

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO
EDUCATIONAL SUPPORT PROFESSIONALS**

TOPIC: Student Teaching Practicum or Similar Field Experience

EFFECTIVE DATES: July 1, 2018 through June 30, 2020

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO, Educational Support Professionals (“Union”), relating to an ESP that completes their student teaching practicum or similar field experience in Osseo Area Schools while employed as an ESP.

PURPOSE: The purpose of this MOU is to provide clarification related to an ESP completing a student teaching practicum or similar field experience in ISD 279 while employed as an ESP.

The District and Education Minnesota – OSSEO Educational Support Professionals agree to the following related to an ESP completing their student teaching practicum or similar field experience in ISD 279:

- An ESP will be eligible for the student teaching practicum or similar field experience after the successful completion of 120 work days, subject to HR approval. Exceptions may be made through agreement with the union and the district.
- The ESP will retain their current rate of pay for up to one year while completing the practicum or similar field experience.
- The ESP will apply to take a paid student teaching/field experience leave of absence, for up to one year, from their current position to complete the student teaching practicum or similar field experience. All other sick, personal, or vacation leave is frozen.
- The ESP will be placed, whenever possible, in a site other than their current ESP site. If an exception is needed, it will be done with mutual agreement of the district and the union.
- Upon successful completion of the student teaching practicum or similar field experience, the ESP will return to their current position subject to vacancy and ability to perform the job duties. If their current position is not vacant, a position for the ESP would be secured using Article VI, General Employment Conditions.

- The ESP must commit to working for ISD 279 in a position(s) with at least a comparable number of hours for a minimum of two years.
- If the employee does not successfully complete the student teaching practicum, or similar field experience, or does not maintain employment with ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience, the employee will pay back to the district the amount of salary and benefits earned while completing the student teaching practicum or similar field experience.
- An ESP must sign the attachment* to confirm they understand and agree to this MOU.

*Attachment**

**Educational Support Professionals (ESP)
Student Teaching Practicum or Similar Experience
Request for Paid Leave of Absence**

Employee Name _____ **Employee Number** _____

Title _____ **Building** _____

College _____

Licensure to be awarded _____ (attach most recent transcript)

Dates of Student Teaching _____

Name and phone number of student advisor: _____

Number of Hours per day and number of days per week student teaching

**attach verification requirement from college*

Site of Student Teaching at Osseo (must be site other than your employment site
unless preapproved by Human Resources)

Classroom location, name of host teacher and subject of Student Teaching

Pursuant to the attached Memorandum of Agreement (MOU) between Osseo Area Schools, ISD #279 and Education Minnesota – Osseo Educational Support Professionals, I the undersigned do hereby agree to return to my current position, subject to vacancy and ability to perform the job duties. I also understand that I must commit to working for ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience and if I fail to do so, I agree to reimburse the district the amount of salary and benefits earned while completing the student teaching practicum or similar experience.

ESP

Date

HR Use:

Received: _____ Approved: YES, NO Initials _____

Hourly pay rate: _____ Weekly assignment hours: _____

Health Insurance cost/month: _____

Two Year Start _____ Two school year end _____