 Teacher Assignments

The Superintendent shall provide teachers written notification of teaching levels and/or subject for the forthcoming year by June 15th. If subsequent changes in teaching assignments are made after June 15th, the Superintendent shall notify in writing any teacher whose assignment is changed. A teacher who has been reassigned shall be allowed to resign his/her position without retribution from the Board or Superintendent provided the teacher notifies the Board of the resignation within fourteen (14) calendar days of notice of assignment. This is not to preclude the teacher from exercising his/her resignation no less than thirty (30) days prior to the start of the forthcoming school year. A teacher who is notified of an involuntary transfer may request a meeting with the Superintendent to discuss the reasons for the transfer.

9.5 Teacher Supervision

All teachers shall be responsible for the supervision of students during pupil attendance days. In particular, this includes classroom and hallway supervision and may include the supervision of students leaving and entering school buses; students on the playground; and students participating in after school activities, excluding the duty-free lunch period. Unless prior arrangements have been made with the teacher, teachers are not responsible for the supervision of students who enter buildings prior to the start of the teacher workday.

The Board shall attempt to coordinate with the YMCA preschool day care program for the supervision of students dropped off at Ledgewood and Stone Creek attendance centers prior to the arrival of students transported by bus.

9.6 Faculty Meetings

All teachers, unless excused, shall attend faculty meetings.

9.7 Parent-Teacher Conferences

All teachers shall be available for parent-teacher conferences which may be scheduled at the mutual convenience of the parent and the teacher. However, in the absence of mutual agreement, conferences shall be scheduled at a reasonable time set by the Superintendent or his designee. All day and evening parent-teacher conferences shall not be scheduled more than twice per school term.

9.8 Field Trips

Field trips held during the normal school day shall be supervised by teachers of participating classes. Supervision of field trips extending beyond the normal school day by more than one hour shall not be required except with agreement among teachers of participating classes.

9.9 Teacher Work Load

Substantial changes of a permanent or indefinite nature in instructional contact time shall not be made without the Superintendent giving notice to, and consulting with, the Association.

9.10 Preparation Time

Substantial changes of a permanent or indefinite nature in teacher preparation time shall not be made without the Superintendent giving notice to, and consulting with the Association. Teacher preparation time shall be defined as that time, within the teacher workday, excluding the duty-free lunch period, when the teacher is not required to supervise students.

9.11 Staff Development

Teachers may volunteer to participate in training programs scheduled in addition to the contract year. Subject to prior approval of the Superintendent and availability of resources, applicable registration fees for such training will be paid for by the district. Teachers may volunteer to conduct District sponsored staff development workshops on days scheduled in addition to the contract year. Teachers who conduct such training will be paid twenty-five (25) dollars per hour.

9.12 Release Time

Teachers may be release thirty (30) minutes early or allowed to begin work thirty (30) minutes later on the days of evening grade level or District-wide programs as best meets the needs of the District.

ARTICLE X
SALARY AND FRINGE BENEFITS

10.1 Salary Schedule

- a. A 9.4% Board sheltered contribution to the Teacher Retirement System is included in the salary schedule and teachers' salary rate. These contributions are treated as employer contributions in determining tax treatment under the Internal Revenue Code.
- b. Teachers shall be paid according to the salary schedules in Appendix A to the Agreement. Part-time teachers shall receive planning time proportionate to the average planning time for full-time teachers in their building. Part-time teachers shall be paid proportionate to the hours worked based upon the following formula: multiply the full-time salary by a fraction, the numerator of which is the hours worked by the part-time employee, including student contact time and planning time, and the denominator is the hours worked by a full-time teacher.
- c. To be eligible for horizontal movement on the schedule, a course must carry graduate credit from an accredited institution and be approved by the Superintendent or his designee. Only approved hours earned after being placed in lane (1) Bachelor's Degree and lane (5) Master's Degree will be counted for advancement toward the next lane. Horizontal changes on the schedule will be made on September 15 of each school term.
- d. Horizontal movement on the schedule after being placed in lane (5) Master's Degree shall be granted for up to ten (10) approved graduate hours earned prior to January 1, 1991, and prior to receipt of the Master's Degree; provided however, that said hours were not part of the degree program.

10.2 Pay Periods

Teachers will be paid in 24 payments which will be made by the 15th and 30th of each month beginning September 15.

