

**Agreement**  
**between the**  
**Flushing Community**  
**Schools**  
**and the**  
**Flushing Administrators**  
**Association**  
**2012-2013**

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## ARTICLE 1

### RECOGNITION

The Board hereby recognizes the Flushing Administrators Association as the sole and exclusive bargaining representative for all persons within the unit description as contained in the Employment Relations Commission Case Number R72-J361 to wit:

"All non-executive, supervisory employees of the Flushing Community Schools, including Principals, Assistant Principals, and Directors, but excluding Superintendents, Assistant Superintendents, Teachers and all other employees."

## ARTICLE 2

### INDIVIDUAL CONTRACTS

The Board shall issue individual written contracts to bargaining unit administrators in conformance with applicable state law. Should any provision of any such individual contract be in conflict with any provision of this Agreement, the provision of this Agreement shall govern.

## ARTICLE 3

### RIGHTS OF THE BOARD

- A. The Board, on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States to manage and direct the Flushing Community Schools provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement, but such rights established by law may not be infringed upon by any provision of this contract.
- B. The exercise of the legislative powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

## ARTICLE 4

### COMPENSATION AND BENEFITS

Salaries and fringe benefits shall be as set forth in the appropriate Appendix attached to this Agreement and made part hereof.

## ARTICLE 5

### WORK YEAR

- A. The normal work year for bargaining unit administrators, except for administrators at Flushing High School, shall consist of two hundred thirteen (213) work days and seventeen (17) paid holiday and vacation days structured within forty-six (46) Monday-through-Friday weeks. Administrators at Flushing High School shall have a normal work year of two hundred eighteen (218) work days and seventeen (17) paid holiday and vacation days with the five (5) additional Monday-through Friday days, approved by the Superintendent, to be worked after the last scheduled work day in June and before the first scheduled work day in August of the next school year of other bargaining unit administrators. The work year shall normally begin on the fourth Monday preceding Labor Day and extend forty-six (46) consecutive weeks from that day. However, some alteration may be necessary to assure three (3) weeks of work immediately before and two (2) weeks of work immediately following the instructional year for students. The Superintendent shall distribute a list of the seventeen paid holiday and vacation days to bargaining unit members at the beginning of each school year.
- B. To calculate a daily salary rate for additional workdays, pay dock, or contract pro-ration, the annual contractual salary rate shall be divided by two hundred thirty (230). Daily salary rate for High School Administrators shall be calculated using the divisor of two hundred-thirty five (235).
- C. An administrator scheduled by written notice to work more than the specified number of work days indicated in Section A of the ARTICLE, shall be paid the daily rate calculated under Section B of this ARTICLE for each additional day actually worked.
- D. An administrator must be in pay status on the workdays immediately before and after a holiday or vacation period to receive pay for the holiday and vacation days within the period.
- E. Some of the two hundred thirteen (213) normal work days indicated in Section A may be scheduled during the summer by a director, provided there is prior written approval by the Superintendent of Schools.
- F. There are three (3) designated days that administrators may be off work in lieu of working extra events at night or weekends not during the normal scheduled work hours. This will not include attendance at board of education meetings, open house, or PTO/PWC/MWC meetings. The days will be designated on the administrator work calendar.
- G. Parent/Teacher Conference dates will be considered 1.5 days of work. The administrator will be off the Friday following Parent/Teacher Conferences per their respective Parent/Teacher Conference schedules.

## ARTICLE 6

### DISMISSAL, TERMINATION OF CONTRACT, OR NONRENEWAL OF CONTRACT

- A. Dismissal during the term of an individual contract shall be for “a reason that is not arbitrary or capricious”. In such a case, salary for time worked under the individual contract shall be pro-rated in accordance with ARTICLE 5, Section B. Such dismissal may be challenged through the grievance procedure.
- B. An individual contract may be reduced to one (1) year and thus terminate on June 30 of its first year as a result of adoption of a Board resolution concerning a need to reduce administrative staff because of declining enrollment and/or overall school district finances.
- C. Any non-renewal of an individual contract shall be in accordance with the provision of applicable law.

