

**Department of Defense Education Activity (DoDEA), Domestic Dependent
Elementary and Secondary Schools (DDESS)
AND**

Federal Education Association - Stateside Region

Memorandum of Understanding

ASPEN-SPED MODULE PHASE II

The Department of Defense Education Activity (DODEA, Domestic Dependent Elementary and Secondary Schools (DDESS) and the Federal Education Association -Stateside Region (FEA-SR), hereafter referred to as the "parties," hereby agree to the following concerning implementation of the Aspen-SPED Module, Phase II for SY 2011-2012 in accordance with the attached information paper dated December 12, 2011.

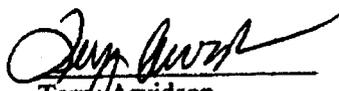
The parties agree to implementation of ASPEN-SPED Module Phase II during SY 2011/12 as follows:

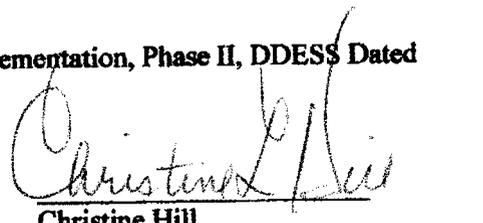
1. Area and District SPEDs will work with Phase II school special education staff to discontinue use of Excent o/a December 9th, which will result in no requirement for online data entry until the new Aspen SPED system comes online.
2. Between January 2 and January 17th, all current Phase II EXCENT users will be provided 3 days of release time for face-to-face training. To the maximum extent possible, the training will be provided by two trainers so that one trainer may be available to circulate throughout the training room to assist learners. Each ASPEN user will be provided with a copy of the ASPEN SPED user manual during this training period.
3. All special educators, assessors (SPED/SLP), OT/PT personnel will receive 1 day of follow-up training and review of data after 30 days of implementation (guided by HQ/AREA/District SPED, ISS).
4. The Area Service Center will provide the FEA Director for DDESS with the dates, times and locations of all ASPEN-SPED training involving bargaining unit members.
5. A BlackBoard community is available for all current Phase II EXCENT users to access information about the transition from EXCENT to ASPEN to include terminology, basic navigation, and ability to do queries and reports.
6. Bargaining unit members will not be responsible for the proofing and validation of data transferred from EXCENT to ASPEN. If errors or concerns, attributed to the transfer of data, are identified, users will utilize the Aspen SPED Support email chain for correction.
7. All Phase II ASPEN -SPED users will be provided ½ day follow-up training during the spring 2012.

8. Any instructions, FAQ's or other guidance designed to implement or interpret this MOU will be negotiated to completion with the FEA Director for DDESS before they can be disseminated to the Areas, Districts or schools.
9. During the initial pilot phase, bargaining unit members required to use the ASPEN-SPED program for progress reports will be provided at a minimum one-half day of release time to complete reports. This one half day time to complete reports is in addition to the current full day provided at the end of the marking period to complete reports.
10. The District SPED, school administrator, Aspen user, and the Local president are expected to have an open dialogue about the ongoing implementation of ASPEN-SPED and the possible need for additional release time for problems/issues such as to become more familiar with the new program, to complete Aspen training in Blackboard, to prepare required documentation, to enter or reenter data, and/or to work with ASPEN SPED support personnel to address questions.
11. Ongoing communication with the FEA Director for DDESS will occur regarding the progress and problems with ASPEN-SPED. Face to face updates will be provided on a quarterly basis, if not more frequently. Prior to implementation of any expansion of the ASPED-SPED module (Phase III and/or full implementation) in DDESS, the parties will meet to negotiate.
12. Compensation for all work needed to be accomplished outside the duty day because of the increased workload; preparation and/or other responsibilities will be paid to the affected employees(s) at his or her earned hourly rate and/or equivalent compensatory time.

[Note: Refer to Information Paper: Aspen-SPED Module Implementation, Phase II, DDESS Dated December 12, 2011]


 Lenoir Graham
 HR Director, DoDEA


 Terry Arvidson
 FEA Director for DDESS
 12/12/2011


 Christine Hill
 Deputy Chief of Curriculum, DoDEA
 12/21/2011

Information Paper
Department of Defense Education Activity
Arlington, Virginia

DATE: 12 December 2011

TITLE: Aspen – SPED Module Implementation, Phase II, DDESS Schools

POC: David Cantrell, Chief Special Education and Student Services & Aqila Waheed, ISS
Special Education / ESL

PURPOSE: Expansion of Aspen Special Education Data Management System (Aspen-SPED) in DDESS schools

BACKGROUND:

- DoDEA has used Excent Online since August 2008 in all schools
- Along with implementation of the new Aspen student data-management system in select schools during SY2009/10, developed an integrated SPED module
- Data validation (to ensure functionality) completed May 20-25, 2010 & May 2011
- Development of the Aspen-SPED module completed June 15, 2010
- Software enhancements made June 1-2, 2010
- Trained Headquarters staff on Aspen SPED module conducted by CSSG-X2 (vendor developing SPED module) June/July 2010
- Piloted the Aspen-SPED module SY2010/11 at 4 DDESS schools

CURRENT STATUS:

- Four (4) DDESS pilot schools continue to use Aspen SPED (Quantico MS/HS, Dahlgren School, LeJeune HS, and McNair School)
- Follow-up training conducted for all users, September 2011
- Aspen SPED program enhancements were completed by the vendor, October 28, 2011
- Headquarters Special Education, Information Technology staff and the Aspen vendor discussed pre-planning steps to expand the Aspen-SPED module to additional DDESS schools
- Preparations to complete data conversion to ensure functionality of the Aspen SPED module and data validation for future users, October 2012

RECOMMENDATION:

Ongoing communication with Teachers Association will occur regarding the progress and expansion of the Aspen-SPED pilot. Face-to-face updates will be provided on a quarterly basis, if not more frequently.

