

# MEMORANDUM OF UNDERSTANDING

Between the


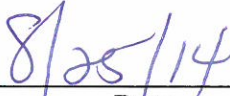
**MONTEBELLO UNIFIED SCHOOL DISTRICT**

And


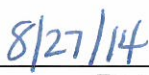
**MONTEBELLO TEACHERS ASSOCIATION**

Bella Vista 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 2014/2015 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



Montebello Unified School District  
and the  
Montebello Teachers Association



2014-15 School Year

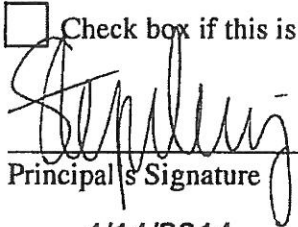
**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at Bella Vista Elementary School met on Thursday, April 3, 2014 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

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

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

  
Principal's Signature

Date: 4/14/2014

  
MTA Faculty Chair's Signature

Date: 4/14/2014

Extension: 3075

Extension: 4119

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

*Any changes from previous year require immediate review by Deputy Superintendent and must be approved by Transportation Department with a copy to Pupil and Community Services.*

For more information contact the Deputy Superintendent at Extension 7922  
or the Executive Director of MTA at 323-722-5005

**Email to Deputy Superintendent's Office: Eileen Barton**

(If you email, there is no need to fax or send in mail. Please send once to MUSD and once to MTA)

**Copy to: MTA Executive Director, Kathy Schlotz MTA Office 323-722-5005 Fax 323-722-0543**

**Due Date: Friday, April 25, 2014**

**MONTEBELLO UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL SERVICES DIVISION  
2014-15 INSTRUCTIONAL MINUTE CALCULATOR (SCHOOL SCHEDULE) 180 Instructional Days**

SCHOOL: Bella Vista Elementary

PRINCIPAL: Mrs. Stephanie Hardaway

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	If the district had NO forgo days please use this calculation		
											State Required Amount	82/83 Required	Met Requirement
Regular Schedule	K or Kpm	8:00 AM	12:55 PM	15.00	40.00	05:15	220	180	39,600	36,000	36,000	31,500	Yes
Minimum Schedule	K or Kpm					05:15	220		39,600				
Other Schedule	K or Kpm					05:15	220		39,600				
Other Schedule	K or Kpm					05:15	220		39,600				
<b>TOTAL</b>										36,000	36,000	31,500	Yes
Regular Schedule	K or Kpm	9:40 AM	2:15 PM	15.00	40.00	04:55	220	144	31,680				
Minimum Schedule	K or Kpm	8:00 AM	12:55 PM	15.00	40.00	05:15	220	36	7,720				
Other Schedule	K or Kpm					05:15	220		7,720				
Other Schedule	K or Kpm					05:15	220		7,720				
<b>TOTAL</b>										36,000	36,000	31,500	Yes
Regular Schedule	1	8:00 AM	2:15 PM	15.00	40.00	04:15	220	144	30,720				
Minimum Schedule	1	8:00 AM	1:25 PM	15.00	40.00	03:45	220	36	7,720				
Other Schedule	1					03:45	220		7,720				
Other Schedule	1					03:45	220		7,720				
<b>TOTAL</b>										54,000	50,400	47,250	Yes
Regular Schedule	2	8:00 AM	2:15 PM	15.00	40.00	04:15	220	144	30,720				
Minimum Schedule	2	8:00 AM	1:25 PM	15.00	40.00	03:45	220	36	7,720				
Other Schedule	2					03:45	220		7,720				
Other Schedule	2					03:45	220		7,720				
<b>TOTAL</b>										54,000	50,400	47,250	Yes
Regular Schedule	3	8:00 AM	2:15 PM	15.00	40.00	04:15	220	144	30,720				
Minimum Schedule	3	8:00 AM	1:25 PM	15.00	40.00	03:45	220	36	7,720				
Other Schedule	3					03:45	220		7,720				
Other Schedule	3					03:45	220		7,720				
<b>TOTAL</b>										54,000	50,400	47,250	Yes
Regular Schedule	4	8:00 AM	2:15 PM	15.00	40.00	04:15	220	144	30,720				
Minimum Schedule	4	8:00 AM	1:25 PM	15.00	40.00	03:45	220	36	7,720				
Other Schedule	4					03:45	220		7,720				
Other Schedule	4					03:45	220		7,720				
<b>TOTAL</b>										54,000	50,400	47,250	Yes
Regular Schedule	5	8:00 AM	2:15 PM	15.00	40.00	04:15	220	144	30,720				
Minimum Schedule	5	8:00 AM	1:25 PM	15.00	40.00	03:45	220	36	7,720				
Other Schedule	5					03:45	220		7,720				
Other Schedule	5					03:45	220		7,720				
<b>TOTAL</b>										54,000	54,000	54,075	Yes
Regular Schedule	6	8:00 AM	2:15 PM	15.00	40.00	04:15	220	144	30,720				
Minimum Schedule	6	8:00 AM	1:25 PM	15.00	40.00	03:45	220	36	7,720				
Other Schedule	6					03:45	220		7,720				
Other Schedule	6					03:45	220		7,720				
<b>TOTAL</b>										54,000	54,000	54,075	Yes

