

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Montebello Park 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



MPE

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

REVISED WITH 181 INSTRUCTIONAL DAYS

SCHOOL: MPE 2

PRINCIPAL:

Elementary School

(*Military Style Time 8:00am enter as 8:00, 1:00PM 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 Requirements
Regular Schedule	TK	8:20 AM	2:30 PM	15:00	40:00	06:10	315	131	41,265				
Minimum Schedule	TK	8:20 AM	1:35 PM	15:00	40:00	05:15	260	50	13,000				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
						00:00	0		0				
						00:00	0	181	54,265	54,305	36,000	31,500	Yes
Regular Schedule	K	8:20 AM	2:30 PM	15:00	40:00	06:10	315	131	41,265				
Minimum Schedule	K	8:20 AM	1:35 PM	15:00	40:00	05:15	260	50	13,000				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
						00:00	0		0				
						00:00	0	181	54,265	54,305	36,000	31,500	Yes
Regular Schedule	1 thru 5	8:20 AM	2:30 PM	15	40	06:10	315	131	41,265				
Minimum Schedule	1 thru 5	8:20 AM	1:35 PM	15	40	05:15	260	50	13,000				
								181	54,265	54,305	50,400	47,250	Yes

Prepared by:

Date Prepared (or revised)

Reviewed by:

Montebello Unified School District
Montebello Park Elementary School
School Schedule
2017 – 2018 Modified Traditional Calendar
Board Day: 8:00 – 3:15

Headstart Daily Schedule

HEADSTART	SCHOOL DAY	LUNCH	OUTDOOR TIME	SNACK
Early Group	8:00 – 11:30	11:00 – 11:30	8:50 – 9:15 10:15 – 10:45	8:15
Late Group	11:45 – 3:15	12:00 – 12:30	12:50 – 1:15 2:00 – 2:30	3:00
SDC				
AM M/S	9:30-12:30	N/A	Teacher Assigned	TA
PM M/M	12:30-3:30	TA	TA	N/A

Kindergarten through 5th Daily Schedule

GRADES TK - 5	REGULAR DAY	MINIMUM DAY
	8:20 – 2:30	8:20 – 1:35

Every Thursday

Recess Schedules: Grades K through 5th

GRADES	REGULAR DAY	Inclement Weather (rainy) Schedule	ROOM #	AREA
TK/Kinder	9:30-9:45	9:30-9:45	1, 3	K/Cub Playground
Kinder	9:40 – 9:55	9:40 – 9:55	4, 5, 6	K/Cub Playground
1 st	10:00-10:15	10:00-10:15	18, 19, 20	K/Cub Playground
2 nd /SDC	10:00-10:15	10:00-10:15	8, 9, 10, 31, 17	Bear Playground
3 rd	10:00-10:15	10:00-10:15	21, 22, 23, 24	Bear Playground
4 th	10:20-10:35	10:20-10:35	27, 28, 29	Bear Playground
5 th	10:20-10:35	10:20-10:35	30, 33 34	Bear Playground

Lunch Schedules: Grades K through 5th

GRADES	REGULAR DAY	Inclement Weather (rainy) Schedule	ROOM #	AREA
TK	11:15-11:55	11:15-11:45	1, 3	Cub Playground
K	11:20-12:00	11:20 – 11:50	4, 5, 6	Cub Playground
1 st	11:35-12:15	11:35 – 12:05	17, 18, 19, 20	Cub Playground
2 nd	11:50-12:30	11:50 – 12:20	8, 9, 10, 31, 17	Bear Playground
3 rd	12:00-12:40	12:00 – 12:30	21, 22, 23, 24	Bear Playground
4 th	12:10-12:50	12:10 – 12:40	27, 28, 29	Bear Playground
5 th	12:20-1:00	12:20 – 12:50	30, 33, 34	Bear Playground

Minimum Days Are As Follows:

Every Thursday, October 31, November 13-17, December 22, March 19-23, June 13-15

Inclement Weather Signal: 4 bells

On inclement weather days after lunch, students will be escorted to classrooms by noon directors. Teachers please abide by schedule accordingly your cooperation helps us in providing smooth transitions for all. Teachers will be released by noon directors for restroom break (5 min) in the morning. Please remember that all 23 teachers need to be released.

- All students need to eat inside the cafeteria.

Revised: 05 -23-17



Montebello Unified School District
and the
Montebello Teachers Association

MPE

mta

2017-2018 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at _____ Montebello Park Elementary _____ School
met on _____ 5/26/17 _____ and with the concurrence of the
Principal, have reached consensus on changing the average daily instructional minutes to allow
time for the following:

Curriculum Planning

Guided Planning

Staff Meeting

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

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

Principal's Signature

Date:

Extension:

MTA Faculty Chair's Signature

Date:

Extension:

~~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