

**Agreement**

**between the**

**Flushing Community  
Schools**

**and the**

**Flushing Administrators  
Association**

**2023-2024**

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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 and the Director of Special Services, 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 and the Director of Special Services 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 and the Director of Special Services 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.
- B. 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 in a web-based format. A copy of the evaluation will be provided to the individual Administrator. 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. Notice of assignment shall be given to administrators for the following school year as soon as practicable.
- B. 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.
- B. 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. The Board and its Administration would defend this understanding throughout any challenge through the teacher grievance procedure.

ARTICLE 18

ANNUITY

The district will contribute \$6,350 to an approved annuity plan for each unit administrator for the 2022-2023 school year. Two payments of \$3,175 will be made 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>2023-2024</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

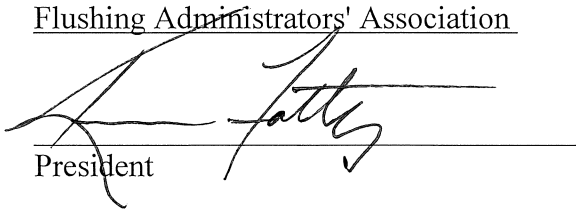
ARTICLE 20

DURATION OF AGREEMENT

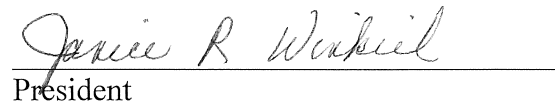
This Agreement shall be effective as of July 1, 2023, and shall continue in effect until the June 30, 2024. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS:

Flushing Administrators' Association

  
\_\_\_\_\_  
President

Flushing Board of Education

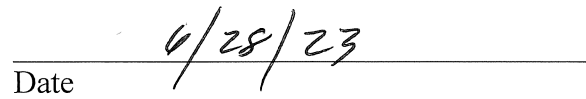
  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Secretary

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

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

  
\_\_\_\_\_  
Date

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

APPENDIX I

Base Salary Schedule  
Effective July 1, 2023

Position	Step 1	Step 1.5	Step 2	Step 2.5	Step 3 MA+15	Step 3 MA+30
HS Principal	\$104,043	\$105,853	\$107,663	\$113,396	\$119,129	\$123,191
Director of Special Services	\$102,018	\$103,793	\$105,568	\$109,864	\$115,253	\$119,086
MS Principal	\$99,993	\$101,733	\$103,473	\$106,333	\$111,377	\$114,981
Elementary Principal	\$98,383	\$100,629	\$102,875	\$104,942	\$109,147	\$112,511
HS Assistant Principal	\$95,381	\$97,514	\$99,647	\$101,624	\$105,671	\$108,618
HS/MS Athletic Director	\$95,381	\$97,514	\$99,647	\$101,624	\$105,671	\$108,618
MS Assistant Principal	\$92,060	\$94,118	\$96,178	\$98,229	\$102,285	\$105,047

Educational Lane increases will be granted. Full steps granted, based on eligibility.

For the 2023-2024 year only: Contingent upon the approval of the American Rescue Plan Act Elementary & Secondary School Emergency Relief (ARP ESSER also known ESSER 3) grant application as an allowable activity, a one-time off-schedule Staff Retention Payment of \$375 will be made to all administrators on the first day in December. Stipend shall be made to all administrators in active pay status as of that pay date.

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 \$250 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 \$1,000 in merit pay.