## ARTICLE 7

### GRIEVANCE PROCEDURE

A grievance is defined as an alleged violation, misinterpretation or misapplication of any Article or Section of this Agreement. The following procedure shall be used:

**STEP ONE:** Any grievance must first be taken up within ten (10) school days of its occurrence by discussion with the Administrator's immediate supervisor. The Association may accompany the individual grievant on this occasion. If not resolved and intended to be carried forward, the grievance shall be reduced to writing and given to the immediate supervisor within fifteen (15) school days after the event occurred of which complaint was made.

**STEP TWO:** During the period of the next eight (8) school days, the grievant and/or the Association shall meet with the immediate supervisor to attempt a resolution of the grievance. During this period, said immediate supervisor shall indicate disposition of the grievance in writing with a copy to the grievant. If the grievance is not resolved and is intended to be carried forward, such must be done within five (5) school days after the conclusion of Step Two.

**STEP THREE:** During the period of the next eight (8) school days, the grievant and/or the Association shall meet with the Superintendent to attempt a resolution of the grievance. During this period, said Superintendent shall indicate disposition of the grievance in writing with a copy to the grievant. If the grievance is not resolved and is intended to be carried forward, such must be done within five (5) school days after the conclusion of Step Three.

**STEP FOUR:** The grievance may be transmitted to this Step by filing a written copy with the Secretary of the Board. The Board shall, during the next three (3) calendar weeks, meet in private session (or in public session if required by the Open Meetings Act) with the grievant and/or the Association concerning the grievance. Disposition of the grievance in writing by the Board shall be made within seven (7) calendar days after said meeting and copy furnished to the grievant. If the grievance is not thereby resolved and is intended to be carried forward, notification shall be given as set forth below in Step Five.

STEP FIVE: Within five (5) school days of the conclusion of Step Four, if the grievant or the Association wished to process the matter to arbitration, notification shall be made simultaneously to the Board and to the American Arbitration Association requesting the selection of an impartial arbitrator through the processes of the American Arbitration Association. The expenses of arbitration shall be shared equally by the parties, provided however, each party shall be responsible for the costs of any of its own witnesses or counsel. The arbitrator shall have no authority to alter, modify, add to, detach from or in any way change the specific and expressed terms of this contract or any portions of Board policy or rules incorporated therein.

He/she shall have no authority to make a determination, which in any way shall limit the rights, responsibilities or authority of the Board as determined by law except insofar as this contract shall have specifically limited such authority. He/she shall specifically be bound to the conditions and specifications as set forth in the Board Rights clause of this contract. Either party may appeal his/her decision to a court of competent jurisdiction.

## ARTICLE 8

### ADMINISTRATOR EVALUATION

All administrator evaluations will be made in writing. A copy of the evaluation will be provided to the individual Administrator. The Association will be given an opportunity to examine and discuss with the Superintendent, or his/her designees, any evaluation form which may be used requiring other than narrative comment, provided however, the Board reserves absolutely in its sole discretion, the right to choose the form to be used. All evaluations should take into consideration any adopted job descriptions for the appropriate administrative position. Each Administrator will have the right to respond in writing to any evaluation, and such response will be added to his/her personnel file.

## ARTICLE 9

### CONFERENCES AND VISITATIONS

Applications may be made by Administrators for leave to attend conferences and to make school visitations, provided however, the Board in its sole discretion may determine whether to grant or deny such application. Further, the Board may, in its discretion, determine the degree to which, if at all, it shall reimburse expenses incurred in regard to such leave. The denial of such application shall not constitute a basis for grievance, nor shall the granting of such application constitute precedent to be applied in any future case.

A representative of the Association shall meet with the Superintendent of Schools, or his/her designee, to mutually establish the conferences and visitation schedule for administrators for the entire year. This schedule shall be presented for informational purposes to the Board of Education.

