FLINT COMMUNITY SCHOOLS

Expect More. Achieve More.

MASTER CONTRACT

between the Board of Education of the

School District of the City of Flint, Michigan

and the

Congress of Flint School Administrators

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PREAMBLE

THIS AGREEMENT entered into this **1st** day of **April 16, 2025**, by and between the **BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF FLINT,** hereinafter called the "Board," and the **CONGRESS OF FLINT SCHOOL ADMINISTRATORS,** hereinafter called the "Congress."

WITNESSETH:

WHEREAS, the Board and the Congress recognize and declare that providing a quality education for the children of the School District of the City of Flint is their mutual aim, and

WHEREAS, the Board and the Congress recognize that their mutual obligation to students, fellow professionals, community and other staff members requires the highest caliber of moral, legal, ethical and professional conduct, and

WHEREAS, the parties have a mutual obligation, pursuant to the Michigan Public Employment Relations Act, MCL 423.201 et seq., as amended from time to time, to bargain in good faith with respect to hours, wages, terms, and conditions of employment of Board personnel being fully described in Article 1 hereof, and

WHEREAS, the parties, following extended and deliberate negotiations, have reached certain understandings which they desire to memorialize, and

IN CONSIDERATION of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1
RECOGNITION

A. The Board hereby recognizes the Congress as the exclusive bargaining representative for all employees, excluding all exempt personnel, as set forth by the Michigan Employment Relations Commission in the Consent Agreement of November 16, 1978, Case No. R78 F-344, and the certification of representative of February 17, 1981, Case No. R79 E-282.

Principal and Assistant Principal and School Improvement Coordinators classifications, excluding all other employees, including instructional and exempt personnel.

B. **Definitions**

The terms "Board" and "Congress" shall include authorized officers, representatives, and agents. Despite reference herein, the "Board" and "Congress" as such, each reserves the right to act hereunder by committee, or designated representative.

Any reference to employee gender in this master agreement shall be construed and applied on a gender-neutral basis.

The term "employee" shall, unless indicated otherwise, refer to those employees represented by the Congress.

The term "day(s)," when used in this contract, unless expressly designated otherwise, shall mean weekdays excluding observed holidays.

If any of the District bargaining units reach an agreement to include dues deduction language, then the same contract language will be incorporated into this Agreement.

ARTICLE 2
RIGHTS OF EMPLOYEES AND THE CONGRESS

A. The Congress and its representatives shall have the right to use Board of Education buildings at hours when the buildings are open and not previously scheduled for other use, and the use shall be without charge if used for business meetings. Use for other than business meetings shall be in accordance with rental rules applicable to restricted membership organizations.

B. The Congress shall have access to and the use of existing inter-school mail (including electronic mail) services without costs for work-related purposes. All information and material which is intended to be distributed on a district-wide basis to the membership via school mail services will be identified with the organization's and/or the author's name. A copy of such information or material will be sent to the Department of Human Resources.

C. Duly authorized representatives of the Congress shall be permitted to transact official Congress business at reasonable times provided that this shall not interfere with nor interrupt normal school operations and prior approval is granted by the Superintendent or his/her designee.

D. Employees will not be required to function outside the normal scope of their job duties, except in emergency situations.

E. The Board agrees to provide in the form in which it· is available in the records of the district, upon written request of duly designated Congress representatives, all financial and nonconfidential personnel information excluding, however, any and all information or data which may be determined to be non-accessible by any statute, administrative agency, or judicial body.

F. The provisions of this Agreement shall be applied without regard to race, color, religion, sex, age, national origin, height, weight, marital status, familial status, disability, or membership in or association with the activities of any employee organization, or any other basis prohibited by federal or state law. No employee shall be required to hold membership in any organization or to contribute directly or indirectly to any political party or any other organizations or any agents or individual as a condition of employment or continuation of employment. Nor shall any employee be prejudiced in his or her employment because he or she has joined or failed to join any lodge, religious group, employees' association, union or other lawful organization.

G. Employees will, with the approval of the Superintendent or his/her designee, be allowed to attend professional conferences, local, state, or national meetings during working hours without loss of pay.

H. In each school year during the term of this contract, fifteen (15) days shall be provided to Congress elected officers or committee chairpersons, or at the discretion of the executive board, a congress member, for the purpose of attending local, state or national meetings. Said days shall not be used in adversary legal proceedings against the Board, such as arbitration, court suits or similar proceedings. There shall be no deduction from salaries for days used under this provision. Additionally, each Congress member may attend only one conference a year.

I. Each employee shall be granted an individual employment contract, the terms of which shall be consistent with the Master Contract. Such individual contracts will expressly deny administrative tenure in any bargaining unit position.

J. The Board recognizes its obligation to provide safe working conditions for employees.

ARTICLE 3
BOARD RIGHTS

A. The Board hereby retains and reserves unto itself, without limitation, except as expressly limited by the terms of this Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States. Illustrative of these rights are:

1. To exercise the executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees.

2. To hire all employees and, subject to the provisions of this contract and of the law, to determine their qualifications, and the condition of their continued employment, or their dismissal or demotion, to promote and transfer all such employees.

3. To establish, implement, and maintain personnel and other polices, including affirmative action and other workforce diversity initiatives, that are not in conflict with this Agreement or applicable federal and state laws.

4. To establish grade levels, means and methods of instruction, selection of instructional materials, and employee assignments, including those employees who may be under the supervision of members of this bargaining unit.

5. To execute an evaluation of program and ‘to evaluate the effectiveness of individual employee performance.

6. To adopt rules and regulations.

7. To determine the qualifications of employees, including physical conditions.

8. To initiate and conduct the means of obtaining financial support for the school district.

9. The Board shall determine all methods and means to carry on the operation of the schools, including automation.

10. To make reasonable provisions for the health, safety, and first aid of its employees during hours of employment.

ARTICLE 4
CONGRESS MEMBERSHIP

Employees may make application for membership to Congress, according to the membership rules and guidelines of Congress. The Board of Education shall furnish the President of Congress with the name and address of any newly hired employee whose position is included in the bargaining unit within two (2) weeks from the date of employment.

ARTICLE 5
PAID TIME OFF (PTO)

A. Paid Time Off (PTO).

1. Employees will accrue sick and emergency leave days, personal business days, and non-workdays for those who work less than the calendar days referenced in Article 13(C)(1) and (2).

2. Employee's accrued and unused sick and emergency leave days, personal business days, and non-workdays, for those who work less than the calendar days referenced in Article 13(C)(1) and (2), will be converted to Paid Time Off (PTO) days.

3. The conversion shall be twelve (12) PTO days across-the-board for all full-time Congress members.

4. Any accrued and unused sick and emergency leave days, and personal business days shall be retained and rollover to the employee's PTO bank.

5. The accrued and unused portion of the annual PTO allowance may accumulate in the employee's PTO bank.

B. PTO Accrual.

1. PTO shall be credited to each full-time Congress member on the first day of his/her employment in accordance with PTO accrual policies and procedures as established by the Board of Education.

2. Each full-time Congress member shall also accrue twelve (12) PTO each fiscal year. Accrued PTO days accumulate year to year in accordance with, and subject to, the Board's PTO accrual policy(ies) which be amended at the Board's discretion.

