

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

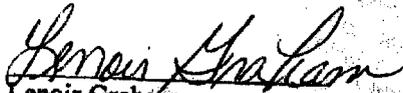
AND

FEDERAL EDUCATION ASSOCIATION

Memorandum of Understanding

Summer Enrichment Program 2011

The Department of Defense Education Activity (DODEA) and the Federal Education Association (FEA), hereafter referred to as the "parties", hereby agree to implement the Summer Enrichment Program for K-8 students in the Department of Defense Dependents Schools (DoDDS) in accordance with the attached guidance during the summer of 2011.


Lenoir Graham
HR Director, DoDEA


Michael Friser
FEA President

Date: 25 March 2011

Date: 22 March 2011

plg8

Information Paper
Department of Defense Education Activity
Arlington, Virginia

TITLE: Summer Enrichment

POG: Nandini Kadambi, ISS Social Studies

DATE: February 2, 2011

PURPOSE: Summer Enrichment program information for 2011

BACKGROUND: DoDEA offers a 4-week, half-day Summer Enrichment Program for Space-Required DoDDS and eligible DDESS students who are currently enrolled, space required (Category I) DoDEA students in grades K-8. This program features an academic-enrichment curriculum emphasizing math and language arts. It is not a remedial program but is designed to support and reinforce student learning through engaging, high-interest activities. The program runs Monday through Friday for four weeks, from 9am to noon. Neither transportation nor lunch is provided.

In 2004 DoDEA initiated a summer enrichment program in response to a need identified by the military commands for an engaging, activity-oriented summer program to children of military parents located in high deployment locations. In the pilot year, roughly 500 K-8 students were served in four locations - Baumholder, Giessen, Hanau, and Wiesbaden.

From 2005 to 2009, the half-day program ran for four weeks and utilized the Kaleidoscope and American Dream curriculum materials alternating yearly with Mysteries and Media Magic curriculum materials from Voyager Expanded Learning. These materials are designed to support multi-age classrooms for K-2, 3-5, and 6-8 students. Each site determined how they divide their students, and some sites opted to have single grade classrooms, or classes with less range. Over these five years, the program expanded to service ten percent of DoDEA's K-8 students - approximately 6,000 students at over 60 locations system wide. The program has been successful in providing an academic-enrichment curriculum that emphasizes mathematics and language arts integration.

CURRENT STATUS: Because feedback from the teachers, parents, and Command has been extremely positive, a Justification & Approval has been completed to procure the Voyager Expanded Learning program for 2011, with a contract period of 2010-2014.

CURRICULUM: The 2011 program will use materials from Voyager Expanded Learning. Students in grades K-5 will experience the primary and intermediate levels of Mysteries. Students in grades 6-8 will participate in Media Magic.

All materials required to teach the lessons in the Voyager curriculum should be included in the purchased kits. If additional educationally related materials or supplies are needed, they will be purchased through the established supply procedures at the school up to \$100.00 per teacher.

P 2 of 8

[Handwritten signatures]
26 Mar 10 22 Mar 10

TRAINING: Voyager will provide one train-the-trainer session in Dallas, TX. Training is scheduled for May 11-12, 2011. This allows participants to use May 10, 2011, as a travel day (Europe/DDESS) or rest day (Pacific). Districts are asked to identify an ECE or math or ELA ISS as the trainer. Participants are asked to bring a laptop to participate actively in the V-Math Live portion.

MATERIALS ORDER: HQ is working closely with Voyager to ensure that all materials orders are processed and delivered early enough to allow teachers adequate preparation and planning time.

TEACHER STIPEND:

Employees will receive stipends based on the following:

Summer Enrichment Program	
Pay History for Teacher Stipends	
	2011 (projected)
TIC w/o Class	\$4,874.00
TIC w/Class	\$4,874.00
Teacher	\$4,418.00

*Final amounts will be reflected in the association MODs.

AREA POCS:

DDESS	Felicia Van Heurum
Europe	Debrah Pohlmann
Pacific	Naomi Mayer

ASSESSMENT: Academic assessments are included in the program kits and may be used for informational purposes but are not required.

PROGRAM EVALUATION: Student, parent, and teacher surveys will be used for program evaluation purposes. The teacher surveys will be presented to the unions for review in advance.

