

# MEMORANDUM OF UNDERSTANDING

Between the

**MONTEBELLO UNIFIED SCHOOL DISTRICT**

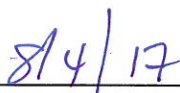
And

**MONTEBELLO TEACHERS ASSOCIATION**

Fremont 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



17RE

## 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

File

MONTEBELLO UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL SERVICES DIVISION

2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)

181 INSTRUCTIONAL DAYS

SCHOOL:

Fremont Elementary School

PRINCIPAL:

Elipha Mander

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 AM	2:15 PM	15:00	45:00	06:15	315	148	46,620				
Minimum Schedule	TK	8:00 AM	1:15 PM	15:00	45:00	05:15	255	33	8,415				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
TOTAL										55,035	36,000	31,500	Yes
Regular Schedule	K	8:00 AM	2:15 PM	15:00	45:00	06:15	315	148	46,620				
Minimum Schedule	K	8:00 AM	1:15 PM	15:00	45:00	05:15	255	33	8,415				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
TOTAL										55,035	36,000	31,500	Yes
Regular Schedule	1 thru 5	8:00 AM	2:15 PM	15	45	06:15	315	148	46,620				
Minimum Schedule	1 thru 5	8:00 AM	1:15 PM	15	45	05:15	255	33	8,415				
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										55,035	50,400	47,250	Yes

Prepared by:

T. Ortega

Reviewed by:

Elipha Mander  
6/30/17

Date Prepared (or revise)

5/25/17

# FREMONT ELEMENTARY SCHOOL

## Bell Schedule 2017-18

### Grades TK - 5

8:00 a.m. – 2:15 p.m. *(Every Monday 8:00 a.m. – 1:15 p.m.)*

### Recess Schedule

1<sup>st</sup> Grade: 9:00 – 9:15 a.m.

2<sup>nd</sup> & 3<sup>rd</sup> Grade: 9:20 – 9:35 a.m.

SDC, 4<sup>th</sup> & 5<sup>th</sup> Grade: 9:40 – 9:55 a.m.

### TK – Kinder Recess Schedule

9:00 – 9:15 a.m. Jimenez-Turner

9:20 – 9:35 a.m. Gonzalez

9:40 – 9:55 a.m. Fortini

### Lunch Schedule

TK-Kindergarten: 10:45 – 11:30 a.m.

1<sup>st</sup> Grade: 11:20 – 12:05 p.m.

2<sup>nd</sup> Grade : 11:30 – 12:15 p.m.

3<sup>rd</sup> & 4<sup>th</sup> Grade: 11:45 – 12:30 p.m.

5<sup>th</sup> Grade & SDC: 12:00 – 12:45 p.m.

## RAINY DAY SCHEDULE

### Recess Schedule

1<sup>st</sup> Grade 9:00 – 9:15 a.m. – Library

2<sup>nd</sup> & 3<sup>rd</sup> Grade 9:20 – 9:35 a.m. – Cafeteria

SDC, 4<sup>th</sup> & 5<sup>th</sup> Grade 9:40 – 9:55 a.m. – Cafeteria

### TK – Kinder Recess Schedule

9:00 – 9:15 a.m. Jimenez-Turner

9:20 – 9:35 a.m. Gonzalez

9:40 – 9:55 a.m. Fortini

### Lunch Schedule

TK – Kinder: 10:45 – 11:15 a.m.

1<sup>st</sup> – 2<sup>nd</sup> Grade: 11:15 – 11:45 p.m.

3<sup>rd</sup> – 4<sup>th</sup> Grade: 11:45 – 12:15 p.m.

5<sup>th</sup> Grade & SDC: 12:15 – 12:45 p.m.





MONTEBELLO UNIFIED SCHOOL DISTRICT

2017-18 School Year

HIGH SCHOOL REGULAR & ALTERNATE BELL SCHEDULES

SCHOOL Fremont Elementary

Principal Signature [Signature]

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

Day #1 August 15<sup>th</sup>, 16<sup>th</sup>, 2017 Activity District School Based Day

Day #2 October 13<sup>th</sup>, 2017 Activity District School Based Day

Day #3 January 16<sup>th</sup>, 2018 Activity District School Based Day

B. Regular Schedule (Attach copy of Bell Schedule)

Start of 1<sup>st</sup> Period \_\_\_\_\_ Number of Minutes in Each Period \_\_\_\_\_

End of Last Period \_\_\_\_\_ Number of minutes in Passing Periods \_\_\_\_\_

Number of Minutes for Nutrition 15 Number of minutes for Lunch 45

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

Dates November 13-17<sup>th</sup>, 2017 Activity Fall Parent Conferences

Dates March 19-23<sup>rd</sup>, 2018 Activity Spring Parent Conferences

Dates \_\_\_\_\_ Activity \_\_\_\_\_

Dates \_\_\_\_\_ Activity \_\_\_\_\_

Dates \_\_\_\_\_ Activity \_\_\_\_\_

D. BANKING MINUTES

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

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

Due Date: Friday, June 2, 2017

APPROVED \_\_\_\_\_

DATE APPROVED \_\_\_\_\_



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DEPUTY  
SUPERINTENDENT

Montebello Unified School District  
and the  
Montebello Teachers Association



2017-2018 School Year

**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at Fremont Elementary School School met on  
May 24, 2017 and with the concurrence of the Principal, have  
reached consensus on changing the average daily instructional minutes to allow time for the  
following: Teacher Collaboration  
Meeting Time: 1:30-2:30 p.m.  
1. Staff Meeting  
2. Data Teams  
3. Committee Meetings 2:30-3:15p.m.

In order to create this time, the staff has agreed to add minutes to four days a week and reduce  
the schedule on Monday, Dismissal at 1:15 p.m. (Name the day of week).

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

  
Principal's Signature

Date: May 24, 2017

  
MTA Faculty Chair's Signature

Date: May 24, 2017

Extension: 3198

Extension: 3137

**~~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**