

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**

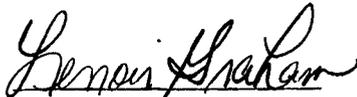
**AND**

**FEDERAL EDUCATION ASSOCIATION**

**Memorandum of Understanding**

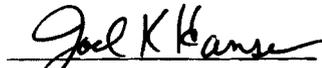
**Summer Enrichment Program 2010**

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 2010.

  
Lenoir Graham

HR Director, DoDEA

02 April 2010

  
Joel Hansen

DoDEA Special Projects

02 April

  
Michael Priser

FEA President

02 April 2010

**Information Paper**  
**Department of Defense Education Activity**  
**Arlington, Virginia**

**TITLE:** Summer Enrichment

**POC:** Dr. Sandra Whitaker, ELA Coordinator

**DATE:** March 19, 2010 (rev. 2 April 2010)

**PURPOSE:** Summer Enrichment program information for 2010

**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 2010, with a contract period of 2010-2014. We anticipate that the Justification & Approval will move forward and that DoDEA will offer a similar summer enrichment program using the Voyager Expanded Learning materials in 2010.

MP JB  
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**CURRICULUM:** The 2010 program will use materials from Voyager Expanded Learning. Students in grades K-5 will experience the primary and intermediate levels of *Kaleidoscope*. Students in grades 6-8 will participate in *American Dream*. These materials have been revised from previous versions and will allow greater flexibility in grouping students, particularly those students in grades K-3.

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.

**TRAINING:** Voyager will provide one train-the-trainer session in Dallas, TX. Training is scheduled for **May 11-12, 2010**. This allows participants to use May 10, 2010, as a travel day (Europe/DDESS) or rest day (Pacific). Areas are asked to include their POCs and ETs. 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	
	2010 (projected)
TIC w/o Class	\$4,732.00
TIC w/ Class	\$4,732.00
Teacher	\$4,289.00

\*Final amounts will be reflected in the association MOUs.

**AREA POCS:**

DDESS	<b>Felicia Van Heertum</b>
Europe	<b>Debrah Pohlmann</b>
Pacific	<b>Tim Kilkenny</b>

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

*MJ*  
*02 April 10*

**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

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### Summer Enrichment 2010 Timeline

Timeline	Action Item	Involvement
February 2010	Contract Award 1. Justification & Approval completed 2. Contract awarded 3. Initial contract meeting/s	HQ representation Vendor representation Procurement
February 2010	HQ Software Review for any updated/new software.	HQ IT
March 2010	Information letters for teachers Application packet for teachers Guidance for areas/districts on staffing Guidance for areas/districts on trainer allocations	Weekly Packet
March 2010	Area IT Software Packages delivered to provide adequate time for review and uploading as needed.	Area IT
March 2010- April 2010	Orders placed NLT April 30, 2010	HQ Procurement
April 2010- May 2010	Materials arrive in schools NLT May 20, 2010	
May 2010	2-day train-the-trainer opportunity to include representation from the areas and districts.  *Anticipated to occur May 11-12, 2010, in Dallas, TX. Areas are asked to include their POCs and ETs. Districts are asked to identify an ECE <b>or</b> math <b>or</b> ELA ISS as the trainer.	Area/District Trainers HQ Representation Vendor Representation Procurement Association Representation
May 2010- June 2010	Professional Development: 2-hour webinar training opportunity for trainers 2-day training for teachers	Area/District Trainers HQ Representation Vendor Representation Teachers
June 2010- July 2010	Professional Development: Additional 2-hour webinars may be available as needed to address program implementation.	Teachers
June 2010- July 2010	Summer enrichment program *See attached schedule	Teachers
July 2010- August 2010	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

*WP 02 April 10*

## Schedule for Summer Enrichment Program

	<b>Teacher Schedule</b>	<b>Student Schedule</b>
<b>Week 1</b> Training & Preparation	2 days training – 8 hours/day 3 days preparation – 4 hours/day (or as needed)	
DDESS Europe Pacific	5 workdays prior to first student day June 21-25, 2010 June 21-25, 2010	
<b>Weeks 2-5</b>	Monday – Friday 8:30 AM – 12:30 PM	Monday – Friday 9:00 AM – 12:00 PM
DDESS Europe Pacific		<b>1<sup>st</sup> Day for Students:</b> Determined by local calendars Monday, June 28, 2010 Monday, June 28, 2010
<b>Week 5</b>	Friday 1 PM – 4:30 PM Wrap-up & after-action report	

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*02 April 10*

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 2010 Summer Enrichment Program teacher. I understand the stipend paid for this activity is \$4,288.92. 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

*WP* *2/15*  
*02 APRIL 10*

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 2010 Summer Enrichment Program Teacher-in-Charge (no class assigned). I understand the stipend paid for this activity is \$4,731.82. 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

*MP*  
*HS*  
*02 April 10*

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 2010 Summer Enrichment Program Teacher-in-Charge (with an assigned class). I understand the stipend paid for this activity is \$4,731.82. 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
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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

*WP*  
*02 April 10*  
*RS*