C. Use of PTO.

1. Employees accrue PTO days as of their first day of employment; however, newly hired Congress members shall be credited with, on a pro-rata basis, and may use their allocated PTO as of the effective date of hire.

2. PTO days will not accumulate while the employee is on layoff or unpaid leave of absence.

3. PTO days may be used in half-day increments.

4. PTO days may not be used to extend a vacation, holiday, or travel except in emergency situations.

5. Up to five (5) PTO days may be used for bereavement purposes.

6. Foreseeable absences must be submitted at least one (1) week in advance of the first day of absence. All other absences must be reported at least one (1) hour prior to start times or as soon as practicable under the circumstances.

7. If an employee separates from employment prior to the end of the school year, the Board shall deduct the cost incurred for any PTO day(s) the employee used, but not yet earned, will be deducted from the final paycheck (on a pro rata basis).

D. Bereavement Leave.

1. Absence due to the death of a member of the immediate family shall be granted upon written recommendation of the immediate supervisor for a period of up to three (3) days, paid without use of PTO days.

   a. When an instance arises in which an employee requires additional time off associated with the death of an immediate family member, the employee would then be required to use PTO days. The absence may be granted upon written recommendation of the immediate supervisor for up to 2 PTO days. Paid bereavement leave associated with the death of an immediate family member shall not exceed five (5) days including three (3) bereavement days and two (2) PTO days.

   b. A written approval for an unpaid extension of a bereavement leave following the death of an immediate family member exceeding the five (5) paid leave days may be granted at the discretion of the immediate supervisor.

   c. Immediate Family Members include: An employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, and niece**.**

2. Non-Family Member Funeral Leave. Employees may take one (1) PTO day to attend the funeral of a close, non-family member.

   a. Additional PTO days for non-family member funeral may be granted depending on circumstances (e.g. travel).

b. Additional PTO days may be considered and granted by written recommendation from the employee's immediate supervisor.

c. No non-family member funeral leave shall exceed four (4) days of PTO.

d. A written approval for an unpaid extension of non-family member funeral leave exceeding the four (4) PTO days may be granted at the discretion of the immediate supervisor.

3. Employer may require verification subsequent the bereavement leave.

E. General.

1. An employee will be counseled by his/her immediate supervisor prior to the Board requiring an employee to present a Doctor's Verification of Illness or Disability Form with respect to PTO Days. In instances where the Board has reason to believe that PTO days are being misused or has concern about the Employee's fitness for duty the Board may require the employee to present a Doctor's Verification of Illness or Disability Form.

2. The employee has the flexibility to utilize PTO days, where applicable, and can/should be used before an Employee goes on any district approved unpaid leave.

3. Resignation. Employees forfeit PTO days upon resignation.

4. Childhood/Communicable Diseases.

Congress members shall not be charged any PTO days for necessary absences of up to five (5) days resulting from the following childhood diseases contracted during a school day or on school property or conducting school business: chicken pox, measles, mumps, whooping cough, impetigo, pink eye (conjunctivitis).

The statement of a licensed physician shall be required as proof of the cause of such absence.

5. Terminal Pay for Accumulated PTO upon Retirement.

a. Congress members who retire with a minimum of ten (10) years of District service shall receive $50.00 additional terminal pay for each unused accumulated PTO day up to a maximum of 125 PTO days (prorated for fractional days).

b. If a Congress member employed by the Board deceases after retirement, but prior to payment of those benefits as described in provision A above, the said benefits shall be paid to the beneficiaries under the State retirement plan, or to the estate of that qualifying administrator.

F. Attendance Bonus.

1. The intent of the attendance award is to reward Administrators that use three (3) or fewer PTO days during the entire school year. The maximum award is $700.00.

    a. Administrators who utilize two (2) or fewer PTO days during the first semester shall receive an attendance award of $350.00.

    b. Administrators who have utilized no more than three (3) PTO days for the entire school year will receive an additional attendance award of $350.00.

    c. Attendance award payments will be paid on the first pay period following the end of each semester.

ARTICLE 6
LEAVES OF ABSENCE

A. Extended Illness

Any employee whose personal illness or disability extends beyond his/her accumulated PTO days, he/she may be granted a leave of absence without pay for the duration of such illness or disability, but not to exceed two (2) years. Unrequested leaves of absence for physical or mental disability shall be governed by the Michigan Tenure of Teachers Act, if applicable.

B. Religious Holiday Leave

PTO days will be granted for the purpose of religious holiday leave. Except as otherwise required by law, three (3) days leave of absence without pay shall be granted to employees who wish to observe traditional and customary religious holidays.

C. Jury Duty and Court Service

1. When an employee is called for jury service, he/she shall give his/her immediate supervisor proper notice and the Board of Education will reimburse the employee for the difference between his/her regular pay and the amount he/she received for court services. It is the responsibility of the employee to collect for his/her court services.

2. When an employee is subpoenaed to serve as a witness in a court action involving the Board of Education or arising out of his/her employment, he/she shall be released

D. Family and Medical Leave

The Board will maintain a written Family and Medical Leave Act policy and/or regulation and may be amended from time to time. Such policy will be in compliance with applicable law, regulations, and the following:

1. Any Employee on leave under FMLA shall accumulate seniority, but shall not accrue employee benefits during the period of leave; provided, however, that employees on an FMLA leave may elect to be simultaneously placed on any other appropriate leave

of absence under the collective bargaining agreement and will be entitled to accrue employment benefits as prescribed by the collective bargaining agreement.

2. Employees shall provide requests for leaves of absence under FMLA to the Board, in writing, thirty (30) days prior to the date that the leave is to commence whenever possible.

3. If a leave under FMLA is planned for medical treatment of the employee or member of the employee's immediate family, the employee shall attempt, whenever possible, to schedule treatment so as not to unduly disrupt the Board's business operation.

4. The Board may require employees requesting an FMLA leave to provide medical certification supporting the need for a leave due to a serious health condition affecting the employee or an immediate family member of the employee.

5. The Board may require that any employee on an FMLA leave shall submit to other medical examinations for subsequent medical opinions and periodic recertifications at the expense of the Board.

6. The Board may require that employees on a leave of absence under FMLA shall provide periodic reports regarding the employee's leave status and intent to return to work.

7. For purposes of determining an employee's eligibility for FMLA leave, a twelve (12) month rolling period, measured backward from the date an employee uses FMLA leave, will be utilized.

8. Employees will be required to utilize any accrued paid time off (PTO) excluding paid holidays, during their period of any leave under this subsection.

E. Military Leave

1. Leave for extended military service will be granted in accordance with the requirements of state and federal law.

2. Whenever an employee who is a member of the National Guard, Naval Reserve, Army Reserve, Marine Reserve, or Air Force Reserve is called to active service during his/her contractual year, he/she shall be paid the difference between his/her regular salary and the allowance of the State of Michigan or other governmental authority for such active service, if such difference be less than he/she would receive for a comparable time worked for the Board of Education, provided such service does not exceed two (2) calendar weeks in any single calendar year and is in accordance with state and federal regulations. Before such payments shall be made, the employee shall file in the Human Resources/Labor Relations Office a letter from his/her commanding officer stating the period of active duty and the allowance by the State of Michigan or Federal authority for such service.