Preparer Signature: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Reviewer Signature

4/16/2014



# BELLA VISTA ELEMENTARY

2410 Findlay Avenue, Monterey Park, California 91754

PH: (323) 721-4335/FAX: (323) 887-3077

Principal: Mrs. Hardaway

## Regular Day Schedule (Monday, Tuesday, Wednesday, Friday)

7:15 a.m. - 7:45 a.m.	Breakfast in Cafeteria
8:00 a.m.	School Begins: AM Kinder, Grades 1-5
9:40 a.m.	P.M. Kinder Classes Begin

### RECESS SCHEDULE

10:00 - 10:15	Kindergarten & First Grade Recess
10:15 - 10:30	Fourth & Fifth Grade Recess
10:30 - 10:45	Second & Third Grade Recess

### LUNCH SCHEDULE

#### Play

#### Eat

11:00 - 11:15	11:20 - 11:40	Kinder: 21 (Kwan), 22 (Jiang), 23 (Chan)
11:15 - 11:30	11:35 - 11:55	1 <sup>st</sup> : 20 (Gotori), 25 (Paredes), 27 (Tom), B-5 (Alvarez)
11:30 - 11:45	11:50 - 12:10	2 <sup>nd</sup> : 26 (Abe), 29 (Chow-Wong), 19 (Jimenez)
11:45 - 12:00	12:05 - 12:25	3 <sup>rd</sup> : 16 (Cervantes), 18 (Chong), 2 (Garcia)
12:00 - 12:15	12:20 - 12:40	4 <sup>th</sup> : 4 (Agaj.), 3 (Patzkowski), 9 (Paz), 8 (Barstow 4 <sup>th</sup> ), 6 (Hisamoto)
12:20 - 12:40	12:00 - 12:20	5 <sup>th</sup> : 1 (Cochran), 5 (Ibanez), 7 (Lee), 8 (Barstow 5 <sup>th</sup> )

12:35 p.m.	AM Kinder Dismissal
2:15 p.m.	School Dismissal: PM Kinder, Grades 1-5

### ASSEMBLY SCHEDULE

- 8:10 a.m. 2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade, Room 6
- 9:10 a.m. 4<sup>th</sup> Grade, 5<sup>th</sup> Grade, Room 15
- 10:15 a.m. Kindergarten, 1<sup>st</sup> Grade, Room B-5 (recess 9:55 - 10:10)



# BELLA VISTA ELEMENTARY

2410 Findlay Avenue, Monterey Park, California 91754

PH: (323) 721-4335/FAX: (323) 887-3077

Principal: Mrs. Hardaway

## Minimum Day Schedule (Thursday)

7:15 a.m. - 7:45 a.m. Breakfast in Cafeteria  
8:00 a.m. School Begins: AM & PM Kinder, Grades 1-5

### RECESS SCHEDULE

10:00 - 10:15 Kindergarten & First Grade Recess  
10:15 - 10:30 Fourth & Fifth Grade Recess  
10:30 - 10:45 Second & Third Grade Recess

### LUNCH SCHEDULE

#### Play

#### Eat

11:00 - 11:15	11:20 - 11:40	Kinder: 21 (Kwan), 22 (Jiang), 23 (Chan)
11:15 - 11:30	11:35 - 11:55	1 <sup>st</sup> : 20 (Gotori), 25 (Paredes), 27 (Tom), B-5 (Alvarez)
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12:20 - 12:40	12:00 - 12:20	5 <sup>th</sup> : 1 (Cochran), 5 (Ibanez), 7 (Lee), 8 (Barstow 5 <sup>th</sup> ), 15 (Tom)

