

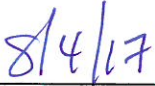
MEMORANDUM OF UNDERSTANDING
Between the
MONTEBELLO UNIFIED SCHOOL DISTRICT
And
MONTEBELLO TEACHERS ASSOCIATION

Montebello Gardens 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 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

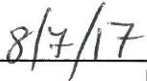


Date

Montebello Teachers Association



Representative



Date



Montebello Unified School District

MGE

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

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

181 INSTRUCTIONAL DAYS

SCHOOL: Montebello Gardens Elementary School

PRINCIPAL: Robert A. Cornejo, J.D.

Elementary 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	TK	8:00 AM	2:20 PM	20:00	40:00	06:20	320	135	43,200				
Minimum Schedule	TK	8:00 AM	1:02 PM	20:00	40:00	05:02	242	46	11,132				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
TOTAL													
								181	54,332	54,305	36,000	31,500	Yes
Regular Schedule	K	8:00 AM	2:20 PM	20:00	40:00	06:20	320	135	43,200				
Minimum Schedule	K	8:00 AM	1:02 PM	20:00	40:00	05:02	242	46	11,132				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
TOTAL													
								181	54,332	54,305	36,000	31,500	Yes
Regular Schedule	1 thru 5	8:00 AM	2:20 PM	20	40	06:20	320	135	43,200				
Minimum Schedule	1 thru 5	8:00 AM	1:02 PM	20	40	05:02	242	46	11,132				
Other Schedule	1 thru 5					00:00	0		0				
Other Schedule	1 thru 5					00:00	0		0				
Other Schedule	1 thru 5					00:00	0		0				
TOTAL													
								181	54,332	54,305	50,400	47,250	Yes

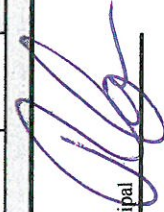
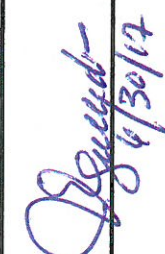
Prepared by:

Robert A. Cornejo, J.D., Principal

Reviewed by:

Date Prepared (or revis)

6-Jun-17

Montebello Gardens Elementary



BELL SCHEDULE 2017 - 2018 Grades TK – 5

7:55AM	First Bell – Students line up
8:00AM	Instruction Begins
9:40AM – 10:00AM	TK, K, 1 st & 2 nd Grades
10:05AM – 10:25AM	3 rd , 4 th & 5 th Grades Recess
11:10AM – 11:50AM	Lunch – TK, K, 1 st & 2 nd Grades
12:00PM – 12:40PM	Lunch – 3 rd , 4 th & 5 th Grade
2:20PM	TK – 5 th Dismissal = M, TU, TH & F
1:02PM	TK – 5 th Dismissal Every Wednesday
MGE Board Day	7:53AM – 3:08PM



MONTEBELLO
Unified School District

A High Performing Organization

2017 – 2018 Elementary

School: Montebello Gardens Elementary

Principal Signature: _____

Regular Daily Schedule	# of Classes	Start Time	Dismissal Time	Recess Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
Head Start (A.M.)		8:00AM	11:30AM			
Transitional Kindergarten		8:00AM	2:20PM	20 minutes	40 minutes	320 minutes
Kindergarten		8:00AM	2:20PM	20 minutes	40 minutes	320 minutes
Grades 1-5		8:00AM	2:20PM	20 minutes	40 minutes	320 minutes

The number of days (out of 181 student days) that this schedule will be in force $\frac{135}{\text{Days}} \times \frac{320}{\text{Minutes}} = \frac{43,200}{\text{Total Regular Day Minutes}}$

Alternate Schedule:

Every school day must be at least **240** minutes in length.

Bank Minutes Weekly: NO YES

Planning/Inservice Day: Wednesdays

Indicate the number of shorter days you have scheduled for inservice/planning: 38

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				
Transitional Kindergarten	8:00AM	1:02PM	20 minutes	40 minutes	242 minutes
Kindergarten	8:00AM	1:02PM	20 minutes	40 minutes	242 minutes
Grades 1-5	8:00AM	1:02PM	20 minutes	40 minutes	242 minutes

The number of days (out of 181 student days) that this schedule will be in force $\frac{38}{\text{Days}} \times \frac{242}{\text{Minutes}} = \frac{9,196}{\text{Total Minimum Day Minutes}}$

Number of minimum days allocated to **parent conferences** in the Spring and Fall $\frac{8}{\text{Days}} \times \frac{242}{\text{Minutes}} = \frac{1,936}{\text{Total Minimum Day Minutes}}$

Total Instructional Minutes

43,200 Total Minutes Regular Daily Schedule

9,196 Total Minutes Minimum Days Schedule for Wednesdays

1,936 Total Minutes for Minimum days allocated to Parent Conferences in Fall and Spring

54,332 Total Annual Instructional Minutes

Montebello Gardens Elementary



BELL SCHEDULE 2017 - 2018 Grades TK - 5 Instructional Minutes Detail

Regular Day

TK- 2 nd	Minutes	3 rd - 5 th	Minutes
8:00AM - 9:40AM	100 minutes	8:00AM - 10:05AM	125 minutes
9:40AM - 10:00AM	Recess	10:05AM - 10:25AM	Recess
10:00AM - 11:10AM	70 minutes	10:25AM - 12:00PM	95 minutes
11:10AM - 11:50AM	Lunch	12:00PM - 12:40PM	Lunch
11:50AM - 2:20PM	150 minutes	12:40PM - 2:20PM	100
Total Minutes	320 minutes		320 minutes

