



Montebello Unified School District
and the
Montebello Teachers Association



2013-14 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Suva Intermediate School met on April 15, 2013 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 Mondays (Name the day of week).

[Signature]
Principal's Signature

[Signature]
MTA Faculty Chair's Signature

Date: 4/30/13

Date: 4/30/13

Extension: 7820

Extension: 6251

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

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 323-722-5043

Due Date: Friday, April 26, 2013

MOU-BankMin

Banking Minutes 2013-2014 School Year

Proposal

Suva Intermediate School will bank minutes to hold minimum days for the purpose of professional development for the 2013-2014 school year.

Our daily schedule for the 2013-2014 school year will be:

- Mondays: 8:45 a.m. - 1:40 p.m.
- Tuesday - Friday: 8:45 a.m. - 3:00 p.m.

Minimum Days

1. There will be a total of **12** minimum days for the following purpose(s):
 - a. **Parent Conferences** (8 days)
 - b. **The days following Back to School Night and Learning Faire/Open House** (2 days)
 - c. **Last Day of School** (1 day)
 - d. **TBD-To Be Determined** (1 day)

2. There will be a total of **31** minimum days for the following purpose(s):
 - a. **Staff Meetings:** to conduct general school business and disseminate information. These meetings may last until 3:45 p.m.

 - b. **Curriculum Development Meetings:** may include but are not limited to the following:
 - i. Data Teams/Data Analysis
 - ii. Grade level meetings
 - iii. Content area collaboration
 - iv. P.I. Status: Alternative Governance Plan Implementation
 - v. QEIA Implementation
 - vi. Committee meetings and reports
 - vii. Teacher presentations
 - viii. Professional Development institute follow-upsThese meetings may last until 3:00 p.m.

Teacher representatives will give input for staff development meetings.

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- c. **Individual Research Day** (4 days): A total of four individual research days will be allocated for the 2013-2014 school year. All Individual Research Days will be held on the week report card are due. Assistance will be available in the computer lab for report card support.

Additional meetings may be held from 3:00 - 3:45 with designated content or grade level groups/committees to continue staff development. Such meetings will focus on, but not be limited to instructional methods, including teaching strategies, classroom management and other training designed to improve pupil performance and academic instruction in the classroom. As per MTA contract p. 3, bargaining unit members may only be required to commit three hours per school month beyond the board day and two hours per school month within the board day for additional meetings. No meeting shall begin before 7:30 a.m. or end after 4:45 p.m. One week notice will be provided to staff on professional development meetings.