



MONTEBELLO UNIFIED SCHOOL DISTRICT  
Educational Services

REGULAR & ALTERNATE BELL SCHEDULES 2019-2020

SCHOOL SETHUR Principal's Signature [Signature]

A. Staff Development Days (to be set after calendar is scheduled)

Day #1 AUG. 15 & 16, 2019 Activity D.O. / SITE OPENING DAY PROCEDURES  
Day #2 JAN. 13, 2020 Activity DATA DISAGGREGATION SAFETY " DATA, WASC )  
Day #3 JUNE 12, 2020 Activity END OF YEAR MEETING

B. Regular Schedule (Attach copy of Bell Schedule)

Start of 1<sup>st</sup> period 7:44 Number of minutes in each period 57  
End of last period 2:45 Number of minutes in passing periods 6 MIN  
Number of minutes for nutrition 16 Number of minutes for lunch 30 MIN

C. Minimum / Reduced time days (Attach copy of Bell Schedules)

Dates TBA - SEPT 2019 Activity DAY AFTER BACK TO SCHOOL NIGHT  
Dates TBA - OCT, 2019 Activity HOME COMING  
Dates DECEMBER 20, 2019 Activity LAST DAY OF FIRST SEMESTER  
Dates MARCH 20, 2020 Activity END OF 3<sup>rd</sup> QTR.  
Dates JUNE 11, 2020 Activity LAST DAY OF SCHOOL

D. BANKING MINUTES

   No   ✓   Yes WEDNESDAY (Indicate the Day of the Week and attach Schedule)

ATTACH COPIES OF ALL BELL SCHEDULES PLANNED FOR USE IN 2019-2020

APPROVED \_\_\_\_\_

DATE APPROVED \_\_\_\_\_





## MONTEBELLO UNIFIED SCHOOL DISTRICT

### EDUCATIONAL SERVICES

Extension 7924 • Fax (323) 887-5893

#### MEMORANDUM

January 31, 2019

# DRAFT

TO: Principals

FROM: Bibi Alvarado, Interim Assistant Superintendent, Educational Services

SUBJECT: Instructional Minutes Packet 2019–2020

**Please get my approval BEFORE finalizing any MOU.**

Attached are documents that will assist you with 2019–2020 planning.

- Instructional Teacher Days School Calendars for 2019–2020
- Board Approved Calendars will be on the MUSD website
  - <http://www.montebello.k12.ca.us/calendar>
- Contractual Professional Learning Month Schedule
  - Includes Suggested After School Meeting Schedule

#### **Prepare and submit the items listed below by April 26, 2019**

- ☐ **Instructional Minutes Calculator (School Schedule) Excel Spreadsheet**  
(RPS must complete *both* Elementary & Intermediate forms –use tabs at bottom of form to change sheet)
- ☐ **School Bell Schedules for 2019–2020** – Please include a bell schedule for each type of schedule listed on Instructional Minutes Calculator (School Schedule) Excel spreadsheet. Types of bell schedules include: Rainy Day, Minimum Day, etc.
- ☐ **Banking Minutes MOU** – If you are **not** banking minutes, please complete form and indicate “**Not Banking Minutes**”. Send directly to Virginia Gutierrez.
- ☐ **School Map – ONLY if there has been a change in the last year**  
(removed or added building).

Please e-mail electronic Instructional Minutes originals to District Office. Please **do not** FAX.

If you have any questions or concerns, please contact Bibi Alvarado, Interim Assistant Superintendent, Educational Services, x7924 or Francisco Arregui, x7917.

c: Rosie Blankenship – Human Resources  
Francisco J. Arregui, Administrator on Special Assignment  
School Secretaries





## Montebello Unified School District State and District Required Instructional Minutes Informational Sheet

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State Education Code required number of annual instructional minutes as set in 1986–87 or the number of minutes offered in 1982–83, whichever is greater.

Kindergarten	36,000
Grades 1–3	50,400
Grades 4–8	54,000 (1982–83 MAI number of instructional minutes were 61,585)
High School	64,800

Montebello Unified School District meets or exceeds this requirement by offering the following:

Full Day TK	54,305 (305 minutes daily)
Full Day K	54,305 (305 minutes daily)
Grades 1–5	54,305 (305 minutes daily)
Grades 6–8	55,874 (309 minutes daily) MAI – 61,894
High School	65,160 (360 minutes daily)

### Minimum Days

In order for teachers to conduct parent conferences, the excess minutes above the state mandate are allocated as follows:

Full Day	
TK/Kindergarten	10 days (5 in the fall and 5 in the spring) are offered. The instructional day minutes are reduced, but never less than 240 minutes.
Grades 1–5	10 days (5 in the fall and 5 in the spring) are offered. The instructional day minutes are reduced, but are never less than 240 minutes.
Grades 6–8	8 days (5 in the fall and 3 in the spring) are offered. The instructional day minutes are reduced, but are never less than 240 minutes.
High School	Minimum days are used for finals

### Reconfigured Schedules

Some schools request a Memorandum of Understanding (MOU) in order to rearrange their instructional minutes to allow for some regular school improvement planning and professional learning opportunities (Banking Minutes MOU). The total number of instructional minutes are **not** reduced.

