

Letter of Understanding between
Kent Intermediate Education Association (KIEA)
and
and Kent Intermediate School District (Kent ISD)

The parties previously reached ratification of the respective multi-year collective bargaining agreement currently in effect through August 13, 2027. Despite the current contract in place, the parties mutually agree that following changes to Article IX C (4) and M (1 and 3) will take effect beginning with the 2025-26 school year.

PROFESSIONAL COMPENSATION AND BENEFITS

C. Salary Schedules

4. Any advanced hours must be earned after a degree is awarded in order to be credited on the salary schedule, except for those Master's degrees requiring more than thirty (30) graduate credit hours, in which event the bargaining unit member's record will be evaluated at the time of initial employment and credit shall be given, in accordance with university requirements, for those hours required by the university in excess of thirty (30) graduate credit hours.

To receive salary schedule lane advancement credit, the following categories and criteria shall apply:

- a. Planned programs of study (all courses taken and degrees conferred) will be from a regionally accredited college or university leading to a graduate degree, Michigan teacher certification, Michigan ancillary license or an additional teaching endorsement that are of pertinence and value to Kent ISD. Such planned programs require pre-approval by Kent ISD Office of Human Resources.
- b. Also subject to pre-approval, individual work-related graduate level college / university courses taken from a regionally accredited college or university may be approved to apply toward lane advancement. Individual courses or non-degree course clusters shall be reviewed by Human Resources, in consultation with program administrators to determine the overall value, rigor and relevance of the individual's position responsibilities and duties. Courses that are determined to fall short of that threshold may be denied for lane advancement.

Examples of common individual graduate level courses that have been previously pre-approved by Human Resources though his process will be placed on a list that is maintained by Human Resources. The list will be updated by semester, or at least annually and made available on the Human Resources webpage. This list may be used as a general reference of prospective courses a member may consider for a potential pre-approval request.

Under no circumstances shall this list obligate Human Resources to approve any courses on the list. It is understood that courses are approved based on their value, rigor, and relevance to the individual's respective position, responsibilities and job duties. Furthermore, courses, course numbers and content can sometimes vary from one year to another.

This language applies prospectively to pre-approved programs and/or pre-approved courses after the conclusion of the 2024-25 school year. Existing salary schedule lane placements as of June 30, 2025 shall remain unchanged except where course credits have been pre-approved for advancement.

Official transcripts will be ordered by the bargaining unit member and sent to the Human Resources Department by the college or university to document the advanced credit. Transcripts will be paid for by the bargaining unit members. Eligible lane adjustments will be made at the beginning of each semester if all eligibility requirements have been met. Placement on the salary schedules listed in the Appendix of the agreement is determined by the following:

BA = Completion of an undergraduate BA degree program with a four (4) year diploma from a college or university. (See Section C.10 for Annual Authorization of Vocational Education Instructors.)

BA +18 = To qualify for the BA +18 salary schedule, a bargaining unit member must have successfully completed probation in a KENT ISD bargaining unit position. In addition, eighteen (18) semester hours of approved graduate credit in education or work-related courses must be earned after a BA degree is awarded.

MA = Master's degree in education or a work-related field acceptable to the Board.

MA +15 = Fifteen (15) semester hours of approved graduate credit in education or work related courses earned after the award of a Master's degree described above.

MA +30 = Thirty (30) semester hours of approved graduate credit in education or work-related courses earned after the award of a Master's degree described above, or holding an active ancillary license that required an MA graduate degree program of at least 57 graduate credits.

MA + MA shall be accepted as an alternative to MA +30.

M. Reimbursement for Costs of Continuing Education

1. Bargaining unit members shall have the right to submit a request form for tuition reimbursement pre-approval toward the cost of continuing education. The Board shall have the right to use its sole discretion in approving or rejecting any such request.
3. Subject to language and available funds each member may be reimbursed 3 credits per school year. Reimbursement for credits taken beyond the three (3) up to a maximum of nine (9) credits is subject to funds remaining in the reimbursement pool at the end of the school year.

- a. Classes taken during the Summer and Fall will be reimbursed and counted toward the current school year and will be eligible for the first semester reimbursement. Classes taken in the Winter and Spring will be eligible for second semester reimbursement. Reimbursement for Summer courses will be paid no later than the first pay period in October assuming all required documentation is submitted to the HR office no later than September 15. Reimbursement for Fall courses will be paid no later than the first pay in February assuming all required documentation is submitted to the HR office no later than January 30th. Reimbursement for Winter and Spring courses will be paid no later than the final pay in June, assuming the required documentation is submitted no later than June 1st.
- b. At the end of the school year any remaining funds in the pool will be redistributed for reimbursement to any members who still have amounts outstanding for reimbursement.
- c. The tuition reimbursement pool applies only to existing bargaining unit members and will not be used for classes taken solely at the request of Administration. Classes requested by Administration will be paid from different funds. The pool allocation for tuition reimbursement shall be \$70,000. The tuition reimbursement pool and disbursement language will be maintained at the above stated amount; however, half of the total pool will be available first semester and half will be offered second semester.
- d. An additional \$5,000.00 (\$2,500.00 each semester) shall be available exclusively for those staff members who:
 - 1. are working under a temporary vocational authorization and are required by the district to complete six (6) credits annually.
- e. An additional \$5,000.00 (\$2,500.00 each semester) shall be available exclusively for those staff members who:
 - 1. are working in center programs under a MDE full-year permit or waiver, as required by the District and are therefore required by the district to complete six (6) credits annually toward obtaining the necessary certificate endorsement.

Such staff members shall be eligible for reimbursement from the general tuition pool subject to the disbursement language in section M 3(a) – 3(b).

This one-time agreement does not add to, alter or negate any other contractual provisions of the respective collective bargaining agreement between the parties, nor does it create is custom or practice.

For the Kent ISD

date



For the Associations

8/11/25

date