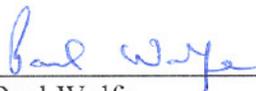


MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
AND FEDERAL EDUCATION ASSOCIATION

Implementation of Student Management Solution (SMS)

The Department of Defense Dependents Schools and the Federal Education Association (FEA) hereby agree to implement the Student Management Solution (SMS) Program in accordance with the attached guidance beginning in school year 2005-2006.

1. Management-directed training associated with the SMS will be held during the duty day. If training cannot be accomplished during the duty day, the parties agree that management and the FRS will consult about the time, place and length of the training at the local level. If conducted away from the duty site, educators will be compensated for the time spent at training in accordance with established practice.
2. The parties will meet to review SMS implementation after SY 2005-2006. FEA may then request additional bargaining on modifications, if any, to the continuing implementation of the SMS Program.



Paul Wolfe
Human Resources Director, DoDEA
August 3, 2005



Sheridan R. Pearce
FEA President
August 3, 2005

Priority Union Issue

Topic: Student Management Solutions (SMS)

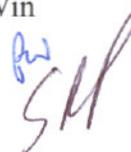
Background and Purpose:

The DoDEA leadership has directed the implementation of the web-based upgrade to Win School called the Student Management Solutions (SMS). The guiding principle and responsibility document (SMS Charter) was approved by Area Directors and signed by Area Deputy Directors and division chiefs on June 25, 2004.

This upgrade provides enhancements such as centralized and standardized student information, improved accuracy and timeliness, simplification of system software changes, elimination of the monthly school extractions and simplifies the teacher grade input by allowing live entry to the database or use of the Gradebook without having to import/export class files.

Processes:

- Secondary teachers may enter their grades directly into SMS and/or Gradebook, if assignments are being tracked and marks entered. Grade data entry and input will follow the current practice in schools. When the Gradebook is taken home, a single teacher file is saved. Upon returning to school and the Gradebook is opened, an automatic synchronization takes place and SMS is updated with the data.
- Due to firewall security concerns, teachers may not access SMS from home but may use the Gradebook program option.
- For the health component, two summary screens (Daily Medication Screen and Office Visit Log Screen) were proposed in May and are being developed by the contractor. These screens will relieve nurses of the need to navigate through a series of other screens when performing multiple entries for routine activities and the data will be entered in the data base.
- Training for nurses will be based on a Train-the-Trainer model. A cadre of ETs and nurses will be trained by CSSG. The cadre will then provide training to other nurses.
- Training aides are being developed by contractor CSSG in the form of step-by-step instructions and Camtasia video/audio files that may be downloaded on the DoDEA SMS web site. These training files are similar to the Win School training files currently used in schools.



SY 2005-2006

Attendance

Secondary Teachers and Elementary Teachers enter daily attendance in SMS; schools follow current practice for handling tardy or changes

Grading

Secondary Teachers

- enter in electronic Gradebook/SMS progress reports and/or quarter marks following current practice
- handle extra curricular eligibility issues following current practice

Elementary Teachers (K-5 or K-6)

- enter in quarter marks as is current practice

Health

Nurses

- Student profile data (demographics) has already been migrated to the new system. Immunizations are planned for migration prior to the beginning of the school year 2005-2006.
- use the Health Office for historical purposes until the Health Office license expires; use the Health component of SMS
- enter data for medications of existing and new students, office visits, and health alerts into SMS

SY 2006-2007

Secondary Teachers use electronic Gradebook

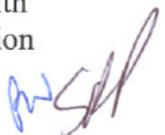
Elementary Teachers (4-6) use electronic Gradebook

Elementary Teachers K-3 enter into SMS end of quarter marks (report card grades) for four marking periods

Nurses use the Health component of SMS.

Training SY 05-06

Secondary teachers will receive up to a half day of training on Attendance and Gradebook with follow-up (just-in-time - mid quarter/quarter) training provided at the local level by the ET using a variety of options to include: scheduled lab sessions with the ET; one-on-one training; use of previously scheduled in-service for an SMS session or early release for an SMS session.



Training (continued)

Elementary teachers of grades K-6 or K-5 (depending upon the configuration) will receive up to an hour of training in the Attendance.

