

**MEMORANDUM OF UNDERSTANDING**

**Between the**

**MONTEBELLO UNIFIED SCHOOL DISTRICT**

**And**

**MONTEBELLO TEACHERS ASSOCIATION**


La Merced Intermediate 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 2017/2018 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

  
\_\_\_\_\_  
Date

**Montebello Teachers Association**

  
\_\_\_\_\_  
Representative

  
\_\_\_\_\_  
Date



LMA

RECEIVED  
M.U.S.D.

Montebello Unified School District

INSTRUCTIONAL SERVICES DIVISION

Anthony J. Martinez, Ph.D., Assistant Superintendent  
Extension 3012

DEPUTY  
SUPERINTENDENT

MEMORANDUM

May 22, 2017

**TO: Principals**  
**FROM: Anthony J. Martinez, Ph.D., Instructional Services**  
**SUBJECT: Instructional Minutes Packet 2017-2018**

Please get my approval before finalizing any MOU.

Attached are documents that will assist you with 2017-2018 planning:

Instructional Teacher Days School Calendars for 2017-2018  
Board Approved Calendars will be on the MUSD website under:  
*Gray Bar near the top of Webpage → Resources → District Calendars*  
<http://www.montebello.k12.ca.us/calendar>

Contractual Professional Learning Month Schedule - Includes Suggested After-School Meeting Schedule

**Please prepare and submit the items listed below by Friday, June 2, 2017:**

- Instructional Minutes Calculator (School Schedule) Excel Spreadsheet SD-1**  
(TK-8 sites need to complete *both* Elementary & Intermediate forms –use tabs at bottom of form to change sheet)
- School Bell Schedules for 2017-2018** – Please include a bell schedule for each type of schedule listed on Instructional Minutes Calculator (School Schedule) Excel spreadsheet. Types of bell schedules would be: Rainy Day, Minimum Day, etc.
- Banking Minutes MOU SD-2** – Even if you are **not** Banking Minutes, please complete form and indicate “*Not Banking Minutes*”.
- School Map** – **ONLY** if there has been a change in the last year (removed or added building).

yes

Please mail to District Office, ET-1 or email word doc. not PDF to Eileen Barton. Please **do not** FAX.

If you have any questions or concerns, please contact Bibi Alvarado, Director of Elementary Education at extension 7924, or Stacey Honda, Acting Director of Secondary Education at extension 2661.

AJM:cs

c: Executive Cabinet,  
MTA  
School Secretaries

MONTEBELLO UNIFIED SCHOOL DISTRICT  
 INSTRUCTIONAL SERVICES DIVISION  
 2017-18 INSTRUCTIONAL MINUTE CALCULATOR (SCHOOL SCHEDULE)

REVISED WITH 181 INSTRUCTIONAL DAYS (tentative agreement)

Type of Schedule	Grade	Start Time (Military Style)	Dismissal Time (Military Style)	Recess Minutes	Lunch Minutes	# of Hours	Instructional Minutes (less recess & lunch)	# of Days	Total Minutes	MUSD minimum	1987-87 State Required Amount	1982/83 Required	Met Requirement
Regular Schedule	6	7:35 AM	1:38 PM	15.00	36.00	06:03	312	136	42,432			MAI=61,894	
Minimum Schedule	6	7:35 AM	12:04 PM	18.00		04:29	251	45	11,295				
Other Schedule	6					00:00	0	0	0				
Other Schedule	6					00:00	0	0	0				
Other Schedule	6					00:00	0	0	0				
<b>TOTAL</b>													
Regular Schedule	7	7:35 AM	1:38 PM	15.00	36.00	06:03	312	181	53,727	55,874	54,000	54,075	No
Minimum Schedule	7	7:35 AM	1:38 PM	18.00		06:03	345	0	0				
Other Schedule	7					00:00	0	0	0				
Other Schedule	7					00:00	0	0	0				
Other Schedule	7					00:00	0	0	0				
<b>TOTAL</b>													
Regular Schedule	8	7:35 AM	1:38 PM	15.00	36.00	06:03	312	0	0	55,874	54,000	54,075	NA
Minimum Schedule	8	7:35 AM	1:38 PM	18.00		06:03	345	0	0				
Other Schedule	8					00:00	0	0	0				
Other Schedule	8					00:00	0	0	0				
Other Schedule	8					00:00	0	0	0				
<b>TOTAL</b>													

SCHOOL: La Merced Intermediate  
 PRINCIPAL: Alice Jacquez

Intermediate School (\*Military Style Time 8:00am enter as 8:00, 1:00PM enter as 13:00)

Prepared by: Alice Jacquez  
 Date Prepared (or revise): 6/2/2017  
 Reviewed by: *[Signature]*