## ARTICLE 10

### SABBATICAL LEAVE

Any administrator who has been employed in such capacity for longer than seven (7) years in the school district shall be eligible to apply for sabbatical leave. In the event such leave is granted, subsequent assignment or employment of the administrator will not be positively or negatively influenced by virtue of the leave having been granted. The Board in its sole discretion may determine to grant such leave or deny it. The granting of such leave shall not constitute a precedent to be applied in any other case, nor shall the denial constitute a basis for grievance.

An application may be made in writing to the Superintendent on or before March of the school year preceding the school year for which the leave is sought.

The Board may require as a condition of such leave, the Agreement in writing by the Administrator to remain in the employ of the District for a period of not less than two (2) years following his/her return.

The Board may consider adjustments in salary continuation as specified below in light of other income either available or to be earned or received by the individual Administrator during the period of said leave. Credit for advancement on the salary schedule shall be within the full discretion of the Board depending upon the consideration and evaluation of the value of the sabbatical in regard to the performance of work duties for the District in the future. During the leave, accumulated sick days shall be frozen, but no additional ones may be accumulated. The Board will continue to make hospitalization, dental, vision and life insurance payments, but no other fringe benefits of any nature will be in effect. Compensation during sabbatical leave shall not be in excess of one-half (1/2) of annual salary for twelve (12) months leave, or one-quarter (1/4) annual salary for six (6) months leave.

## ARTICLE 11

### UNPAID LEAVE OF ABSENCE

The Board may grant a leave of absence upon written request of an Administrator, without pay, not to exceed one year (except as otherwise specified and required by law) subject to renewal at the will of the Board. In the event such leave is granted, subsequent assignment or employment of the Administrator will not be positively or negatively influenced by virtue of the leave having been granted. The Board in its sole discretion may determine to grant such leave or deny it. The granting of such leave shall not constitute a precedent to be applied in any other case, nor shall the denial constitute a basis for grievance. There shall be no continuation of any fringe benefits during such leave.

## ARTICLE 12

### JOB DESCRIPTIONS

The Association recognizes that the adoption of specific job descriptions is the prerogative of the Board. The job description for a particular position should not be altered without consultation with the individual Administrator or Administrators to be affected by such change at least thirty (30) days prior to effective date.

The Board reserves the right within its sole discretion to alter job descriptions to meet the best interest of the District, and such shall not be subject to the grievance procedure.

### ARTICLE 13

#### ADMINISTRATOR ASSIGNMENTS

- A. The Association and the Board recognize that proper administrator placement to attain the most effective total staffing possible is in the best interest of the district and its students. In the determination of assignments, the convenience and wishes of the individual administrator will be honored to the extent that these considerations do not conflict with the instructional requirements, total administrative needs, and best interests of the school system and the pupils as determined by the Board. An administrator may request that a statement of reasons for his/her assignment be given to him/her. In the event that an administrator objects to the assignment, the Association may, upon request of such administrator, send a representative to meet with the administrator and the Superintendent or his/her designee to discuss the assignment.
- B. Notice of assignment shall be given to administrators for the following school year as soon as practicable, but not later than May 1st barring any unforeseen circumstances.
- C. If the Board contemplates hiring a new administrator for a position within the bargaining group, any current administrator or former Flushing administrator so desiring shall be interviewed for the assignment along with any other candidates selected for interview.

### ARTICLE 14

#### DISTRICT-WIDE COMMITTEE ASSIGNMENTS

The Association will be informed whenever district-wide committees are being set up by the Board or the Central Administration, which will include unit personnel as members. The Association may make recommendations for all such committees, but the Superintendent, or his/her designee, shall have the absolute right, discretion and authority in the making of such assignments.

