

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

FEDERAL EDUCATION ASSOCIATION

Memorandum of Understanding

Summer Enrichment Program 2012

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 2012.



Rita Terhaar
Acting HR Director, DoDEA



Michael Prieser
FEA President

Date 9 April 2012

Date 6 April 2012

Information Paper

SUBJECT: Summer Enrichment Program 2012

BACKGROUND: DoDEA offers a 4-week, half-day Summer Enrichment Program for Space-Required and tuition paying DoDDS and eligible DDESS students who are currently 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.

In 2010, DoDEA completed a Justification & Approval to procure the Voyager Expanded Learning program. The contract was awarded April 1, 2010, and is valid until March 31, 2015.

DISCUSSION:

- The 2011 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 Dreams*.
- Academic assessments are included in the program kits and may be used for informational purposes but are not required.
- Enrollment is limited to currently enrolled, space-required (to include space required tuition paying) DoDEA students. DoDEA does not authorize dual enrollment.

MP
6/14/12

- 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.
- Areas are asked to include their POCs and ET's in the train-the-trainer session. It is expected that area staff who are trained will assist with/provide teacher training. Each area will be allotted two trainers.
- HQ will provide train the trainer sessions using Blackboard, DCO or webinar.
- 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.
- 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.
- Student, parent, and teacher surveys will be used for program evaluation purposes. The teacher surveys will be presented to the associations for review in advance.

TEACHER STIPEND:

Employees will receive stipends based on the following:

Summer Enrichment Program Teacher Stipends	
	2012
TIC w/o Class	\$4,874.00
TIC w/ Class	\$4,874.00
Teacher	\$4,418.00

AREA POCs:

DDESS	Linda Hackett
Europe	Denise Sheedy
Pacific	Deborah Downing

RECOMMENDATION: Provide the support necessary to offer the Summer Enrichment Program in Summer 2012.

MP
6 April 2012

ATTACHMENTS:

TAB A: Implementation Timeline

TAB B: Summer Enrichment School Schedules

TAB C: Teacher Application

TAB D: Teacher/Teacher-in-Charge Agreements

TAB E: Student Registration Form

HQ POC: Debrah Pohlmann, ECE ISS, 703-588-3189

MP
6 Apr 2012

Summer Enrichment 2012 Timeline

Timeline	Action Item	Involvement
March 2012	Information letters for teachers Application packet for teachers Guidance for areas/districts on staffing Guidance for areas/districts on trainer allocations	Weekly Packet
March -April 2012	DCO/VTC to discuss program and answer questions (all new area POC's)	HQ/Area/District POC's
March -April 9, 2012	Summer Enrichment registration	District schools Parents
March 2012	Area IT Software Packages delivered to provide adequate time for review and uploading as needed.	Area IT
April 2012	Areas determine kit requests based on enrollment.	Area/District POCs
April May 2012	Orders placed NLT April 27, 2012	HQ Procurement
May-June 2012	Materials are expected to arrive in schools one week before teacher training occurs	Vendor
May 2012	Training for Train the Trainer HQ will provide via Blackboard, DCO or webinar. Areas will include their POCs and ETs. Districts are will identify a Math or ELA ISS (or ISSs) as needed.	Area/District Trainers HQ Representation Vendor ET-Area/District
May 2012- June 2012	Two days of teacher training and three days (4 hours/day-or as needed) for preparation (to occur five workdays prior to first student day).	Summer Enrichment Teachers District Trainers
June 2012- July 2012	Summer enrichment program *See attached schedule	Teachers
July 2012- August 2012	Student, parent, and teacher program evaluations completed at end of Summer Enrichment. Teacher surveys will be presented to the union for review in advance.	Teachers, parents, students

WST
6 Apr 2012

Schedule for Summer Enrichment Program 2012

Teacher Schedule		Student Schedule
Week 1 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 18-22, 2012 June 18-22, 2012	
Weeks 2-5	Monday – Friday 8:30 AM – 12:30 PM	Monday – Friday 9:00 AM – 12:00 PM *July 4 is a holiday Days for Students: Determined by local calendars (4 weeks) Monday, June 25-July 20, 2012 Monday, June 25-July 20, 2012
DDESS Europe Pacific	Determined by local calendars (4 weeks) June 25-July 20, 2012 June 25-July 20, 2012	
Week 5	Friday 1 PM – 4:30 PM Wrap-up & after-action report	

MP
6/29/2012

DoDEA Teacher Application
2012 Summer Enrichment Program K-8
 ENTER DATES

This application must be turned in to your school principal not later than ENTER DATE.