F. Detached Service Leave

A detached service leave may be granted to employees for one (1) semester or one (1) year by the Board, provided the department or school and the other interests of the school district are not seriously impaired by the employee's absence. A written request for such leave must be submitted to and approved by the Executive Director of Human Resources Department prior to the start of the leave. An employee on leave shall notify the Human Resources Department, in writing, at least 45 days prior to the end of the school year of his/her intentions. Returnees from detached service leave will be governed by Section H of this article.

1. Such leaves granted by the Board are considered "once-in-a-life-time" leaves. The Board retains full rights to deny such requests for detached leaves and that shall not become a matter of the grievance procedure.

2. Employees on detached leave will be pursuant to law, able to apply for insurance provisions under the Consolidated Omnibus Reconciliation Act for up to eighteen months.

G. Study Leave

An employee may submit a plan for a year of fully scheduled academic study

which substantially contributes to his/her competence in his/her bargaining unit assignment. Such plan be reviewed by the division head, and if approved, the leave shall be granted. One (1) year experience credit will be granted upon presentation of evidence of successful completion of the plan as previously approved by the division head.

Only one such leave will be granted to an employee unless he/she is requested to take additional study leave by the Board.

No more than three (3) study leaves for which experience increments are granted will be approved in any one academic year. Denial of study leave may be grieved on the grounds that such denial is unreasonable, provided no denial shall be unreasonable if three (3) study leaves have been granted in that academic year. The Board shall publish a policy which clearly delineates the proper form and procedure to be followed by employees seeking study leaves.

H. Miscellaneous

1. Leaves of absence under this Article, unless otherwise required by law, may only be granted after the completion of probationary service. Employees on leave of absence for other than military service, family and medical leave, or detached service, shall not receive years-of-service credit toward salary increments for the period of the leave.

2. An employee on leave for at least a semester shall be required to notify the Human Resources Department, in writing, not less than ninety (90) days prior to the expiration of leave, whether he/she will return to employment. An employee not conforming to this notice requirement may have his/her employment terminated.

ARTICLE 7
GRIEVANCE PROCEDURE

A. Purpose. The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to conflicts regarding the application of this Agreement. The parties may meet informally in an effort to resolve a dispute before it is reduced to a written grievance. Grievance proceedings shall be kept as confidential as appropriate.

B. A grievance is a written claim, filed by an employee, a group of employees, or by the Congress, of improper application or interpretation of this Agreement. A grievance will specify the provision(s) of the Agreement which were allegedly violated and the manner in which the violation occurred, and the relief sought.

C. An individual employee may present a grievance and have the grievance adjusted without Congress representation if the adjustment is consistent with the terms of this Agreement. The Congress President will be notified of such adjustment. The Parties agree that adjustments do not set practice or precedent for future grievances.

D. All alleged grievances shall be submitted promptly, responsibly and processed within reasonable time limits. A formal grievance must be filed within thirty (30) days of the date of the knowledge of the occurrence of that event, condition or circumstance of the events giving rise to the grievance.

E. For purposes of this Article, the term Executive Director shall refer to the Executive Director of Human Resources or his/her designee.

1. Step One.

   An employee, employees, or the Congress shall provide the Executive Director a grievance. Within ten (10) days after the filing of the grievance, the Executive Director will meet with the grievant and Congress representative(s) to review the grievance. Withing fifteen (15) days following the meeting, the Executive Director shall respond, in writing, to the grievant and the Congress.

2. Step Two.

   a. If the grievance was not resolved at Step One, the Congress may demand submission of the grievance to arbitration in writing to the Executive Director. The arbitration demand must be submitted within ten (10) days of receipt of the Step One response, or within twenty-five (25) days after the Step One meeting if the Executive Director provides no Step One response.

   b. After a demand for arbitration is filed, the parties may jointly agree to submit a grievance to mediation through the procedures of the Michigan Employment Relations Commission. If the parties so agree, then the time limits in this grievance procedure shall be held in abeyance unless and until the parties are unable or unwilling to resolve the grievance through the mediation process. The parties

acknowledge that mediation is a voluntary, confidential, non-binding process designed to facilitate a mutually acceptable resolution to a dispute.

c. Selection of the Arbitrator. Congress and the Board shall maintain a panel of three (3) mutually selected arbitrators. Each panel arbitrator shall be assigned a grievance to arbitrate on an alternating basis. If a panel arbitrator is unable to arbitrate a grievance, the next panel arbitrator shall arbitrate the grievance. Either party may remove up to two (2) arbitrators from the panel during any six (6) month period by giving ten (10) days' written notice to the other party. In the event a panel arbitrator is removed from this list or becomes unable to arbitrate grievances, the parties will promptly select a mutually agreeable replacement panel arbitrator. The parties may agree to remove and replace a panel arbitrator at any time.

d. Powers of the Arbitrator. The Arbitrator is empowered to decide any dispute regarding the interpretation, enforcement and application of the provisions of this Agreement, unless this Agreement expressly states the dispute is not subject to the grievance procedure. The Arbitrator shall have no power to add to, subtract from, disregard, or otherwise modify this Agreement or to establish or modify any salary rate or plan. The arbitrator shall not have authority to issue a decision on the merits of a prohibited or illegal subject of bargaining. All arbitration hearings shall be held at the District offices.

e. Fees and Expenses. The parties shall share the fees and expenses of the Arbitrator equally. Each party shall bear all other arbitration related expenses it incurs.

f. Both parties agree to be bound by the award of the arbitrator and agree that judgments thereon may be entered in any court of competent jurisdiction. The arbitrator's decision shall comply with the Michigan Uniform Arbitration Act. MCL 691.1681 et seq.

g. The fees and expenses of the arbitrator shall be shared equally by the Board and the Congress. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.

F. Miscellaneous.

1. No employee will be retaliated against for participating in any grievance proceeding.

2. The Employer will separate Grievances from the participants' personnel files.

3. The parties will respond to reasonable requests for information needed for the processing of grievances.

4. Any grievance filed during the life of this Agreement may be processed through the steps of this procedure, regardless of whether such time required may go beyond the expiration date of this document, subject to applicable law. The Board shall have no obligation to arbitrate any grievance after the expiration of this Agreement.

5. Timelines expressed in this Article may be mutually waived.

6. It is understood that employees should use the grievance procedure to resolve complaints. If the employee chooses to pursue the use of outside agencies, i.e., Equal Employment Opportunity Commission, Michigan Civil Rights Commission and/or a similar state or federal agency, said matters shall not be subject to the grievance procedure, and said employee shall not be entitled to Congress representation.

7. Employees, during the initial one (1) year of employment in a bargaining unit position, shall be considered to be on a period of probation. Probationary employees may have the benefit of hearings at all steps of the grievance procedure except binding arbitration, which shall be expressly, denied the probationary employee. However, this probationary period does not limit an employee's participation in a policy grievance. For purposes of this paragraph, a policy grievance is defined as a matter dealing with broad District policy, work rule, or decision that impacts this collective bargaining agreement and two (2) or more bargaining unit employees.

ARTICLE 8
SENIORITY

A. Definitions

1. "Positions" are as follows: Secondary Principal, Elementary Principal, Secondary Assistant Principal and Elementary Assistant Principal or School Improvement Coordinator.

2. "Position date" is the date on which an employee began working in a position.