### ARTICLE 15

#### RIGHTS OF THE ASSOCIATION

The Association will have reasonable:

- 1. Use of inter-school mail delivery for all official Association communication, if appropriately signed or approved by an Association officer.
- 2. Use of building mail boxes for distribution of information to members, if information has been approved by officers of the Association, so long as the district is not a party to a complaint regarding this issue, the Association agrees to hold harmless the district for any legal defense and/or legally imposed costs involved.



3. Use of school copy machines. (Other equipment for essential needs of the Association may be used as the need arises and specific approval is obtained.)
4. Use of building room space for official meetings and conferences, provided such rooms are to be reserved in accordance with established school district procedure, and used according to district policy. Any cost accruing to the District because of the use, must be paid by the Association.

## ARTICLE 16

### ADMINISTRATOR DISCIPLINE

- A. Whenever an administrator is to be formally disciplined verbally for any violation of this Agreement and/or Board policy, directive, or practice and/or Administrative policy, directive, or practice, he/she shall be entitled to have an opportunity to have present a representative of the Association. Action may be immediate or may be taken at a specified time outside the school day as determined by the Superintendent or his/her designee. Whenever an administrator has been formally disciplined in writing or informally disciplined verbally for any violation of this Agreement and/or Board policy, directive, or practice and/or Administrative policy, directive, or practice, he/she shall be entitled to discuss such in the company of his/her Association representative with the Superintendent or Superintendent's designee issuing the discipline. Such discussion may be immediate or take place at a specified time outside the school day, but within normal business hours to the extent possible.
- B. The Superintendent or Superintendent's designee shall give the administrator an opportunity to receive verbal discipline or to discuss written discipline in a private setting. The Superintendent or Superintendent's designee may require the presence of an Association representative and/or other designees when issuing verbal discipline to an administrator or discussing written discipline with an administrator.
- C. Written discipline shall be initiated as soon as possible but within ten (10) days of the Superintendent's or his/her designee's knowledge of the incident (or latest incident if a series of incidents is involved) giving rise to the discipline. Verbal discipline shall be initiated as soon as possible but within ten (10) days of the Superintendent's or his/her designee's knowledge of the incident (or latest incident if a series of incidents is involved) giving rise to the discipline if the administrator is available to receive such discipline.
- D. Information forming the basis for discipline shall be made available to the administrator being disciplined who, in turn, may make such available to the Association.
- E. Any formal discipline, written or verbal, of an administrator for a violation of this Agreement and/or Board policy, directive, or practice and/or Administrative policy, directive, or practice shall be subject to the Grievance Procedures set forth in ARTICLE 7.
- F. An administrator has the right to attach a rebuttal to any written discipline placed in his/her file.

ARTICLE 17

TENURE

- A. It is recognized that no bargaining unit administrator has any tenure of any administrative nature in the school district.
- B. It is recognized that administrators who have completed probationary requirements under the Michigan Teacher Tenure Act have tenure as teachers in the district.
- C. Any administrator who requests placement, or who is placed, in a teaching position in the district shall become subject to the collective bargaining agreement governing teachers.
- D. It is the understanding of the Board of the Flushing Administrators' Association that any seniority administrators may have as teachers is exclusively governed by the Board's contract with the bargaining agent for the teacher group. It is further understood that the Board's current agreement with Local 10 MEA/NEA (Flushing Unit) continues to grant the accumulation of seniority to those individuals employed as administrators in the district during 1982-83 and that other individuals employed in the future will not accumulate teacher seniority while serving in an administrative capacity. The Board and its Administration would defend this understanding throughout any challenge through the teacher grievance procedure.

ARTICLE 18

ANNUITY

The district will contribute \$4,824 annually to an approved annuity plan for each unit administrator for each year of this agreement. Two payments of \$2,412 will be paid during the school year (one in July, one in December).

NOTE: It is understood that, in the event IRS regulations remove tax sheltered annuity advantages of board paid annuities, the annuity amount will be folded into the salary schedule for the next contract.

ARTICLE 19

LONGEVITY

An annual longevity service award shall be paid to all eligible administrators based on the administrator's years of service to Flushing Community Schools.