Teachers will be hired based on priority using the criteria below to accommodate registered students. Hiring will be based on an 18:1 ratio.

Teachers will be hired by priority as follows:

1. Full-time teachers in the complex.
2. Part-time teachers in the complex.
3. DoDEA teachers outside the complex.
4. Substitutes who are certified teachers.

Training expenses are provided for teachers to travel to the training sites sometime during the week of ENTER DATE (2 days). Travel expenses are not provided for teachers during the Summer Enrichment Program.

	K-2	3-5	6-8
I am seeking the position of classroom teacher.	_____	_____	_____
I am seeking the position of Teacher-in-Charge (with class) (sites with less than 6 classes)	_____	_____	_____
I am seeking the position of Teacher-in-Charge (no class) (sites with more than 6 classes)	_____	_____	_____

Name: _____

Present Position: _____ Full Time Part Time

Position Location (school): _____

Teacher's Signature: _____ Date: _____

This teacher meets the qualifications of being one of the following: (please circle)

1. Full-time teacher in the complex.
2. Part-time teacher in the complex.
3. DoDEA teacher outside the complex.
4. Substitute who are certified teachers.

Principal's Signature: _____ Date: _____

MT
6 April 2012

Department of Defense Education Activity
2012 Summer Enrichment Program

DoDEA SUMMER ENRICHMENT PROGRAM AGREEMENT
Teacher

I agree to accept a stipend for work as a 2012 Summer Enrichment Program teacher. I understand the stipend paid for this activity is \$4,418. 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

[Handwritten signature]
6/19/2012

Department of Defense Education Activity
2012 Summer Enrichment Program

DoDEA 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 2012 Summer Enrichment Program Teacher-in-Charge (with an assigned class). I understand the stipend paid for this activity is \$4,874. 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

TAB D2

MP
6 April 2012

Department of Defense Education Activity
2012 Summer Enrichment Program

DoDEA 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 2012 Summer Enrichment Program Teacher-in-Charge (no class assigned). I understand the stipend paid for this activity is \$4,874. 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

[Handwritten signature]
6 APR 2012

DoDEA K-8 Summer Enrichment Program 2012

Registration Form

Enter Summer Enrichment Program Site Dates of Program

The Department of Defense will be offering a special four-week program for students in grades K-8 during the 2011-2012 school year. *Participation is limited to currently enrolled, space-required (to include tuition paying space required) DoDEA students. DoDEA does not authorize dual enrollment. (Dual enrollment would include students who are educated in private schools or host nation schools and have no intention of enrolling in a DoDEA school for their primary education.)*

This half-day Summer Enrichment Program is a supplemental extension of the DoDEA curriculum and standards and will allow students to experience a variety of engaging, theme-related activities emphasizing math and language arts skills. Please note that this is not a remedial program. The Summer Enrichment Program is provided at no cost to DoDEA families. **Parents/Sponsors must arrange for student transportation to and from the Summer Enrichment Program site.**

To register your child for the 2012 Summer Enrichment Program, please complete the information below and return this form to your school's main office by ENTER DATE. *No late registrations will be accepted.* You will receive a confirmation notice during the week of ENTER DATE.

Student Name: _____

Age: _____ Current Grade: _____ Student is Space-Required: _____ (please initial)

Address: _____

Home Phone: _____

Parent: _____ Phone: _____

Sponsor's Unit: _____ Branch: _____ Deployed: Yes No

Emergency Contact Information:

Individual: _____ Phone: _____

Individual: _____ Phone: _____

Attendance Policy:

In order for students to meet with success and gain the most benefit from this program, they need to be present each day. A limited number of spaces are available. **Students who are registered but do not attend are depriving other students of the opportunity to participate.** Except for illness and emergencies, *regular attendance is required.* DoDEA takes this matter seriously. District Superintendents and Installation Commanders will be notified of all students who register but do not attend.

Participation Contract: I agree to abide by the Summer Enrichment Program Attendance Policy(above).

Parent Signature _____ Date _____

Student Signature _____ Date _____

*MP
6 Apr 2012*