

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Wilcox 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

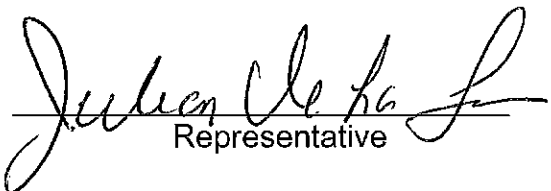


Representative

AUG 31 2011

Date

Montebello Teachers Association



Representative

AUG 31 2011

Date

d

Montebello Unified School District
and the
Montebello Teachers Association



BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Wilcox Elementary School met on May 18, 2011 and with the concurrence of the principal have reached consensus on changing the average daily instructional minutes to allow time for the following:

2011-2012 Tentative Monthly Schedule of Banked Minutes

- 1st Wednesday: Staff Meetings
- 2nd Wednesday: Grade Level Meetings (Student Articulation)
- 3rd Wednesday: In-service
- 4th Wednesday: Curriculum Planning

It is also agreed that one Wednesday from each calendar month, regardless of the number of school days in attendance, will be for curricular planning without interruption from administration. In any calendar month in which school is not in session for the entire month the 5 meeting hours can be completed on Mondays or Thursdays.

Adjustments will be made as needed so long as one Wednesday has been designated to Curriculum Planning and conformity to the contract is followed.

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

Principal *[Signature]* MTA Faculty Chair *[Signature]*
 Date: 6-13-11 Date: 6-13-11
 Extension: 3081 Extension: 6518

DUE TO Director of PreK-12 Curriculum & Instruction @ ET-3 no later than

4:00 p.m., Wednesday, APRIL 27, 2011 For more information contact the

Director of PreK-12 Curriculum & Instruction (7924) or the MTA Executive Director (323-

777-5005)



MONTEBELLO UNIFIED SCHOOL DISTRICT
Instructional Services D
2011-12 Elementary School Schedule

x305 minutes regular day
1,525
+52,725
54,250 Total Minutes 2011-12

AUG - 1 2011 *AK*

School: Wilcox Elementary Principal Signature: *[Signature]*

REGULAR DAILY SCHEDULE	# of Classes	Start Time	Dismissal Time	Recess Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
Head Start (a.m.)	0	N/A	N/A			
Head Start (p.m.)	0	"	"			
Kindergarten (a.m.)	3	8:15 A.M.	11:35 A.M.	0	0	205
Kindergarten (p.m.)	1	11:40 A.M.	3:00 P.M.	0	0	205
Kindergarten Single Session	0	N/A	N/A	0	0	0
Grades 1-5	21	8:15 A.M.	2:30 P.M.	15	40	320

The number of days (out of 175 students days) that this schedule will be in force: $131 \times 320 = 41,920$
Days Minutes 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: 44
 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.)	N/A				
Head Start (p.m.)	N/A				
Kindergarten (a.m.)	8:15 A.M.	11:35 A.M.			205
Kindergarten (p.m.)	8:15 A.M.	11:35 A.M.			205
Kindergarten Single Session	N/A				
Grades 1-5	8:15 A.M.	1:16 P.M.	15	40	246

The number of days (out of 175 students days) that this schedule will be in force: $44 \times 246 = 10,824$
Days Minutes Total Minimum Day Minutes

Total Instructional Minutes	
41,920	Total Minutes Regular Daily Schedule
+ 10,824	Total Minutes Minimum Days Schedule
<u>52,744</u>	Total Annual Instructional Minutes
	K minimum=35,000 1-5 minimum=52,725*

+ 1,525
54,269.

RECEIVED



MONTEBELLO UNIFIED SCHOOL DISTRICT
Instructional Services Division

REGULAR & ALTERNATE BELL SCHEDULES 2011-12

SCHOOL Wilcox E.S. Principal Signature [Signature]

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

Day #1 Tuesday, August 30, 2011 Activity Language Arts Assessment Training
Day #2 _____ Activity _____
Day #3 _____ Activity _____

B. Regular Schedule (Attach copy of Bell Schedule)

Start of ^{School Day} 1st Period 8:15 a.m. Number of Minutes in Each Period 180 Kinder
End of ^{School Day} Last Period 2:30 p.m. Number of minutes in Passing Periods _____
^{Minimum Day} Number of Minutes for Nutrition 15 Number of minutes for Lunch 40

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

Dates November 14-18, 2011 Activity Parent Conferences
Dates March 12-16, 2012 Activity Parent Conferences
Dates Every Wednesday of the week Activity Banking Minutes
Dates _____ Activity _____
Dates _____ Activity _____

