



Montebello Unified School District
and
Montebello Teachers Association



2021–2022 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Bell Gardens Elementary School met on March 18, 2021 and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

- Professional Development
- Data Team Meetings

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

[Signature]
Principal's Signature

[Signature]
MTA Faculty Chair's Signature

Date 5/24/2021

Date 5/24/2021

Extension 7811

Extension (562) 652-3782 mobile

~~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, 2021

MOU

Bell Gardens Elementary will bank minutes to hold minimum days for the purpose of Staff Development. Our schedule for the 2021-2022 school year will be 8:00-2:15 and Wednesday 8:00-1:15.

Staff meetings may last until 4:00, all other meetings will conclude by 2:30.

- I. The faculty and administrator have agreed to Bank Minutes for the 2021-2022 school year.
- II. Two hours beyond the board day will be used within the board day. A total of (4) hours will be used within the board day and (1) hour will be used outside of the board day per month. Written notice will be distributed to all staff members at least (1) week in advance of the meetings, except in the event of an emergency beyond control of the site administrator. Administration will not exceed (5) hours of monthly meetings for School/District business.
- III. All teachers will attend grade level/data team meetings beginning at 1:30pm on Wednesdays and are required to sign-in.
- IV. Staff/Faculty meetings will begin at 1:45.
- V. Unassigned Banked Minutes will be decided and planned by teachers. Time will be used according to contract (H1 pg. 5).
- VI. The Wednesday of Back to School Night and Open House will be reserved to prepare for that event. Agendas/Bulletin will state (Individual Preparation Time.)
- VII. Three Wednesdays before report cards are due, will be used for report card and parent conference preparation. Agendas/Bulletin will state (Individual Preparation Time).
- VIII. Seven additional minimum days will be used in accordance with our contract (H1 pg.5) Agendas/Bulletin will state (Individual Preparation Time) Dates to be determined by bargaining members at the beginning of the school year.
- IX. The last week of school will have two additional minimum days to allow preparation for the next school year. The selected dates are June 9, and 10, 2022.