10.3 Payroll Deductions

The Board may require of each teacher release, hold harmless, and indemnity commitments in a form satisfactory to the Board as a condition for offering any programs under this paragraph. Changes in approved programs may be made as allowed by the individual program. The following programs are currently authorized by the Board:

- a. Kinnikinnick CCD #131 403 (b) Plan
- b. Group Insurance:
 - (1) American Family Life Insurance Company (AFLAC)
 - (2) Kinnikinnick CCSD No. 131 Employee Health Benefit Plan
- c. Other Programs
 - (1) Winnebago County Schools Credit Union
 - (2) N.E.A./I.E.A./K.E.A. dues
- d. Teacher Retirement System
 Teacher Retirement System deductions shall be made beginning September 15 and ending June 30.

10.4 Differential Pay

Board approved differential positions will be reimbursed at the following rates for each individual:

a.	Level I Athletic Director	\$3,765		
b.	Level II Band Combined 7 th & 8 th Squad Cheerleading	\$2,960		
b.	Level III Boys Basketball Girls Basketball Girls Volleyball Coed Soccer Coed Track	\$2,385	1-9 Yrs. 10-19 20+Yrs	Yrs. \$3,075 \$3,305

7th or 8th Cheerleading

	1-9 Yrs. 20+Yrs	10-19	Yrs.
Level IV Drama Beginner Band Pom Pons Yearbook Student Council	\$1,780	\$2,270	\$2,445
c. Level V Quiz Bowl		\$ 950	
d. Level VI Quiz Bowl Master		\$ 720	

10.5 Insurance

- a. The Board will provide dental, hospitalization, major medical, and term/life accidental death and dismemberment insurance coverage for each teacher. A committee shall be established consisting of three teachers and three administrators that shall make nonbinding recommendations to the Board and Association with respect to health insurance carriers and the health insurance plan. The insurance committee so established shall meet as needed to discuss means by which employee health insurance costs can be contained for the benefit of both the District and its employees. If the Board changes insurance carrier or otherwise provides for coverage, any change in the level of benefits shall be subject to the mutual agreement of the Board and the Association.
- b. Teachers may elect to purchase dependent coverage of eligible dependents at group rates. The Board will contribute \$150 per month toward the monthly dependent premium rate for the duration of this agreement. The monthly dependent premium rate is calculated as the sum of monthly specific stop loss dependent premium and the aggregate monthly factor per dependent unit. Part-time teachers as defined in Article I of the Agreement who have elected to purchase dependent coverage will have the dependent contribution computed based on the percentage of time employed. Continuation of a Board contribution toward dependent premiums in future contracts is contingent upon having a minimum balance of \$100,000 in the District Insurance Account.

10.6 Curriculum Committees

Teachers who voluntarily serve on curriculum committees shall be reimbursed for such service. The teacher shall receive a stipend of \$500 per year. The Board shall establish the length of service and make it known to all teachers at the time volunteers are sought.

10.7 Pro-Rata Reimbursement

Part-time teachers as defined in Article I are eligible for tuition reimbursement, major medical, dental, and term life/accidental death benefits; provided they notify the Superintendent of their election to receive all of such benefits. Salary and the foregoing benefits will be computed based on the percentage of time employed.

Part-time teachers as defined in Article I who have elected either individual major medical coverage or major medical and dental coverage may purchase such coverage for eligible dependents at group rates.

10.8 Tuition Reimbursement

Tuition for approved graduate hours shall be reimbursed at \$100.00 per graduate hour, not to exceed 12 hours in one school term, not to exceed fifty (50) hours total reimbursement, and not to exceed the actual cost of tuition. Tuition will be reimbursed for coursework completed by August 15, 2012. No tuition reimbursement for any coursework incomplete or initiated after August 15, 2012 will be granted.

10.9 Teachers' Health Insurance (T.H.I.S.) Fund

The Board will pick up and pay on behalf of teachers the 0.80 of 1% T.H.I.S. Fund contribution.