	<u>2012 - 2013</u>
10 years or more	\$ 800.00
15 years or more	\$1500.00
20 years or more	\$2100.00
25 years or more	\$2600.00
30 years or more	\$3100.00

ARTICLE 20

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2012, and shall continue in effect until the 30th day of June 2013. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS:

Flushing Administrators' Association

Flushing Board of Education

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Negotiator - Chairman

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Negotiator for Board

APPENDIX I

Base Salary Schedule  
2012-2013

Position	Experience Steps		Step 3 Education Credit	
	Step 1	Step 2	MA+15	MA+30
High School Principal	\$97,636	\$99,729	\$108,138	\$111,826
Middle School Principal	\$91,002	\$95,847	\$101,101	\$104,374
Elementary Principal	\$89,110	\$93,783	\$ 99,078	\$102,131
Asst. High School Principal	\$86,475	\$90,965	\$ 95,921	\$ 98,597
Asst. Middle School Principal or Director	\$83,508	\$87,797	\$ 92,848	\$ 95,356
Asst. Elementary Principal	\$82,532	\$86,700	\$ 91,832	\$ 94,165

Step 1 - First year administrator

Step 2 - Second year administrator

Step 3 - Third year administrator (with indicated advanced hours and/or degree)

Note 1: The Board, at its sole discretion, may grant up to two years of outside administrative experience, or up to two years of administrative experience for teaching in Flushing, when hiring a new administrator.

Note 2: For the term of the contract, each administrator will receive \$750 for the establishment of professional goals approved by the Superintendent of Schools. Payment will occur in December of a given school year for the establishment of professional goals.

Note 3: Merit Pay – Administrators will, upon successful completion of the before mentioned goals, district growth measures, and receive an effective or highly effective rating on their evaluation, qualify for an additional \$1,375 in merit pay.

## APPENDIX II

### FRINGE BENEFITS

1. The Board shall pay 80% of the total cost of the following health insurance coverage. The employee shall pay the remaining 20% of the annual insurance cost on a pre or post tax basis based upon employee's election and signature authorizing deduction per IRS Section 125 Regulations of a Cafeteria Plan.

Option A - with the following riders: in-network deductible ~~\$50/\$100~~ \$100/\$200, 10% Coinsurance in network up to a maximum of \$500/\$1,000, CB-OV\$10 (\$10 Office Visit Copay), CBC-MT \$20 (adds ~~\$10~~ \$20 Chiropractic Office Visit Copay to allowable 24 visits per calendar year), CB-ET \$100 (Emergency Room Copay), CB-PCM (Preventive Care Maximum Services unlimited), Mental Health and Substance Abuse subject to deductible and coinsurance with outpatient procedures that are the equivalent of an office visit subject to the same \$10 office visit copay and Private Duty Nursing covered at 50% in network, HCA (Hearing Care), PCD and PCI (Includes medical services for contraceptive devices and injections and waives copay in a doctor's office setting). Dependents up to age 26 covered. Addition of healthcare reform for all mandated benefits and services. Rx coverage with a \$0 copay for Market Value and Over the Counter prescription ordered generics, \$10 for other generics up to a 34 day supply at retail, \$25 for brand name drugs up to a 34 day supply at retail, \$20 for generics up to a 90 day supply at retail or mail order and \$50 for brand name drugs up to a 90 day supply at mail order. Includes CM (Contraceptive Medications), CI (Contraceptive Injections), and PCD (FDA Approved and Physician Prescribed contraceptive devices).