D. BANKING MINUTES

No Yes
(Attach Schedule - Indicate the Day of the Week) Wednesday

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

APPROVED _____ DATE APPROVED _____

WILCOX ELEMENTARY SCHOOL

816 Donna Way
Montebello, CA. 90640
(323) 728-1833

Instructional Minutes 2011-2012

S.B. Days

❖ Tuesdays, August 30, 2011

Bell Schedule: Monday, Tuesday, Thursday, Friday

8:15	School Begins
9:45	Gr. 1-2 Recess Begins
10:00	Gr. 1-2 Recess Ends
10:05	Gr. 3, 4, 5 Recess Begins
10:20	Gr. 3, 4, 5 Recess Ends
11:30	Gr. 1 Lunch
11:50	Gr. 2 Lunch
12:10	Gr. 3/4 Lunch
12:30	Gr. 4/5 Lunch
12:50	All Lunches End
2:30	School Dismissed for Gr. 1-5
3:00	School Dismissed for P.M. Kindergartners

Kindergarten A. M. Schedule 8:15 – 11:35

Kindergarten P. M. Schedule 11:40 – 3:00

- Recess 15 Minutes
- Lunch 40 Minutes
- Instructional Minutes for Kindergarten: 205 minutes per day
- Instructional Minutes for Grades 1-5: 320 minutes per day

Bell Schedule Wednesday

Planning Day Schedule

- ❖ All K's Early 8:15 - 11:35
- ❖ All Gr. 1-5 8:15 - 1:16

Minimum Day Schedule

- ❖ November Parent Conference (5 days per week, includes regular Wednesday minimum day)
- ❖ March Parent Conferences (5 days per week, includes regular Wednesday minimum day)
- ❖ No additional minimum days are scheduled.

WILCOX ELEMENTARY SCHOOL

2011 – 2012 School Year

Daily Schedule for Monday, Tuesday, Thursday & Friday for K-5

7:50 – 8:10	Breakfast Program Available in the Cafeteria	
8:00 – 8:13	Bus Arrivals and Student Supervision on Lower Playground Only	
8:15	School Begins – A.M. Kindergartners (8:15 – 11:35) Grades 1-5 (8:15 – 2:30)	
9:45 – 10:00	Recess – Grade 1 & 2	
10:05 – 10:20	Recess – Grade 3, 4, & 5	
11:20 – 11:40	P.M. Kindergartners may have lunch before going to class	
11:30	Lunch Program Begins	
<hr/>		
11:30 – 11:50	Grade 1 Eats Lunch	Grade 2, Room 10 Plays
11:35	A.M. Kindergarten Dismissed Kindergarten Bus Departure YMCA Kindergarten Bus Departure	
11:35 – 12:00	A.M. Kindergartners may eat before going home (No bus riders)	
11:40	P.M. Kindergarten Class Begins (11:40 – 3:00)	
11:50 – 12:10	Grade 2, Room 10 Eats Lunch	Grade 1 Plays
12:10 – 12:30	Grade 3, Rm. 28 & 31 Eats Lunch	Grade 5, Rm. 30 Plays
12:30 – 12:50	Grade 5, Rm. 30 Eats Lunch <i>(Note: Rm. 30, 31 and 28 consist of grade four students)</i>	Grade 3, Rm. 28 & 31 Plays
2:30	Grade 1 – 5 Dismissal & Bus Departures	
3:00	P.M. Kindergarten Dismissal	
2:30 – 6:30	YMCA Child Care Program in Cafeteria	



Montebello Unified School District

Instructional Services Division

123 S. Montebello Blvd, Montebello, CA 90604 - Phone (323)887-7900 ext. 2235 Fax (323)887-5886

REGULAR & ALTERNATE BELL SCHEDULES 2011 - 2012

SCHOOL: Wilcox Elementary School

Principal Signature: [Signature]

A. STAFF DEVELOPMENT DAYS *(to be set after calendar is scheduled)*

Day #1: Tuesday, August 30, 2011

Activity: Language Arts Assessment Training

B. REGULAR SCHEDULE *(Attach a copy of Bell Schedule)*

Start of School Day: 8:15 a.m. Number of Minutes in Teaching Day: 205, Kinder
320, Gr. 1-5

End of School Day: 2:30 p.m. Regular Schedule

1:16 p.m. Minimum Day Schedule

Number of Minutes for Recess: 15 minutes (Grades 1-5 only)

Number of Minutes for Lunch: 40 minutes (Grades 1-5 only)

C. MINIMUM / REDUCED TIME DAYS *(Attach a copy of Bell Schedule)*

Dates: November 14 – November 18, 2011 Activity: Parent Conferences

Dates: March 12 – March 16, 2012 Activity: Parent Conferences

Dates: Every Wednesday of the Week Activity: Banking Minutes

D. BANKING MINUTES *(Attach a copy of Bell Schedule)*

NO YES (Indicate the Day of Week): Wednesday

ATTACH COPIES OF BELL SCHEDULES PLANNED FOR USE IN 2011-2012

Director, Curriculum & Instruction 9-12

DATE APPROVED _____

WILCOX ELEMENTARY SCHOOL

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Montebello, CA. 90640
(323) 728-1833

Instructional Minutes 2011-2012

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Minimum Day Schedule

- ❖ November Parent Conference (5 days per week)
- ❖ March Parent Conferences (5 days per week)
- ❖ No additional minimum days are scheduled.