10.10 Post-Retirement Bonus

Any teacher for whom the Board is not required to pay an additional contribution to the Illinois Teachers' Retirement System under Section 16-133.2 of the Illinois Pension Code (i.e. Early Retirement Without Discount, salary increases in excess of six percent (6%) or excess sick leave) may elect to retire and receive a post-retirement bonus from the Board in the amount of Eight Thousand Dollars (\$8,000) provided that all eligibility requirements set forth below are satisfied:

1. The teacher must have at least twenty (20) years of teaching service with the District at the time of retirement.
2. The teacher must tender a letter of resignation to the Board by November 1st of the school term in which the teacher plans to retire, and
3. The teacher's retirement shall be effective as of June 30th of the same fiscal year in which the teacher elects to retire.

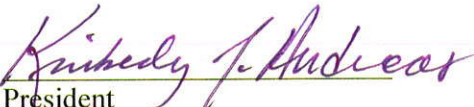
The Eight Thousand Dollars (\$8,000) post-retirement bonus shall be paid to the eligible teacher in a lump sum payment within forty-five (45) days after the teacher's final paycheck. The post-retirement bonus shall not be considered TRS creditable earnings.

ARTICLE XI
DURATION OF AGREEMENT

The Agreement shall be effective as of August 15, 2011 and shall continue in effect until August 15, 2014.



President
Kinnikinnick Board of Education



President
Kinnikinnick Education Association

APPENDIX A

Appendix A

2010-2011 Salary Schedule NOTE: INCLUDES TRS

Step	3.25%		6.50%		9.75%		13.25%		16.75%		20.25%		24.00%		27.75%		31.50%	
	BA	BA08	BA16	BA24	MA	MA08	MA16	MA24	MA32	MA40								
1	37,211	38,420	39,629	40,839	42,141	43,443	44,746	46,141	47,537	48,932								
2	38,699	39,957	41,214	42,472	43,827	45,181	46,536	47,987	49,438	50,889								
3	40,187	41,493	42,800	44,106	45,512	46,919	48,325	49,832	51,340	52,847								
4	41,676	43,030	44,385	45,739	47,198	48,657	50,115	51,678	53,241	54,804								
5	43,164	44,567	45,970	47,373	48,884	50,394	51,905	53,524	55,142	56,761								
6	44,653	46,104	47,555	49,006	50,569	52,132	53,695	55,369	57,044	58,718								
7	46,141	47,641	49,140	50,640	52,255	53,870	55,485	57,215	58,945	60,676								
8	47,630	49,178	50,726	52,274	53,941	55,608	57,275	59,061	60,847	62,633								
9	49,118	50,714	52,311	53,907	55,626	57,345	59,065	60,906	62,748	64,590								
10	50,606	52,251	53,896	55,541	57,312	59,083	60,854	62,752	64,650	66,548								
11	52,095	53,788	55,481	57,174	58,998	60,821	62,644	64,598	66,551	68,505								
12	53,583	55,325	57,066	58,808	60,683	62,559	64,434	66,443	68,453	70,462								
13	55,072	56,862	58,651	60,441	62,369	64,296	66,224	68,289	70,354	72,420								
14	56,560	58,398	60,237	62,075	64,055	66,034	68,014	70,135	72,256	74,377								
15	58,049	59,935	61,822	63,708	65,740	67,772	69,804	71,980	74,157	76,334								
16	59,537	61,472	63,407	65,342	67,426	69,510	71,593	73,826	76,059	78,291								
17	61,026	63,009	64,992	66,976	69,111	71,247	73,383	75,672	77,960	80,249								
18		64,546	66,577	68,609	70,797	72,985	75,173	77,517	79,862	82,206								
19			68,163	70,243	72,483	74,723	76,963	79,363	81,763	84,163								
20				71,876	74,168	76,461	78,753	81,209	83,665	86,121								
21					75,854	78,198	80,543	83,054	85,566	88,078								

2011-2012: **Hard Freeze -- No Step or Lane Movement**

2012-2013: **Base Freeze -- One Step, All Lane movement based upon 2010-11 salary schedule
for appropriate graduate hours completed by August 15, 2012
\$1,500 Stipend -- For individuals in MA+40 Step 21 on August 15, 2011**

2013-2014: **Hard Freeze -- No Step or Lane Movement
\$1,500 Stipend -- For individuals in MA+40 Step 21 on August 15, 2011**

Appendix B

BluePrint PPO 90/70



BlueCross BlueShield
of Illinois

\$1,000/\$2,000 DEDUCTIBLE - \$1,000 OPX - \$20 COPAY

NPP82323, NPP82324, NPP82326

BENEFIT HIGHLIGHTS

PPO Network

This provides only highlights of the benefit plans(s). After enrollment, members will receive a Certificate that more fully describes the terms of coverage.