Option B – with the following riders: \$500/\$1000 in network deductible, 20% Coinsurance up to an in network maximum of \$1500/\$3000, CB – OV \$10 (\$10 Office Visit Co-pay), CBC-MT\$20 (adds \$20 Chiropractic Office Visit Co-pay to allowable 24 visits per calendar year), CB-ET \$100 (Emergency room Co-pay), CB-PCM (Preventive Care Maximum Services unlimited), Mental Health and Substance Abuse subject to deductible and coinsurance with outpatient procedures that are the equivalent of an office visit subject to the same \$10 office visit copay and Private Duty Nursing covered at 50% in network, HCA (Hearing Care), PCD and PCI (Includes medical services for contraceptive devices and injections and waives copay in a doctor's office setting, Dependents up to age 26 covered. Addition of health care reform for all mandated benefits and services. Rx coverage with a \$0 Co-pay for Market Value and Over the Counter prescription ordered generics, \$10 for other generics up to a 34 day supply at retail, \$25 for brand name drugs up to a 34 day supply at retail, \$20 for generics up to a 90 day supply at retail or mail order and \$50 for brand name drugs up to a 90 day supply at mail order. Includes CM (Contraceptive Medications), CI (Contraceptive Injections), and PCD (FDA Approved and Physician Prescribed contraceptive devices).

2. The Board shall pay 80% of the total cost of the following dental insurance coverage. The employee shall pay the remaining 20% of the annual dental insurance cost on a pre or post tax basis based upon employee's election and signature authorizing deduction per IRS Section 125 Regulations of a Cafeteria Plan. Dental insurance with benefit levels at least equal to benefit levels of the dental insurance in effect during the 2009-2010 contract year will continue to be provided by the board.
3. Long-term disability insurance with 66-2/3% of salary paid beginning with the 91st calendar day of disability to age 70, in accordance with the terms and conditions of the Group Policy. A copy of the Group Insurance Certificate shall be provided to each administrator.
4. Term life insurance of \$250,000, term life of \$5,000 for the spouse, and \$2,500 for each dependent child.
5. Twelve (12) sick days annually, three (3) of which may be used for business days. Unlimited sick day accumulation is allowed.
6. The current allowable U.S. Internal Revenue Service rate per mile for all mileage on an administrator's personal car when used for school business.
7. Severance pay equal to \$95.00 (for life of this contract) per day for each unused sick day at termination, if the employee has ten (10) or more years of service with Flushing Community Schools. Bargaining unit members employed prior to July 1, 2001 will continue to qualify for payout.
8. Education credit will be paid during the next pay period following documentation of successful completion of credit on a pro-rated basis.
9. The Board shall pay 80% of the total cost of the following vision insurance coverage. The employee shall pay the remaining 20% of the annual vision insurance cost on a pre or post tax basis based upon employee's election and signature authorizing deduction per IRS Section 125 Regulations of a Cafeteria Plan. Vision insurance with benefit levels at least equal to the benefit levels of the vision insurance in effect during the 2009-2010 contract year will continue to be provided by the Board.
10. Board payment of a maximum of \$100.00 per administrator toward the cost of annual physical examination, providing the administrator authorizes a report of the examination to be available to the Board of Education. Health Insurance benefits, if any, will be applied to the total cost with the Board paying the remainder to the \$100.00 maximum.
11. Bereavement leave on the same basis as teachers in the district.
12. Administrators not electing insurance benefits shall have the following salary options (in lieu of):

2012-2013

Health Insurance	\$300.00 per month
Dental Insurance	\$ 50.00 per month
Vision Insurance	\$ 35.00 per month

13. District will pay one hundred (100%) of state/national annual membership dues for each administrator's preferred professional education organization [Maximum benefit: seven hundred dollars (\$700.00) per year.] Further, the district will also pay one hundred percent (100%) of annual membership dues and fees for each administrator's approved membership in a local civic/community service club or organization.
  
14. The school district will provide, at its cost, basic cell phone equipment for unit member's use. A joint committee of the FAA and the Administration will determine the basic cell phone equipment needed. Unit members will pay for any additional equipment upgrade beyond that determined by the joint committee. The calling plan selected will be paid for jointly. Each month the district will pay forty dollars (\$40.00) and the unit member will pay the difference between that amount and the actual basic cost of the plan. Unit members' cell phones shall be actively on and operable.

