

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

FEDERAL EDUCATION ASSOCIATION

Memorandum of Understanding

ASPEN Blue Cards for Gifted Education

The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA), hereafter referred to as the "parties," hereby agree to the following guidelines concerning the implementation of the ASPEN Blue Cards for Gifted Education in DoDDS schools in the FEA bargaining unit.

- 1) DoDDS gifted education (GE) educators in the FEA bargaining unit designated as the "point of contact" and who are responsible for inputting data for the existing Blue Card will receive one-half a day (1/2 day) of release time from students to complete the training on ASPEN Blue Cards for GE educators.
- 2) The DoDDS GE educators in the FEA bargaining unit will receive interactive training on the ASPEN Blue Card with the Area ISS. The training will be coordinated between the Area ISS and the GE educator.
- 3) It is management's responsibility to ensure that the ASPEN module as well as the WiFi system in the school are installed and functional before the start of the DoDDS GE educator's training and before being required to use the ASPEN Blue Card.
- 4) The training on the ASPEN Blue Card will be held during the DoDDS GE educator's duty day.
- 5) The DoDDS GE educators in the FEA bargaining unit may, upon request, receive additional training from the GE ISS on ASPEN Blue Card, which will be coordinated by the ISS and GE educator.
- 6) The release time from students for training of DoDDS GE educators in the FEA bargaining unit will not be during any of the GE educator's non instructional periods.

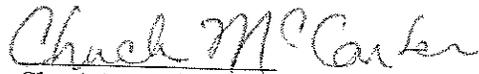
- 7) DoDDS GE educators in the FEA bargaining unit will receive and complete the necessary training on ASPEN Blue Card before its use is required.
- 8) DoDDS GE educators in the FEA bargaining unit are not responsible for any failure to complete the ASPEN Blue Card training due to problems or technical malfunctions with technology, materials or software. It is management's responsibility to repair/operate the technology, materials or software when any technological failure occurs.
- 9) If there is additional work, preparation or other activities for the use of the ASPEN Blue Card and/or training, that any DoDDS educator in the FEA bargaining unit who performs any aspect of using the ASPEN Blue Card outside of the duty day will request approval from the building administrator to be paid at their prorated hourly rate for all time spent outside the duty day. This approval process may be brought to the parties at the national level.
- 10) Upon completing ASPEN Blue Card training, DoDDS GE educators in the FEA bargaining unit will annually enter GE student plans into the ASPEN module. However, entry of prior data for GE students will not be required.
- 11) Upon completing entry of GE student plans into the ASPEN module, DoDDS GE educators in the FEA bargaining unit will file a printed copy of the electronic ASPEN GE student plan in the GE student files.
- 12) Every effort will be made to resolve any disputes that arise at the organizational level where they arise prior to forwarding the matter to the next higher level.
- 13) Any instructions, FAQ's, or other guidance designed to implement or interpret this MOU on the ASPEN Blue Card will be negotiated to completion with the Association before they can be disseminated to the Areas, Districts or schools.

14) At the end of SY 2014-2015, DoDDS GE educators in the FEA bargaining unit may participate in an anonymous survey about the implementation of ASPEN Blue Card. This survey will be jointly developed and conducted by the parties. The survey will include questions regarding: what issues they encountered, whether any additional resources or supplies must be procured, and whether they have any additional concerns about the ASPEN Blue Card that must be addressed. The full results of the survey and data collected, excluding identifiable data, will be shared with the Association.



Rita Terhaar
Acting Director
DoDEA Human Resources

Date May 7, 2014



Chuck McCarter
FEA President

Date 5/5/14