

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And


MONTEBELLO TEACHERS ASSOCIATION

Macy 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

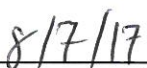


Date

Montebello Teachers Association



Representative



Date



MAT

Montebello Unified School District

INSTRUCTIONAL SERVICES DIVISION

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

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).

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

RECEIVED
M.U.S.D.

MONTEBELLO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

2017 JUN -7 PM 1:36

2017-18 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE) DEPUTY PERINTENDENT

181 INSTRUCTIONAL DAYS

SCHOOL: Jack F. Macy Intermediate PRINCIPAL: J. Zavala

Intermediate School (*Military Style Time 8:00 a.m. enter as 8:00, 1:00 p.m. enter as 13:00)

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	8:37 AM	3:00 PM	15.00	35.00	06:23	333	141	46,953			MAI=61,894	
Minimum Schedule	6	8:37 AM	1:33 PM	15.00	30.00	04:56	251	40	10,040				
Other Schedule	6					00:00	0		0				
Other Schedule	6					00:00	0		0				
Other Schedule	6					00:00	0		0				
TOTAL													
Regular Schedule	7	8:37 AM	3:00 PM	15.00	35.00	06:23	333	141	46,953				
Minimum Schedule	7	8:37 AM	1:33 PM	15.00	30.00	04:56	251	40	10,040				
Other Schedule	7					00:00	0		0				
Other Schedule	7					00:00	0		0				
Other Schedule	7					00:00	0		0				
TOTAL													
Regular Schedule	8	8:37 AM	3:00 PM	15.00	35.00	06:23	333	141	46,953				
Minimum Schedule	8	8:37 AM	1:33 PM	15.00	30.00	04:56	251	40	10,040				
Other Schedule	8					00:00	0		0				
Other Schedule	8					00:00	0		0				
Other Schedule	8					00:00	0		0				
TOTAL													
										55,874	54,000	54,075	Yes
										55,874	54,000	54,075	Yes
										55,874	54,000	54,075	Yes

Prepared by: A-T-T J. Zavala
Date Prepared (or revise): 6/5/17

Reviewed by: J. Zavala 6/29/17

**Jack F. Macy Intermediate School
Bell Schedule
2017-2018**

**Regular Bell Schedule
6th Grade Schedule**

First Bell		8:37
Period 1	8:42	9:35
Period 2	9:40	10:30
Nutrition	10:30	10:45
Period 3	10:50	11:40
Lunch	11:40	12:15
Period 4	12:20	1:10
Period 5	1:15	2:05
Period 6	2:10	3:00

**Minimum Day Schedule
6th Grade Schedule**

8:37	First Bell
8:42	Period 1
9:19	Period 2
9:24	Period 2
10:01	Nutrition
10:01	Period 3
10:16	Period 3
10:21	*Lunch*
10:58	Period 4
*10:58	Period 5
11:28	Period 5
11:33	Period 6
12:10	Period 6
12:15	
12:52	
12:57	
1:33	

**Regular Bell Schedule
7th & 8th Grade Schedule**

First Bell		8:37
Period 1	8:42	9:35
Period 2	9:40	10:30
Nutrition	10:30	10:45
Period 3	10:50	11:40
Period 4	11:45	12:35
Lunch	12:35	1:10
Period 5	1:15	2:05
Period 6	2:10	3:00

**Minimum Day School
7th & 8th Grade Schedule**

8:37	First Bell
8:42	Period 1
9:19	Period 2
9:24	Period 2
10:01	Nutrition
10:01	Period 3
10:16	Period 3
10:21	Period 4
10:58	Period 4
11:03	*Lunch*
*11:40	Period 5
12:10	Period 5
12:15	Period 6
12:52	Period 6
12:57	
1:33	



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Macy Intermediate School met on June 6, 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. The Board Day has been established as 8:15am-3:30pm.
2. Reduced schedule on Mondays (1:33pm-3:00pm) as follows:

Day of Month	Meeting Type
2 Mondays per calendar month	Data Teams
1 Monday per calendar month	Teacher best practices
Remaining Mondays	Grade level meetings or teacher-led professional development

3. Administration reserves the right to use 2 (two) hours within the board day and three (3) hours outside the board day per MTA calendar month for staff meetings that will include professional development and other topics related to the effective running of our school.

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

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

[Signature]
Principal's Signature

[Signature]
MTA Faculty Chair's Signature

Date: 6/5/17

Date: June 5, 2017

Extension: X3061

Extension: X6955