**APPENDIX III  
2012-2013 School Year  
Administrators' Work Calendar**

Work Days

Holidays

**July 2012**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	(6)	7
8	9	10	11	12	13	14
15	16	17	18	19	(20)	21
22	23	24	25	26	27	28
29	<b>¥30</b>	<b>¥31</b>				

¥ July 30 H.S. Work Day ¥ July 31 H.S. Work Day	<b>2.50 H.S.</b>	<b>0</b>
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**August 2012**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>¥1</b>	<b>¥2</b>	(3)	4
5	<b>6</b>	7	<b>8</b>	9	10	11
12	<b>¥13</b>	<b>¥14</b>	<b>¥15</b>	<b>¥16</b>	(17)	18
19	<b>¥20</b>	<b>¥21</b>	<b>¥22</b>	<b>¥23</b>	24	25
26	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>(31)</b>	

¥Aug. 1 H.S. Work Day ¥Aug. 2 H.S. Work Day	<b>18 Elem. and M.S.</b>	<b>0</b>
Aug. 6 Admin. Retreat - Work Day Aug. 7 Admin. Retreat - Work Day Aug. 8 Admin. Retreat - Work Day	<b>20.5 H.S.</b>	
Aug. 9 No Work Day Aug. 10 No Work Day		

**September 2012**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	[3]	4	5	6	7	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>(14)</b>	15
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	22
23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>(28)</b>	29
30						

Sept. 4 Labor Day	<b>19 Elem. and M.S.</b>	<b>1</b>
	<b>19 H.S.</b>	

**Bold:** Administrator Contract Days

( ) Pay Dates

[ ] Holidays

¥ 10 Hour Days

† In Lieu of Day



**APPENDIX III  
2012-2013 School Year  
Administrators' Work Calendar**

Work Days

Holidays

October 2012						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>(12)</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>(26)</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

	<b>23 Elem. and M.S.</b>	<b>0</b>
	<b>23 H.S.</b>	

November 2012						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>(†9)</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>[22]</b>	<b>[(23)]</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

Nov. 5 Elementary PTC - 1 1/2 Work Day	<b>20 Elem. and M.S.</b>	<b>2</b>
Nov. 7 Secondary PTC - 1 1/2 Work Day		
Nov. 8 Elementary and Secondary PTC - 1 1/2 Work Day	<b>20 H.S.</b>	
§Nov. 9 No School No Work		
Nov. 22 Thanksgiving Break		
Nov. 23 Thanksgiving Break		

December 2012						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>(7)</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>(21)</b>	<b>22</b>
<b>23</b>	<b>[24]</b>	<b>[25]</b>	<b>[26]</b>	<b>[27]</b>	<b>[28]</b>	<b>29</b>
<b>30</b>	<b>[31]</b>					

Dec. 24 Winter Break	<b>15 Elem. and M.S.</b>	<b>6</b>
Dec. 25 Winter Break		
Dec. 26 Winter Break		
Dec. 27 Winter Break		
Dec. 28 Winter Break		
Dec. 31 Winter Break		
	<b>15 H.S.</b>	

**Bold:** Administrator Contract Days

( ) Pay Dates

[ ] Holidays

¥ 10 Hour Days

† In Lieu of Day

**APPENDIX III  
2012-2013 School Year  
Administrators' Work Calendar**

Work Days

Holidays

<b>January 2013</b>						
<hr/>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		[1]	2	3	(4)	5
6	7	8	9	10	11	12
13	14	15	16	17	(18)	19
20	†21	22	23	24	25	26
27	28	29	30	31		

Jan. 1 New Year's Day †Jan. 21 No School In Lieu of Day	<b>22</b> <b>Elem. and</b> <b>M.S.</b>  <b>22</b> <b>H.S.</b>	<b>1</b>
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<b>February 2013</b>						
<hr/>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					(1)	2
3	4	5	6	7	8	9
10	11	12	13	14	[(15)]	16
17	[18]	19	20	21	22	23
24	25	26	27	28		