3. "Seniority Date" is the position date adjusted forward for days in which the employee was on any unpaid leave, except for Military Leave, FMLA Leave, Detached Service Leave, Congress Leave, Study Leave, or Sabbatical Leave.

4. "Position End Date" is the last day an employee holds a Position.

5. "Position Seniority" is the length of time between the Seniority Date and Position End Date for a single Position.

6. "Total Seniority" is the combined total of all Position Seniority held by a Congress member.

B. Probationary Employees. All employees hired into a Position are on probation for the first ninety (90) working days of their employment. All probationary employees are subject to dismissal at the will of the Board.

C. An employee shall lose all seniority and is terminated from employment for any of the following reasons:

1. Voluntarily quits or retires

2. Is discharged

3. The employee is absent from work without notice for three (3) consecutive working days, absent exigent circumstances.

4. Fails to return from approved leaves of absence on or before the appointed time, including recall from layoff

5. Accepts other employment during leaves of absence, unless specifically provided for by this Agreement

6. Falsifies pertinent information on his/her application for employment or other employment records

7. Where settlement with the employee has been made for total disability

D. Employment with the District Outside of Congress. A Congress member's Position Seniority is frozen for one (1) year or the length of his/her Total Seniority, whichever is shorter, if he/she accepts employment in a District position that is not covered by this Agreement. If he/she does not return to a vacant Congress Position within such time, he/she loses all of his/her Position Seniority.

E. Tie in Position Seniority

1. For purposes of Article 10 [Assignment], if Position Seniority between two individuals is equal, the following information, in the following order, will be used to break a tie:

   a. The individual with the earlier date of first physically reporting for work in the Position shall be deemed to have more Position Seniority.

   b. The individual with the earlier application date and time for the Position shall be deemed to have more Position Seniority.

   c. The individual whose last four digits of his/her social security number are lower shall be deemed to have more Position Seniority.

F. Seniority List

1. The District will prepare, and provide to the Union, a seniority list each January indicating the Position(s) held by each employee during his/her employment and the Seniority Date and Position End Date each employee held each Position.

2. The Union may challenge the accuracy of the seniority report within sixty (60) days of the Union's receipt of same. If the accuracy of the list is not challenged within sixty (60) days, it shall be conclusively presumed to be correct and will be relied upon by the District until a subsequent seniority list is completed. This provision does not limit the District's ability to correct errors on the seniority list at any time.

ARTICLE 9
REORGANIZATION

A. It is recognized that the Board may reorganize bargaining unit positions and staff assignments, which includes, but is not limited to, changing the scope, duties, and responsibilities of certain positions in the bargaining unit and establishing new bargaining unit positions during the life of this Agreement. Accordingly, the parties agree that placement of positions either within or outside the bargaining unit, as said positions are so constituted as of the ratification of the Agreement, and that no position within the Congress bargaining unit will be excluded, except as is consistent with the Master Contract in effect at the time of the change and then only after the involvement of Congress. This provision will not be interpreted to place a limit or freeze on the number of employees the Board may assign or employ in any position within the bargaining unit.

B. There will be no negotiations regarding a proposed reorganization with individual employees in regard to compensation or changes in responsibility without the involvement of the Executive Board of Congress.

C. Before the Board of Education takes action on a recommended change in scope, duties, and responsibilities of Congress positions or takes action on a new bargaining unit position, such proposed action will be offered for discussion at a JLMC meeting. However, if such is not discussed at a JLMC meeting scheduled before the Board meeting at which the Board of Education may take action, the Superintendent, or designee, will meet with the Congress President, or designee, to discuss the proposed action.

D. The parties recognize that declining enrollment, school closings, declining funds, and other administrative reasons, including District priorities, may lead to a reorganization that could cause Congress positions to be eliminated, reorganized, combined or restructured.

1. Affected Positions.

    a. If the Board exercises its right to eliminate, reorganize, combine or restructure Congress positions, members in an affected positions will be considered for the redesigned position unless they are on a Performance Improvement Plan and provided they are currently rated as effective or highly effective.

    b. In considering the administrator, the following will be taken into consideration:

        i. Job performance as determined by annual evaluations, and

        ii. Length and areas of professional experience with the school district, and

        iii. Applicable education and training, and

        iv. The District's needs as it relates to providing educational and instructional services to its students.

ARTICLE 10
PAY GRADE CHANGES AND POSITION RECLASSIFICATION REVIEWS

A. The parties are desirous of establishing a procedure to address pay grade changes and reclassification concerns that may arise during the term of this agreement in order to ensure equitable treatment of bargaining unit members.

B. Pay Grade/Classification Review. The Joint Labor/Management Committee ("JLMC") (Article 12) may review any request for reclassification, or a pay grade change received from an Employee through Congress. Further, the JLMC may review any requests for reclassification or pay grade change requested by the Board.

C. Procedures.

1. An individual employee may initiate the reclassification/pay grade change procedure by submitting a formal request to the JLMC through Congress and the Board may initiate a reclassification pay grade change submitting a written request to the JLMC.

2. The Board or any individual employee may withdraw her/his request at any time.

3. The Superintendent will give due consideration to such recommendation; however, the Superintendent's decision shall be final.

D. Any Board-approved pay adjustment or reallocation of position pay grades arising from the above committee shall be applied prospectively only and shall not result in the reduction of any incumbent's salary as a result of such action.

E. When new positions are created or substantial changes or revisions are made to existing positions in the bargaining unit (including the removal of a position from the bargaining unit), the President of Congress will be notified of any such changes prior to the posting of any such positions. Congress may make a written request to the Executive Director of Human Resources for a meeting to jointly review the duties and functions of such positions.

F. In the event of a disagreement between parties with respect to the Board's decision, the parties reserve all rights and remedies afforded to them under the Master Agreement existing at the time of the change and applicable statutes regulating such matter.

G. The Superintendent will give due consideration to recommendations from the JLMC, however, the Superintendent's decision shall be final. and will be communicated to the Congress President or to Congress through JLMC. Further, recommendations shall not be deemed as precedent setting with respect to the master agreement or the operating procedures or practices of the Board.

ARTICLE 11
NEGOTIATION PROCEDURES

A. The District and Congress may select representatives from within or without the school district. Neither party shall control the representatives of the other.

B. The bargaining teams agree to present a tentative agreement to their respective governing bodies and recommend ratification.

C. No final Agreement between the parties may be executed without ratification by the Board and by Congress pursuant to their bylaws.

D. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been subject to negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

E. If the parties agree to negotiate during the scheduled workday, members of the bargaining team shall be released from regular duties without loss of salary.

F. Promptly upon ratification by the parties, the Board shall make the Agreement electronically available to all members of the Congress.

G. If both parties wish to amend this Agreement, such agreed-upon amendment(s) may be subject to ratification by the Board and the Congress, pursuant to their respective policies and bylaws. Any amendment to this Agreement is limited to its terms and has no effect on the remaining portions of the Agreement, including, but not limited to, the term of the Agreement.

ARTICLE 12
JOINT LABOR/MANAGEMENT PROCESS

A. The Board and Congress mutually recognize the educational, economic, and other competitive challenges facing the Flint Community School District and that its future success requires a work environment that maximizes employee potential and encourages employee involvement in meeting these challenges. The parties further recognize that the creation of such an environment requires a respect for the individual dignity of each person and a spirit of trust and cooperation among all employees.

