

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And


MONTEBELLO TEACHERS ASSOCIATION

Montebello High 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



MHS

Montebello Unified School District

RECEIVED
M.U.S.D.

INSTRUCTIONAL SERVICES DIVISION

Anthony J. Martinez, Ph.D., Assistant Superintendent
Extension 3012

JUN -2 AM 10:47

DEPUTY
SUPERINTENDENT

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: Montebello High School

PRINCIPAL: Helen Meltzer

High 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	9	8:00 AM	2:55 PM	12.00	28.00	06:55	375	142	53,250				
Minimum Schedule	9	8:00 AM	2:05 PM	12.00	28.00	06:05	325	31	10,075				
Other Schedule	9	8:00 AM	12:23 PM	12.00		04:23	251	6	1,506				
Other Schedule	9	8:00 AM	12:10 PM			04:10	250	1	250				
Other Schedule	9	8:00 AM	12:30 PM	13.00		04:30	257	1	257				
TOTAL										65,160	65,160	63,000	Yes
Regular Schedule	10	8:00 AM	2:55 PM	12.00	28.00	06:55	375	142	53,250				
Minimum Schedule	10	8:00 AM	2:05 PM	12.00	28.00	06:05	325	31	10,075				
Other Schedule	10	8:00 AM	12:23 PM	12.00		04:23	251	6	1,506				
Other Schedule	10	8:00 AM	12:10 PM			04:10	250	1	250				
Other Schedule	10	8:00 AM	12:30 PM	13.00		04:30	257	1	257				
TOTAL										65,160	65,160	63,000	Yes
Regular Schedule	11	8:00 AM	2:55 PM	12.00	28.00	06:55	375	142	53,250				
Minimum Schedule	11	8:00 AM	2:05 PM	12.00	28.00	06:05	325	31	10,075				
Other Schedule	11	8:00 AM	12:23 PM	12.00		04:23	251	6	1,506				
Other Schedule	11	8:00 AM	12:10 PM			04:10	250	1	250				
Other Schedule	11	8:00 AM	12:30 PM	13.00		04:30	257	1	257				
TOTAL										65,160	65,160	63,000	Yes
Regular Schedule	12	8:00 AM	2:55 PM	12.00	28.00	06:55	375	142	53,250				
Minimum Schedule	12	8:00 AM	2:05 PM	12.00	28.00	06:05	325	31	10,075				
Other Schedule	12	8:00 AM	12:23 PM	12.00		04:23	251	6	1,506				
Other Schedule	12	8:00 AM	12:10 PM			04:10	250	1	250				
Other Schedule	12	8:00 AM	12:30 PM	13.00		04:30	257	1	257				
TOTAL										65,160	65,160	63,000	Yes

Prepared by: Helen Meltzer

Date Prepared (or revised) June 1, 2017

Reviewed by:

Signature 6/29/17

MONTEBELLO HIGH SCHOOL

2017 – 2018 Bell Schedule

Monday Schedule

Period 0	6:59 - 7:53
Period 1	8:00 - 8:47
Period 2	8:54 - 9:42
Nutrition	9:42 - 9:54
Period 3	10:05 - 10:52
Period 4	10:59 – 11:46
Lunch	11:46 - 12:14
Period 5	12:24 - 1:11
Period 6	1:18 - 2:05
Planning	2:05 - 2:55

Tuesday through Friday Schedule

Period 0	6:59 - 7:53
Period 1	8:00 - 8:54
Period 2	9:01 - 10:04
Nutrition	10:04 - 10:16
Period 3	10:27 - 11:21
Period 4	11:28 - 12:22
Lunch	12:22 - 12:50
Period 5	1:00 - 1:54
Period 6	2:01 - 2:55



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Montebello High 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:

PLC/Data
Staff
Department Meetings
Individual Prep (10)

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

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

[Signature]
Principal's Signature

Date: 6-2-2017

[Signature]
MTA Faculty Chair's Signature

Date: 6/2/17

Extension: 7841

Extension: 4585

~~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



MONTEBELLO UNIFIED SCHOOL DISTRICT

2017-18 School Year

HIGH SCHOOL REGULAR & ALTERNATE BELL SCHEDULES

SCHOOL Montebello High School

Principal Signature [Signature]

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

Day #1 August 15, 2017 Activity PLC/DATA/Technology

Day #2 August 16, 2017 Activity PLC/DATA/Technology

Day #3 October 13, 2017 Activity PLC/DATA/Technology

Day #4 January 16, 2018 Activity PLC/DATA/Technology

B. Regular Schedule (Attach copy of Bell Schedule)

Mon. Per. 1, 3, 4, 5, 6 = 47 min

Per. 2 = 48 min

T-F Per. 1, 3, 4, 5, 6 = 54 min

Per. 2 = 63 min

Start of 1st Period 8:00 a.m. Number of Minutes Each Period Mon. 2:05 p.m.

End of Last Period: T-F 2:55 p.m. Number of minutes in Passing Periods 7 minutes

Number of Minutes for Nutrition 12 min. Number of minutes for Lunch 28 minutes

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

Dates Dec. 19-21, 2017; June 11-13, 2018 Activity Finals

Dates Sept. 06, 2017 Activity Homecoming

Dates June 14, 2018 Activity Make-up Finals

Dates _____ Activity _____

Dates _____ Activity _____

D. BANKING MINUTES

 No X Yes Mondays (Indicate the Day of the Week and attach Schedule)

ATTACH COPIES OF ALL BELL SCHEDULES PLANNED FOR USE IN 2017-18

Due Date: Friday, June 2, 2017

[Signature]
APPROVED

DATE APPROVED June 2, 2017

MONTEBELLO HIGH SCHOOL
2017-2018
Alternate Schedules

Finals/Last Day Schedule

Period 1	8:00-8:36
Period 2	8:43-9:22
Period 3	9:29-10:05
Period 4	10:12-10:48
Period 5	10:55-11:31
Period 6	11:36-12:10
Lunch	12:10-12:45
Make-Up Exams	12:45 -2:15

Homecoming

Period 1	8:00-8:25
Period 2	8:32-8:57
Period 3	9:04-9:29
Nutrition	9:29-9:44
Period 4	9:51-10:16
Period 5	10:23-10:48
Period 6	10:55-11:20
Pep Rally	11:20-12:30