

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

FEDERAL EDUCATION ASSOCIATION

Memorandum of Understanding

Implementation and Training of Cengage

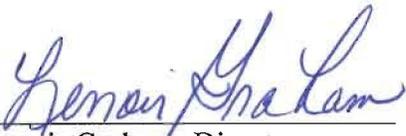
The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA), hereafter referred to as “the parties” agree to the following concerning the implementation and training in the use of Cengage (SY) 2012/2013:

1. A copy of the proposed plans regarding the implementation and training on the use of Cengage will be shared with the FEA President.
2. Names of teachers assigned to teach MOS (Word, Excel, Access and PowerPoint) and ACA (digital imaging, digital publishing, digital media, and web design) will be forwarded to the FEA President.
3. Teachers assigned to teach MOS/ACA will be provided two (2) options to receive training on the Cengage system:
 - a. Receive 2 release days to become familiar with the webpages, to create class lists, and to add students.
 - b. Or, conduct the training during off duty hours, and receive a stipend of \$500.00.

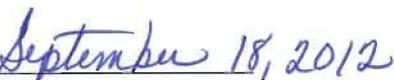
All training will be coordinated between the Instructional Systems Specialist (ISS), the teacher, and the principal. If there are unusual or extenuating circumstances that result in additional time being necessary to complete training and migration, such as a high number of students migrating to Cengage, teachers may request additional compensation. This approval process may be brought to the parties at the national level.

4. Further training will be provided if requested by the educator and shall be facilitated by and coordinated through the District Office. This training may include, but not be limited to, face to face training, web-based training videos, and other related materials. Teachers will be given release time during the duty day for this training.
5. Additional training time for any DoDDS Cengage educator in the FEA bargaining unit will not be during any of the educator’s non instructional time, including planning periods.

6. If an educator is unable to complete training due to technical malfunction issues, training will still be provided pursuant to Number 3 of this MOU.
7. DoDDS educators in the FEA bargaining unit will not be responsible for any problems or technical malfunctions with Cengage or its uses.
8. In the event of the need for additional work, preparation or other activities as a result of the use of the new program, the educator will coordinate with the building principal for this to occur during the duty day, with release time from students and substitute coverage provided.
9. The district superintendent and appropriate Association representative will work together to address any issues that arise as a result of the use of Cengage.
10. DoDDS educators in the FEA bargaining unit will not have any part of their educator performance evaluation (EPAS) based on the use or training in Cengage during school years 2012/2013.
11. Any instructions, FAQs, or other guidance by management designed to implement or interpret this MOU on Cengage will be negotiated to completion before they can be disseminated to the Areas, Districts or schools.



Lenoir Graham, Director
Director, Human Resources, DoDEA



Date



Michael Priser, President
FEA

September 14, 2012

Date