

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

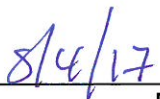
MONTEBELLO TEACHERS ASSOCIATION

Garfield 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



GAE

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: GARFIELD ELEMENTARY **PRINCIPAL:** MR. DAVID S. HERNANDEZ

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	8:15 AM	2:30 PM	15:00	40:00	06:15	320	144	46,080				
Minimum Schedule	TK	8:15 AM	1:20 PM	15:00	40:00	05:05	250	37	9,250				
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	8:15 AM	2:30 PM	15:00	40:00	06:15	320	144	46,080				
Minimum Schedule	K	8:15 AM	1:20 PM	15:00	40:00	05:05	250	37	9,250				
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	8:15 AM	2:30 PM	15:00	40:00	06:15	320	144	46,080				
Minimum Schedule	1 thru 5	8:15 AM	1:20 PM	15:00	40:00	05:05	250	37	9,250				
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: _____

MARISOL RIVERA

Date Prepared (or revise) _____

2-Jun-17

Reviewed by: _____

[Handwritten Signature]
6/30/17

2017/2018
Garfield Elementary
Bell Schedule
Grades TK-5th

Regular Day

7:40 – 8:00 a.m. (Breakfast)

8:10 (1st Bell)

8:15 (2nd Bell/Late)

TK/Kindergarten/ 1st – 5th Grade 2:30 Dismissal

Minimum Days for Grades TK - 5th
Every Wednesday: 8:10 a.m. - 1:20 p.m.

Recess

9:30 - 9:45 (TK/K/1st)

9:45 - 10:00 (2nd – 3rd & Rm. 3)

10:00 – 10:15 (4th – 5th & Rm 4)

Lunch

11:10 - 11:30 Cafeteria	11:30 - 11:50 Playground TK/K
11:30 – 11:50 Cafeteria	11:50 – 12:10 Playground 1 st / Rm. 3
11:50 – 12:10 Cafeteria	12:10 - 12:30 Playground 2 nd /3 rd
12:30 – 12:50 Cafeteria	12:50- 1:10 Playground 4 th /5 th / Rm. 4

Rainy Day Schedule Lunch

11:20 - 11:50 TK/K 11:30-12:00 1ST & Rm. 3 11:55 -12:25 2ND/3RD

12:30 - 1:00 4TH/5TH & Rm. 4

Headstart

A.M. Class	8:00 a.m. – 11:30 a.m.
P.M. Class	11:45 a.m. - 3:15 p.m.



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

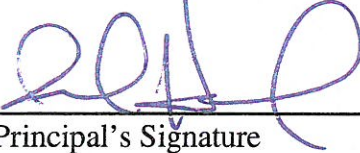
BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at **Garfield Elementary School** met on **Friday, June 2, 2017** and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

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: 6/2/17

Extension: 7819


MTA Faculty Chair's Signature

Date: 6/2/17

Extension: 6053

~~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

RECEIVED
M.U.S.D.

Garfield Elementary

2017 JUN -5 PM 2:47

MOU 2017/2018

DEPUTY
SUPERINTENDENT

The teachers at Garfield Elementary School met on Friday, June 2, 2017 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

As Professional Learning Communities/Data-Teams GAE teachers will collaborate to improve student achievement by:

1. Setting SMART goals to monitor student learning (follow data team process)
2. Planning and collaborating on instruction, sharing best practices and strategies.
3. Developing common formative assessments to measure student learning (using available technology)
4. Designing appropriate interventions within and beyond the school day for at-risk students.
5. Participating in professional development opportunities.
6. Addressing any other areas pertinent to student achievement/activities.

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

Professional Development/Whole-Staff Meetings/GLIT (Grade Level Interventions) 4
Wednesday will be set aside for grade level-data team meeting.

One to two Mondays as needed will be used for Professional development. The teachers through the Site Leadership Team will inform this process. Teacher Leads will also contribute by identifying and fulfilling professionals needs to improve student achievement.