

June 1, 2024

To: Dr. Pamela Swanson, Superintendent, Westminster Public Schools
Frances Groff-Gonzales, President, Westminster Education Association

From: Kirchers Leday, Chief of Staff

MEMORANDUM OF UNDERSTANDING

Westminster Public Schools (“District”) and Westminster Education Association (“WEA”) enter into this Memorandum of Understanding:

1. WEA and the District will form a joint committee by June 30, 2024, to develop criteria for WPS Career Technical Education Teachers who have a CTE credential and do not possess a Bachelor’s degree, to advance horizontally on the salary schedule up to a maximum of Master’s (M+0) lane.

Agreed:

By: Frances Groff-Gonzales
Frances Groff-Gonzales
Westminster Education Association President

6/1/2024
Date

By: Pamela Swanson
Dr. Pamela Swanson
Superintendent of Schools

6/1/2024
Date

Progression Schedule

Career Technical Education Teacher – CTE Credential without Bachelor’s Degree

Progression schedule for Career Technical Education (CTE) teachers who have a CTE credential and do not possess a Bachelor’s degree. Each progression is equivalent to 150 clock hours which translates to approximately 10 semester hours. Clock hours can be obtained through college courses and/or occupational trainings.

- **Progress to Equivalent of BA+15:** Accumulate an additional 150 clock hours.
- **Progress to Equivalent of BA+30:** Accumulate an additional 150 clock hours.
- **Progress to Equivalent of BA+45:** Accumulate an additional 150 clock hours.
- **Progress to Equivalent of MA+0:** Accumulate an additional 150 clock hours of professional and educational development equivalent to a master's degree (MA+0) by accumulating a total of 600 clock hours.

This plan emphasizes accumulating clock hours through continuous certifications and specialized training, allowing CTE teachers to advance without a bachelor's degree. Preapproval is required prior to completing coursework. If approval is granted, a horizontal move request folder shall be submitted during the designated timeframe. The folder shall include the preapproval worksheet, documentation of completion and clock hours or official transcripts. Please refer to Licensed Employees Agreement, Compensation, L34-9, for deadline to submit request for horizontal movement. No more than 150 seat hours will be accepted for salary schedule placement during any calendar year unless prior approval for exception.



Pre-Approval Worksheet
Career Technical Education Teacher –
CTE Credential without Bachelor’s Degree

Personal Information

Name: _____ **CTE Program Area:** _____

Verification and Approval

This section is to be completed by the authorized pre-approval administrator(s).

Reviewer No. 1	Reviewer No. 2	Final Reviewer
Reviewed by: _____	Reviewed by: _____	Reviewed by: _____
Date: _____	Date: _____	Date: _____
Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved	Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved	Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved
Comments: _____	Comments: _____	Comments: _____

Next Steps

If your application is pending or not approved, please provide additional documentation if requested.



Instructions for Completing the Worksheet:

1. **Personal Information:** Fill in your personal details.
2. **College Course(s) and/or Occupational Training(s):** Document all the classes and clock hours you are requesting for review; attach proof.
3. **Verification and Approval:** This section will be completed by the authorized pre-approval administrator(s).
4. **Next Steps:** Follow any additional instructions if your application is pending or not approved.

Ensure all sections are filled out accurately and completely. Attach all necessary documentation to support your application. If approval granted, a horizontal move request folder shall be submitted during the designated window of time. The folder shall include the preapproval, documentation of completion and clock hours or official transcripts.

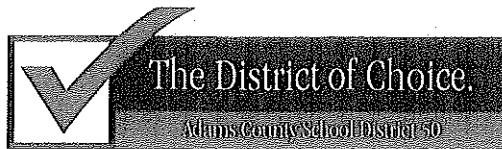
College Course and/or Occupational Training Request for Preapproval

List the college course and/or occupational trainings and the clock hours you plan to take that are relevant to your CTE certification.

Activity Name	Provider/Organizer	Anticipated Date of Completion	Clock Hours	Documentation Attached (Y/N)
<i>Example: Safety in Construction</i>	<i>ABC Workshop Providers</i>	<i>MM/DD/YYYY</i>	8	Yes

Activity Name	Provider/Organizer	Anticipated Date of Completion	Clock Hours	Documentation Attached (Y/N)





May 26, 2015

To: Dr. Pamela Swanson, Superintendent, Adams County School District 50
Rosie Jaramillo, President, Westminster Education Association

From: Kirchers Leday, Chief Human Resources Officer

MEMORANDUM OF UNDERSTANDING

Adams County School District No. 50 ("District") and Westminster Education Association ("WEA") enter into this Memorandum of Understanding:

1. The parties agree to settle the grievance filed on behalf of 260-day employees regarding the District closure that is instituted annually between Christmas Day and New Year's Eve.
2. The parties agreed to allow 260-day employees to work additional time during the summer months and apply the time earned as exchange time during the period of the District closure.
3. The parties agree that this time is not compensable, nor is it qualified as overtime.
4. The three designated days to earn exchange time toward the District closure days are July 17, 24, and 31, 2015.

Agreed:

By: Rosie Jaramillo
Rosie Jaramillo
Westminster Education Association President

June 15, 2015
Date

By: Dr. Pamela Swanson
Dr. Pamela Swanson
Superintendent of Schools

June 10, 2015
Date



October 17, 2013

To: Dr. Pamela Swanson, Superintendent, Adams County School District 50
Rosie Jaramillo, President, Westminster Education Association

From: Kirchers Leday, Chief Human Resources Officer

MEMORANDUM OF UNDERSTANDING

Adams County School District No. 50 ("District") and Westminster Education Association ("WEA") enter into this Memorandum of Understanding:

1. Per Licensed Agreement Article 22-4-2, the parties agree the following criteria will be used to determine if a teacher may be granted an exception to the Pre and Post Usage Lottery given that the teacher provides appropriate documentation:
 - a. A medical situation involving the teacher and/or the teacher's immediate family. Immediate family shall mean the teacher's spouse, parents, parents-in-law, sisters and brothers-in-law, children, siblings, and grandparents or for someone whose relationship with the employee is similar.

Agreed:

By: Rosie Jaramillo
Rosie Jaramillo
Westminster Education Association President

10-17-13
Date

By: Dr. Pamela Swanson
Dr. Pamela Swanson, Superintendent

10-17-13
Date