

# MEMORANDUM OF UNDERSTANDING

Between the

**MONTEBELLO UNIFIED SCHOOL DISTRICT**

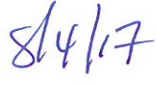
And

**MONTEBELLO TEACHERS ASSOCIATION**


The Applied Technology Center may modify and/or alter the instruction minutes required per day in the contract between the Montebello Teachers Association and the Montebello Unified School District for the 2017/2018 school year. The modification shall be within the total instructional minutes (Article IV, Section F) of the Montebello Teachers Association – Montebello Unified School District Agreement on a weekly basis according to the attached bell schedule.

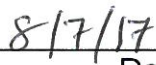
**Montebello Unified School District**

  
\_\_\_\_\_  
Representative

  
\_\_\_\_\_  
Date

**Montebello Teachers Association**

  
\_\_\_\_\_  
Representative

  
\_\_\_\_\_  
Date



ATC

**Montebello Unified School District**

**INSTRUCTIONAL SERVICES DIVISION**

**Anthony J. Martinez, Ph.D., Assistant Superintendent**  
**Extension 3012**

**MEMORANDUM**

May 22, 2017

**TO: Principals**

**FROM: Anthony J. Martinez, Ph.D., Instructional Services**

**SUBJECT: Instructional Minutes Packet 2017-2018**

**Please get my approval before finalizing any MOU.**

Attached are documents that will assist you with 2017-2018 planning:

Instructional Teacher Days School Calendars for 2017-2018

Board Approved Calendars will be on the MUSD website under:

*Gray Bar near the top of Webpage → Resources → District Calendars*

<http://www.montebello.k12.ca.us/calendar>

Contractual Professional Learning Month Schedule - Includes Suggested After-School Meeting Schedule

**Please prepare and submit the items listed below by Friday, June 2, 2017:**

- ☒ **Instructional Minutes Calculator (School Schedule) Excel Spreadsheet SD-1**  
(TK-8 sites need to complete *both* Elementary & Intermediate forms –use tabs at bottom of form to change sheet)
- ☒ **School Bell Schedules for 2017-2018** – Please include a bell schedule for each type of schedule listed on Instructional Minutes Calculator (School Schedule) Excel spreadsheet. Types of bell schedules would be: Rainy Day, Minimum Day, etc.
- ☒ **Banking Minutes MOU SD-2** – Even if you are **not** Banking Minutes, please complete form and indicate “*Not Banking Minutes*”.
- ☐ **School Map** – **ONLY** if there has been a change in the last year (removed or added building).

Please mail to District Office, ET-1 or email word doc. not PDF to Eileen Barton. Please **do not** FAX.

If you have any questions or concerns, please contact Bibi Alvarado, Director of Elementary Education at extension 7924, or Stacey Honda, Acting Director of Secondary Education at extension 2661.

AJM:cs

c: Executive Cabinet,  
MTA  
School Secretaries



**MONTEBELLO UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL SERVICES DIVISION**

181 INSTRUCTIONAL DAYS

**2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)**

SCHOOL: Applied Technology Center

PRINCIPAL: LETICIA ALVAREZ

High School

(\*Military Style Time 8:00 a.m. enter as 8:00, 1:00 p.m. enter as 13:00)

Type of Schedule	Grade	Start Time (Military Style)	Dismissal Time (Military Style)	Recess Minutes	Lunch Minutes	# of Hours	Instructional Minutes (less recess & lunch)	# of Days	Total Minutes	MTSD minimum	1987-87 State Required Amount	1982/83 Required	Met Requirement
Regular Schedule	9	8:00 AM	3:00 PM	15.00	30.00	07:00	375	140	52,500				
Minimum Schedule	9	8:00 AM	12:30 PM		30.00	04:30	240	4	9,600				
Adult Learning Schedule	9	9:00 AM	3:00 PM		30.00	06:00	360	31	10,230				
Final Exam Schedule	9	8:00 AM	12:35 PM		30.00	04:35	245	6	14,700				
Other Schedule	9					00:00	0		0				
<b>TOTAL</b>								<b>181</b>	<b>65,160</b>	<b>65,160</b>	<b>65,160</b>	<b>63,000</b>	<b>Yes</b>
Regular Schedule	10	8:00 AM	3:00 PM	15.00	30.00	07:00	375	140	52,500				
Minimum Schedule	10	8:00 AM	12:30 PM		30.00	04:30	240	4	9,600				
Adult Learning Schedule	10	9:00 AM	3:00 PM		30.00	06:00	360	31	10,230				
Final Exam Schedule	10	8:00 AM	12:35 PM		30.00	04:35	245	6	14,700				
Other Schedule	10					00:00	0		0				
<b>TOTAL</b>								<b>181</b>	<b>65,160</b>	<b>65,160</b>	<b>65,160</b>	<b>63,000</b>	<b>Yes</b>
Regular Schedule	11	8:00 AM	3:00 PM	15.00	30.00	07:00	375	140	52,500				
Minimum Schedule	11	8:00 AM	12:30 PM		30.00	04:30	240	4	9,600				
Adult Learning Schedule	11	9:00 AM	3:00 PM		30.00	06:00	360	31	10,230				
Final Exam Schedule	11	8:00 AM	12:35 PM		30.00	04:35	245	6	14,700				
Other Schedule	11					00:00	0		0				
<b>TOTAL</b>								<b>181</b>	<b>65,160</b>	<b>65,160</b>	<b>65,160</b>	<b>63,000</b>	<b>Yes</b>
Regular Schedule	12	8:00 AM	3:00 PM	15.00	30.00	07:00	375	140	52,500				
Minimum Schedule	12	8:00 AM	12:30 PM		30.00	04:30	240	4	9,600				
Adult Learning Schedule	12	9:00 AM	3:00 PM		30.00	06:00	360	31	10,230				
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<b>TOTAL</b>								<b>181</b>	<b>65,160</b>	<b>65,160</b>	<b>65,160</b>	<b>63,000</b>	<b>Yes</b>