SUMMARY OF IMPLEMENTATION TO DATE:

Phase I: Pilot in 4 DDESS Schools, August 2010 [COMPLETED]

Aspen – SPED Module Pilot; December 12, 2011

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Phase II: Expansion to nineteen (19) DDESS Schools, January 2012 [PROPOSED]

Phase II: Expansion to 19 DDESS Schools, January 2012

1. No later than November, 2011, based upon teacher feedback, input from the Teachers Association, District Superintendents and DDESS Area Special Education ISSs, DoDEA will inform selected DDESS superintendents regarding plans for the Aspen SPED expansion:
 - a. Expansion to selected DDESS schools begins after Winter Break, January 2012; allowing data to be refreshed December 2011 and over the winter break.
 - b. An additional nineteen (19) DDESS schools will be added to the total group of Aspen SPED users (See Table 1).
 - By January 2012, a total of twenty-three (23) schools will be using the Aspen SPED module (Phase I & Phase II schools).
 - Area and District SPEDs will work with school special education staff to discontinue use of Excent o/a December 9th, which will result in no requirement for online data entry until the new Aspen SPED system comes online.
 - Headquarters will ensure that re-entry of data does not occur.
2. Rationale:
 - a. Close-proximity to DoDEA-HQ and DDESS Area office allows for face-to-face training and frequent/ongoing assessment of the module's functionality and any additional support.
 - b. Regular feedback from school personnel; DoDEA will be able to immediately assess areas of difficulty and identify areas for improvement. A partnership with SPED personnel at these newly added schools is instrumental in this expansion.
 - c. The following DDESS school districts and schools have expressed an interest to begin using the Aspen SPED module (See Table 1).

Table 1

District	Locations/Schools	Number of Schools
Kentucky	Fort Knox	8
Virginia/New York/ Puerto Rico	Quantico	3
South Carolina/Fort Stewart/Cuba	Fort Stewart, Fort Jackson, Beaufort (Laurel Bay)	8
TOTAL		19

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3. Training/Impact on School:

- a. Virtual Planning Meetings:
 - November 7th (Pilot school focus group mtg.),
 - November 8th (Module Development planning meeting, Part I),
 - November 10th (Module Development planning meeting, Part II),
 District SPEDs: Receive blended face-to-face and electronic-based training on the Aspen SPED module, December 2011 at DDESS Area office. (3 days)
- c. Districts and Area Offices will develop a training plan that considers each District's unique issues – due to Headquarters by December 1, 2011. Input will be solicited from FEASR.
- d. School level users - all special educators, assessors (SPED/SLP), and OT/PT personnel will receive the following training (See Table 1):

Event	Timeframe	Duration	Trainer(s)
Initial	At inception	3 days of blended face-to-face and electronic based training	Area / District SPED & District SIS
Follow-up	After 30 days of implementation	1 day of blended face-to-face and electronic based training	Area / District SPED & District SIS
Additional	Within 6 months of implementation; determined locally by District SPED & Administration	½ day follow-up face-to-face training during spring 2012	District SPED & District SIS

Table 1

- e. District SPED ISS training teams consist of the teams outlined below (See Table 2).

District	District SPED ISS	District SIS	Aspen SPED Implementation Date
South Carolina/Ft. Stewart	Lori Crawford	Mitch Finley	NLT January 16, 2012
NY/VA (Quantico only)	Rhonda LaVenua	Jim Pearson	NLT January 16, 2012
KY, Fort Knox	Dennis Labriola	Stephen Smith	NLT January 16, 2012

Table 2

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4. Ongoing Support:

- a. DoDEA-HQ, Area Office & District SPEDs provide a combination of direct and virtual support to educators.
- b. Aspen-SPED User Manual.
- c. Periodic Focus group meetings with POCs at pilot schools [Including Phase II expansion schools].
- d. Aspen SPED Blackboard site containing support/training documentation.
- e. Aspen SPED Support email accounts have been established per District for the Pilot and Phase II Aspen SPED schools to provide clarification and ongoing support to users. The email accounts are:

District	Email Address	District-level Support
South Carolina/Fort Stewart/Cuba	ASPEN_SPEDSUPPORT-SCFSC@AM.DODEA.EDU	Lori Crawford, District SPED ISS Mitch Finley, District SIS
KY/Fort Knox	ASPEN_SPEDSUPPORT-FK@AM.DODEA.EDU	Dennis Labriola, District SPED ISS Stephen Smith, District SIS
New York/Virginia	ASPEN_SPEDSUPPORT-NYVA@AM.DODEA.EDU	Rhonda LaVenuta, District SPED ISS James Pearson, District SIS

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