Program Basics

PPO
(In-Network)

Non-PPO
(Out-of-Network)

Lifetime Benefit Maximum

Per individual

Unlimited

Individual Deductible

Program deductible does not apply to services that have a copayment.

\$1,000

\$2,000

Family Deductible

The family deductible maximum is equal to three individual deductibles.

\$3,000

\$6,000

Individual Out-of-Pocket Expense (OPX) Limit

The amount of money that any individual will have to pay toward covered health care expenses during any one calendar year. The following items will not be applied to the out-of-pocket expense limit:

\$1,000

\$2,000

- Deductibles
- Copayments
- Reductions in benefits due to non-compliance with utilization management program requirements
- Charges that exceed the eligible charge or the Schedule of Maximum Allowances (SMA)
- Services that are asterisked below (*)

Family Out-of-Pocket Expense (OPX) Limit

\$3,000

\$6,000

Prescription Drug Card (Retail and Mail Service)

Please refer to the *Three Tier Formulary Prescription Drug Card Benefit Highlight Sheet* for the covered benefits.

Physician Services

Physician Office Visits

One copayment per day when you receive services from a Family Practice, Internal Medicine, OB/GYN, or Pediatrician. Surgeries, therapies and certain diagnostic procedures performed in a physician's office may be subject to the deductible and/or coinsurance, including mental health and substance abuse services.

\$20 copay,
then 100%

70% after deductible

One copayment per day when you receive services from a specialist. Surgeries, therapies and certain diagnostic procedures performed in a physician's office may be subject to the deductible and/or coinsurance.

\$40 copay,
then 100%

70% after deductible

Preventive Care

Routine annual physicals, well-baby exam, immunizations, and other preventive health services as determined by the USPSTF.

100%

70% after deductible

Maternity Services

Copayment applies to first prenatal visit (per pregnancy). All other maternity physician covered services are paid the same as Medical / Surgical Services.

\$20 copay,
then 100%

70% after deductible

Medical / Surgical Services

Coverage for surgical procedures, inpatient visits therapies, allergy injections or treatments, and certain diagnostic procedures as well as other physician services.

90% after deductible

70% after deductible

Hospital Services

Hospital Admission Deductible

Per admission, per individual

\$0

\$300

Inpatient Hospital Services

Coverage includes services received in a hospital, skilled nursing facility, coordinated home care and hospice, including mental health and substance abuse services. Room allowances based on the hospital's most common semi-private room rates.

90% after deductible

70% after deductible

Outpatient Hospital Services

Coverage for services includes, but is not limited to outpatient or ambulatory surgical procedures, x-ray, lab tests, chemotherapy, radiation therapy, renal dialysis, and mammograms performed in a hospital or ambulatory surgical center, including mental health and substance abuse services. Routine mammograms performed in an in-network outpatient hospital setting are payable at 100%, no deductible will apply.

90% after deductible

70% after deductible

Outpatient Emergency Care (Accident or Illness)

The copayment applies to both in- and out-of-network emergency room visits. The copayment is waived if the member is admitted to the hospital.

\$150 copay,
then 100%

20273NGR.1010



\$1,000/\$2,000 DEDUCTIBLE - \$1,000 OPX - \$20 COPAY

NPP82323, NPP82324, NPP82326

BENEFIT HIGHLIGHTS

PPO Network

Additional Services

Muscle Manipulation Services*

Coverage for spinal and muscle manipulation services provided by a physician or chiropractor. Related office visits are paid the same as other Physician Office Visits.

- \$ 1,000 maximum per calendar year

90% after deductible

70% after deductible

Therapy Services – Speech, Occupational and Physical

Coverage for services provided by a physician or therapist.

90% after deductible

70% after deductible

Temporomandibular Joint (TMJ) Dysfunction and Related Disorders

90% after deductible

70% after deductible

Other Covered Services

- Private duty nursing (Please refer to Certificate for details.)
- Naprapathic services* - \$1,000 maximum per calendar year
- Blood and blood components
- Ambulance services
- Medical supplies

80% after deductible

See paragraph below regarding Schedule of Maximum Allowances (SMA).

