

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Rosewood Park 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

Montebello Teachers Association



Representative



Representative



Date



Date



RPS

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

RPS

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MONTEBELLO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

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

181 INSTRUCTIONAL DAYS

SCHOOL: ROSEWOOD PARK SCHOOL PRINCIPAL: JOSE E. AVILA

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	7:28 AM	1:45 PM	15.00	35.00	06:17	327	135	44,145				
Minimum Schedule	TK	7:28 AM	12:30 PM	15.00	35.00	05:02	252	46	11,592				
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	7:28 AM	1:45 PM	15.00	35.00	06:17	327	135	44,145				
Minimum Schedule	K	7:28 AM	12:30 PM	15.00	30.00	05:02	257	46	11,822				
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	7:28 AM	1:45 PM	15	35	06:17	327	135	44,145				
Minimum Schedule	1 thru 5	7:28 AM	12:30 PM	15	35	05:02	252	46	11,592				
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

Jose E. Avila

Prepared by:

Date Prepared (or revise)

Reviewed by:

Jose E. Avila
6/29/17

ROSEWOOD PARK SCHOOL PreK-8

RPS 2017-2018 Bell Schedule

Period	6-7-8	5	4-3	1-2	K	TK
1	7:28 - 8:30 (62)	7:28	7:28	7:28	7:28	7:28
2	8:30 - 9:25 (55)					
RECESS	9:25 - 9:40 (15)	9:10-9:25	9:10 - 9:25	8:55 - 9:10	8:45 - 9:00	8:30 - 8:45
3	9:40 - 10:35 (55)					
4	10:35 - 11:30 (55)					
LUNCH	11:30 - 12:05 (35)	11:15-11:50 (35)	11:00 - 11:35 (35)	10:45 - 11:20 (35)	10:35 - 11:10 (35)	11:00 - 11:35 (35)
5	12:05 - 12:55(50)					
6	12:55 - 1:45 (50)	1:45 Dismissal	1:45 PM Dismissal	1:45 PM Dismissal	1:45PM Dismissal	1:45PM Dismissal

Period	6-7-8	5	3-4	1-2	TK/K
1	7:28 - 8:20 (52)	7:28 - 8:20 (52)	7:28	7:28	7:28
2	8:20 - 9:00 (40)	8:20 - 9:00 (40)			
3	9:00 - 9:40 (40)	9:00 - 9:40 (40)			
RECESS	9:40 - 9:55 (15)	9:10 - 9:25 (15)	9:10 - 9:25 (15)	8:55 - 9:10 (15)	TK 8:30 - 8:45 K 8:45 - 9:00
4	9:55 - 10:35 (40)	9:55 - 10:35 (40)			
5	10:35 - 11:15 (40)	10:35 - 11:15 (40)			
6	11:15 - 11:55 (40)	11:15 - 11:55 (40)			
LUNCH	11:55 - 12:30(35)	11:55 - 12:30 (35)	11:00 - 11:35 (35)	10:45 - 11:20 (35)	TK 11:00 - 11:35 (35) K 10:35 - 11:10 (35)
	Dismissed from lunch	Dismissed from Lunch	12:30 Dismissal	12:30 Dismissal	12:30 Dismissal

***Rainy Day Schedule 30 minute lunch**

EXTREME HEAT SCHEDULE

1. Limit all outdoor activities before 10am.
2. After 10am, please advise all students to remain in a shaded area.
3. Staff must check playground equipment before use.