



Montebello Unified School District  
and  
Montebello Teachers Association



2021-2022 School Year

**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at Potrero Heights Elementary School met on MAY 11, 2021 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 Meeting/Professional Learning
2. Data Teams
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 Wednesdays (Name the day of week).

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

*Ratayan*  
Principal's Signature

*Clayton*  
MTA Faculty Chair's Signature

Date May 17, 2021

Date May 17, 2021

Extension 7011

Extension 7013

~~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 17, 2021**