## Fund Balance Driven Formula

For subsequent years, steps shall be frozen until after the Board accepts the annual audit, and are contingent upon the level of general fund balance, as follows. The fund balance formula remains the same as in the previous contract:

- |                  |   |
|------------------|---|
| 15.0% or higher  | Full Step effective July 1.<br><br>Payment of Step increase to be spread in equal bi-weekly payments between February 1 and June 30.<br><br>Wage Opener   |
| 13.01% to 14.99% | Full Step effective February 1.<br><br>Payment of Step increase to be spread in equal bi-weekly payments between February 1 and June 30.<br><br>Off-schedule members receive stipend. Stipend amount is the equivalent of .5% for pay earned July 1 – January 31 and .5% for scheduled pay February 1 – June 30.<br><br>Payment of stipend to be spread in equal bi-weekly payments between February 1 and June 30. Final adjustments to be made first pay in June.   |
| 10.01% – 13.0%   | ½ Step effective February 1.<br>Payment of Step increase to be spread in equal bi-weekly payments between February 1 and June 30.<br><br>Off-schedule members receive stipend. Stipend amount is the equivalent of .5% for scheduled pay February 1 – June 30.<br>Payment of stipend to be spread in equal bi-weekly payments between February 1 and June 30. Final adjustments to be made first pay in June.   |
| 8.6% to 10%      | Steps Frozen.<br>All members receive stipend. Stipend amount is the equivalent of .5% for scheduled pay February 1 – June 30.<br><br>Payment of stipend to be spread in equal bi-weekly payments between February 1 and June 30. Final adjustments to be made first pay in June.  |
| 8.5% or less     | Steps Frozen:<br>If the fund balance is less than 8.5%, then negotiations immediately begin upon written notice by the Board to the FAA to reach an agreement on how the FAA will provide its share of concessions to restore the fund balance to 8.5% and shall be completed not later than April 1.<br><br>FAA’s portion of the amount needed to restore the fund balance will be based on the FAAs prior year total compensation as a percentage of the district’s prior year total general fund total compensation. Payroll adjustments will be made on the first pay in April to meet necessary concessions if no agreement is reached by April 1. |

In the event the fund equity falls below the 8.5% minimum, FAA shall not be obligated to make compensation adjustments to recoup dollars below the fund equity target caused by something other than the following:

- An increase in the MPSEER retirement rate.
- A decrease in per pupil funding level over the prior year.
- Elimination of one-time state revenues.
- Legislative action.
- A loss of enrollment over the prior year of more than 1%.
- Loss of current voter approved revenue.
- An increase in total adopted budgetary expenditures by more than 1.75% to support or implement programs and initiatives required by federal and/or state mandates or to qualify for financial incentives.

## APPENDIX II

### FRINGE BENEFITS

1. For full-time administrators, the board shall contribute a monthly amount toward Group I, Group II, and Group III insurance coverage as identified in the Base Plan Per Month CAP table. Administrators have the right to select optional insurance plans outlined in Group I. Administrators shall pay any cost that exceeds the Base Plan Per Month CAP 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.

2023-2024 Base Plan Per Month CAP

	Health/Prescription 2023-2024
1-Person	\$505.34
2-Person	\$1,203.55
Full Family	\$1,471.34

Group I Health/Prescription shall increase at an amount equal to the increase in the next calendar year’s state cap divided by 12.

If the following year renewal rates for the base plan Health/Prescription coverage received in the Spring reflect an increase in total costs of 10% or more, the district and the individual employee will equally divide any increase above 10%.

At no time shall the district contribution per month exceed 1/12<sup>th</sup> of the Michigan Department of Treasury annual cost limitation. A rebased CAP will become effective June 28 of each year, and will increase at the equivalent dollar amount as statewide CAP limitation divided by 12.

Adjustments may be made as necessitated by further development of the Affordable Care Act guidelines.