B. In this regard, the parties agree to jointly develop, implement, monitor, and maintain a Joint Labor/Management Process ("JLMP") to cooperatively address workplace issues and problems in a collaborative manner designed to achieve "win-win" solutions that respect the interests and concerns of the members of Congress, the Board, and the students and community they serve. To facilitate this process, the parties further agree to establish a Joint Labor/Management Committee ("JLMC"), consisting of up to three (3) members appointed by the Congress and up to three (3) members appointed by the Board, with one (1) such member from each party designated as a co- chairperson.

C. The JLMC shall be responsible for jointly developing, implementing, directing and overseeing all joint programs and related activities, including a job-study evaluation sub-committee to develop and submit compensation and other job-related recommendations to the Superintendent for final determination. The JLMC will, at the beginning of each school year, establish a standing monthly meeting. The President of Congress and the superintendent, or designee may mutually agree to cancel a meeting.

ARTICLE 13
COMPENSATION

A. Salary Schedule. Appendix A (Administrative Salary Schedule) addresses salary for the employees. Upon ratification of this Agreement, all bargaining unit members will receive a one-time ratification bonus of $3,500.

B. Classification Clusters. The Agreement implements classification clusters associated with the new Administrative Salary Schedule. Congress positions are clustered as follows:

1. Assistant Principal
2. Elementary Principal; and
3. Secondary Principal
4. School Improvement Coordinators

C. Change in Work Schedules (School-Based Administrators only). The Agreement aligns work schedules for school-based administrators only. The alignment is based on building level assignment and is applicable as follows:

1. All elementary principals, assistant principals, and school improvement coordinators shall be employed pursuant to a 210-day contract; and

2. All secondary principals, assistant principals, and school improvement coordinators shall be employed pursuant to a 219-day contract. The reference to secondary administrators shall include middle and high school.

3. The allocation of non-workdays for school-based administrators shall be eradicated due to alignment of the contract workdays in accordance with the Balanced Calendar and scheduled breaks.

4. All school-based administrators' salary will be paid evenly on a twenty-six (26) pay cycle.

D. Placement on the Salary Schedule

1. Current administrators shall be placed on the salary schedule within their classification at the step increment that is equivalent to or greater than their current base salary (ensuring no reduction in the current base salary).

2. Newly Hired Administrators: The Superintendent may place a newly hired administrator on any step of the Salary Schedule, but no higher than step level 3, regardless of the number of years of previously acquired school administrator experience.

3. Exception may be considered based on recommendation of the Superintendent to Congress.

E. Advancement on the Salary Schedule: There shall be no automatic annual step increments. The new Administrative Salary Schedule is based on job performance and accomplishments as measured by the year-end evaluation rating, in which student growth and assessment data are significant factors.

1. Advancement on the new salary schedule is pursuant to "ability to pay" triggers as established by the parties and year-end performance evaluation rating.

   If advancement on the salary schedule is applicable, the following procedure applies:

   a. Employees may be eligible to advance one (1) step on the salary schedule if they receive a year-end evaluation of "Effective" in each of the two (2) most recent years.

   b. Employees may not advance one (1) step on the salary if they receive a year-end evaluation of less than "Effective" in each of the two (2) most recent years.

   c. Employees may not advance a step on the salary schedule if they receive a year-end evaluation rating of Ineffective in the most recent year.

d. This condition and language are subject to removal from the contract pursuant to rescission in legislation or at the Superintendent's discretion if found unenforceable that advancement on the salary schedule be subject to student performance and the employee evaluation.

F. Recruitment and Retention Incentives: The Agreement provides for grant-funded recruitment and retention incentives to administrators, contingent upon available and sustainable funding.

1. New Hire Signing Bonus. A one-time new hire signing ("bonus") may be provided to individuals newly hired and assigned to an administrator position represented by Congress.

   a. The parties agreed that the bonus is contingent upon available and sustainable grant funding.

   b. New administrators hired into positions represented by Congress shall receive a one-time signing bonus of five thousand dollars ($5,000.00). The amount of the one-time bonus may vary based upon the availability of grant funds.

   c. The new hire signing bonus shall be distributed to new administrators in accordance with, and subject to, the Board's new hire signing bonus policy and guidelines, which may be amended at the Board's discretion.

   Retention Bonus. An annual bonus may be provided to current Congress administrators. As required by the Revised School Code, the Board shall implement and maintain a method of compensation that includes job performance and job accomplishments as a significant factor in determining compensation and additional compensation. Such compensation may include, but not be limited to, retention pay that may be awarded subject to the criteria established by the District. The Board will, in its sole discretion, and as provided by Board policy, consider paying a retention bonus every year in an effort to keep quality administrators.

G. Longevity: The District shall include a longevity bonus payment in the administrators' last paycheck prior to the December break of the current year, for individuals who were employed in a Congress bargaining unit position on or before June 30, 2015, shall receive two thousand five hundred dollars and 00/100 ($2,500).

1. New hires are eligible for longevity at the end of their fifth (5^{th}) year of employment with the school district.

2. The longevity bonus shall be subject to all applicable state and federal withholding taxes. Employees must be actively employed with the school district in a Congress bargaining unit position on the date the bonus payment is effectuated to be eligible to receive the bonus payment. The parties agree that such bonus payments shall not constitute compensation under Section 3(A) of the Michigan Public Schools Employees Retirement Act, MCL 38.1303a.

H. Internal Coverage (Providing Substitute Services). Building administrators (principal and assistant principal, school improvement coordinators) may provide internal coverage in the absence of a certified and/or qualified teacher. "Providing Substitute Services" is defined as:

1. Providing coverage for an absent teacher during the regular school day and the facilitating job duties in their absence.

2. Principals or assistant principals or school improvement coordinators performing temporary teacher responsibilities shall receive a payment of One Hundred Fifty Dollars and 00/100 ($150) for a full day in addition to their regular daily compensation and Seventy-Five Dollars and 00/100 for a half-day.

3. Principals or assistant principals or school improvement coordinators performing temporary secretarial responsibilities in the absence of a secretary shall received a payment of One Hundred Dollars and 00/100 ($100) in addition to their daily compensation. The principals or assistant principals or school improvement coordinators must attempt to acquire a secretary before utilizing this provision. The Human Resources Department will create a form that will assist the District in tracking this process. The principals or assistant principals or school improvement coordinators must submit an explanation to Human Resources showing that all of the above noted avenues were exhausted before approval is granted by Human Resources. If the secretary position is vacated, then the principals or assistant principals or school improvement coordinators can utilize this provision.

I. Determination or Criteria for Payment. In the event that a teacher is absent from his/her teaching assignment and the absence has been left vacant (due to illness, jury duty, personal days, etc.) and no other eligible staff member is available to cover the absence or vacancy, the principal or assistant principal or school improvement coordinators may facilitate the work of the absent teacher or vacant position unfilled by a teacher.

J. Procedure. The following procedure shall be followed prior to the principal or assistant principal or school improvement coordinators provides substitute services:

1. No certified and or qualified teachers are available for coverage

2. No substitute teachers are available for coverage

3. Teacher internal coverage is not applicable

When the regular procedure for attaining applicable teacher or substitute service has been exhausted, and if there is a need for internal coverage, the principal or assistant principal or school improvement coordinators shall provide substitute services.

