

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And


MONTEBELLO TEACHERS ASSOCIATION

Suva 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

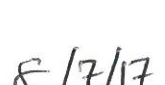


Date

Montebello Teachers Association



Representative



Date



SLI

Montebello Unified School District

INSTRUCTIONAL SERVICES DIVISION

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

RECEIVED
M.U.S.D.

2017 JUN -2 PM 12:00
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: Suva Intermediate

PRINCIPAL: Mandy Knight (Acting)

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	8:45 AM	3:00 PM	14:00	34:00	06:15	327	138	45,126			MAI=61,894	
Minimum Schedule	6	8:45 AM	1:40 PM	14:00	30:00	04:55	251	43	10,793				
Other Schedule	6					00:00	0		0				
Other Schedule	6					00:00	0		0				
Other Schedule	6					00:00	0		0				
TOTAL										55,919	54,000	54,075	Yes
Regular Schedule	7	8:45 AM	3:00 PM	14	34	06:15	327		0				
Minimum Schedule	7	8:45 AM	1:40 PM	14	30	04:55	251		0				
Other Schedule	7					00:00	0		0				
Other Schedule	7					00:00	0		0				
Other Schedule	7					00:00	0		0				
TOTAL										55,874	54,000	54,075	NA
Regular Schedule	8	8:45 AM	3:00 PM	14	34	06:15	327		0				
Minimum Schedule	8	8:45 AM	1:40 PM	14	30	04:55	251		0				
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	NA

Prepared by:

Mandy Knight

Date Prepared (or revise)

1-Jun-17

Reviewed by:

[Signature]

**MONTEBELLO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION**

2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)

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Other Schedule	8					00:00	0		0				
Other Schedule	8					00:00	0		0				
TOTAL										55,919	54,000	54,075	Yes

Prepared by:

Mandy Knight

Reviewed by:

Date Prepared (or revis)

1-Jun-17

[Signature]
8/29/17

Suva Intermediate School

Bell Schedules

2017-2018

Minimum Day Schedule

8:40	Warning Bell
8:45 - 9:26	Mod 1
9:26 - 9:30	Passing
9:30 - 10:08	Mod 2
10:08 - 10:22	Nutrition
10:22 - 10:26	Passing
10:26 - 11:04	Mod 3
11:04 - 11:09	Passing
11:09 - 11:46	Mod 4
11:46 - 12:16	Lunch
12:16 - 12:20	Passing
12:20 - 12:58	Mod 5
12:58 - 1:02	Passing
1:02 - 1:40	Mod 6

Regular Schedule

8:40	Warning Bell
8:45 - 9:40	Mod 1
9:40 - 9:44	Passing
9:44 - 10:34	Mod 2
10:34 - 10:48	Nutrition
10:48 - 10:53	Passing
10:53 - 11:43	Mod 3
11:43 - 11:47	Passing
11:47 - 12:37	Mod 4
12:37 - 1:11	Lunch
1:11 - 1:16	Passing
1:16 - 2:06	Mod 5
2:06 - 2:10	Passing
2:10 - 3:00	Mod 6

Montebello Unified School District
and the
Montebello Teachers Association



mta

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Suva Intermediate School met on
Monday, April 24, 2017 and with the concurrence of the principal have
reached consensus on changing the average daily instructional minutes to allow time for the
following:

See attached paper.

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

Mandy Thylt

Principal

Date: May 23, 2017

Extension: X6203

Kathy Mott

MTA Faculty Chair

Date: May 23, 2017

Extension: 6251

Please attach proposed bell schedules including banked day bell schedules.

(Copies of this form must be sent to both the Director of PreK-12 Curriculum & Instruction
and the MTA Executive Director.

Memorandum of Understanding

Banking of Minutes

Suva Intermediate School

2017-2018

Proposal

Suva Intermediate School will bank minutes to have minimum days for the purpose of professional development for the 2017-2018 school year.

Our daily schedule for the 2017-2018 school year will be:

- Mondays: 8:45 a.m. – 1:40 p.m.
- Tuesdays – Fridays: 8:45 a.m. – 3:00 p.m.

Minimum Days

The minimum days will be used for the following purposes:

- a. Staff Meetings: to conduct general school business and disseminate information. These meetings may last until 3:45 p.m. (Usually the first Monday of the month.)
- b. Curriculum Development Meetings: may include but are not limited to the following:

- Data Teams/Data Analysis
- Grade Level Meetings
- Common Core State Standards and Testing
- Content Area Collaboration
- P.I. Status: Alternative Governance Plan Implementation
- Committee Meetings and Reports
- Teacher Presentations
- Professional Development Institute Follow-ups

These meetings may last until 3:00 p.m.

- c. Individual Research Days (4 days): A total of four individual research days will be allocated for the 2017-2018 school year. All Individual Research Days will be held on the week that report cards are due. Assistance will be available in the computer lab for report card support.