* Does not apply to any out-of-pocket limits

Durable Medical Equipment (DME) is a covered benefit. Please refer to Certificate for details.

Optometrists, Orthotic, Prosthetic, Podiatrists, Registered Surgical Assistants, Registered Nurse First Assistants and Registered Surgical Technologists are covered providers. Please refer to Certificate for details.

Discounts on Eye Exams, Prescription Lenses and Eyewear

Members can present their ID cards to receive discounts on eye exams, prescription lenses and eyewear. To locate participating vision providers, log into Blue Access® for Members (BAM) at www.bcbsil.com/member and click on the **BlueExtras Discount Program** link.

Blue Care Connection (BCC)

When members receive covered inpatient hospital services, outpatient mental health and substance abuse services (MHSA), coordinated home care, skilled nursing facility or private duty nursing from a participating provider, the member will be responsible for contacting either the BCC or MHSA preauthorization line, as applicable.

You must call one day prior to any hospital admission and/or certain outpatient MH/SA services (see Note below) or within 2 business days after an emergency medical or maternity admission. Please refer to your benefit booklet for information regarding benefit reductions based on failure to contact the applicable preauthorization line.

Note: For plans that manage outpatient MHSA services, preauthorization is effective for Electroconvulsive therapy (ECT), Psychological testing, Neuropsychological testing and Intensive outpatient programs (IOP) services on or after January 1, 2012 for IL, OK and NM, and upon your group plan renewal date in 2012 for Texas.

Schedule of Maximum Allowances (SMA)

The Schedule of Maximum Allowances (SMA) is not the same as a Usual and Customary fee (U&C). Blue Cross and Blue Shield of Illinois' SMA is the maximum allowable charge for professional services, including but not limited to those listed under Medical/Surgical and Other Covered Services above. The SMA is the amount that professional PPO providers have agreed to accept as payment in full. When members use PPO providers, they avoid any balance billing other than applicable deductible, coinsurance and/or copayment. *"Please refer to your certificate booklet for the definition of Eligible Charge and Maximum Allowance regarding Providers who do not participate in the PPO Network."*

To Locate a Participating Provider: Visit our Web site at www.bcbsil.com/providers and use our Provider Finder® tool.

In addition, benefits for covered individuals who live outside Illinois will meet all extraterritorial requirements of those states, if any, according to the group's funding arrangements.

Three Tier Formulary Prescription Drug Card

\$10/\$40/\$60 COPAY OPTION



BlueCross BlueShield
of Illinois

BENEFIT HIGHLIGHTS

Program Basics

Copayment Options (Generic / Preferred / Non-Preferred Brand)

Program Basics	Copayment Options (Generic / Preferred / Non-Preferred Brand)
Retail Copayments are for up to a 34-day supply at a contracting retail pharmacy, including diabetic supplies: blood glucose test strips, diagnostic agents used with urine testing, glucagon.	\$10/\$40/\$60
Mail Service Maintenance medications are available for up to a 90-day supply and are subject to the appropriate copayment amount, including diabetic supplies: blood glucose test strips, diagnostic agents used with urine testing, glucagon.	\$20/\$80/\$120
Contraceptives Available at retail and mail service at the appropriate copayment level based on drug classification.	As indicated above
Self-Injectables Available at retail and mail service at the appropriate copayment level.	As indicated above

Reimbursement for non-contracting pharmacies

Benefits at a non-contracting pharmacy are covered at 75% of the amount that would have been paid at a contracting pharmacy minus the appropriate copayment amount.

Mandatory Specialty Pharmacy Program

Members will be required to obtain covered specialty medications through the Triessent specialty pharmacy program offered by Prime Therapeutics LLC. Members who obtain their covered specialty medication through any contracting pharmacy other than through the Triessent program will be subject to a reduction in benefits.

Prior Authorization and Step Therapy Program Requirements

Your physician may be required to obtain authorization from BCBSIL in order to receive benefits for certain drugs that have a potential for misuse. Examples of these medications include: rheumatoid arthritis, growth hormone, hepatitis C, and anabolic steroids. In the event prior authorization is not obtained, you will be responsible for the first \$1,000 or 50% of the Eligible Charge, whichever is less.

