

**LETTER OF UNDERSTANDING
ISU PRINCIPAL PREPARATION PROGRAM INTERNSHIP LEAVE**

Illinois State University ("ISU") provides a principal preparation program for students pursuing a Master's degree in P-12 Educational Administration through ISU. As part of the principal preparation program, students are required to complete an internship in educational administration. In order to allow teachers in the District to participate in a semester long internship, the Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and Unit Five Educational Association ("UFEA") agree to create a paid leave of absence under the following terms and conditions:

1. The Board may grant a teacher participating in the internship a paid semester long leave. During said leave, the Board will continue to pay teacher's base salary and maintain health insurance coverage for the teacher. The teacher will continue to pay associate Unit Five Education Association ("UFEA") dues or fair share fees as applicable.
2. Upon completion of the leave, the teacher agrees to return to and remain employed by the Board for at least one (1) school year. The District will place the teacher in an available position for which the teacher is qualified to fill.
3. If the teacher fails to return to and remain employed by the Board for at least one (1) school year following completion of the leave, then the teacher shall reimburse the District the full cost of the teacher's salary and benefits for the period of the leave. Such reimbursement shall be paid by the teacher within ninety (90) days of the date the District provides an invoice to the teacher for said costs. In such event, the teacher authorizes the District to offset any funds the District may then or thereafter owe the teacher, including a final paycheck or paychecks, against any such reimbursement balance due the District from the teacher. For good cause, upon recommendation of the Superintendent, the Board may waive reimbursement of said costs.
4. Upon award of the aforesaid Master's degree in Educational Administration, and for a term of one (1) school year following award of such degree, the teacher shall actively pursue an administrative position within the District by applying for such position or positions as vacancies occur. If the teacher shall fail to actively pursue an administrative position after award of such degree, then, upon recommendation of the Superintendent, the Board of Education may require the teacher to reimburse the District the full cost of the teacher's salary and benefits for the period of the leave.
5. The teacher will sign an agreement documenting the above terms and conditions.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE EDUCATIONAL ASSOCIATION
IEA/NEA**

By: _____
President

By: _____
President

Date: _____

Date: _____