

**MEMORANDUM OF UNDERSTANDING BETWEEN  
DENVER PUBLIC SCHOOLS AND  
THE DENVER CLASSROOM TEACHERS ASSOCIATION**

**August 31, 2017**

This Memorandum of Understanding (MOU) is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2017, by the Denver Public Schools (DPS or “the District”) and the Denver Classroom Teachers Association (“the Association”) (collectively, “the Parties”).

**WHEREAS**, the Parties wish to put in writing procedures by which teachers vote to approve a new innovation plan and its associated waivers or renew an innovation plan;

**NOW, THEREFORE**, the Parties agree as follows:

1. When a vote of employees is required to approve a new innovation plan and its associated waivers or renew an innovation plan:
  - a. The school shall provide the final version of the school’s innovation plan including all waivers to all teachers two weeks or more prior to a staff vote on such plan; and
  - b. The vote should be administered in-person by means of a secret ballot to confirm that greater than 50% of the bargaining unit employees (60% if collective bargaining agreement waivers are included in the innovation plan) approve the innovation plan and waivers that apply to them; however, the school can provide an alternative method for teachers were are not in the building during the day of the vote to cast their ballot; and
  - c. Prior to the vote, the school shall send the innovation plan to the school’s Association representative with an invitation for a DCTA representative to observe the secret ballot voting process. Communication may be sent to the DCTA President, Henry Roman at [Henry\\_Roman@dpsk12.org](mailto:Henry_Roman@dpsk12.org); and
  - d. The District shall provide an election administrator or administrators (1-2 people) that is not eligible to vote and is not in a supervisory role (i.e. not the principal, not a member of an affective bargaining unit); and
  - e. On the date of the vote, the election administrator(s) shall administer the vote by means of a secret ballot at a time that is conducive to including all eligible staff; and
  - f. A ballot box/envelope should be used to protect voter privacy; and
  - g. DCTA members must be accounted for separately; and
  - h. After all votes have been cast, the election administrator(s) should count the votes at a location where staff or other interested parties can observe the counting.

The Parties have executed this MOU by their signatures below, as of the date signed.

DCTA Representative

DPS District 1 Representative

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

