

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
FEDERAL EDUCATION ASSOCIATION – STATESIDE REGION**

Memorandum of Understanding

K-3 Reading Assessment

The Department of Defense Education Activity (DoDEA), the Department of Defense Dependent Domestic Elementary and Secondary Schools (DDESS) and the Federal Education Association- Stateside Region (FEASR), hereafter referred to as “the parties” agree to the following arrangements concerning the use the Benchmark Assessment System (BAS), the only required system-wide reading assessment, as a component of literacy instruction, measuring and monitoring student progress toward reading proficiency, in grades kindergarten through three:

1. Newly assigned K-3 educators:
 - a. Will receive two (2) days of initial training on use of the BAS and On-line Data Management System (ODMS). The training will be provided by local school-based facilitation teams. Scheduling will be determined at the local level, by the principal, in coordination with the FRS, and release time will be given to teachers to complete training.
 - One (1) day of release time will be provided to the educator members of the facilitation team to prepare for the two (2) days school-based training.
 - Any K-3 educator may upon request, receive additional training from the school based facilitation team, the district ISS, or another expert, on the BAS.
 - b. Three days of substitute coverage will be provided to teachers, once in the fall and once in the spring, in order to conduct and input data for the initial and end of year reading assessments. In the case of kindergarten teachers, they will be offered coverage in January and again during the spring assessment.
 - c. Additional coverage may be granted on a case by case basis for educators requiring more time to conduct and input data.
2. Current K-3 educators:
 - a. Three days substitute coverage will be offered to teachers, once in the fall and once in the spring, in order to conduct and input data for the initial and end of year reading assessments. In the case of kindergarten teachers, they will be offered coverage in January and again during the spring assessment.
 - b. Additional coverage may be granted on a case by case basis for educators requiring more time to conduct and input data.
3. Additional Support:
 - a. All BAS Assessment Recording Forms and any other materials required to implement the assessments shall be provided by management, including any necessary photocopying.
 - b. Additional coverage may be granted on a case by case basis for educators requiring time to administer assessments to new students enrolling after the initial assessment.
4. Any other mandatory component of the BAS (i.e., optional assessments) must be bargained at the local level (area, district, or school) with the appropriate association/union representative.
5. Educators are not expected to perform any of these duties outside of the duty day; however, if the need arises for additional time beyond the duty day the educator must request and receive prior approval from the school administrator. If approved the educator will be compensated at his/her hourly rate and/or equivalent compensatory time.

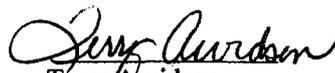
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6. The selection process for any teacher facilitator will be in accordance with the Information Paper dated June 2, 2011. Training for the facilitator will be determined by the district. In the event that a current facilitator is required to train new facilitators, the current facilitator will provide one day release time, or early return to plan for the training.
7. Based upon budgetary availability, DoDEA will provide K-3 teachers with continued support and professional development for infusing the BAS assessment conferences into daily literacy instructional practices.
 - a. School-based facilitators will be given release time to prepare for professional development.
 - b. K-3 educators will be given release time to complete professional development.
8. Between the months of September 2013 and December 2014, management will conduct a formal evaluation of the implementation of BAS. Management agrees to involve FEASR in Pre Decisional Involvement of selecting the methods DoDEA is going to use to conduct the formal evaluation. This evaluation may consist of surveys, observations, interviews, and analysis of student achievement data. Results, to include raw data, will be shared with FEASR.
9. The parties agree to make every effort to resolve any disputes that arise at the organizational level where they arise prior to forwarding the matter to the next higher level.
10. The parties agree that this MOU expires at the end of SY 2014/15; should management decide to continue the use of the BAS for subsequent school years, the Association will be given notice and an opportunity to bargain prior to implementation.
11. This MOU supersedes the K-3 Reading Assessment MOU signed on August 23, 2013



Rita Terhaar
HR Director, DoDEA

Date 8-28-13



Terry Arvidson
FEA Director for DDESS

Date 8/28/13