

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO
KIDSTOP INSTRUCTORS**

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, Kidstop Instructors (“Union”), relating to an employee in the Kidstop Instructor group that completes their student teaching practicum or similar field experience in Osseo Area Schools while employed as a Kidstop Instructor.

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

The District and Education Minnesota – OSSEO Kidstop Instructors agree to the following related to an employee in the Kidstop Instructor group completing their student teaching practicum or similar field experience in ISD 279:

- An employee will be eligible for the student teaching practicum or similar field experience after the successful completion of their probationary period, subject to HR approval.
- The employee will retain their current rate of pay for up to one year while completing the practicum or similar field experience.
- The employee will be paid for the number of hours of their assignment held before moving into their student teaching/ field experience position.
- The employee 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. During this time all sick, personal, or vacation leave is frozen.
- The employee will be placed for their student teaching position, whenever possible, in a site other than their current Kidstop 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 employee will return to their current position subject to vacancy and ability to perform the job duties.
- The employee must commit to working for ISD 279 in a position with at least a comparable number of hours for a minimum of two years.
- If the employee 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 employee must sign the attachment* to confirm they understand this MOU.

Attachment*

**Kidstop Instructor
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 Memorandum of Agreement (MOU) between Osseo Area Schools, ISD #279 and Kidstop Instructors, 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.

Kidstop Instructor _____ Date _____

HR Use:	
Received: _____	Approved: YES NO Initials _____
Hourly pay rate: _____	Weekly assignment hours: _____
Health Insurance cost/month: _____	
Two School Year Start _____	Two school year end _____