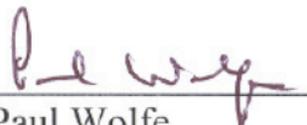


MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
AND  
FEDERAL EDUCATION ASSOCIATION  
DoDEA K-8 Summer School Program

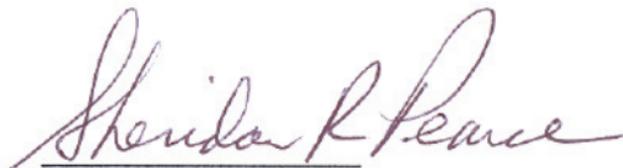
The Department of Defense Dependents Schools (DoDDS) and the Federal Education Association (FEA) hereby agree to implement the pilot summer school program for K-8 grade students in accordance with the attached guidance during the summer of 2005.



Paul Wolfe

Personnel Director, DoDEA

March 30, 2005



Sheridan R. Pearce

FEA President

March 30, 2005

DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635

April 6, 2005

MEMORANDUM FOR AREA DIRECTORS  
AREA DEPUTY DIRECTORS

SUBJECT: Summer School 2005

This memorandum is to announce that DoDEA will be offering a 4-week, half-day summer school program for Space-Required DoDDS and eligible DDESS students who are currently in grades K-8. This one-time-only program will feature an academic-enrichment curriculum emphasizing math and language arts. It is not a remedial program, but is instead designed to support and reinforce student learning through fun and engaging activities.

**Locations:** The program will be situated at 70 sites and each site will serve students from multiple schools in their vicinity (so that students from all K-8 schools may be served). Each site has been allocated a specific number of classes and teachers, based on 10% of current enrollment, and assuming a student teacher ratio of 18:1 (see attached list). Areas may re-allocate classes and teachers based on local interest, provided they stay within their total allocation.

**Staff:** Each site will have one Teacher-in-Charge to cover administrative duties and one teacher for each class. For larger sites (with six or more classes) the Teacher-in-Charge will not have an assigned class, and will be available to substitute. Three Memorandums of Understanding (MOU) are attached as follows:

- Teacher: no administrative duties beyond classroom teaching
- Teacher-in-Charge (with assigned class): for smaller sites, with five or fewer classes
- Teacher-in-Charge (no assigned class): for larger sites, with six or more classes

**Training:** The contractor will provide two days of professional development for 24 DoDEA trainers at their state-side facility, some time during the week of May 16 – 20 or May 23 - 27. The DoDEA trainers will in turn provide two days of training for program teachers locally. Areas will select their own trainers (8 for DDESS, 9 for Europe, and 7 for Pacific), and may determine the dates for local training of program teachers based on the availability of summer school staff and trainers (see attached list for recommended dates).

**Program Dates:** Areas will determine the program dates based on their school calendars. Please consider that summer school teachers will require two days of training between the last teacher work day of the regular school year and the start of the Summer School Program (see the attached list of recommended dates)

*fw SLP*

**Administration:** HQ has developed a registration form, a materials order form, and a student information tracking record which are attached to this memo. The registration form has details regarding dates and site locations (highlighted in yellow) that will need to be customized for your Area prior to distribution. A PDF file for a colorful Summer School 2005 brochure will be forwarded to each Area by mid-April, once program dates have been established.

**Priority Items:** Each Area should email the following information to Megan Dolan

- The name of one Area POC for Summer School logistics (by April 13, 2005)
- Dates for local training of program teachers (which may vary by Summer School site) and Summer School start dates (by April 13, 2005).
- The names of Area Summer School Trainers (by April 22, 2005)

Deadlines for materials orders will be established for each site based on the summer school start dates. Please address questions or concerns to Megan Dolan, the Headquarters POC, who may be reached by email or phone (703-588-3136).