Elementary teachers of grades 4-6 or 4-5 (depending upon the configuration) who want SMS Gradebook training will receive up to a half day of training on Attendance and Gradebook with follow-up (just-in-time - mid quarter/quarter) training provided at the local level by the ET using a variety of options to include: scheduled lab sessions with the ET; one-on-one training; use of previously scheduled in-service for an SMS session.

Elementary teachers K-3 wishing to use the SMS to enter quarter marks will receive an hour of training for marks.

Nurses will receive a minimum of one day of training on the health component of SMS with follow-up training provided at the local level by either an ET or Nurse Trainer of Trainers using a variety of options to include: scheduled lab sessions with the ET and one-on-one training.

Teachers and Nurses On-going support will be provided by school/district level ETs or previously trained nurse trainer.

Training SY 06-07

Secondary teachers new to the system or who were not previously trained will receive up to a half day of training on Attendance and Gradebook with follow-up (just-in-time - mid quarter/quarter) training provided at the local level by the ET using a variety of options to include: scheduled lab sessions with the ET; one-on-one training; use of previously scheduled in-service for an SMS session.

Elementary teachers of grades 4-6 or 4-5 (depending upon the configuration) new to the system or not previously trained will receive up to a half day of training on Gradebook with follow-up (just-in-time - mid quarter/quarter) training provided at the local level by the ET using a variety of options to include: scheduled lab sessions with the ET; one-on-one training; use of previously scheduled in-service for an SMS session.

Elementary teachers K-3 new to the system or not previously trained to use the SMS to enter quarter marks will receive an hour of training for attendance and marks.

Nurses new to the system will receive a minimum of one day of training on the health component of SMS with follow-up training provided at the local level by either an ET or Nurse Trainer of Trainers using a variety of options to include: scheduled lab sessions with the ET and one-on-one training.



DoDEA
SMS 2005 Training
June 2005

Training Phase	Delivery Model/Number of Days	Trainer	Recommended Targeted Audiences*	DDESS	EUROPE	PACIFIC
Intro to SMS ▪ ES ▪ Secondary (Combined for Unit Schools)	Face-to-face 3 days	CSSG	<ul style="list-style-type: none"> ▪ Principals ▪ Assist Principals ▪ Counselors ▪ Registrars ▪ Secretaries 	-Everyone was trained that was recommended - <u>Completed</u>	-Area Office coordinated w/ districts/schools and selected attendees -Training included health module for district ETs - <u>Completed</u>	-Area Office coordinated w/ districts/schools and selected attendees - <u>Completed</u> (including Guam)
Scheduler	Face-to-face 5 days	CSSG	<ul style="list-style-type: none"> ▪ Principals ▪ Assist Principals ▪ Counselors NOTE: Registrars/ETs optional)			
Gradebook	Train-the-trainer All levels are recommended 1 day training by CSSG	CSSG to train ETs; ETs to train teachers	ETs (various levels) to train teachers	CSSG will train all school ETs who will train teachers (no district ETs); begins 25 July; to be completed 19 August; Area is using their own PD days (157)*; schools are responsible for how training will be delivered at local level; attendance training is encouraged as a priority	District/School ETs were trained in Spring 05; Gradebook/Attendance training will be conducted during orientation week (.5 day); follow up training will be conducted first quarter; district/school decision on format for follow up	School ET and Support Teachers were trained in Spring 05; Gradebook/Attendance training will be conducted during orientation week (partial day); follow up training will be conducted first quarter; district/school decision on format for follow up
Health (Nurses) Module	Train-the-trainer 1 day	CSSG to train ETs/Nurses; ETs/Nurses to train nurses	Nurses	CSSG will train all school ETs/selected nurses who will train teachers/nurses; begins 25 July; to be completed 19 August; Area is using own PD days (157)*; schools are responsible for how training will be delivered at local level *Simultaneously	CSSG will train cadre (1 ET and 1 nurse from each district--10 persons X 2 days); requesting PD days from HQ and travel for cadre training; cadre will train during orientation week and first week of school (as possible); some at DSOs and some in schools	CSSG will train cadre in Okinawa; requesting PD days from HQ and travel for cadre training; cadre will conduct training in their home complex the week following 18/19 August

Handwritten initials/signature