Feb. 15 Mid-Winter Break Feb. 18 Mid-Winter Break	<b>18</b>	<b>2</b>
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<b>March 2013</b>						
<hr/>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					(1)	2
3	4	5	6	7	8	9
10	11	12	13	14	(15)	16
17	18	19	20	21	22	23
24	25	26	27	†28	[(29)]	30
31						

Mar. 25 Elementary PTC 1 1/2 Work Day Mar. 26 Secondary PTC 1 1/2 Work Day Mar. 27 Elementary and Secondary PTC 1 1/2 Work Day §Mar. 28 No School No Work Mar. 29 Spring Break	<b>20</b> <b>Elem. and</b> <b>M.S.</b>  <b>20</b> <b>H.S.</b>	<b>1</b>
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**Bold:** Administrator Contract Days                      ( ) Pay Dates                      [ ] Holidays

¥ 10 Hour Days                      † In Lieu of Day

**APPENDIX III  
2012-2013 School Year  
Administrators' Work Calendar**

Work Days

Holidays

**April 2013**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	[1]	[2]	[3]	†4	†5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 1 Spring Break Apr. 2 Spring Break Apr. 3 Spring Break †Apr. 4 In Lieu of Day †Apr. 5 In Lieu of Day	<b>18</b>	<b>3</b>
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**May 2013**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 1 Admin. Staff Mtg. May 8 Admin. Staff Mtg.  May 8 Bd. of Ed. Mtg.  May 15 Admin. Staff Mtg. May 22 Admin. Staff Mtg.  May 22 Bd. of Ed. Mtg.  May 29 Admin. Staff Mtg.  May 28 Memorial Day	<b>22</b>	<b>1</b>
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**June 2013**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 5 Admin. Staff Mtg.  June 5 Bd. of Ed. Mtg.  June 19 Bd. of Ed. Mtg.  June 25 Last Work Day	<b>17</b>	<b>0</b>
	<b>213 Elem. and M.S.</b>	<b>16 Elem., M.S., and H.S.</b>
	<b>218 H.S.</b>	

**Bold:** Administrator Contract Days                      ( ) Pay Dates                      [ ] Holidays

¥ 10 Hour Work Days                      † In Lieu of Day

FLUSHING COMMUNITY SCHOOLS  
Flushing, Michigan

ADMINISTRATIVE CONTRACT

This contract, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012 between the Board of Education of Flushing Community Schools, County of Genesee, State of Michigan, hereinafter called "the Board" and \_\_\_\_\_ hereinafter called the "Administrator".

1. The Board hereby appoints and employs the Administrator as an administrative employee of Flushing Community Schools for a term of one (1) year commencing July 1, 2012, and ending June 30, 2013.
2. The Administrator agrees to perform such duties as are assigned by the Board and the Superintendent of Schools or his/her designee and to abide by the policies, by-laws, rules, and regulations of the Board and the directives, rules, and regulations of the Superintendent of Schools or his/her designee during the term of this contract.
3. The Administrator's salary, fringe benefits, and work year for the term of this contract are set forth in the Master Contract Agreement between the Board and the Flushing Administrators' Association to which a sample form of this contract is attached and is a part thereof.
4. The Administrator accepts employment under the terms stated in this contract and represents full qualifications to legally act as an administrative employee of a school district under the laws of the State of Michigan.
5. It is understood and agreed that the Administrator is not granted administrative tenure of any sort by virtue of this contract, or otherwise, with Flushing Community Schools.
6. This contract may be terminated at any time during its term by mutual agreement of the Board and the Administrator or by action of the Board within the terms of the Master Contract Agreement between the Board and the Flushing Administrators' Association.
7. The provisions of this individual contract are subordinate to the provisions of the Master Contract Agreement between the Board and the Flushing Administrators' Association.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
For the Board of Education  
Flushing Community Schools