12:35 p.m. AM & PM Kinder Dismissal  
1:25 p.m. School Dismissal: Grades 1-5

### ASSEMBLY SCHEDULE

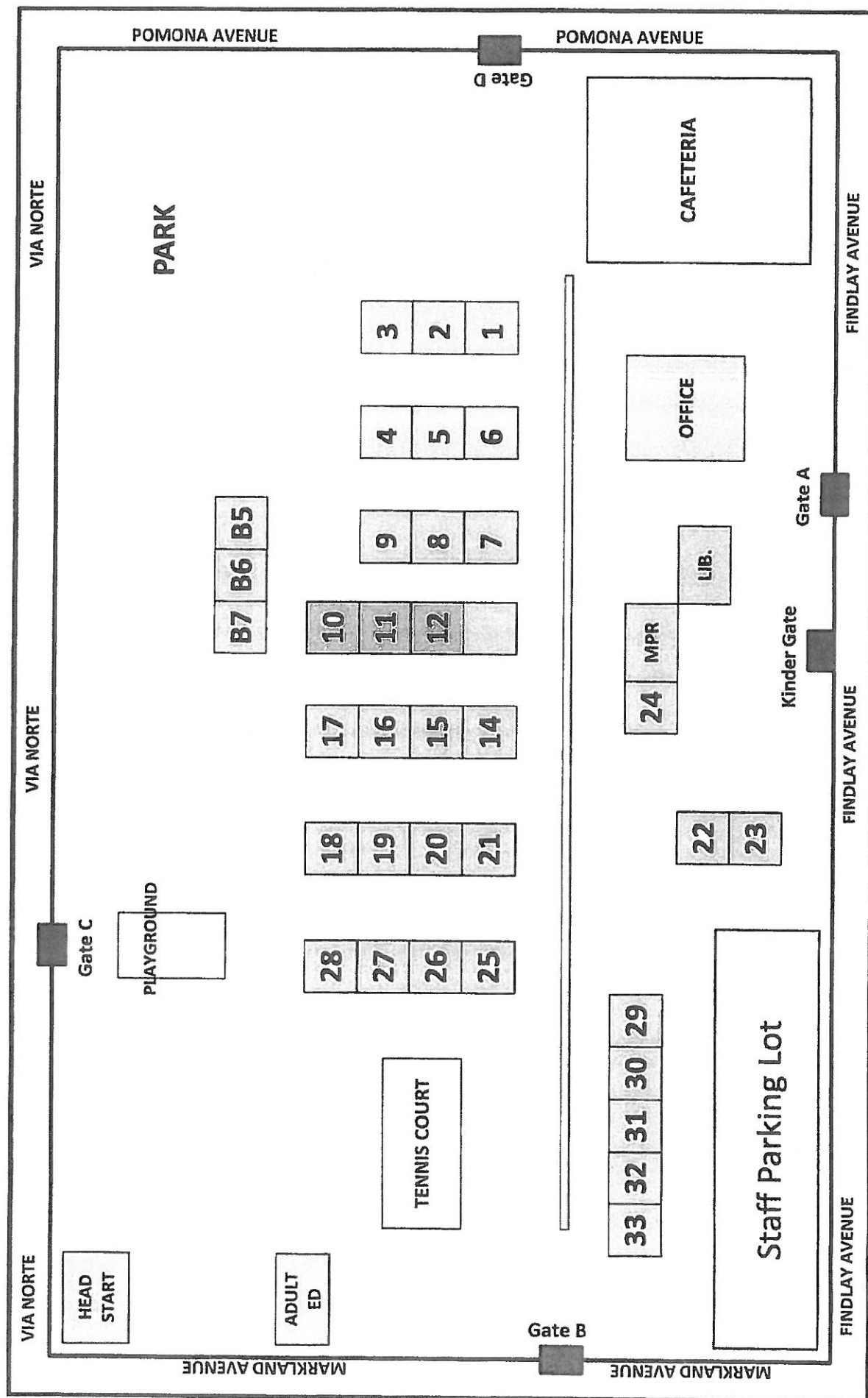
- 8:10 a.m. 2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade, Room 6
- 9:10 a.m. 4<sup>th</sup> Grade, 5<sup>th</sup> Grade, Room 15
- 10:15 a.m. Kindergarten, 1<sup>st</sup> Grade, Room B-5 (recess 9:55 - 10:10)

# SCHOOL MAP

Bella Vista Elementary School  
2410 Findlay Avenue ♦ Monterey Park, CA 91754  
323-721-4335

Kinder Gate: 7:30 – 8:00 AM  
9:30 – 9:40 AM  
12:35 – 12:45 PM  
2:10 – 2:30 PM

Gate D: Not open to parents  
Gates A, B, C: Open at 7:30 AM & close at 8:00 AM  
Gates A, B, C: Open at 2:00 PM for dismissal





**Montebello Unified School District**

**Arthur P. Revueltas, Deputy Superintendent**  
**Extension 7922/2222 • Fax (323) 887-5893**

**MEMORANDUM**

March 21, 2014

**TO:** TK-12 Principals

**FROM:** Arthur P. Revueltas, Deputy Superintendent *AR*

**SUBJECT:** Instructional Minutes Packet 2014-15

Attached are documents that will assist you with 2014-15 planning:

Board Approved Instructional Teacher Days School Calendars for 2014-15.

Calendars are on the MUSD website under:

*Blue Bar at top of Webpage → Resources → District Calendars*

<http://www.montebello.k12.ca.us/calendar>

Contractual Staff Development Month Schedule - Includes Suggested After School Meeting Schedule

**Please prepare and submit the items listed below by April 25, 2014:**

- ☒ **Instructional Minutes Calculator (School Schedule) Excel Spreadsheet SD-1**  
(K-8 sites need to complete *both* Elementary & Intermediate forms –use tabs at bottom of form to change sheet) **Email please**
- ☒ **Site Bell Schedules for 2014-15** – 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*”.
- ☒ **Site Map** – **ONLY if there has been a change in the last year** (removed or added building).

**Please email required documents to Eileen Barton, ET-1, District Office by April 25, 2014.**  
Do not fax, email or District Mail only. Please send once, unless a duplicate or revision is requested.

If you have any questions or concerns, please call my office at extension 7922.

AR:cs

c: Division Heads, MTA and School Secretaries