GROUP I – Health Insurance Coverage Plans effective July 1, 2023

The following options shall be made available to eligible employees:

A) Option 1 – BCBS Simply Blue – with the following riders:

- \$1,000/\$2,000 In-network deductible
- 20% Coinsurance in-network up to a maximum of \$2,500/\$5,000
- \$30 Office visit copay for a primary care physician
- \$30 Copay for a specialist visit
- \$30 Copay for chiropractic visits (limited to 12 visits per calendar year)
- \$30 Urgent care copay
- \$150 Emergency room copay
- Preventive care maximum services unlimited (age and frequency limits apply, based on BCBSM guidelines)
- Mental health and substance abuse services subject to deductible and coinsurance
- Private duty nursing covered at 50% after in-network deductible
- Dependents covered up to December 31<sup>st</sup> of the year in which they turn 26
- Addition of healthcare reform for all mandated benefits and services
- Excludes voluntary abortions
- Rx coverage with a \$0 copay for Medtipster eligible generics, \$10 for other approved generic drugs up to a 34 day supply at retail, \$40 for approved preferred brand name drugs up to a 34 day supply at retail, \$80 for approved non-preferred brand name drugs up to a 34 day supply, \$20 for approved generics up to a 90 day supply at retail or mail order, \$80 for approved preferred brand name drugs up to a 90 day supply at retail or mail order, and \$160 for approved non-preferred brand name drugs up to a 90 day supply at retail or mail order.

Includes contraceptive medications, contraceptive injections, and FDA approved and physician prescribed contraceptive devices. Please note, certain contraception is covered at 100% based on regulations set forth by the affordable care act.

-OR-

B) Option 3 – HSA High Deductible Health Plan – with current deductibles of \$2,000/\$4,000 HDHP Simply Blue– with the following riders:

- \$2,000/\$4,000 In-network deductible – Note: Members are responsible for 100% of approved medical and Rx expenses until the entire deductible has been met. The full family deductible must be satisfied under a two-person or family contract before benefits are paid for any person on the contract.  
*Deductible amounts are subject to adjustment in accordance with the IRS determined minimum annual deductibles allowed for a high deductible plan.*
- 0% Coinsurance in-network
- Office visits covered 100% after in-network deductible
- Specialist visits covered 100% after in-network deductible
- Chiropractic visits covered 100% after in-network deductible (limited to 12 visits per calendar year)

- Urgent care covered at 100% after in-network deductible
- Emergency room covered 100% after in-network deductible
- Preventive care covered at 100% (age and frequency limits apply, based on BCBSM guidelines)
- Mental health and substance abuse services covered 100% after in-network deductible
- Private duty nursing covered at 100% after in-network deductible
- Hearing care benefits covered 100% of BCBSM approved amount after deductible (BCBSM approved services)
- Dependents covered up to December 31<sup>st</sup> of the year in which they turn 26
- Addition of healthcare reform for all mandated benefits and services
- Excludes voluntary abortions
- Rx coverage with a \$0 copay for Medtipster eligible preventive medications and certain over the counter prescription medication (must comply with ACA & IRS HDHP guidelines), \$10 for other approved generic drugs up to a 34 day supply at retail after deductible, \$40 for approved preferred brand name drugs up to a 34 day supply at retail after deductible, \$80 for approved non-preferred brand name drugs up to a 34 day supply after deductible, \$20 for approved generics up to a 90 day supply at retail or mail order after deductible, \$80 for approved preferred brand name drugs up to a 90 day supply at retail or mail order after deductible, and \$160 for approved non-preferred brand name drugs up to a 90 day supply at retail or mail order after deductible. Includes contraceptive medications, contraceptive injections, and FDA approved and physician prescribed contraceptive devices. Please note, certain contraception is covered at 100% based on regulations set forth by the affordable care act.

C) Option 4 – Base Plan Option HSA Simply Blue High Deductible Health Plan – (with current deductibles of \$1500/\$3000) – with the following riders:

- \$1500/\$3000 In-network deductible – Note: Members are responsible for 100% of approved medical and Rx expenses until the entire deductible has been met. The full family deductible must be satisfied under a two-person or family contract before benefits are paid for any person on the contract. Deductible amounts are subject to adjustment in accordance with the IRS determined minimum annual deductibles allowed for a high deductible health plan.
- 0% Coinsurance in-network
- Office visits covered 100% after in-network deductible
- Specialist visits covered 100% after in-network deductible
- Chiropractic visits covered 100% after in-network deductible (limited to 12 visits per calendar year)
- Urgent care covered at 100% after in-network deductible
- Emergency room covered 100% after in-network deductible
- Preventive care covered at 100% (age and frequency limits apply, based on BCBSM guidelines)