If you are required to receive prior authorization for certain medications under the step therapy program, you need to first try a proven, cost effective medication before progressing to a more costly treatment, if necessary. After a member has a prescription history for a lower-cost alternative medication, coverage will automatically be provided for a more costly medication included in the step therapy program, if the physician and member determine that it is necessary for the member to try a drug included in the program. As an alternative to receiving prior authorization for a drug included in the step therapy program, or paying the entire cost of the drug out-of-pocket, a member along with his/her physician may select another drug, which is not part of the program.

Prescription drugs categories are added to the program and are subject to change periodically. To verify which drugs are included in your prescription drug benefit program, contact the Pharmacy Program customer service number, which is located on the back of your ID card. You can also visit the BCBSIL Web site at www.bcbsil.com and log on to **Blue Access® for Members** to find additional information.

What is the Blue Cross and Blue Shield of Illinois formulary?

The BCBSIL formulary is a regularly updated list of preferred drugs determined by our Pharmacy and Therapeutic Committee, a national panel comprised of individuals who hold a medical or pharmacy degree who evaluate U.S. Food and Drug Administration (FDA)-approved drugs based on comparative clinical standards, including efficacy, safety, uniqueness and cost-effectiveness. The formulary includes all generic drugs and select group of brand drugs. The BCBSIL formulary is "open," meaning that benefits are payable for drugs that are not on the formulary, but are subject to the highest copayment level.

How can I find out if a drug is on the formulary, and if it is a generic or a brand name drug?

As part of the enrollment literature, members may receive a list of some of the most commonly prescribed formulary drugs. If a particular drug does not appear on the list, members can:

- Refer to the pocket edition of the BCBSIL formulary.
- Visit the BCBSIL Web site at www.bcbsil.com.
- Discuss the most appropriate drug therapy with their physician or pharmacist. Using generic drugs whenever possible will help save money.

How can I find a contracting pharmacy?

Visit our Web site at www.bcbsil.com to find a contracting pharmacy.

21173.0910

**KINNIKINNICK CCSD #131 PPO In-network Deductible
Reimbursement Benefit Plan Year July 1, 2012 – June 30, 2013
Deductibles run Calendar Year**

Please be advised that the current structure of our PPO has changed effective July 1, 2012.

	IN	OUT
• Deductible- Single	\$1,000	\$2,000
• Deductible -Family	\$3,000	\$6,000
• Out of pocket-Single	\$1,000	\$2,000
• Out of pocket- Family	\$3,000	\$6,000

Eligible Employees, COBRA participants, IMRF Retirees, and their family members enrolled in the District’s health insurance plan will be reimbursed for medical costs applied towards In- Network deductibles that exceed \$500 per insured individual. A maximum benefit of \$500 reimbursement per individual is allowed per calendar year, up to \$1,500 for a family unit.

Every calendar year, plan participants must pay the first \$500 of their in-network deductible amount before they are eligible for reimbursement from the District. If you incur any BC BS deductible that is carried-forward from prior calendar year, this dollar amount will not count towards your in-network deductible reimbursement review for the following calendar year.

In order to obtain reimbursement benefits, it is necessary for you to submit an entire copy of your BC BS of IL Explanation of Benefits (EOB) to Miller Buettner & Parrott, Inc. via fax, scan/email, or mail.

Miller Buettner & Parrott, Inc.
PO Box 592
Winnebago, IL 61088
815-986-0079 fax
Attention: Tricia Franklin

Or email: tfranklin@mbbenefits.net

To access EOB’s: www.bcbsil.com

Log in under Blue Access for Members on right hand side of page.

EOB's should be submitted and reviewed by the 1st Tuesday of the month for reimbursement to be mailed by the 31st of the same month. All reimbursement checks will be made payable to the insured employee, regardless if the deductible expense is for an insured dependent.

The reimbursement expense request must be for a minimum of \$25. If the amount is less than \$25, the EOB will be retained until additional deductible expenses are submitted for the calendar year. However, if following the 90-day run-out period at the end of the 2012 calendar year your reimbursement amount owed remains less than \$25, a check will be issued by March 31, 2013.

Coordination of Benefits (COB) applies when you have health care coverage through more than one group program (including Medicare). Before the deductible reimbursement can occur, a copy of the other carrier’s EOB must also be submitted.

To be considered, all requests for 2012 calendar year reimbursement(s) must be submitted to Miller Buettner & Parrot, Inc. by March 31, 2013.