

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Bell Gardens Elementary School 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



BBE

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

2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)

181 INSTRUCTIONAL DAYS

SCHOOL: Bell Gardens Elementary

PRINCIPAL: James L. Sams

Elementary 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	MTUSD minimum	1987-87 State Required Amount	1982/83 Required	Met Requirement
Regular Schedule	TK	8:00 AM	2:15 PM	15:00	40:00	06:15	320	134	42,880				
Minimum Schedule	TK	8:00 AM	1:15 PM	15:00	40:00	05:15	260	47	12,220				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
TOTAL										54,305	36,000	31,500	Yes
Regular Schedule	K	8:00 AM	2:15 PM	15:00	40:00	06:15	320	134	42,880				
Minimum Schedule	K	8:00 AM	1:15 PM	15:00	40:00	05:15	260	47	12,220				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
TOTAL										54,305	36,000	31,500	Yes
Regular Schedule	1 thru 5	8:00 AM	2:15 PM	15	40	06:15	320	134	42,880				
Minimum Schedule	1 thru 5	8:00 AM	1:15 PM	15	40	05:15	260	47	12,220				
Other Schedule	1 thru 5					00:00	0		0				
Other Schedule	1 thru 5					00:00	0		0				
Other Schedule	1 thru 5					00:00	0		0				
TOTAL										54,305	50,400	47,250	Yes

Prepared by:

James Sams

Date Prepared (or revised)

5/31/17

Reviewed by:

[Signature] 6/30/17



REVISED 6/2/17

Bell Gardens Elementary Daily Schedule 2017 – 2018

Monday, Tuesday, Thursday & Friday – Grades: TK – 5 th				
TK/Kinder	1 st	2 nd	3 rd	4 th
7:57 Warning Bell 8:00 – 9:45 Instruction (105 minutes of Instruction) 9:45 – 10:00 Recess 10:00 – 10:45 Instruction (45 minutes of Instruction) 10:45 – 11:25 Lunch 11:25 – 2:15 Instruction (170 minutes of Instruction) Total: 320 min. of Instruction	7:57 Warning Bell 8:00 – 10:00 Instruction (120 minutes of Instruction) 10:00 – 10:15 Recess 10:15 – 11:15 Instruction (60 minutes of Instruction) 11:15 – 11:55 Lunch 11:55 – 2:15 Instruction (140 minutes of Instruction) Total: 320 min. of Instruction	7:57 Warning Bell 8:00 – 10:15 Instruction (135 minutes of Instruction) 10:15 – 10:30 Recess 10:30 – 11:35 Instruction (65 minutes of Instruction) 11:35 – 12:15 Lunch 12:15 – 2:15 Instruction (120 minutes of Instruction) Total: 320 min. of Instruction	7:57 Warning Bell 8:00 – 10:15 Instruction (135 minutes of Instruction) 10:15 – 10:30 Recess 10:30 – 11:55 Instruction (85 minutes of Instruction) 11:55 – 12:35 Lunch 12:35 – 2:15 Instruction (100 minutes of Instruction) Total: 320 min. of Instruction	7:57 Warning Bell 8:00 – 10:30 Instruction (150 minutes of Instruction) 10:30 – 10:45 Recess 10:45 – 12:30 Instruction (105 minutes of Instruction) 12:30 – 1:10 Lunch 1:10 – 2:15 Instruction (65 minutes of Instruction) Total: 320 min. of Instruction

Wednesday – Early Dismissal @ 1:15pm (260 mins. of Instruction)

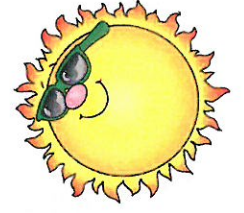
Recess	Lunch
TK/K 9:45 - 10:00	TK/K 10:45 - 11:25
1 st 10:00 – 10:15	1 st 11:15 – 11:55
2 nd / 3 rd 10:15 – 10:30	2 nd 11:35 – 12:15
4 th / 5 th 10:30 – 10:45	3 rd 11:55 – 12:35
	4 th 12:15 – 12:55
	5 th 12:30 – 1:10

Rainy Day Schedule

Cafeteria Breakfast Schedule	Cafeteria Lunch Schedule
TK/K 9:30-9:45	TK/K 10:30-11:00
1 st 9:30-9:45	1 st 11:00-11:30
2 nd 9:45-10:00	2 nd 11:30-12:00
3 rd 9:45-10:00	3 rd 12:00-12:30
4 th 10:00-10:15	4 th 12:30-1:00
5 th 10:00-10:15	5 th 1:00-1:30

