

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

**Memorandum of Understanding**

**K-3 Reading Assessment: Pilot Year 2 for School Year 2012/2013**

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 concerning the use of the Benchmark Assessment System (BAS) in School Year (SY) 2012/2013:

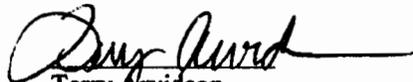
- a. BAS is the only required system-wide K-3 reading assessment. Mandatory use of any other curriculum assessment, such as Reading Street, is subject to bargaining in accordance with the negotiated agreement.
- b. During SY 2012/2013, all K-3 educators will be provided professional development that will consist of four sessions. Each web-based interactive session will be no longer than 3-hours in length. The Web-based training will be created by the BAS publishers, and the training will be facilitated by school-based teams in accordance with the Information Paper and Roll –Out Timeline dated June 2, 2011 and supported by district Instructional Systems Specialists.
  1. Training session topics will include: comprehension, scoring and analysis of student errors, using data to inform instruction, running records and guided reading practices. DoDEA will notify FEASR of the specific topic of each training session.
  2. Scheduling of training will be determined at the local level, by the superintendent and/or designee in coordination with the local association president and/or designee, and release time will be given to teachers to complete training.
  3. Teachers will complete an evaluation following each training session.
- c. Each new Early Childhood Education (ECE) teacher/ Educational Technologist (ET) facilitator on a school-based facilitation team will receive one day training prior to delivery of training and support in the implementation of the BAS in their school. The selection process for teacher facilitator will be in accordance with the Information Paper dated June 2, 2011. Each teacher in the facilitation team will be given one full professional development day to prepare for the teacher training sessions.
- d. All newly hired and/or newly assigned K-3 educators, who have not been previously trained, will receive training on use of the BAS and the On-line Data Management System (ODMS). Two days of training will be provided by local school-based teams. Scheduling will be determined at the local level, by the superintendent and/or designee in coordination with the local association president and/or designee, and release time will be given to teachers to complete training.
- e. Educators will conduct reading assessment conferences using the BAS two times during SY 2012/2013. Substitute coverage will be provided to classroom teachers as needed and requested by the individual teacher. All ‘BAS Assessment Recording Forms’ and any other materials required to implement the assessment conference shall be provided by management, including any necessary photocopying.

1. Grades 1-3 will administer the BAS during the first five weeks and during the last five weeks of the school year.
  2. Kindergarten will administer the BAS during January 2013 and during the last five weeks of the school year.
- f. Educators will use the BAS assessment conference format with each of their students to determine the **“Independent”** reading level and the **“Instructional”** reading level, based on accuracy of words read and the score on the comprehension rubric. Analysis of reading errors and self-corrections is only required for the **“Instructional”** reading level. For consistency in system-wide data collection, educators should present benchmark book text levels not to exceed two grade levels above current DoDEA expectations (current grade level) at the time of administration (i.e. in September, the assessment conference of a first grade student should be stopped when the child reads an **“Independent”** level M and **“Instructional”** level N, which are third grade expectations. Whereas in May, the assessment conference of that same first grade student should be stopped when the child reads an **“Independent”** level O and **“Instructional”** level P which are one grade higher than their fall reading levels.)
- g. Testing to determine **“Hard”** reading level is not required. Each educator will make his or her own determination on whether or not to test at that level.
- h. Educators will input student data into the BAS ODMS following each of the two administrations. The ‘BAS Assessment Summary Form’ is not required. Release time will be provided for data input per administration not to exceed two hours. It is expected that this time will be provided in an uninterrupted manner, whenever reasonably possible.
- i. Use of the BAS by educators in the FEASR bargaining unit will not be part of the educator’s performance evaluation during the pilot.
- j. The parties agree that at the end of the BAS 2-year pilot for the K-3 Reading Assessment, should management decide to implement the BAS for subsequent school years, the Association will be given notice and an opportunity to bargain prior to implementation.
- k. 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.

  
Lenoir Graham

HR Director, DoDEA

Date 27 August 2012

  
Terry Arvidson

FEA Director for DDESS

Date 27 August 2012