

# What Is A Day?

The Contract refers to three types of days: Board Days, professional days and instructional days.

1. The Board Day for K-12 teachers is 7 hours and 15 minutes. The District determines the beginning time for each site. The Board Day for Headstart teachers is 5/6 that of K-12 teachers. Adult Education Teachers do not have a Board Day.
2. The professional day is the Board Day except for official meetings, instructional times and 7 minutes prior to the beginning of school. Teachers need not be on campus during the Professional Day.
3. The instructional day is the time when teachers are actually with students.
4. A Staff Development Month (SDM) is approximately 4 weeks. The Instructional Division publishes the official staff development months calendar. The 2011-2012 calendar is available at [montebelloteachers.org](http://montebelloteachers.org).

## What About Meetings?

### Maximum Meetings

Within the Board Day ..... 2 hours per SDM  
Outside the Board Day..... 3 hours per SDM

*Meetings Outside the Board Day require 1 week advanced notice in writing*  
The Faculty Club Chairperson and the Principal may agree to utilize up to 2 hours of "Outside the Board Day" time per SDM "Within the Board Day." The agreement must be in writing no less than 20 days prior to implementation. In no case shall the total number of meeting hours per SDM exceed 5.

### Meeting Restrictions

No meeting shall begin before 7:30 a.m. or end after 4:45 p.m.  
No meetings shall be held Friday afternoon, the afternoon prior to a holiday, or the afternoon of an evening meeting. Tuesdays are reserved for MTA meetings only.

### Evenings

Evenings..... 4 per year  
Written notice must be distributed at least 3 weeks in advance.  
Evening meetings may not begin before 5 p.m. or end after 8 p.m.