- Mental health and substance abuse services covered 100% after in-network deductible
- Private duty nursing covered at 100% after in-network deductible
- Hearing care benefits covered 100% after deductible (BCBSM approved services)
- Dependents covered up to December 31<sup>st</sup> of the year in which they turn 26
- Addition of healthcare reform for all mandated benefits and services
- Excludes voluntary abortions
- Rx coverage with a \$0 copay for Medtipster eligible preventive medications and certain over the counter prescription medication (must comply with ACA & IRS HDHP guidelines), \$10 for other approved generic drugs up to a 34 day supply at retail after deductible, \$40 for approved preferred brand name drugs up to a 34 day supply at retail after deductible, \$80 for approved non-preferred brand name drugs up to a 34 day supply after deductible, \$20 for approved generics up to a 90 day supply at retail or mail order after deductible, \$80 for approved preferred brand name drugs up to a 90 day supply at retail or mail order after deductible, and \$160 for approved non-preferred brand name drugs up to a 90 day supply at retail or mail order after deductible. Includes contraceptive medications, contraceptive injections, and FDA approved and physician prescribed contraceptive devices. Please note, certain contraception is covered at 100% based on regulations set forth by the affordable care act.

GROUP II – Dental Insurance Coverage

The Board shall pay the full cost of the following dental insurance coverage. Dental insurance with benefit levels at least equal to the benefit levels of the dental insurance in effect during the 2016-17 contract year will continue to be provided by the Board. *(See attached clarification.)*

GROUP III - Vision Insurance Coverage

The Board shall pay the full cost of the following vision insurance coverage. Vision insurance with benefit levels at least equal to the benefit levels of the vision insurance in effect during the 2017-18 contract year will continue to be provided by the Board. *(See attached clarification.)*

2. Administrators not electing insurance benefits shall have the following salary options (in lieu of):

2023-2024

Health Insurance	\$330.00 per month
Dental Insurance	\$ 50.00 per month
Vision Insurance	\$ 35.00 per month



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, four (4) 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.
8. Education credit will be paid during the next pay period following documentation of successful completion of credit on a pro-rated basis.
9. 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.
10. Bereavement leave on the same basis as teachers in the district.
11. 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.
12. 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.
13. Retirement Notification Incentive - An administrator who has been employed by Flushing Community Schools for ten (10) or more consecutive years, and submits their intent to retire by April 1<sup>st</sup>, will be eligible for an Early Notification Incentive of \$1,000. This payment will be paid on the last pay in June provided the employee completes their assignment for the entire school year.

July '23

S	M	T	W	Th	F	Sa
						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					

September '23

S	M	T	W	Th	F	Sa
						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

# August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 HS/ Spec Services 3-10 hour days in July	31 *First Day back for Admin 10	1 10	2 10	3 10	4 10	5 *Retreat TBD
6	7 10	8 10	9 10	10 10	11 10	12
13	14 First Week Schedule of DPPD and Teacher Workday times to FEA 10	15 10	16 10	17 10	18 15	19
20	21 4 hours DPPD Teacher Workday 8	22 4 hours DPPD Teacher Workday 8	23 Staff Meetings Welcome Back (1 hr.) 8	24 Buildings Open 8	25 Day 20 - 8 Hour Day	26
27	28 First Day of School	29	30	31 24	1 No School Day 25 In Lieu - 1	2
3	4 Labor Day No School Holiday 1					

