

MEMORANDUM OF UNDERSTANDING
Between the
MONTEBELLO UNIFIED SCHOOL DISTRICT
And
MONTEBELLO TEACHERS ASSOCIATION

Montebello 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



401

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

RECEIVED
M.U.S.D.

MONTEBELLO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

2017 JUN 16 AM 8:40

DEPUTY 2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)
SUPERINTENDENT

181 INSTRUCTIONAL MINUTES

SCHOOL: Montebello Intermediate

PRINCIPAL:

Sterling Schubert

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	Met Requirement
Regular Schedule	6	8:43 AM	3:00 PM	15.00	35.00	06:17	327	143	46,761			MAI=61,894	
Minimum Schedule	6	8:43 AM	1:33 PM	15.00	35.00	04:50	240	38	9,120				
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	8:43 AM	3:00 PM	15.00	35.00	06:17	327	143	46,761				
Minimum Schedule	7	8:43 AM	1:33 PM	15.00	35.00	04:50	240	38	9,120				
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	8:43 AM	3:00 PM	15.00	35.00	06:17	327	143	46,761				
Minimum Schedule	8	8:43 AM	1:33 PM	15.00	35.00	04:50	240	38	9,120				
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:

Daisy Santana

Reviewed by:

Date Prepared (or revis)

5/30/2017

[Handwritten signatures and dates]
Soll
Schubert-6/29/17

MONTEBELLO INTERMEDIATE SCHOOL

2017-2018 DAILY BELL SCHEDULE

MONDAY ASSEMBLY SCHEDULE

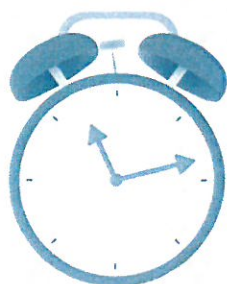
All Periods and Assembly

6 th /7 th /8 th GRADE SCHEDULE			
Period	Start	End	Minutes
Assembly	8:43	8:56	13
1 st	8:56	9:44	48
Passing	9:44	9:49	5
2 nd	9:49	10:38	49
Nutrition	10:38	10:53	15
Passing	10:53	10:58	5
3 rd	10:58	11:46	48
Passing	11:46	11:51	5
4 th	11:51	12:39	48
Lunch	12:39	1:14	35
Passing	1:14	1:19	5
5 th	1:19	2:07	48
Passing	2:07	2:12	5
6 th	2:12	3:00	48

TUESDAY SCHEDULE

All Periods

6 th /7 th /8 th GRADE SCHEDULE			
Period	Start	End	Minutes
1 st	8:43	9:35	52
Passing	9:35	9:40	5
2 nd	9:40	10:30	50
Nutrition	10:30	10:45	15
Passing	10:45	10:50	5
3 rd	10:50	11:40	50
Passing	11:40	11:45	5
4 th	11:45	12:35	50
Lunch	12:35	1:10	35
Passing	1:10	1:15	5
5 th	1:15	2:05	50
Passing	2:05	2:10	5
6 th	2:10	3:00	50



WEDNESDAY/MINIMUM DAY

6 th /7 th /8 th GRADE SCHEDULE			
Period	Start	End	Minutes
1 st	8:43	9:19	36
Passing	9:19	9:24	5
2 nd	9:24	10:00	36
Nutrition	10:00	10:15	15
Passing	10:15	10:20	5
3 rd	10:20	10:56	36
Passing	10:56	11:01	5
4 th	11:01	11:37	36
Lunch	11:37	12:12	35
Passing	12:12	12:17	5
5 th	12:17	12:53	36
Passing	12:53	12:58	5
6 th	12:58	1:33	35

THURSDAY SCHEDULE

Periods 1, 3, 5 (odd)

6 th /7 th /8 th GRADE SCHEDULE			
Period	Start	End	Minutes
1 st	8:43	10:28	105
Nutrition	10:28	10:43	15
Passing	10:43	10:48	5
3 rd	10:48	12:34	106
Lunch	12:34	1:09	35
Passing	1:09	1:14	5
5 th	1:14	3:00	106

FRIDAY SCHEDULE

Periods 2, 4, 6 (even)

6 th /7 th /8 th GRADE SCHEDULE			
Period	Start	End	Minutes
2 nd	8:43	10:28	105
Nutrition	10:28	10:43	15
Passing	10:43	10:48	5
4 th	10:48	12:34	106
Lunch	12:34	1:09	35
Passing	1:09	1:14	5
6 th	1:14	3:00	106

Montebello Unified School District and the Montebello Teachers Association



2017-2018 School Year



BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Montebello Intermediate School met on May 15, 2017 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following meeting schedule per Contractual Professional Learning month:

1. One Staff Professional Development Meeting for a total of 100 minutes. Eighty five minutes within the board day, 15 minutes outside of the board day.
2. One scheduled Data Team Meeting for a total of 70 minutes. All minutes within the board day.
3. One scheduled Individual Data Team Meeting for a total of 40 minutes within the board day on campus before or after school.
4. One scheduled Independent Teacher Research Data Team Meeting for a total of 40 minutes within the board day; work at teacher's discretion.

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

In addition:

1. The Board Day will be from 8:00am to 3:15pm.
2. Meetings will start ten minutes after the release bell.
3. Forty-five minutes for participation in Individualized Educational Plan meetings or extended time for staff meetings when necessary. Minutes beyond the board day.
4. Minimum days will be switched to Friday the weeks of Back to School and Open House.
5. Minimum day will be assigned to the last day of school.

This agreement provides the basic structure for banking minutes. Individual days are subject to revision based on site and program needs and via agreement between Faculty Club and administration.

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

A handwritten signature in blue ink, appearing to read "Schubert".

Sterling Schubert, Principal
May 29, 2017
Extension 3171

A handwritten signature in blue ink, appearing to read "Rhoda Carvajal-Monti".

Rhoda Carvajal-Monti, MTA Faculty Chair
May 29, 2017
Extension 2526

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

Due Date: Friday, June 2, 2017