

MEMORANDUM OF UNDERSTANDING

Between the


MONTEBELLO UNIFIED SCHOOL DISTRICT

And


MONTEBELLO TEACHERS ASSOCIATION

Bella Vista 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

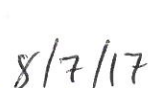


Date

Montebello Teachers Association



Representative



Date



BVE

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: Bella Vista Elementary

PRINCIPAL: Stephanie Hardaway

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	MUSD minimum	1987-87 State Required Amount	1982/83 Required	Met Requirement
Regular Schedule	TK	8:00:00	14:15:00	15:00	40:00	06:15	320	127	40,640				
Minimum Schedule	TK	8:00:00	13:15:00	15:00	40:00	05:15	260	54	14,040				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
TOTAL										54,680	36,000	31,500	Yes
Regular Schedule	K	8:00:00	14:15:00	15:00	40:00	06:15	320	127	40,640				
Minimum Schedule	K	8:00:00	13:15:00	15:00	40:00	05:15	260	54	14,040				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
TOTAL										54,680	36,000	31,500	Yes
Regular Schedule	1 thru 5	8:00:00	14:15:00	15	40	06:15	320	127	40,640				
Minimum Schedule	1 thru 5	8:00:00	13:15:00	15	40	05:15	260	54	14,040				
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										54,680	50,400	47,250	Yes

Prepared by: Kelley Urban

Date Prepared (or revise) 5-31-17

Reviewed by: Stephanie Hardaway

Date Reviewed 6/13/17

BELLA VISTA ELEMENTARY

2410 Findlay Avenue, Monterey Park, California 91754

PH: (323) 721-4335/FAX: (323) 887-3077

Principal: Mrs. Hardaway



Regular Day Schedule 2017-2018 (Monday, Tuesday, Wednesday, Friday)

7:15 a.m. - 7:50 a.m. Breakfast in Cafeteria
8:00 a.m. School Begins: Transitional Kinder, Kinder and Grades 1-5

RECESS SCHEDULE

9:45 - 10:00 a.m. Transitional Kindergarten, Kindergarten & First Grade
10:00 - 10:15 a.m. Second & Third Grade
10:15 - 10:30 a.m. Fourth & Fifth Grade

LUNCH SCHEDULE

Students will be required to "eat lunch" for 15 minutes in the cafeteria before they are escorted to the playground for the remaining 25 minutes of lunch.

Eat/Play

10:45 - 11:25 a.m. Transitional Kinder: 25 (Patzkowski)
11:05 - 11:45 a.m. Kinder: 20 (Cervantes), 21 (Kwan), 23 (Chan)
1st: 14 (Jiang), 18 (Ramirez), 19 (Jimenez)
11:35 - 12:15 p.m. 2nd: 26 (Abe), 27 (Ibanez), 22 (Paredes) 2nd/3rd: 28 (Chow)
3rd: 1 (Agajanian), 9 - (Avila), 12 (Chong), 8 (Estrada)
K/1st/2nd: 15 (Alvarez)
12:00 - 12:40 p.m. 4th: 10 (Garcia), 11 (Lua) 2 (Paz), 3rd/4th/5th: 6 (Hisamoto), 4th/5th: 2 (Paz)
5th: 4 (Hernandez), 5 (Tsui), 7 (Lee)
2:15 p.m. School Dismissal

ASSEMBLY SCHEDULE

8:10 a.m. - 8:50 a.m. 2nd Grade, 3rd Grade, Room 15
9:00 a.m. - 9:40 a.m. 4th Grade, 5th Grade, Room 6
9:55 a.m. - 10:35 a.m. TK, Kindergarten, 1st Grade, Room 15 (recess 9:30 - 9:45)

(Revised 8/8/16)

BELLA VISTA ELEMENTARY

2410 Findlay Avenue, Monterey Park, California 91754

PH: (323) 721-4335/FAX: (323) 887-3077

Principal: Mrs. Hardaway



Minimum Day Schedule 2017-2018 (Thursday)

7:15 a.m. - 7:50 a.m. Breakfast in Cafeteria

8:00 a.m. School Begins: Transitional Kinder, Kinder and Grades 1-5

RECESS SCHEDULE

9:45 - 10:00 a.m. Transitional Kindergarten, Kindergarten & First Grade

10:00 - 10:15 a.m. Second & Third Grade

10:15 - 10:30 a.m. Fourth & Fifth Grade

LUNCH SCHEDULE

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5th: 4 (Hernandez), 5 (Tsui), 7 (Lee)

1:15 p.m. School Dismissal

ASSEMBLY SCHEDULE

8:10 a.m. - 8:50 a.m. 2nd Grade, 3rd Grade, Room 15

9:00 a.m. - 9:40 a.m. 4th Grade, 5th Grade, Room 6

9:55 a.m. - 10:35 a.m. TK, Kindergarten, 1st Grade, Room 15 (recess 9:30 - 9:45)

(Revised 8/8/16)

BVE



Montebello Unified School District
and the
Montebello Teachers Association

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M.U.S.D.
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2017-2018 School Year

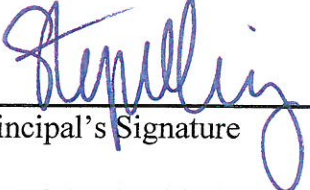
BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Bella Vista Elementary School met on May 5, 2017, and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following: Staff meetings, data team and grade level meetings, professional development and staff collaboration meetings to run in a four-week cycle for a total meeting time of 5 hours.

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

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



Principal's Signature

Date: May 17, 2017



MTA Faculty Chair's Signature

Date: May 17, 2017

Extension: 3075

Extension: 4110

~~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 to ET-1 Office: Eileen Barton
(attached MOU word doc. not PDF)**

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

Due Date: Friday, June 2, 2017