



Montebello Unified School District  
and  
Montebello Teachers Association



2020–2021 School Year

**BANKING MINUTES**


**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at \_\_\_\_\_ Montebello Park Elementary \_\_\_\_\_ School met on  
\_\_\_\_ May 13, 2020 \_\_\_\_\_ and with the concurrence of the Principal, have  
reached consensus on changing the average daily instructional minutes to allow time for the  
following:

- Staff Meetings
- Guided Planning
- Curriculum Planning

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

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

  
\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
MTA Faculty Chair's Signature

Date \_\_\_\_ May 13, 2020 \_\_\_\_\_

Date \_\_\_\_ May 13, 2020 \_\_\_\_\_

Extension \_\_\_\_ 3071 \_\_\_\_\_

Extension \_\_\_\_\_

~~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 21, 2020**

**Montebello Unified School District  
Montebello Park Elementary School  
School Schedule**

2020 – 2021 Calendar (Tentative)  
Board Day 8:20-3:35 (please be on campus by 8:13)

**Headstart Daily Schedule**

HEADSTART	SCHOOL DAY	LUNCH	OUTDOOR TIME	SNACK
Early Group	8:00 – 11:30	11:00 – 11:30	8:50 – 9:15    10:15 – 10:45	8:15
Late Group	11:45 – 3:15	12:00 – 12:30	12:50 – 1:15    2:00 – 2:30	3:00
Full Day Group	8:00-2:00			
<b>SDC</b>				
<b>AM M/S</b>	9:30-12:30	N/A	Teacher Assigned (TA)	TA
<b>PM M/M</b>	12:30-3:30	TA	TA	N/A

**Kindergarten through 5th Daily Schedule**

GRADES TK - 5	REGULAR DAY	MINIMUM DAY
	8:20 – 2:30	8:20 – 1:37

Every Thursday

**Recess Schedules: Grades K through 5th**

GRADES	REGULAR DAY	Inclement Weather (rainy) Schedule	ROOM #	AREA
TK/Kinder	9:30-9:45	9:30-9:45	1, 3	K/Cub Playground
Kinder	9:40 – 9:55	9:40 – 9:55	4,5, 6	K/Cub Playground
1 <sup>st</sup>	10:00-10:15	10:00-10:15	18, 19, 20	K/Cub Playground
2 <sup>nd</sup> /SDC	10:00-10:15	10:00-10:15	8, 9, 10, 31, 17	Bear Playground
3 <sup>rd</sup>	10:00-10:15	10:00-10:15	21, 22, 23, 24	Bear Playground
4 <sup>th</sup>	10:20-10:35	10:20-10:35	27, 28, 29	Bear Playground
5 <sup>th</sup>	10:20-10:35	10:20-10:35	30, 33 34	Bear Playground

**Lunch Schedules: Grades K through 5<sup>th</sup>**

GRADES	REGULAR DAY	Inclement Weather (rainy) Schedule	ROOM #	AREA
TK	11:15-11:55	11:15-11:45	1, 4	Cub Playground
K	11:20-12:00	11:20 – 11:50	5, 6	Cub Playground
1 <sup>st</sup>	11:35-12:15	11:35 – 12:05	9, 18, 20	Cub Playground
2 <sup>nd</sup>	11:50-12:30	11:50 – 12:20	8,10, 31, 34	Bear Playground
3 <sup>rd</sup>	12:00-12:40	12:00 – 12:30	21, 23, 24	Bear Playground
4 <sup>th</sup>	12:10-12:50	12:10 – 12:40	22, 27, 29	Bear Playground
5 <sup>th</sup>	12:20-1:00	12:20 – 12:50	28, 33	Bear Playground

**Minimum Days Are As Follows:**

***Every Thursday, October 19-23, October 30, December 18, March 22-26, June 7-9.***

**Inclement Weather Signal: 4 bells**

***On inclement weather days after lunch, students will be escorted to classrooms by noon directors. Teachers please abide by schedule accordingly your cooperation helps us in providing smooth transitions for all. Teachers will be released by noon directors for restroom break (5 min) in the morning. Please remember that all teachers need to be released.***

- All students need to eat inside the cafeteria.

MONTEBELLO UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL SERVICES DIVISION  
2020-2021 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)

181 INSTRUCTIONAL DAYS

SCHOOL: Montebello Park Elementary

PRINCIPAL: Gina Andujio

Elementary 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	TK	8:20 AM	2:30 PM	15.00	40.00	06:10	315	130	40,950						
Minimum Schedule	TK	8:20 AM	1:37 PM	15.00	40.00	05:17	262	51	13,362						
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>181</b>	<b>54,312</b>	<b>54,305</b>	36,000	31,500	Yes
Regular Schedule	K	8:20 AM	2:30 PM	15.00	40.00	06:10	315	130	40,950						
Minimum Schedule	K	8:20 AM	1:37 PM	15.00	40.00	05:17	262	51	13,362						
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>181</b>	<b>54,312</b>	<b>54,305</b>	36,000	31,500	Yes
Regular Schedule	1 thru 5	8:20 AM	2:30 PM	15	40	06:10	315	130	40,950						
Minimum Schedule	1 thru 5	8:20 AM	1:37 PM	15	40	05:17	262	51	13,362						
Other Schedule	1 thru 5					00:00	0		0						
Other Schedule	1 thru 5					00:00	0		0						
<b>TOTAL</b>										<b>181</b>	<b>54,312</b>	<b>54,305</b>	50,400	47,250	Yes

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date Prepared (or revise) \_\_\_\_\_