

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
FEDERAL EDUCATION ASSOCIATION – STATESIDE REGION
Memorandum of Understanding
Training for Counselors on Administrative Instruction Graduation Requirements
School Year 2014 - 2015**

The Department of Defense Education Activity (DoDEA) and the Federal Education Association – Stateside Region (FEA-SR), hereafter referred to as “the parties” agree to the following arrangements concerning for Training for Counselors on Administrative Instruction (AI) Graduation Requirements.

1. The Agency will provide virtual professional training on the revised DoDEA Graduation Administrative Instruction (AI) for all middle and high school guidance counselors.
2. The parties agree that the purpose of the training is to provide guidance on the updated policy for secondary education for high school graduation.
3. When finalized, a copy of the training will be provided to the FEA Director for DDESS prior to the training being provided to the counselors.
4. Counselors will be provided a “window of time” to complete the two modules which will be accessed through the Blackboard professional learning community. In the event a counselor has not used Blackboard, they may request additional time from their supervisor for training in the use of Blackboard. Training for counselors on the AI must be completed within 60 days of being provided access to the modules.
5. All necessary materials will be provided to the guidance counselors for the training.
6. The guidance counselors will be provided uninterrupted time of no less than one hour for each module during the duty day to complete the training. The time will be scheduled between the school principal and guidance counselor. Agreed upon dates and times will be forwarded to the local Association president.
7. In the event of software or hardware malfunctions, impacted counselors will meet and discuss with their supervisor the time and date to complete the training.
8. In the event that the revised Administrative Instruction (AI) changes the duties of any counselors, the Association will be provided notice and the opportunity to bargain the impact and the implementation of such changes.

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Brad Carver
Rita Terhaar
HR Director, DoDEA
Date 6/4/14

Teresa Arvidson
Teresa Arvidson
FEA Director for DDESS
Date 4 JUNE 2014