



Montebello Unified School District
and
Montebello Teachers Association



2019–2020 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Washington Elementary School met on
April 24, 2019 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 Schedule

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

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


Principal's Signature

Date 4.24.19

Extension 5871


MTA Faculty Chair's Signature

Date 4.24.19

Extension 2670

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

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

Due Date: Friday-April 26, 2019

c: Rosie Blankenship, Manager – Human Resources
Francisco J. Arregui, Administrator on Special Assignment
Bibi Alvarado, Interim Assistant Superintendent – Educational Services

MOU-BankMin

Washington Elementary

Banking of Minutes

MOU Schedule 2019-2020

Washington Elementary Faculty and Administration have agreed to bank minutes to hold minimum days for the purpose of fulfilling the curriculum mandates of the California Common Core Standards. The Faculty and Administration agree to add minutes to four days a week and reduce the schedule on Wednesdays and agree to the following guidelines:

Our instruction schedule for the 2018-2019 year will be 8:15-2:35 and Wednesday 8:15-12:25.

Three days per calendar month will be used for Staff Meetings/Professional Development/Grade Level.

- ❖ **Staff Meetings** will begin at 1:30 and may last until 3:30.
- ❖ **Professional Development** will begin at 1:30 and may last until 4:00 with two weeks advance notice and in conformity with our Staff In-Service Committee.
- ❖ **Grade Level** meetings will begin at 1:30 and will conclude by 3:00.
 - Administration will not exceed 5 hours of monthly meetings for School/District Business.

One day per month will be used for Individual Planning time.

- ❖ **Individual Planning** Time will be of member's professional choosing, in a setting conducive to his/her instructional program, in accordance with contract F8, pg. 5.
 - ◆ In the event of District Professional Development, Individual Planning time may be rescheduled via agreement between Faculty Member(s) and Administration.

Unassigned Banked Minutes will be decided by consensus of WAE Faculty in accordance with contract F8, pg. 5.

Wednesdays before report card due date for each quarter will be utilized for report card/parent conference preparation (Individual Planning), as with well as the Wednesdays prior to Back to School Night and Open House.

This agreement provides the basic structure for banking minutes. Individual days are subject to revision based on site and program needs and via agreement between Faculty Club and Administration.

WASHINGTON ELEMENTARY SCHOOL

2019-2020 Recess and Lunch Schedule

TK – 5th Grade Schedule: M, T, Th, F 8:15 a.m. – 2:35 p.m.
TK - 5th Grade Schedule: W 8:15 a.m. – 12:25 p.m.

Breakfast 7:50 – 8:10

Rainy Day Before School: TK will be in their classrooms, Kinder in Room K4, 1st & 2nd in Library, 3rd – 5th in Cafeteria

10:00 – 10:15	Recess #1	TK Kindergarten 1 st Grade	19, 20 K3, K5, K6, K7, 8, 11 9, 13, 14, 28, 16, 18, S-1
10:15 – 10:30	Recess #2	2 nd Grade 3 rd Grade	12, 21, 22, 24, 25, 26 1, 2, 27, F101, 15, 17
10:30 – 10:45	Recess #3	4 th Grade 5 th Grade	F102, F103, F104, F204, F205, 23 F105, F201, F202, F203, F206

LUNCH

11:30 – 12:10	TK	19, 20
11:35 – 12:15	Red Flag: Kindergarten	K3, K5, K6, K7, 8, 11
11:45 – 12:25	Yellow Flag: 1st Grade/SDC K-3	9, 13, 14, 28, 16, 18, S-1
12:00 – 12:40	Green Flag: 2nd Grade	12, 21, 22, 24, 25, 26
12:15 – 12:55	Blue Flag: 3rd Grade	1, 2, 27, F101, 15, 17
12:30 – 1:10	Orange Flag: 4th Grade/SDC 3-5/HGATE	F102, F103, F104, F204, F205, 23
12:45 – 1:25	Lime Green Flag: 5th Grade	F105, F201, F202, F203, F206

Rainy Day Schedule

Recess		Lunch	
9:40 – 9:50 a.m.	TK	11:00 – 11:30 a.m.	TK / Kindergarten
9:50 – 10:00 a.m.	Kinder		
10:00 – 10:10 a.m.	1 st grade	11:25 – 11:55	1 st Grade/SDC K-3
10:10 – 10:20 a.m.	2 nd grade	11:50 – 12:20	2 nd Grade
10:20 – 10:30 a.m.	3 rd grade	12:15 – 12:45	3 rd Grade
10:30 – 10:40 a.m.	4 th grade	12:40 – 1:10	4 th Grade/SDC 3-5
10:40 – 10:50 a.m.	5 th grade	1:05 – 1:35	5 th Grade/Room F201

Minimum Day Schedule: TK – 5th 8:15 – 12:25. Students will have regular recess and lunch will be provided after school.

