



Montebello Unified School District
and
Montebello Teachers Association



2020–2021 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Potrero Heights Elementary School met on May 19, 2020 and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

- 1) staff meetings
- 2) data team meetings professional development (as needed)
- 3) grade level meetings
- 4) 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 Wednesday (Name the day of week).

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

[Signature]
Principal's Signature

[Signature]
MTA Faculty Chair's Signature

Date May 21, 2020

Date May 21, 2020

Extension 7011

Extension Ext. #4903

~~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