Internal coverage will be reported on the Internal Coverage form and submitted with the regular payroll (Appendix D – Providing Substitute Services).

K. Professional Development Compensation. The District shall pay for memberships to the Michigan Association of Secondary School Principals and Michigan Elementary and Middle School Principals Association.

L. Principals or Assistant Principals or School Improvement Coordinators required to attend professional development after working eight (8) or more hours that day, during the weekend, or on another day the administrator is not otherwise required to work, he/she shall be paid fifty-five dollars twenty-five cents ($55.25) per hour for such hours. Such compensation is dependent on the availability of grant money to fund the payments.

ARTICLE 14
FRINGE BENEFITS

A. Health Coverage. The District will provide health insurance benefits to regularly assigned full-time administrators and their eligible dependents through Blue Cross Blue Shield of Michigan, SB HSA 2000-0% (Rx 10/40/80), BCN HMO 500-20% (Rx 10/40/80), or BCN HMO 0% 10 OV (Rx 15/25).

- Effective January 1, 2025, the Board will pay on behalf of each eligible employee who elects coverage the 2025 statutory hard cap amounts under MCL 15.563 which are as follows: $7,718.25 annually (or $643.19 per month) for employees with single person coverage; $16,141.28 (or $1,345.11 per month) for employees with two-person coverage; or $21,049.84 annually (or $1,754.15 per month) for employees with family coverage.
- Effective January 1, 2026, the Board will comply with the hard caps identified by the Michigan Department of Treasury.

Eligible employees will pay any premium contributions through payroll deductions pursuant to a Section 125 Plan adopted and administered by the District. Consistent with PA 152 of 2011, the "monthly cost" of health insurance shall include fees, assessments, commissions, and taxes which come from the insurance carrier, company agent, Health Insurance Claims Act, or the PPACA, or other costs required to be accounted for under PA 152.

The health insurance cap shall first be applied to medical premiums, then second to any payment, if any, made by the Board during the "medical benefit plan coverage year," toward Board reimbursement of copays, deductibles, or payments into health reimbursement arrangements, health savings accounts, flexible spending accounts, or similar accounts used for health care costs.

1. The Board may change to a different health insurance plan during the term of the collective bargaining agreement including a national or state plan that provides bargaining unit members with reasonably equivalent health insurance benefits.

2. Medicare Reimbursement. The Board shall provide for each regularly assigned full-time employee eligible for and enrolled in Medicare Part A (hospitalization) and Part B (medical) the entire premium the employee pays for his/her Medicare coverage, upon presentation of verification of premium payment to the Human Resources Office. In no

event shall the reimbursement for such premium exceed the premium amount paid by the Board for the employee not eligible for Medicare coverage.

3. Cash-In-Lieu. In order to ensure that eligible employees receive cash-in lieu in compliance with the PPACA, the following conditions must be met: (a) the employee voluntarily and in writing opts out of the available medical health care plan; and (b) provides documentation to the Superintendent or his or her designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Affordable Care Act. For bargaining unit members who are eligible for health coverage benefits, but who are covered by, or choose to be covered by a spouse's health plan, will receive a cash-in-lieu payment of $2,000 per school year paid in two equal installments of $1,000 paid on the last pay date in the first and second semesters. Employees are not eligible for cash-in-lieu if named as a beneficiary on a District health insurance plan. Payment in lieu of insurance and elections to not be covered by health insurance are subject to the Employee meeting the requirements for opting out of health coverage established by the District and completing any required certifications.

B. Long-Term Disability Insurance. The District will provide, without cost, long-term disability insurance to full-time administrators. The policy will provide a ninety (90) working day elimination period; reimbursement of up to sixty percent (60%) of gross contractual salary, with a monthly benefit maximum of $3,000.

C. Life Insurance. The District shall provide, without cost, to full-time administrators, group term life insurance protection that shall pay to the administrator's designated beneficiary the sum of fifty thousand dollars ($50,000).

D. Dental Care Insurance. The District will provide, without cost, dental care insurance for regularly employed full-time employees through the BCBSM Custom Blue Dental Plan. Benefits under such plan shall be in accordance with the terms of the Group Plan Policy. All regularly employed full-time employees shall be eligible for dental coverage from the District, even if the employee, the employee's spouse, or the employee's dependents have dental coverage paid by any other source. Employees with dental insurance from any other source may coordinate benefits so as to receive no more than 100% coverage.

E. All employees regularly scheduled to work less than full time but one-half time or more are entitled to receive contributions toward health coverage fringe benefits equal to one-half the amounts set forth in paragraphs A of this Article. Eligible employees will pay any premium contributions through payroll deductions pursuant to a Section 125 Plan adopted and administered by the District.

F. Vision Care Insurance. The District will provide, without cost, vision insurance through MESSA VSP 2 to regularly employed full-time employees. Benefits under such Plan shall be in accordance with the terms of the Group Plan Policy. All employees shall be eligible for vision coverage from the district even if the employee, the employee's spouse, or the employee's dependents have vision coverage paid by any other source. Employees with

vision insurance from any other source may coordinate benefits so as to receive no more than 100% coverage.

G. It is fully understood that the Board is committed to the extent set forth in this Article to provide fringe benefits, subject to the limitations of the carrier(s), of the type and nature set forth herein or their reasonable equivalent, but in no way is the Board prevented from determining the carrier for said benefits. The employee shall report to the Board any changes in family status within thirty (30) days of such change.

H. It is further understood that the Board, by payment of the premium payments required to provide the coverage set forth in this Article, shall be relieved from all liability with respect to the benefits provided by the aforesaid benefit coverage.

I. A work stoppage by another employee group, which might result in the restructuring of the contract year of employees, will not interfere with the biweekly pay schedule of employees. The Board and the Congress shall meet to jointly establish new work schedules for Congress members. The Board's decision with respect to new work schedules shall be final.

J. Employees who are not given a car allowance and who are authorized to use their own automobiles in the pursuance of assigned school duties will be reimbursed at the IRS rate. Employees who receive a monthly stipend may select on an annual basis, upon completion of a ninety (90) working day logging period, to convert to an established mileage rate effective with the ninety-first day.

K. It is fully understood that the Board is committed to the extent set forth in this Article to provide fringe benefits, subject to the limitations of the carrier(s), of the type and nature set forth herein or their reasonable equivalent, but in no way is the Board prevented from determining the carrier for said benefits.

ARTICLE 15
MISCELLANEOUS PROVISIONS

A. If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Further, the parties agree that all provisions in this agreement are limited in application to ensure compliance with the prohibitions contained in 423.215(3).

B. This Agreement incorporates the entire understanding of the parties on all issues that were or could have been subject to negotiation. All individual employees' contracts shall be made expressly subject to the terms of this Agreement, and said Agreement takes precedence over and expressly governs the individual contract. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or ratified this Agreement.

C. The Congress agrees that employees should dress, speak, and behave in a manner that provides a positive model for students.

D. Administrators will implement Board mandated educational reform. The Board will provide professional development opportunities designed to train and enable administrators to fully implement such mandates, including instructional and administrative technology.

1. If school is cancelled due to inclement weather, Administrators are not required to work unless required to do so by the Superintendent.

