

# Tips for a Successful Site Specific Waiver

# Banking Minutes

1. Meet in early March with the Faculty Club. Evaluate the existing Waiver (MOU) if there is one. Discuss what the Faculty Club's desired outcomes are concerning banking minutes.
2. Begin discussions with the principal regarding the contents of the Waiver by early April.
3. When writing the Waiver be as specific as possible about the structure of each short day. Ideally include a calendar of the entire year which specifies the intended purpose of each meeting (for example, staff meeting, grade level meeting, independent lesson planning.)
4. Specify the time commitment of the meetings. Include whether the intention is to meet within the Board Day, outside the Board Day, or not to meet any time during the shortened day.
5. Specify what happens in the case of an emergency. (For example, what is the practice when a staff meeting does not occur because school is cancelled that day.)
6. Specify who makes the decision if there is need for clarification on the Waiver (usually the Faculty Club Chairperson and the Principal.)
7. Remember, once signed by the District and the Association, the Waiver has the force of Contract. The more specific the Waiver, the easier it is for the District and the Association to resolve disputes.
8. MUSD Instructional Division houses the joint form for the District and the Association. (The form is also on [montebelloteachers.org](http://montebelloteachers.org).) The site must have both the Faculty Club Chairperson and the Principal sign one form and send it to the Instructional Division. The Instructional Division will forward the form to the MTA office.
9. The forms are generally due the last Friday in April. (Date may vary from year to year.)
10. Keep a copy of the form for your files.
11. Both the District and the Association must approve the Waiver for it to be valid.
12. The MTA Executive Committee will approve Waiver requests which comply with the MTA Site Specific Waiver Policy.
13. There are 2 different forms for Banking Minutes and Staff Development Day Waivers. If you want both types of waivers, complete both forms.

