

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Eastmont Intermediate 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



EAT

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.
- y ☒ **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

RECEIVED
M.U.S.D.

2017 JUN -2 PM 4:05

MONTEBELLO UNIFIED SCHOOL DISTRICT

DEPUTY
SUPERINTENDENT

INSTRUCTIONAL SERVICES DIVISION

2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)

181 INSTRUCTIONAL DAYS

SCHOOL: EAI - Eastmont Intermediate School

PRINCIPAL: Cecilia Ramirez

Intermediate 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 Amount	Met Requirement
Regular Schedule	6	8:11 AM	2:26 PM	15:00	30:00	06:15	330	135	44,550			MAI=61,894	
Minimum Schedule	6	8:11 AM	1:11 PM	15:00	30:00	05:00	255	46	11,730				
Other Schedule	6					00:00	0		0				
Other Schedule	6					00:00	0		0				
Other Schedule	6					00:00	0		0				
TOTAL													
Regular Schedule	7	8:11 AM	2:26 PM	15	30	06:15	330	135	44,550				
Minimum Schedule	7	8:11 AM	1:11 PM	15	30	05:00	255	46	11,730				
Other Schedule	7					00:00	0		0				
Other Schedule	7					00:00	0		0				
Other Schedule	7					00:00	0		0				
TOTAL													
Regular Schedule	8	8:11 AM	2:26 PM	15	30	06:15	330	135	44,550				
Minimum Schedule	8	8:11 AM	1:11 PM	15	30	05:00	255	46	11,730				
Other Schedule	8					00:00	0		0				
Other Schedule	8					00:00	0		0				
Other Schedule	8					00:00	0		0				
TOTAL													
										55,874	54,000	54,075	Yes

Prepared by:

Date Prepared (or revise)

Reviewed by:

Cecilia Ramirez
6-2-17

Cecilia Ramirez
6/29/17

Eastmont Intermediate School **Bell Schedule 2017-2018**

Minimum Schedule (Wednesday)	
Per. 1	8:11-8:53
Per. 2	8:56-9:34
Per. 3	9:37-10:15
Nutrition	10:15-10:30
Per. 4	10:33-11:15
Per. 5	11:18-11:57
Per. 6	12:00-12:39
Lunch	12:39-1:11

Regular Schedule (M, Tu, Th, F)	
Per. 1	8:11-9:10
Per. 2	9:13-10:04
Nutrition	10:04-10:19
Per. 3	10:22-11:12
Per. 4	11:15-12:06
Lunch	12:06-12:38
Per. 5	12:41-1:32
Per. 6	1:35-2:26



MONTEBELLO UNIFIED SCHOOL DISTRICT

2017-18 School Year

HIGH SCHOOL REGULAR & ALTERNATE BELL SCHEDULES

SCHOOL Eastmont Intermediate

Principal Signature

[Signature]

A. Professional Learning Days (to be set after calendar is scheduled)

Day #1 Tues-Wed., Aug. 15-16, 2017 Activity TBA by District

Day #2 Fri., Oct. 13, 2017 Activity TBA by District

Day #3 Tues., Jan. 16, 2018 Activity TBA by District

B. Regular Schedule (Attach copy of Bell Schedule)

Start of 1st Period 8:11 Number of Minutes in Each Period 51-54 min.

End of Last Period 2:26 Number of minutes in Passing Periods 3 min.

Number of Minutes for Nutrition 15 Number of minutes for Lunch 30

C. Minimum / Reduced time days (Attach copy of Bell Schedules)

Dates Oct. 17-20, 2017 (Tentative) Activity Parent Conferences

Dates Mar. 20-23, 2018 (Tentative) Activity Parent Conferences

Dates _____ Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

D. BANKING MINUTES

☐ No ☒ Yes Wednesday (Indicate the Day of the Week and attach Schedule)

ATTACH COPIES OF ALL BELL SCHEDULES PLANNED FOR USE in 2017-2018

Due Date: Friday, June 2, 2017

APPROVED

[Signature]

DATE APPROVED

6/2/17



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Eastmont Intermediate School
met on Wed, May 31, 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
- Professional Development
- Collaboration

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

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


Principal's Signature

Date: 6/2/17


MTA Faculty Chair's Signature

Date: 6/2/17

Extension: 3051

Extension: 6770

~~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