E. No party has relied upon any statements or promises that are not set forth in this Agreement. Changes to this Agreement are invalid unless expressly written and signed by the Parties.

F. The parties agree to work collaboratively on any revisions to the administrators' handbook.

G. An emergency manager appointed under the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575, will have such authority relative to the terms of this Agreement as provided under the Act.

ARTICLE 16
DURATION

The Parties hereto set their assigns to execute this Agreement effective **April 16, 2025,** and shall remain effective until midnight on **June 30, 2026.**

BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF FLINT

By:_____
Dr. Joyce Ellis-McNeal

Its: President

By:_____
Linda Boose

Its: Secretary

By:_____
Kevelin Jones, Superintendent
School District of the City of Flint

CONGRESS OF FLINT SCHOOL ADMINISTRATORS

By:_____
Eddie Thomas

Its: President

By:_____
Benjamin King

Its: Chief Negotiator

I

APPENDIX A

2024-2025 Salary Schedule					
Elementary Principals					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$85,225	$87,873	$90,522	$93,410	$96,300	210
Secondary Principals					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$93,881	$96,892	$99,905	$102,918	$106,180	219
Assistant Principals					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$75,595	$78,002	$80,411	$83,058	$85,706	210
$78,819	$81,330	$83,840	$86,601	$89,362	219

School Improvement Coordinators					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$75,595	$78,002	$80,411	$83,058	$85,706	210
$78,717	$81,049	$83,381	$85,946	$88,511	219

2025-2026 Salary Schedule					
Elementary Principals					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$90,339	$93,145	$95,953	$99,015	$102,078	210
Secondary Principals					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$99,514	$102,706	$105,899	$109,093	$112,551	219
Assistant Principals					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$80,131	$82,682	$85,236	$88,041	$90,848	210
$83,548	$86,210	$88,870	$91,797	$94,724	219

School Improvement Coordinators					
Step 1	Step 2	Step 3	Step 4	Step 5	Days
$80,131	$82,682	$85,236	$88,041	$90,848	210
$83,440	$85,912	$88,384	$91,103	$93,822	219

- Retro pay back to the expiration date.

APPENDIX B
DISTRICT PAID HOLIDAYS AND CLOSED DAYS

A. **Paid Holidays**: The District will be closed for eleven (11) days in observance of following holidays. Employees shall be entitled to the following holidays:

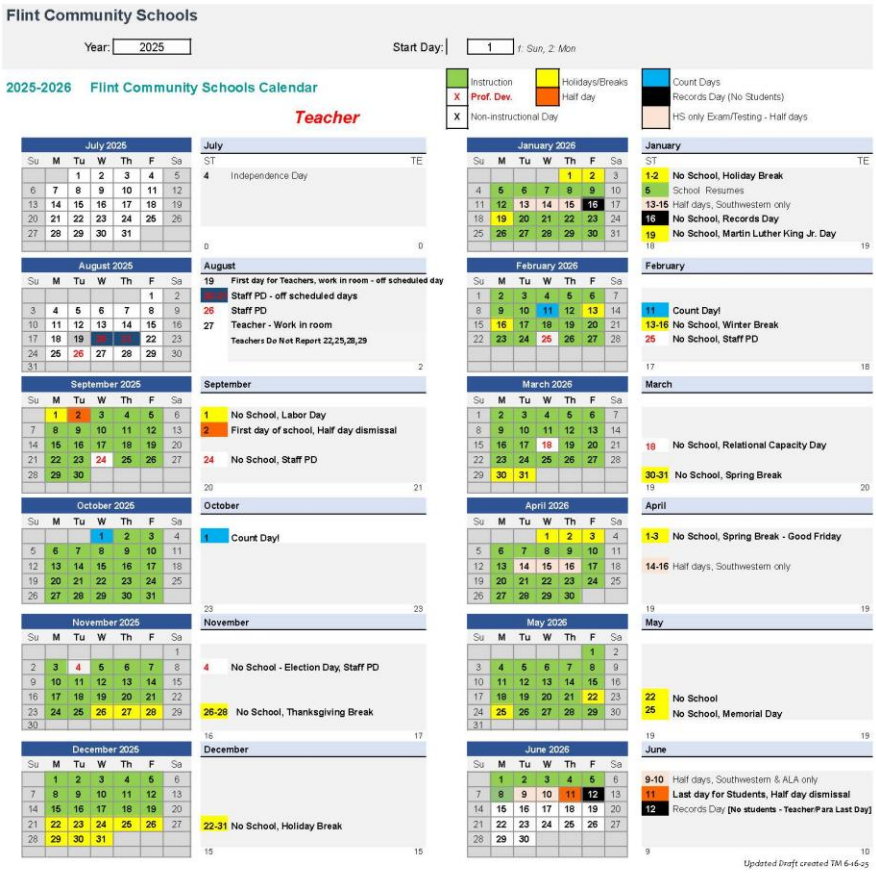
1. Independence Day (4th of July) – not applicable to Building Administrators
2. Labor Day
3. Thanksgiving Break (Thursday and Friday)
4. Christmas Eve
5. Christmas Day
6. New Year's Day
7. Martin Luther King, Jr. Day
8. Good Friday
9. Memorial Day
10. Juneteenth

B. **District Closed Days:** The District designates eleven (11) days as mandatory non-workdays and will be closed. For Congress administrators employed on 234-day contract, the District shall utilize the eleven (11) non-workdays set aside upfront for apportion as applicable for the purpose(s) of the administrator being compensated for the following District closed non-paid days.

1. Day either before/after Independence Day – not applicable to Building Administrators
2. Friday before Labor Day
3. Wednesday before Thanksgiving
4. Christmas Break (7 days, not including Christmas Eve, Christmas Day, or New Year's Day)

The number of District-designated Holiday(s) and Break(s) may vary from year to year based on the balanced calendar. A district-wide Balanced Calendar shall be published annually prior to the start of the school year.

APPENDIX C



Flint Community Schools

Year: 2025 Start Day: 1 *1: Sun, 2: Mon*

2025-2026 Flint Community Schools Calendar

Teacher

Instruction | Holidays/Breaks | Count Days
X Prof. Dev. | Half day | Records Day (No Students)
X Non-instructional Day | HS only Exam/Testing - Half days

July 2025

Su	M	Tu	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

ST TE

4 Independence Day

0 0

August 2025

Su	M	Tu	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						

August

19 First day for Teachers, work in room - off scheduled day
20-21 Staff PD - off scheduled days
26 Staff PD
27 Teacher - Work in room
Teachers Do Not Report 22,25,28,29

2

September 2025

Su	M	Tu	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				

September

1 No School, Labor Day
2 First day of school, Half day dismissal
24 No School, Staff PD

20 21

October 2025

Su	M	Tu	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

1 Count Day!

23 23

November 2025

Su	M	Tu	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

4 No School - Election Day, Staff PD
26-28 No School, Thanksgiving Break

16 17

December 2025

Su	M	Tu	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

22-31 No School, Holiday Break

15 15

January 2026

Su	M	Tu	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

January

ST TE

1-2 No School, Holiday Break
5 School Resumes
13-15 Half days, Southwestern only
16 No School, Records Day
19 No School, Martin Luther King Jr. Day