“Original Signed”

Janice Robbins  
Chief, Curriculum

Megan Dolan  
ISS - Generalist

**Attachments:**

Summer School site locations (with schools served, class and staffing details)  
Proposed Summer School Calendar  
Teacher MOU  
Teacher-in-Charge (with assigned class) MOU  
Teacher-in-Charge (no assigned class) MOU  
Registration Form (requires customization)  
Materials Order Form  
Student information tracking sheet (Excel)

*fw SPP*

Department of Defense Education Activity  
Summer School 2005  
DRAFT

**MEMORANDUM OF UNDERSTANDING**  
Teacher

I agree to accept a stipend for work as a Summer School Teacher. I understand the stipend paid for this activity is \$3,395. The time worked will be as follows:

Week 1            2 days training – 8 hours per day  
                         3 days preparation time – 4 hours per day (or as needed)  
Weeks 2-5        Monday – Friday, 8:30am – 12:30pm  
Week 5            Friday, 1:00pm – 4:30pm (3.5 hours for wrap-up and after-action report)

**DESCRIPTION OF TASKS TO BE PERFORMED**

1. I will attend the two days of training prior to the beginning of instruction.
2. I will focus instruction on an interdisciplinary Math/Language Arts program.
3. I will coordinate with the Teacher-in-Charge and other assigned educators to ensure a positive, academic enrichment program for all students assigned to my multi-grade level configuration.
4. I will coordinate with the Teacher-in-Charge to accommodate students in the event of my absence.
5. Prior to my departure on the last day of summer school, I will complete the after-action report in the format provided and forward it to the Teacher-in-Charge.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date Employee Signed

\_\_\_\_\_  
Date Principal Signed

*lw SPP*

Department of Defense Education Activity  
Summer School 2005  
DRAFT

**MEMORANDUM OF UNDERSTANDING**

Program Teacher-in-Charge (TIC)

(with an assigned class – for sites with five or fewer classes)

I agree to accept a stipend for work as a Teacher-in-Charge (with an assigned class) for Summer School 2005. I understand the stipend paid for this activity is \$3,745. The time worked will be as follows:

Week 1            2 days training – 8 hours per day  
                      3 days preparation time – 4 hours per day (or as needed)  
Weeks 2-5        Monday – Friday, 8:30am – 12:30pm  
Week 5            Friday, 1:00pm – 4:30pm (3.5 hours for wrap-up and after-action reports)

**DESCRIPTION OF TASKS TO BE PERFORMED**

1. I will attend the two days of training prior to the beginning of instruction.
2. I will focus instruction on an interdisciplinary Math/Language Arts program.
3. I will coordinate with and support program teachers to ensure a positive, academic enrichment program for all students assigned to my cluster site.
4. I will coordinate management, dissemination and collection of all program materials.
5. I will maintain student information records for all site participants.
6. I will coordinate with district, area and HQ offices as needed.
7. I will coordinate with program teachers to accommodate students in the event of teacher absence.
8. I will coordinate with parents regarding student issues when necessary.
9. Prior to my departure on the last day of summer school, I will compile the after-action reports for my cluster site in the format provided and forward them to the district office.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date Employee Signed

\_\_\_\_\_  
Date Principal Signed

*JW*    *SAP*

Department of Defense Education Activity  
Summer School 2005  
DRAFT

**MEMORANDUM OF UNDERSTANDING**  
Program Teacher-in-Charge (TIC)  
(no assigned class – for sites with six or more classes)

I agree to accept a stipend for work as a Teacher-in-Charge (no class assigned) for Summer School 2005. I understand the stipend paid for this activity is \$3,745. The time worked will be as follows:

Week 1            2 days training – 8 hours per day  
                      3 days preparation time – 4 hours per day (or as needed)  
Weeks 2-5       Monday – Friday, 8:30am – 12:30pm  
Week 5           Friday, 1:00pm – 4:30pm (3.5 hours for wrap-up and after-action reports)

**DESCRIPTION OF TASKS TO BE PERFORMED**

1. I will attend the two days of training prior to the beginning of instruction.
2. I will assist program teachers in focusing instruction on an interdisciplinary Math/Language Arts program.
3. I will coordinate with and support program teachers to ensure a positive, academic enrichment program for all students assigned to my cluster site.
4. I will coordinate management, dissemination and collection of all program materials.
5. I will maintain student information records for all site participants.
6. I will coordinate with district, area and HQ offices as needed.
7. I will substitute for program teachers if they are absent.
8. I will coordinate with parents regarding student issues when necessary.
9. Prior to my departure on the last day of summer school, I will compile the after-action reports for my cluster site in the format provided and forward them to the district office.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date Employee Signed

\_\_\_\_\_  
Date Principal Signed