August '23

S	M	T	W	Th	F	Sa
	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		

October '23

S	M	T	W	Th	F	Sa
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				

# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 No School 25th day In Lieu-1	2
3	4 Labor Day No School Holiday 1	5	6	7	8 29	9
10	11	12	13	14	15 34	16 Rosh Hashanah
17	18	19	20 Early Dismissal 3 hours DPPD	21	22 39	23
24	25 Yom Kippur	26	27	28	29 44	30
1	2	Notes				

September '23

S	M	T	W	Th	F	Sa
					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

November '23

S	M	T	W	Th	F	Sa
			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		

# October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
					49	
8	9	10	11	12	13	14
					54	
15	16	17	18	19	20	21
			Early Dismissal 3 hours DPPD		59	
22	23	24	25	26	27	28
					Last Day of First Marking Period 64	
29	30	31	1	2	3	4
	First Day of Second Marking Period	Halloween 1/2 Day K-6			69	
5	6	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	
					2023 Calendars	2024 Calendars

October '23

S	M	T	W	Th	F	Sa
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				

December '23

S	M	T	W	Th	F	Sa
					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						

# November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 Halloween	1	2	3	4
5	6 PT Conferences Secondary 3.8 Hours	7	8 PT Conferences Elementary 3.8 hours	9 PT Conferences Elem - In Person Sec-Virt. 3.8 hours	10 No School/Work Due to PT Conferences	11 Veterans Day
12	13	14	15 Early Dismissal 3 hours DPPD	16	17	18
19	20	21	22 Half Day of School Full Day of Work	23 Thanksgiving No School Holiday 2	24 No School Holiday 3	25
26	27	28	29	30	1	2
3	4	Notes	<p>Calendar Templates by Vertex42.com  <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>                      © 2022 Vertex42 LLC. Free to print.</p>			

November '23

S	M	T	W	Th	F	Sa
			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		

January '24

S	M	T	W	Th	F	Sa
	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			

# December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
					87	
3	4	5	6	7	8	9
					92	
10	11	12	13	14	15	16
			Early Dismissal 3 hours DPPD		97	
17	18	19	20	21	22	23
		99	Winter Break Non Work	Winter Break Non Work	Winter Break Non Work	
24 Christmas Eve	25 Christmas Day	26	27	28	29	30
	Winter Break In Lieu 2 100	Winter Break In Lieu 3 101	Winter Break Holiday 4	Winter Break Holiday 5	Winter Break Holiday 6	
31 New Year's Eve	1	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	

December '23

S	M	T	W	Th	F	Sa
					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						

February '24

S	M	T	W	Th	F	Sa	
					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			

# January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 New Year's Day  Winter Break  Holiday 7	2  Winter Break  Holiday 8	3  School Resumes	4	5  104	6
7	8	9	10  MS/HS Exams	11  MS/HS Exams	12  MS/HS Exams Last Day of First Semester 109	13
14	15 ML King Day  No School  Holiday 9	16  First Day of Second Semester	17	18	19  113	20
21	22	23	24  Early Dismissal 3 hours DPPD	25	26  118	27
28	29	30	31	1	2  123	3
4	5	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	

January '24

S	M	T	W	Th	F	Sa
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			

March '24

S	M	T	W	Th	F	Sa
					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						

# February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
					123	
4	5	6	7	8	9	10
					128	
11	12	13	14	15	16	17
					Half Day of School Admin Full Day 133	
18	19	20	21	22	23	24
	Presidents' Day  No School  Holiday 10		Early Dismissal 3 hours DPPD		137	
25	26	27	28	29	1	2
					142	
3	4	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	
					2024 Calendars	2025 Calendars



February '24

S	M	T	W	Th	F	Sa	
					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			

April '24

S	M	T	W	Th	F	Sa
	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				

# March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1 142	2
3	4	5 PT Conferences Elementary 3.8 hours	6 PT Conferences Secondary 3.8 hours	7	8 1/2 Day School and Work Due to PT Conferences 147	9
10	11 Ramadan (1st day)	12	13	14	15 152	16
17	18	19	20 Early Dismissal 3 hours DPPD	21	22 Last Day of Third Marking Period 157	23
24	25 Spring Break Holiday 11	26 Spring Break Holiday 12	27 Spring Break Holiday 13	28 Spring Break Holiday 14	29 Good Friday Spring Break Holiday 15	30
31 Easter	1	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	