18 19

February 2026

Su	M	Tu	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

February

11 Count Day!
13-16 No School, Winter Break
25 No School, Staff PD

17 18

March 2026

Su	M	Tu	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

18 No School, Relational Capacity Day
30-31 No School, Spring Break

19 20

April 2026

Su	M	Tu	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		

April

1-3 No School, Spring Break - Good Friday
14-16 Half days, Southwestern only

19 19

May 2026

Su	M	Tu	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

22 No School
25 No School, Memorial Day

19 19

June 2026

Su	M	Tu	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

9-10 Half days, Southwestern & ALA only
11 Last day for Students, Half day dismissal
12 Records Day [No students - Teacher/Para Last Day]

9 10

Updated Draft created TM 6-16-25

	Instruction	TE	Para
	180	183	186
	ST	TE	TA
July	0	0	0
August		2	5
September	20	21	21
October	23	23	23
November	16	17	17
December	15	15	15
January	18	19	19
February	17	18	18
March	19	20	20
April	19	19	19
May	19	19	19
June	9	10	10
	175	183	186
	5 PD		
	180		

INSTRUCTION PD:

Total:

0

Flint Community Schools

Year: 2025 Start Day: 1 1: Sun, 2: Mon

2025-2026 Flint Community Schools Calendar

Principals

Instruction | Holidays/Breaks | Count Days
X Prof. Dev. | Half day | Records Day (No Students)
X Non-instructional Day | HS only Exam/Testing - Half days



July 2026

Su	M	Tu	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		Elem	Sec.
4	Independence Day, Holiday		
11-25	Friday Summer Schedule Central Office		
22	First Day Secondary Admin & Sec. SIC		
		0	8

August 2026

Su	M	Tu	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						

August			
1-8	Friday Summer Schedule Central Office		
4	First Day Elem. Admin & Elem. SIC		
19	First day for Teachers, work in room - off scheduled day		
26	Staff PD		
29	Day before Labor Day		
		19	20

September 2026

Su	M	Tu	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				

September			
1	No School, Labor Day, Holiday		
2	First day of school, Half day dismissal		
24	No School, Staff PD		
		21	21

October 2026

Su	M	Tu	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			
1	Count Day!		
		23	23

November 2026

Su	M	Tu	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			
4	No School - Election Day, Staff PD		
26	No School, Thanksgiving Break		
27	Thanksgiving, Holiday		
28	No School, Thanksgiving Break		
		17	17

December 2026

Su	M	Tu	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			
22-23	No School, Holiday Break		
24	Christmas Eve, Holiday		
25	Christmas Day, Holiday		
26-30	No School, Holiday Break		
31	New Years Eve, Holiday		
		15	15

January 2026

Su	M	Tu	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

January		ST	TE
1	New Year's Day, Holiday Break		
2	No School, Holiday Break		
5	School Resumes		
13-15	Half days, Southwestern only		
16	No School, Records Day		
19	No School, Martin Luther King Jr. Day, Holiday		
		19	19

February 2026

Su	M	Tu	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

February			
11	Count Day!		
13-16	No School, Winter Break		
25	No School, Staff PD		
		18	18

March 2026

Su	M	Tu	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			
18	No School, Relational Capacity Day		
30-31	No School, Spring Break		
		20	20

April 2026

Su	M	Tu	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		

April			
1-2	No School, Spring Break		
3	Good Friday, Holiday		
14-16	Half days, Southwestern only		
		19	19

May 2026

Su	M	Tu	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			
22	No School		
25	Memorial Day, Holiday		
		19	19

June 2026

Su	M	Tu	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			
9-10	Half days, Southwestern & ALA only		
11	Last day for Students, Half day dismissal		
12	Records Day [No students - Teacher/Para Last Day]		
19	Juneteenth, Holiday Break		
29	Last Day Admin & SIC		
		20	20

Updated Draft created TM 4-23-25

	Instruction	TE	Para
	180	183	183
	ST	TE	TA
July	0	0	0
August	19	2	2
September	21	21	21
October	23	23	23
November	17	17	17
December	15	15	15
January	19	19	19
February	18	18	18
March	20	20	20
April	19	19	19
May	19	19	19
June	20	10	10
	210	183	183
	5 PD		
	180		
INSTRUCTION		PD:	

210	219
EP	SP
0	8
19	20
21	21
23	23
17	17
15	15
19	19
18	18
20	20
19	19
19	19
20	20
210	219

Holidays

7/4/2025,	**Independence Day**
9/1/2025,	**Labor Day**
11/27/2025,	**Thanksgiving**
12/24/2025,	**Christmas Eve**
12/25/2025,	**Christmas Day**
12/31/2025,	**New Year's Eve**
1/1/2026,	**New Year's Day**
1/19/2026,	**Martin Luther King Day**
4/3/2026,	**Good Friday**
5/25/2026,	**Memorial Day**
6/19/2026,	**Juneteenth**

Secondary Principal/Secondary School Improvement Coordinator Start Date July 22nd
Elementary Principal/Elementary School Improvement Coordinator Start Date August 4th
Last Day for Congress June 29th

Total:

0

2026-2027 Flint Community Schools Calendar

Student edition

Instruction
No School
Half days

Count Days
Records Day (No Students)
HS only Exam/Testing - Half days

July 2026

Su	M	Tu	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

4 Independence Day

August 2026

Su	M	Tu	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					

August

September 2026

Su	M	Tu	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			

September

7 No School, Labor Day
8 First day of school, Half day dismissal

30 No School

October 2026

Su	M	Tu	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

7 Count Day!

November 2026

Su	M	Tu	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

3 No School

25-27 No School, Thanksgiving Break

December 2026

Su	M	Tu	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

21-31 No School, Holiday Break

January 2027

Su	M	Tu	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						

January

1 No School, Holiday Break
4 School Resumes
12-14 Half days, Southwestern only
15 No School
18 No School, Martin Luther King Jr. Day

February 2027

Su	M	Tu	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						

February

10 Count Day!
12-15 No School, Winter Break
24 No School

March 2027

Su	M	Tu	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

17 No School
26 No School, Good Friday
29-31 No School, Spring Break

April 2027

Su	M	Tu	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	

April

1-2 No School, Spring Break

13-15 Half days, Southwestern only

May 2027

Su	M	Tu	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

28 No School
31 No School, Memorial Day

June 2027

Su	M	Tu	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

15-16 Half days, Southwestern & ALA only
17 Last day for Students, Half day dismissal

Draft created DS 9-19-24

APPENDIX D
PROVIDING SUBSTITUTE SERVICES
INTERNAL COVERAGE

SAMPLE INTERNAL COVERAGE FORM

For Building-level Administrators who provide internal coverage, please list the teacher(s) for whom you provided substitute services for each pay period.

SCHOOL: _____

DATE	ABSENT EMPLOYEE (Last Name, First Name)	EMPLOYEE COVERED (Last Name, First Name)	CLASS PERIOD COVERED	NUMBER OF HOURS COVERED	TOTAL COMPENSATION DUE

Please sign below and return the completed form to Human Resources for processing.

_____ **Date** _____/_____/20_____
Principal

_____ **Date** _____/_____/20_____
Executive Director of Human Resources

_____ **Date** _____/_____/20_____
Executive Director of Finance