



Montebello Unified School District
and
Montebello Teachers Association



2019–2020 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at _____ School met on _____ and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

In order to create this time, the staff has agreed to add minutes to four days a week and reduce the schedule on _____ (Name the day of week).

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

Principal's Signature

MTA Faculty Chair's Signature

Date _____

Date _____

Extension _____

Extension _____

~~Regular day and minimum day bell schedules MUST be attached~~

**Please send MOU to Virginia Gutierrez
Executive Assistant II, Human Resources**

Due Date: Friday-April 26, 2019

c: Rosie Blankenship, Manager – Human Resources
Francisco J. Arregui, Administrator on Special Assignment
Bibi Alvarado, Interim Assistant Superintendent – Educational Services

MOU-BankMin



MONTEBELLO UNIFIED SCHOOL DISTRICT
Educational Services

REGULAR & ALTERNATE BELL SCHEDULES 2019–2020

SCHOOL _____ **Principal's 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 Schedules)*

Dates _____ Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

D. BANKING MINUTES

___ No ___ Yes _____ *(Indicate the Day of the Week and attach Schedule)*

ATTACH COPIES OF ALL BELL SCHEDULES PLANNED FOR USE IN 2019–2020

APPROVED _____ **DATE APPROVED** _____