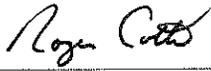


Memorandum of Understanding
Between
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
FEDERAL EDUCATION ASSOCIATION STATESIDE REGION

RE: Professional Development for Prior Written Notice (PWN)

The Department of Defense Education Activity (DODEA) and the Federal Education Association Stateside Region (FEASR), hereafter referred to as the "parties," hereby agree to the following concerning Professional Development for the Prior Written Notice (PWN) procedure in DDESS schools in the FEASR bargaining unit that will be implemented at the beginning SY 2015-2016:

1. By December 15, 2015, Special Education teachers, speech therapists, assessors, related services providers and any other educators designated by management in the FEASR bargaining unit will be provided one half (1/2) day release time, during the duty day, from students and assessments with substitutes as appropriate to jointly participate in a professional development on the PWN procedure.
2. Special Education teachers, speech therapists, assessors, and related service providers and any other DDESS educators designated by management will be provided additional Professional Development on the PWN procedure with release time from students and assessments, if requested by the educator and approved by the school building level administrator.
3. If additional work is assigned regarding the preparation or other activities concerning the PWN training that requires work beyond the duty day, educators will be paid at their appropriate hourly rate for time spent outside the duty day. No work will be done without the prior approval of the principal or designee of the school.
4. At the end of the professional development for PWN, FEASR bargaining unit employees who attend the PD will be asked to provide written suggestions about best practices and local procedures that they consider duplicative once PWN is fully implemented. The Agency will consolidate and review all written suggestions and provide the Association with a copy of all suggestions and any Agency responses to the suggestions.
5. Every effort will be made to resolve any disputes that arise at the organizational level prior to forwarding the matter to the next higher level.



Roger Cotton
Human Resources Director DoDEA

2/10/15
Date



Jane Loggins
FEA Director for DDESS

Oct 1, 15
Date