Due Date: April 26, 2019

For more information, please contact Bibi Alvarado, Interim Assistant Superintendent of Educational Services x7924 or Francisco Arregui x7917.





Montebello Unified School District  
and  
Montebello Teachers Association



2019-2020 School Year

**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at SUNYR HIGH SCHOOL School met on 5/8/19 and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

DATA TEAMS  
WASC PREPARATION FOR MID TERM VISIT (FOL)  
STAFF MEETINGS / PROFESSIONAL LEARNING

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 [Signature]

Date 5/9/19

Extension 6614

MTA Faculty Chair's Signature [Signature]

Date 5/8/19

Extension 6572

~~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





MONTEBELLO UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL SERVICES DIVISION  
2019-2020 INSTRUCTIONAL MINUTE CALCULATOR (SCHOOL SCHEDULE)

181 INSTRUCTIONAL DAYS

SCHOOL: SUNLEN

PRINCIPAL: STACEY HONDA

High School

(\*Military Style Time 8:00am enter as 8:00, 1:00PM 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	9	7:44 AM	2:45 PM	16:00	30:00	07:01	375	131	49,125				
Minimum Schedule	9	7:44 AM	12:10 PM	17:00	-	04:26	249	5	1,245				
Collaboration Schedule	9	8:44 AM	2:45 PM	30:00	30:00	06:01	331	30	9,930				
Finals Schedule	9	7:44 AM	12:10 PM	17:00	-	04:26	249	6	1,494				
SAT/SBAC Schedule	9	7:44 AM	2:45 PM	16:00	31:00	07:01	374	9	3,366				
TOTAL										65,160	65,160	63,000	Yes
Regular Schedule	10	7:44 AM	2:45 PM	16:00	30:00	07:01	375	131	49,125				
Minimum Schedule	10	7:44 AM	12:10 PM	17:00	-	04:26	249	5	1,245				
Other Schedule	10	8:44 AM	2:45 PM	30:00	30:00	06:01	331	30	9,930				
Other Schedule	10	7:44 AM	12:10 PM	17:00	-	04:26	249	6	1,494				
Other Schedule	10	7:44 AM	2:45 PM	16:00	31:00	07:01	374	9	3,366				
TOTAL										65,160	65,160	63,000	Yes
Regular Schedule	11	7:44 AM	2:45 PM	16:00	30:00	07:01	375	131	49,125				
Minimum Schedule	11	7:44 AM	12:10 PM	17:00	-	04:26	249	5	1,245				
Other Schedule	11	8:44 AM	2:45 PM	30:00	30:00	06:01	331	30	9,930				
Other Schedule	11	7:44 AM	12:10 PM	17:00	-	04:26	249	6	1,494				
Other Schedule	11	7:44 AM	2:45 PM	16:00	31:00	07:01	374	9	3,366				
TOTAL										65,160	65,160	63,000	Yes
Regular Schedule	12	7:44 AM	2:45 PM	16:00	30:00	07:01	375	131	49,125				
Minimum Schedule	12	7:44 AM	12:10 PM	17:00	-	04:26	249	5	1,245				
Other Schedule	12	8:44 AM	2:45 PM	30:00	30:00	06:01	331	30	9,930				
Other Schedule	12	7:44 AM	12:10 PM	17:00	-	04:26	249	6	1,494				
Other Schedule	12	7:44 AM	2:45 PM	16:00	31:00	07:01	374	9	3,366				
TOTAL										65,160	65,160	63,000	Yes

Prepared by:

Reviewed by:

Date Prepared (or revision)



Schurr High School  
Bell Schedule 2019-2020

Regular Day			Collaboration Day		
Period	Start	End	Period	Start	End
0	6:45	7:35	0	6:45	7:35
1	7:44	8:41	Collaboration	7:44	8:39
2	8:47	9:44	1	8:44	9:33
Nutrition	9:44	10:00	2	9:39	10:29
3	10:07	11:04	3	10:35	11:25
4	11:10	12:07	Lunch	11:25	11:55
Lunch	12:07	12:37	4	12:06	12:55
5	12:45	1:42	5	1:01	1:50
6	1:48	2:45	6	1:56	2:45
Minimum Day			Finals Schedule		
Period	Start	End	Day1		
0	6:45	7:35	Period	Start	End
1	7:44	8:20	0	6:45	7:35
2	8:26	9:03	1	7:44	9:44
3	9:09	9:45	Nutrition	9:44	10:01
Nutrition	9:45	10:02	2	10:10	12:10
4	10:08	10:44	Day 2		
5	10:50	11:27	Period	Start	End
6	11:33	12:10	0	6:45	7:35
Block Schedule Day 1			3	7:44	9:44
Period	Start	End	Nutrition	9:44	10:01
0	6:45	7:35	4	10:10	12:10
1	7:44	9:44	Day 3		
Nutrition	9:44	10:00	Period	Start	End
2	10:07	12:07	5	7:44	9:44
Lunch	12:07	12:38	Nutrition	9:44	10:01
3	12:45	2:45	6	10:10	12:10
Block Schedule Day 2					
Period	Start	End			
0	6:45	7:35			
4	7:44	9:44			
Nutrition	9:44	10:00			
5	10:07	12:07			
Lunch	12:07	12:38			
6	12:45	2:45			

