

# MEMORANDUM OF UNDERSTANDING

Between the


**MONTEBELLO UNIFIED SCHOOL DISTRICT**

And

**MONTEBELLO TEACHERS ASSOCIATION**

Wilcox 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  
  
8/4/17  
\_\_\_\_\_  
Date

**Montebello Teachers Association**

  
\_\_\_\_\_  
Representative  
  
8/7/17  
\_\_\_\_\_  
Date



WTE

**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

**MONTEBELLO UNIFIED SCHOOL DISTRICT**  
**INSTRUCTIONAL SERVICES DIVISION**

**2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)**

181 INSTRUCTIONAL DAYS

**SCHOOL:** WILCOX ELEMENTARY SCHOOL

**PRINCIPAL:** L. Gallegos

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	8:30 AM	2:45 PM	15:00	40:00	06:15	320	134	42,880				
Minimum Schedule	TK	8:30 AM	1:30 PM	15:00	40:00	05:00	245	47	11,515				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
<b>TOTAL</b>										<b>54,395</b>	<b>36,000</b>	<b>31,500</b>	<b>Yes</b>
Regular Schedule	K	8:30 AM	2:45 PM	15:00	40:00	06:15	320	134	42,880				
Minimum Schedule	K	8:30 AM	1:30 PM	15:00	40:00	05:00	245	47	11,515				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
<b>TOTAL</b>										<b>54,395</b>	<b>36,000</b>	<b>31,500</b>	<b>Yes</b>
Regular Schedule	1 thru 5	8:30 AM	2:45 PM	15	40	06:15	320	134	42,880				
Minimum Schedule	1 thru 5	8:30 AM	1:30 PM	15	40	05:00	245	47	11,515				
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				
<b>TOTAL</b>										<b>54,395</b>	<b>50,400</b>	<b>47,250</b>	<b>Yes</b>

**Prepared by:**

L. Gallegos

**Reviewed by:**

**Date Prepared** (or revise)

29-May-17

*[Signature]*  
 6/29/17





**WILCOX ELEMENTARY SCHOOL**  
2017–2018 School Year



Daily Schedule for Monday, Tuesday, Thursday & Friday for TK, K – 5

8:00 – 8:25	Breakfast Program Available in the Cafeteria
8:30	School Begins
09:45 – 10:00	Recess – TK (K2) & Kinder (K1, K13)
10:00 – 10:15	Recess – Kinder (K12, K14) Recess – Grade 1 & 2, including Rm 25
10:20 – 10:35	Recess – Grade 3, 4, & 5, including Rm 26
11:10	Lunch Program Begins

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11:10 – 11:50	Grades TK & K in the Cafeteria
11:30 – 12:10	Grades 1 <sup>st</sup> & 2 <sup>nd</sup> Lunch
11:30 – 11:50	1 <sup>st</sup> Grade in the Cafeteria 2 <sup>nd</sup> Grade in the playground
11:50 – 12:10	2 <sup>nd</sup> Grade in the Cafeteria 1 <sup>st</sup> Grade in the playground
12:05 – 12:45	3 <sup>rd</sup> Grade in the Cafeteria
12:15 – 12:55	4 <sup>th</sup> Grade in the Cafeteria then Playground 5 <sup>th</sup> Grade Playground then in the Cafeteria
2:45	Dismissal & Bus Departures

Every WEDNESDAY ... 1:30 dismissal
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Montebello Unified School District  
and the  
Montebello Teachers AssociationDEPUTY  
SUPERINTENDENTBANKING MINUTES  
REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Wilcox Elementary School met on May 10, 2017 and with the concurrence of the principal have reached consensus on changing the average daily instructional minutes to allow time for the following:

**2016-2017 Tentative Monthly Schedule of Banked Minutes**

- 1<sup>st</sup> Wednesday: Staff Meetings
- 2<sup>nd</sup> Wednesday: Grade Level Meetings (Student Articulation)
- 3<sup>rd</sup> Wednesday: In-service
- 4<sup>th</sup> Wednesday: Curriculum Planning

It is also agreed that one Wednesday from each calendar month, regardless of the number of school days in attendance, will be for curricular planning without interruption from administration. In any calendar month in which school is not in session for the entire month the 5 meeting hours can be completed on Mondays or Thursdays.

Adjustments will be made as needed so long as one Wednesday has been designated to Curriculum Planning and conformity to the contract is followed.

For more information contact the Director of PreK-12 Curriculum & Instruction (7924) or the MTA Executive Director (323-722-5005).

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



Veronica Perea

Faculty Chair



Leo Gallegos

Principal

Montebello Unified School District  
and the  
Montebello Teachers Association

**BANKING MINUTES**  
**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

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