Prepared by:

Date Prepared (or revised):

Reviewed by:

*[Signature]*  
6/27/17

*[Signature]*  
6/29/17

*[Signature]*

Montebello Unified School District  
and the  
Montebello Teachers Association



2017-2018 School Year


**BANKING MINUTES**

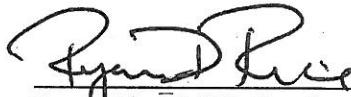
**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at the Applied Technology Center High School met on May 17, 2017 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

- A. Staff has agreed to the maintenance of block scheduling, such that no staff member will have more than the equivalent of 5/6ths over a two-day period.
- B. Adult Learning will include WASC, Pathway, Department, FOL, and Staff Development.

In order to create this time, the staff has agreed to add minutes to four days a week and reduce the schedule on Mondays via a late start minimum day schedule.

  
Leticia Alvidrez, Principal  
June 2, 2017  
Extension 82580

  
Ryan Rice, MTA Faculty Chair  
June 2, 2017  
Extension 82542

*~~Regular day and minimum day bell schedules must be attached~~*

For more information, contact the Deputy Superintendent at Extension 7922  
or the Executive Director of MTA at 323-722-5005

**Email to Deputy Superintendent's Office: Eileen Barton**

(If you email, there is no need to fax or send in mail. Please send once to MUSD and once to MTA)

Copy to: MTA Executive Director, Kathy Schlotz MTA Office 323-722-5005 Fax 323-722-5043

**Due Date: June 2, 2017**

RECEIVED  
M.U.S.D.  
2017 JUN -6 PM 5:02  
DEPUTY  
SUPERINTENDENT

MOU-Bank Min



# ATC Schedule – 2017-2018

Regular Full Day Block Tues., Wed., Thur., Fri.			
Block A/B	Start	End	Min
Per. 1/Per. 2	8:00	10:05	125
Nutrition	10:05	10:20	15
Per. 3/Per. 4	10:25	12:25	120
Lunch	12:25	12:55	30
Per. 5/Per. 6	1:00	3:00	120

Monday Late Start (All Periods) Adult Learning AM			
Period	Start	End	Min
Adult Learning	8:00	8:55	55
Nutrition	8:40	8:55	15
Per. 1	9:00	9:55	55
Per. 2	10:00	10:50	50
Per. 3	10:55	11:45	50
Lunch	11:45	12:15	30
Per. 4	12:20	1:10	50
Per. 5	1:15	2:05	50
Per. 6	2:10	3:00	50

Minimum Day (Final Exams) Testing Over 3 Days			
Period	Start	End	Min
1 or 3 or 5	8:00	10:00	120
Nutrition	10:00	10:30	30
2 or 4 or 6	10:35	12:35	120
First Day	periods 1 and 2		
Second Day	periods 3 and 4		
Third Day	periods 5 and 6		

## Minimum Day (School Events) Back to School, etc.

Period	Start	End	Min
Per. 1	8:00	8:40	40
Per. 2	8:45	9:20	35
Per. 3	9:25	10:00	35
Nutrition	10:00	10:30	30
Per. 4	10:35	11:10	35
Per. 5	11:15	11:50	35
Per. 6	11:55	12:30	35

## Full Day (All Periods)

Period	Start	End	Min
Per. 1	8:00	9:00	60
Per. 2	9:05	10:05	60
Nutrition	10:05	10:20	15
Per. 3	10:25	11:25	60
Per. 4	11:30	12:25	55
Lunch	12:25	12:55	30
Per. 5	1:00	2:00	60
Per. 6	2:05	3:00	55

## Assembly Schedule (Full Day)

Block A/B	Start	End	Min
Per. 1/Per. 2	8:00	9:40	100
Assembly	9:45	10:45	60
Nutrition	10:45	11:00	15
Per. 3/Per. 4	11:05	12:45	100
Lunch	12:45	1:15	30
Per. 5/Per. 6	1:20	3:00	100