March '24

S	M	T	W	Th	F	Sa
					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 '24

S	M	T	W	Th	F	Sa
			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	

# April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Easter	1 School Resumes First Day of 4th Marking Period	2	3	4	5 162	6
7	8	9	10 SAT Grade 11 Only PSAT Grade 8 Only No School Grades 7,9,10,12	11 PSAT Grades 9,10,11 PM Only-School Grades 9-12	12 167	13
14	15	16	17	18	19 172	20
21	22	23 Passover	24	25	26 177	27
28	29	30	1	2	3 182	4
5	6	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	

April '24

S	M	T	W	Th	F	Sa
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 '24

S	M	T	W	Th	F	Sa
						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						

# May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
					182	
5	6	7	8	9	10	11
					187	
12	13	14	15	16	17	18
					192	
19	20	21	22	23	24	25
				196	No School Holiday 16	
26	27 Memorial Day  No School  Holiday 17	28	29	30	31	1
					200	
2	3	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	
					204 Calendars	205 Calendars

May '24

S	M	T	W	Th	F	Sa
			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	

July '24

S	M	T	W	Th	F	Sa
	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			

# June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Memorial Day  No School	28	29	30	31  200	1
2	3	4	5  MS/HS Exams	6  MS/HS Exams Elementary Last Day Half Day *180 Elementary	7 205  MS/HS Exams Elem - Teacher Workday *180 Secondary	8
9	10  10	11  10	12  10	13  10 Day 210	14  210	15
16	17  8	18  8	19  *Last Official Work Day 8 Day 213	20  *HS/ Special Services 10 Hour Day 10 Day 218	21	22
23	24	25	26	27	28	29
30	1	Notes			Calendar Templates by Vertex42.com <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> © 2022 Vertex42 LLC. Free to print.	

FLUSHING COMMUNITY SCHOOLS  
Flushing, Michigan

ADMINISTRATIVE CONTRACT

This contract, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 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, 2023, and ending June 30, 2024.
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



# Flushing Community Schools

Eyemed \$0, 12-12-12; \$100/\$150

**Proposed Benefits**

Exam and Materials

Insight Network

Employer Paid or Bundled with Medical

**Frequency**

**Examination**

Once every plan year

**Lenses (in lieu of contact lenses)**

Once every plan year

**Contacts (in lieu of lenses)**

Once every plan year

**Frame**

Once every plan year

Vision Care Services	Member Cost In-Network	Out of Network Member Reimbursement up to:
<b>Exam</b> <i>With Dilation as Necessary</i>	\$0 Copay	\$40
<b>Frames</b> <i>Any available frame at provider location</i>	\$0 Copay; \$100 allowance, 20% off balance over \$100	\$70
<b>Contact Lenses</b> <i>(Contact Lens allowance includes materials only)</i>		
Conventional	\$0 Copay, \$150 allowance, 15% off balance over \$ 150	\$150
Disposable	\$0 Copay, \$150 allowance, plus balance over \$150	\$150
Medically Necessary	\$0 Copay, Paid-In-Full	\$210
<b>Standard Plastic Lenses</b>		
Single Vision	\$0 Copay	\$30
Bifocal	\$0 Copay	\$50
Trifocal	\$0 Copay	\$70
Lenticular	\$0 Copay	\$70
Standard Progressive	\$65 Copay	\$50
Premium Progressive Tier 1	\$85 Copay	\$50
Premium Progressive Tier 2	\$95 Copay	\$50
Premium Progressive Tier 3	\$110 Copay	\$50
Premium Progressive Tier 4	\$65 Copay, 20% off charge less \$120 Allowance	\$50

