

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Garfield Elementary School may modify and/or alter the instruction minutes required per day in the contract between the Montebello Teachers Association and the Montebello Unified School District for the 2011/2012 school year. The modification shall be within the total instructional minutes (Article IV, Section F) of the Montebello Teachers Association – Montebello Unified School District Agreement on a weekly basis according to the attached bell schedule.

Montebello Unified School District

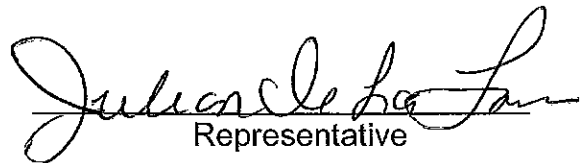


Representative

AUG 31 2011

Date

Montebello Teachers Association



Representative

Aug 31 2011

Date



Montebello Unified School District
and the
Montebello Teachers Association



2011-12 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Garfield Elementary School met on May 3, 2011 and May 31, 2011 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

See attached

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).

[Signature]
Principal's Signature

Date: 6/1/11

Extension: x 7819

[Signature]
MTA Faculty Chair's Signature

Date: 6/1/11

Extension: x 6010

~~Please attach proposed bell schedules including banked day bells schedule~~

Original to: Arthur P. Revueltas, District Office, ET-1 (Extension 7922)
Copy to: MTA Executive Director, Kathy Schlotz at MTA Office (323-722-5005)

Due Date: Friday, April 29, 2011



MONTEBELLO UNIFIED SC

Instructional Services

2011-12 Elementary Sch

x305 minutes regular day

1,525

+52,725

54,250 Total Minutes 2011-12

ELB

M

School: Garfield Elementary

Principal Signature: _____

[Signature] AUG - 1 2011

REGULAR DAILY SCHEDULE	# of Classes	Start Time	Dismissal Time	Recess Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
Head Start (a.m.)	2	8:00	11:30	15	20	195
Head Start (p.m.)	2	11:45	3:15	15	20	195
Kindergarten (a.m.)	4	8:10	11:35	15	20	210
Kindergarten (p.m.)						
Kindergarten Single Session						
Grades 1-5	21	8:10	2:30	15	40	325

The number of days (out of 175 students days) that this schedule will be in force: $\frac{131}{\text{Days}} \times \frac{325}{\text{Minutes}} = \frac{42,575}{\text{Total Regular Day Minutes}}$

ALTERNATE SCHEDULE:

Every school day must be at least 240 minutes in length

Bank Minutes Weekly: NO **YES** Planning/Inservice Day: Wednesday

Indicate the number of shorter days you have scheduled for inservice/planning: _____

Is the schedule the same as on a Minimum Day? NO **YES**

If No, what are the minutes of instruction, excluding lunch and recess: _____

MINIMUM DAYS SCHEDULE	Start Time	Dismissal Time	Recess Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
Head Start (a.m.)					
Head Start (p.m.)					
Kindergarten (a.m.)					
Kindergarten (p.m.)					
Kindergarten Single Session					
Grades 1-5	8:15	1:20	15	40	250

The number of days (out of 175 students days) that this schedule will be in force: $\frac{44}{\text{Days}} \times \frac{250}{\text{Minutes}} = \frac{11,000}{\text{Total Minimum Day Minutes}}$

Total Instructional Minutes	
42,575	Total Minutes Regular Daily Schedule
+ 11,000	Total Minutes Minimum Days Schedule
<u>53,575</u>	Total Annual Instructional Minutes
+ 1,525	K minimum=35,000 1-5 minimum=52,725*
<u>55,100</u>	

OK

Garfield Elementary
MOU 2011-2012

The teachers at Garfield Elementary school met on May 03 & May 31, 2011 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

As Professional Learning Communities GAE teachers will collaborate to improve student achievement by:

1. Setting SMART goals to monitor student learning (follow cycle of effective instruction),
2. Planning and collaborating on instruction,
3. Developing common assessments to measure student learning (using available technology),
4. Designing appropriate interventions within and beyond the school day for at-risk students,
5. Participating in professional development opportunities and,
6. Addressing any other areas pertinent to student achievement/activities.