IMPLEMENTATION PLAN: See attached timeline

OTHER INFORMATION: Sites are encouraged to implement a student sign-in procedure that is sensitive to the time frame of the program. In prior years, sites that had such procedures noted fewer issues with early drop-off and late pick-up of students.

NEXT STEPS: See attached timeline.

P 3 of 8
 26 Mar
 22 Mar 11
 MP

Summer Enrichment 2011 Timeline

Timeline	Action Item	Involvement
February 2011		HQ representation Vendor representation Procurement
February 2011		HQ IT
March 2011	Information letters for teachers Application packet for teachers Guidance for areas/districts on staffing Guidance for areas/districts on trainer allocations	Weekly Packet
March 2011	Area IT Software Packages delivered to provide adequate time for review and uploading as needed	Area IT
March 2011 – April 2011	Orders placed NLT April 20, 2011	HQ Procurement
April 2011 – May 2011	Student Registration for Program	Local level
April 2011 – May 2011	Materials arrive in schools NLT May 20, 2011	
May 2011	2-day train-the-trainer opportunity to include representation from the areas and districts. *Anticipated to occur May 11-12, 2011, in Dallas, TX. Areas are asked to include their POCs and ETs. Districts are asked to identify an ECE or math or ELA ISS as the trainer.	Area/District Trainers HQ Representation Vendor Representation Procurement Association Representation
May 2011 – June 2011	Professional Development: 2-hour webinar training opportunity for trainers (if needed) 2-day training for teachers	Area/District Trainers HQ Representation Vendor Representation Teachers
June 2011 – July 2011	Professional Development: Additional 2-hour webinars may be available as needed to address program implementation.	Teachers
June 2011 – July 2011	Summer enrichment program *See attached schedule	Teachers
July 2011 – August 2011	Student, parent, and teacher surveys to evaluate the program. The teacher surveys will be presented to the unions for review in advance.	Teachers Association Representation

P48
 24/22
 26/march
 WP
 Mar 11

Schedule for Summer Enrichment Program

	Teacher Schedule	Student Schedule
Week 1		
Training & Preparation	2 days training - 8 hours/day 3 days preparation - 4 hours/day or as needed	
DDESS	5 workdays prior to first student day	
Europe	June 20-24, 2011	
Pacific	June 20-24, 2011	
Weeks 2-5	Monday - Friday 8:30 AM - 12:30 PM	Monday - Friday 9:00 AM - 12:00 PM
	1st Day for Students:	
DDESS		Determined by local calendars
Europe		Monday, June 27, 2011
Pacific		Monday, June 27, 2011
Week 5	Friday 1 PM - 4:30 PM Wrap-up & after-action report	

P5 of 8

Ret NP
26/Mar 22 Mar 11

Department of Defense Education Activity 2010
Summer Enrichment Program

DoDDS SUMMER ENRICHMENT PROGRAM AGREEMENT
Teacher

I agree to accept a stipend for work as a 2011 Summer Enrichment Program teacher. I understand the stipend paid for this activity is \$4,418.00. 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, 8:30 AM -12:30 PM
- Week 5 Friday, 1:00 PM -4:30 PM (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 the Summer Enrichment Program, 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

Plut 8
2/24
MP
March 22 March 11

Department of Defense Education Activity
2010 Summer Enrichment Program

DoDDS SUMMER ENRICHMENT PROGRAM AGREEMENT

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 2011 Summer Enrichment Program Teacher-in-Charge (no class assigned). I understand the stipend paid for this activity is \$4,874.00. 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, 8:30 AM -12:30 PM
- Week 5 Friday, 1:00 PM -4:30 PM (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 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 the Summer Enrichment Program, 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

P 7/18
MP
22 Mar 11
26 Mar

Department of Defense Education Activity
2010 Summer Enrichment Program

DoDDS SUMMER ENRICHMENT PROGRAM AGREEMENT
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 2011 Summer Enrichment Program Teacher-in-Charge (with an assigned class). I understand the stipend paid for this activity is \$4874.00. 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, 8:30 AM -12:30 PM
- Week 5 Friday, 1:00 PM - 4:30 PM (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 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 a teacher absence.
8. I will coordinate with parents regarding student issues when necessary.
9. Prior to my departure on the last day of the Summer Enrichment Program, 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

PB of 8

MVP
22 Mar 11
26 Mar