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 2017 JUN -5 PM 3:42  
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**LA MERCED INTERMEDIATE SCHOOL  
DAILY BELL SCHEDULE  
2017-2018**

**REGULAR DAY SCHEDULE**

**7:35 a.m. SCHOOL STARTS**

**6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> GRADE SCHEDULE:**

<u>Blocks</u>	<u>Start</u>	<u>End</u>
Block 1/2	7:35 a.m.	9:16 a.m.
Nutrition	9:16 a.m.	9:31 a.m.
Block 3/4	9:37 a.m.	11:18 a.m.
Lunch	11:18 a.m.	11:54 a.m.
Block 5/6	12:00 p.m.	1:38 p.m.

**1:38 P.M. CAMPUS CLEARANCE BELL**

**MINIMUM DAY – MONDAY BELL SCHEDULE**

**7:35 a.m. – SCHOOL STARTS**

<u>Blocks</u>	<u>Start</u>	<u>End</u>
Block 1	7:35 a.m.	8:15 a.m.
Block 2	8:19 a.m.	8:56 a.m.
Block 3	9:00 a.m.	9:37 a.m.
Nutrition	9:37 a.m.	9:55 a.m.
Block 4	9:59 a.m.	10:36 a.m.
Block 5	10:40 a.m.	11:17 a.m.
Block 6	11:21 a.m.	12:04 p.m.