In order to create this time, the staff has agreed to add minutes to four days a week and reduce the schedule on Wednesday.

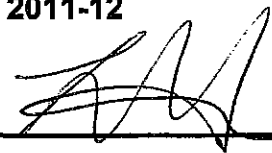
2 Wednesdays per month will be dedicated to PLC/Whole-Staff meetings and 2 Wednesdays will be set aside for grade level family meetings. Both sets of meetings will serve the purposes outlined above. One to two Mondays as needed will be used to further our professional development. The teachers through the Site Leadership Team will inform this process. Teacher Leads will also contribute to this process of identifying and fulfilling professional needs to improve student achievement.



MONTEBELLO UNIFIED SCHOOL DISTRICT
Instructional Services Division

REGULAR & ALTERNATE BELL SCHEDULES 2011-12

SCHOOL GARFIELD ELEMENTARY

Principal Signature 

A. Staff Development Days (to be set after calendar is scheduled)

Day #1 _____ Activity _____

Day #2 _____ Activity _____

Day #3 _____ Activity _____

B. Regular Schedule (Attach copy of Bell Schedule)

Start of 1st Period _____ Number of Minutes in Each Period _____

End of Last Period _____ Number of minutes in Passing Periods _____

Number of Minutes for Nutrition _____ Number of minutes for Lunch _____

C. Minimum / Reduced time days (Attach copy of Bell Schedule)

Dates 12/05/11-12/09/11 Activity PARENT CONFERENCE

Dates 03/26/12-03/30/11 Activity PARENT CONFERENCE

Dates _____ Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

D. BANKING MINUTES

No

Yes

WEDNESDAY

(Attach Schedule – Indicate the Day of the Week)

ATTACH COPIES OF ALL BELL SCHEDULES PLANNED FOR USE IN 2011-12

APPROVED _____

DATE APPROVED _____

**GARFIELD ELEMENTARY SCHOOL
2010/2011 RECESS AND LUNCH SCHEDULE
BOARD DAY 8:00-3:15**

KINDERGARTEN SCHEDULE

AM: 8:15-11:35 a.m.

P.M.: 11:20 – 2:40 p.m.

**Wednesday P.M. KINDER IN EARLY AT 8:10 A.M.
DISMISSAL FOR ALL Ks ON WEDNESDAYS: 11:35**

BREAKFAST: 7:30-8:00 DAILY

1st – 5th Grade Schedule

8:10 A.M. -2:30 p.m.

Wednesday - Minimum Day released time at 1:20 p.m.

10:00-10:15	RECESS #1	Rms: 9-13-22-23-24 10-11-14-16-19-26
10:15-10:30	RECESS#2	Rms: 8-15-17-35-37 21A-34-12-7
10:30-10:45	RECESS#3	Rms:20-33-36-38

On rainy days, students may wait in the sheltered areas before school; classrooms will be open at 8:08. No second Breakfast offered during Rainy Day Schedule

LUNCH

REGULAR & MINIMUM DAY SCHEDULE

11:35-	KINDERGARTEN AM
11:30-12:10	[REDACTED]
(11:00-11:30) Rainy Schedule	9, 13, 24 (North Entrance)
11:25-12:05 (Wed)	22, 23, (South Entrance)
11:55-12:35	[REDACTED]
(11:30-12:00) Rainy Schedule	16, 19, 35 (South Entrance)
11:45-12:25 (Wed)	10, 11, 14, 26 (North Entrance)
	[REDACTED]
	8, 17 (North Entrance)
	15, 37 (South Entrance)
12:20-1:00	[REDACTED]
(12:00-12:30) Rainy Schedule	7, 34 (North Entrance)
12:25-1:05 (Wed)	12, 21A (South Entrance)
	[REDACTED]
	20, 36 (South Entrance)
	33, 38 (North Entrance)