Excessive Heat Schedule

Cafeteria Breakfast Schedule	Cafeteria Lunch Schedule
TK/K 9:30-9:45	TK/K 10:30-11:00
1 st 9:30-9:45	1 st 11:00-11:30
2 nd 9:45-10:00	2 nd 11:30-12:00
3 rd 9:45-10:00	3 rd 12:00-12:30
4 th 10:00-10:15	4 th 12:30-1:00
5 th 10:00-10:15	5 th 1:00-1:30





Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Bell Gardens elementary School met on _____ and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following: Data Team and Professional Development meetings. See attached Mon.

In order to create this time, the staff has agreed to add minutes to four days a week and reduce the schedule on Wednesday (Name the day of week).

☐ Check box if this is a change from previous school year.

[Signature]
Principal's Signature

Date: 5/30/17

Extension: 7811

[Signature]
MTA Faculty Chair's Signature

Date: 5/30/17

Extension: 4269

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

For more information contact Bibi Alvarado, Director of Elementary Education x7924/
Stacey Honda, Acting Director of Secondary Education x2661,
or the MTA Executive Director at (323) 722-5005

Mail/E-mail word doc. not PDF to ET-1 Office: Eileen Barton

Copy to: MTA Executive Director, Kathy Schlotz at MTA Office: (323) 722-5005/Fax: (323) 722-0543

Due Date: Friday, June 2, 2017



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year


BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Bell Gardens elementary School met on _____ and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following: Data Team and Professional Development meetings. See attached Mon.

In order to create this time, the staff has agreed to add minutes to four days a week and reduce the schedule on Wednesday (Name the day of week).

☐ Check box if this is a change from previous school year.


Principal's Signature

Date: 5/30/17


MTA Faculty Chair's Signature

Date: 5/30/17

Extension: 7811

Extension: 4269

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

For more information contact Bibi Alvarado, Director of Elementary Education x7924/
Stacey Honda, Acting Director of Secondary Education x2661,
or the MTA Executive Director at (323) 722-5005

Mail/E-mail word doc. not PDF to ET-1 Office: Eileen Barton

Copy to: MTA Executive Director, Kathy Schlotz at MTA Office: (323) 722-5005/Fax: (323) 722-0543

Due Date: Friday, June 2, 2017



MONTEBELLO UNIFIED SCHOOL DISTRICT
BELL GARDENS ELEMENTARY

5620 Quinn Street Bell Gardens, CA 90201
Phone 562-927-1223 Fax 562-806-5134



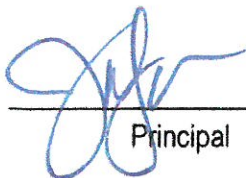
James L. Sams, Principal
Araceli Caldera, EL Programs

Yvonne Andrade, Program Specialist
Sandra Camero, Title I Programs


Memorandum of Understanding (MOU)

Bell Gardens Elementary will bank minutes to hold minimum days for the purpose of Staff Development. Our schedule for the 2017-2018 school year will be 8:00 a.m. to 2:15 p.m. and Wednesday 8:00 a.m. to 1:15 p.m. Faculty and Staff Development meetings may last until 4:00pm and all other meetings will conclude by 2:30 p.m.

- I. The faculty and administrator have agreed to Bank Minutes for the 2017-2018 school year.
- II. Two hours beyond the board day will be used within the board day. A total of (4) hours will be used within the board day and (1) hour will be used outside of the board day per month. Written notice will be distributed to all staff members at least one (1) week in advance of the meetings, except in the event of an emergency beyond control of the site administrator. Administration will not exceed five (5) hours of monthly meetings for School/District business.
- III. All teachers will attend grade level/data team meetings beginning at 1:30pm on Wednesdays and are required to sign-in.
- IV. Staff/Faculty meetings will begin at 1:45pm.
- V. Unassigned Banked Minutes will be decided and planned by teachers. Time will be used according to contract (F8 a-l pg.5)
- VI. The three Wednesdays before report cards are due, will be used for report card and parent conference preparation. (**11/8/17, 3/14/18, and 6/6/18**) Agendas will state (Individual Teacher Preparation Time).
- VII. The last week of school will have two minimum days to allow to prepare for the next school year. The selected dates are June 14-15, 2018.


Principal

5/30/17
Date


MTA Faculty Chair

5/30/17
Date