

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**

**AND**

**FEDERAL EDUCATION ASSOCIATION – STATESIDE REGION**

**Memorandum of Understanding**

**Implementation and Training of Cengage**

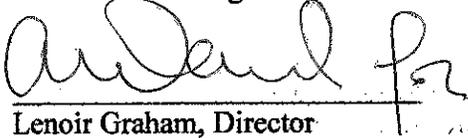
The Department of Defense Education Activity (DoDEA), the Department of Defense Dependent Domestic Elementary and Secondary Schools (DDESS) and the Federal Education Association- Stateside Region (FEASR), hereafter referred to as “the parties” agree to the following concerning the training in the use of the Cengage system (SY) 2012/2013:

- 1) A copy of proposed plans regarding the implementation of Cengage will be shared with the FEA Director for DDESS.
- 2) At the beginning of each semester of the S/Y 2012-2013, names of teachers who teach MOS (Word, Excel, Access and PowerPoint) and ACA (digital imaging, digital publishing, digital media, and web design) will be forwarded to the FEA Director for DDESS.
- 3) All MOS/ACA teachers will be provided two (2) options to training on the Cengage system, to be concluded no later than September 30, 2012;
  - a) Educators may choose to receive up to 2 release days to complete the training
  - b) Or, educators may choose to complete the training during off duty hours, and receive a one-time stipend of \$500.00.All training will be coordinated between the Instructional Systems Specialist (ISS), the teacher, and the principal.
- 4) Teachers assigned to teach these courses during the 2nd semester of s/y 2012-2013 will be provided the same training options outlined in #3 (above) once they have been assigned to teach the course(s).
- 5) Further training will be provided as needed if requested by the educator and approved by the administrator, and must be coordinated through the ISS. This training may include, but not be limited to, face to face training, web-based training videos, and other related materials. Teachers may request facilitation of the training by the ISS. Teachers may be given release time during the duty day for this training.
- 6) The school principal and association building representative and local district association president will consult about the time, place and length of any additional training.
- 7) In the event of the need for additional work, preparation or other activities as a result of the use of the new program, the bargaining unit employee who performs any aspect of such work

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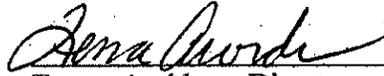
outside of the duty day will obtain prior approval from the building administrator to be compensated.

- 8) The district superintendent and the local Association president will work together to immediately address any issues that arise as a result of the use of Cengage.
- 9) Bargaining unit employees will not be responsible for any problems or technical malfunctions with the program or its uses.
- 10) The Agency will provide the association with updated information of any problems or concerns regarding Cengage during school year 2012-2013.
- 11) This training MOU will remain in place during the lifetime of Cengage usage at DoDEA. After s/y 2012-2013, educators newly assigned to teach these courses will be provided the choice of 1 day release time or a one-time stipend of \$250.00 to participate in the training during off duty hours. If management determines there is a more effective or efficient method to provide the same quality of training (for example: early return day), management reserves the right to make that decision.



Lenoir Graham, Director  
Human Resources, DoDEA

9/6/2012  
Date



Teresa Arvidson, Director  
FEA Director for DDESS

6 September 2012  
Date