



Montebello Unified School District  
and  
Montebello Teachers Association



2019–2020 School Year

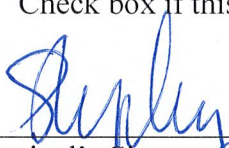
**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at Bella Vista Elementary School met on Thursday, May 2, 2019 and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following: (Please see attached memo).

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

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

  
Principal's Signature

Date

4/25/2019

  
MTA Faculty Chair's Signature

Date

4/25/19

Extension 3075

Extension

4102

~~Regular day and minimum day bell schedules **MUST** be attached~~

Please send MOU to Virginia Gutierrez  
Executive Assistant II, Human Resources

**Due Date: Friday-May 17, 2019**



## Memorandum of Understanding between Bella Vista Elementary and Montebello Teachers Association

The Bella Vista Elementary Faculty and Administration agree that the following **Memorandum of Understanding** governs the planning time reserved through *Banking Minutes* for the **2019-2020** academic school year.

In accordance with the **professional planning time** needed to fulfill the curriculum mandates of the *California Common Core Standards*, the faculty and administration of Bella Vista Elementary School agree to the following guidelines:

- The curriculum planning cycle will be **divided into four-week segments** starting with the first week of school.
  - **Week 1** of every cycle, will be a **Flexible Planning Time** that can be **interchanged** between *Grade Level Meeting*, *Data Team Meeting*, *Staff Meeting*, *PD Meeting* or *Individual Faculty Planning* time that best meets the **instructional needs of BVE faculty members**.
  - **Week 2** of every cycle, will be a scheduled **Staff Meeting** set up at the discretion of the **BVE Principal** or designee. The staff meeting attendance is for all grade level educators, special education faculty and staff (Speech Specialist, School Psychologist, RSP, SDC).
  - **Week 3** of every cycle, will be **Grade Level/Data Team**: TK-Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, Special Ed, in a school setting conducive with the faculty team's instructional program, to plan grade level objectives, review learning standards, implement research-based teaching models, identify formative/informal assessments, analyze data, map out the curriculum, evaluate strategies, develop materials or other academic tasks as assigned.
  - **Week 4** of every cycle, will be a **Faculty PD**, in conformity with our **In-service Committee** recommendations.
- BVE faculty **recognizes the importance** of *instructional collaboration* and as such agree to respect the Professional Planning Time 4-week cycle by **refraining, to a reasonable extent possible**, from scheduling conflicting appointments, such as doctor/dentist visits, or such that detract from the purpose of Bella Vista's banked minutes for planning time.
- Any changes to the four-week planning cycle need to be **approved by consensus of the BVE Faculty Club**.
- The **Faculty Club President or designee** will serve as the **liaison** to the **Principal** about Faculty Club decisions and concerns to ensure adherence to the Memorandum of Understanding.



\_\_\_\_\_  
Faculty Club  
President/Designee

4/25/19  
Date



\_\_\_\_\_  
Principal/Designee

4/25/19  
Date