**12:04 P.M. CAMPUS CLEARANCE BELL**



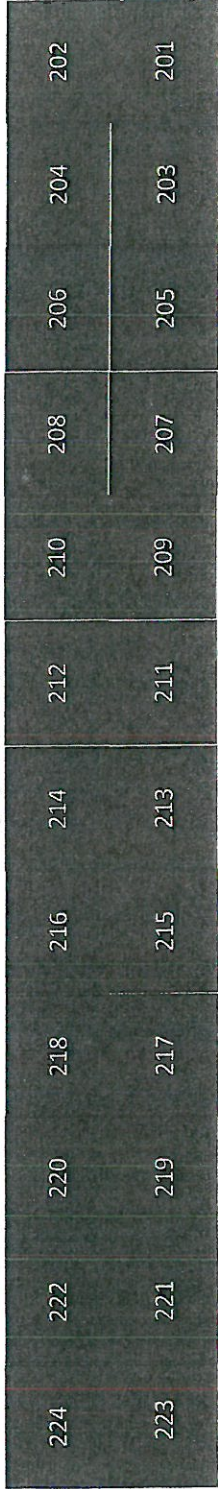
# LA MERCED INTERMEDIATE

215 East Avenida De La Merced  
Montebello, CA 90640

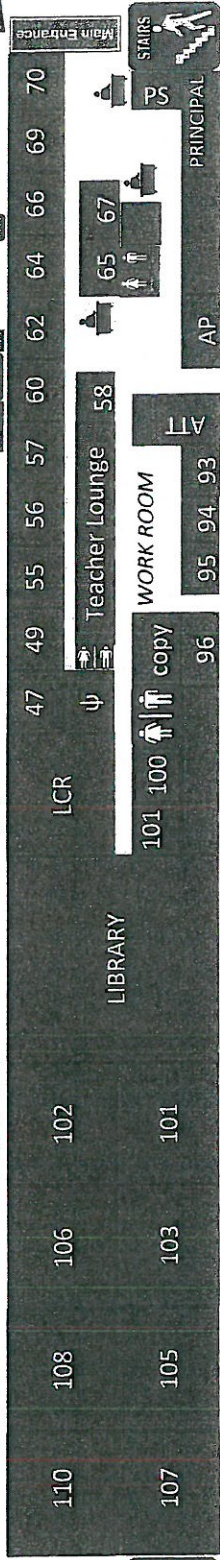
## SCHOOL MAP

EAST AVENIDA DE LA MERCED

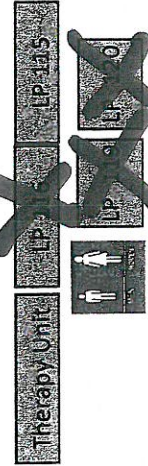
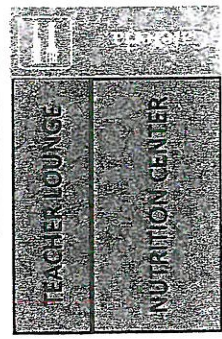
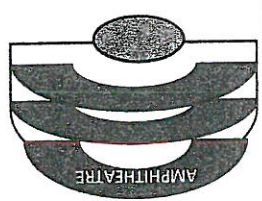
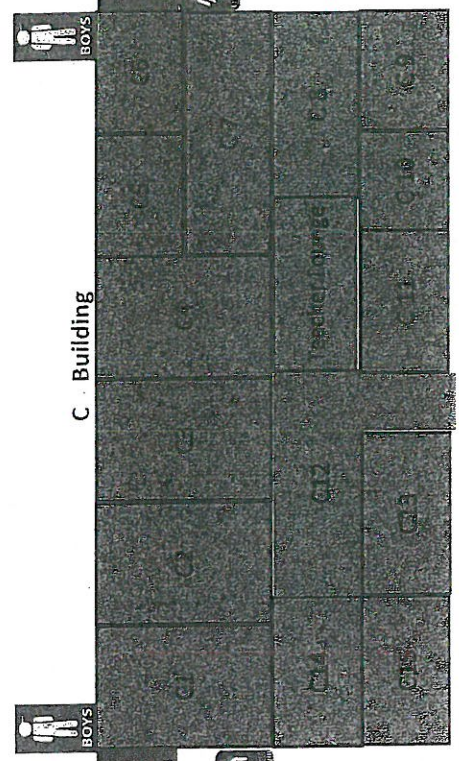
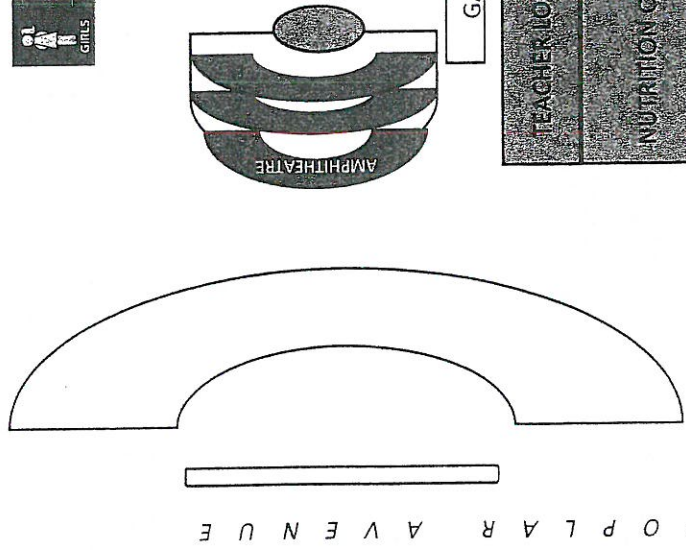
### A Building (2nd Floor)



### A Building (1st Floor)



PARKING



6/2/2017

LINCOLN AVENUE



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at \_\_\_\_\_ La Merced Intermediate \_\_\_\_\_ School met on
\_\_\_\_\_ Tuesday, May 30, 2017 \_\_\_\_\_ and with the concurrence of the
Principal, have reached consensus on changing the average daily instructional minutes to allow time for
the following:

- 1. Board Day will be from 7:35AM – 2:50PM
2. Reduced Schedule on Monday
3. Current Contract states " 3 hours per staff development month beyond school board day and 2 hours within board
day" LMI will do 3 hours within the board day and 2 hours beyond school board day per staff development
calendar
4. (50) Fifty minutes will be used for IEP or additional meeting times at the discretion of Administration
5. One Staff Professional Development meeting for a total of 100 minutes can be within or outside of the Board Day.
6. One Scheduled Data Team Meeting for a total of 70 minutes can be within or outside of the Board Day.
7. Two Individual Data Team Meetings for a total of 40 minutes each. All (80) eighty minutes within the Board Day.

In order to create this time, the staff has agreed to add minutes to four days a week and reduce the
schedule on \_\_\_\_\_ Monday \_\_\_\_\_ (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: 5/30/2017 \_\_\_\_\_

Date: May, 24, 2017 \_\_\_\_\_

Extension: X5811 \_\_\_\_\_

Extension: x3013 \_\_\_\_\_

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

For more information contact Bibi Alvarado, Director of Elementary Education x7924/
Stacey Honda, Acting Director of Secondary Education x2661,
or the MTA Executive Director at (323) 722-5005

Mail/E-mail to ET-1 Office: Eileen Barton
(attached MOU word doc. not PDF)

Copy to: MTA Executive Director, Kathy Schlotz at MTA Office: (323) 722-5005/Fax: (323) 722-0543

Due Date: Friday, June 2, 2017

MOU-BankMin

**LA MERCED INTERMEDIATE SCHOOL  
DAILY BELL SCHEDULE  
2017-2018**

**REGULAR DAY SCHEDULE**

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**8<sup>th</sup> GRADE SCHEDULE:**

<u>Blocks</u>	<u>Start</u>	<u>End</u>
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