Minimum Day

TK - 2 nd	Minutes	3 rd - 5 th	Minutes
8:00AM - 9:40AM	100 minutes	8:00AM - 10:05AM	125 minutes
9:40AM - 10:00AM	Recess	10:05AM - 10:25AM	Recess
10:00AM - 11:10AM	70 minutes	10:25AM - 12:00PM	95 minutes
11:10AM - 11:50AM	Lunch	12:00PM - 12:40PM	Lunch
11:50AM - 1:02PM	70 minutes	12:40PM - 1:02PM	20 minutes
Total Minutes	242 minutes		242 minutes



Montebello Unified School District
and
Montebello Teachers Association
2017-18 School Year



BANKING MINUTES
REQUEST FOR MEMORANDUM OF UNDERSTANDING

RECEIVED
M.U.S.D.
2017 JUN -6 PM 1:16
DEPUTY
SUPERINTENDENT

The faculty and administrator have agreed to bank minutes.

The teachers at Montebello Gardens Elementary School met on May 22, 2017 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

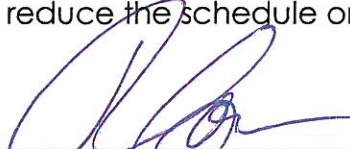
The staff at Montebello Gardens Elementary will bank minutes to hold minimum days for the purpose of 1) Implementing the data team process (Data-Team Meeting); 2) Curriculum Planning meetings (i.e. such as Intervention Planning, and/or Individual Research); 3) Grade Level Meeting or professional development based upon program needs, given a minimum of one week notice. This schedule can be modified to meet curriculum, professional development needs, or school-based emergencies with staff agreement to change.

Our schedule for, 2017-2018 school year, will be 8:00AM. to 2:20PM every day except for Wednesdays with hours being 8:00AM. to 1:02PM.

All teachers will attend Grade Level Team/Data-Team meetings beginning at 1:10PM and will conclude at 3:00PM on two Wednesdays per professional development month.

Board Day for 2017-2018: 7:53AM – 3:08PM

****See attached schedule for specific meetings to be held on Wednesdays. One Wednesday per professional development month will be designated as a data-team planning meeting.***
In order to create this time, the staff has agreed to add minutes to four days a week and reduce the schedule on Wednesday (Name the day of week).



Principal's Signature
Date: 6-6-17
Extension: 5192



MTA Faculty Chair's Signature
Date: May 26, 2017
Extension: 3505

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

For more information contact the Deputy Superintendent at Extension 7922 or the Executive Director of MTA at 323-722-5005

Email to Deputy Superintendent's Office: Eileen Barton

(If you email, there is no need to fax or send in mail. Please send once to MUSD and once to MTA)

Copy to: MTA Executive Director, Kathy Schlotz MTA Office 323-722-5005 Fax 323-722-5043

Montebello Gardens Elementary
Banking of Minutes
Memorandum of Understanding Schedule (2017-2018)

Date	Type of Meeting Scheduled	Date	Type of Meeting Scheduled
23-Aug-17	Curriculum Planning	7-Feb-18	Curriculum Planning
30-Aug-17	Grade-Level Team Planning	14-Feb-18	Grade-Level Team Planning
6-Sep-17	Curriculum Planning	21-Feb-18	Curriculum Planning
13-Sep-17	Data Team Planning	28-Feb-18	Data Team Planning
20-Sep-17	Curriculum Planning	7-Mar-18	Curriculum Planning
27-Sep-17	Grade-Level Team Planning	14-Mar-18	Grade-Level Team Planning
4-Oct-17	Curriculum Planning	21-Mar-18	Curriculum Planning
11-Oct-17	Data Team Planning	28-Mar-18	No meeting –Spring Holiday
18-Oct-17	Curriculum Planning	4-Apr-18	Spring Break
25-Oct-17	Grade-Level Team Planning	11-Apr-18	Data Team Planning
1-Nov-17	Curriculum Planning	19-Apr-18	Curriculum Planning
8-Nov-17	Data Team Planning	25-Apr-18	Grade-Level Team Planning
15-Nov-17	Curriculum Planning	2-May-18	Curriculum Planning
22-Nov-17	Thanksgiving Holiday	9-May-18	Data Team Planning
29-Nov-17	Grade-Level Team Planning	16-May-18	Curriculum Planning
6-Dec-17	Curriculum Planning	23-May-18	Grade-Level Team Planning
13-Dec-17	Data Team Planning	30-May-18	Data Team Planning
20-Dec-17	No meeting – day before Holiday	6-Jun-18	Curriculum Planning
27-Dec-17	Winter Break	13-Jun-18	Grade-Level Team Planning
3-Jan-18	Winter Break	After-School Meeting Schedule Mondays: Site Staff Meetings/ District Meetings & Professional Development Tuesdays: Association Meetings/Faculty Club Wednesdays: Professional Development Thursdays: Professional Development or Site-Determined Meetings Fridays: Meeting free	
10-Jan-18	Winter Break		
17-Jan-18	Grade-Level Team Planning		
24-Jan-18	Curriculum Planning		
3-Feb-18	Data Team Planning		

MONTEBELLO UNIFIED SCHOOL DISTRICT 2017-18 CALENDAR

PROPOSED 4-7-17

MODIFIED TRADITIONAL

JULY

MON	TUES	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

0

AUGUST

MON	TUES	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

11

SEPTEMBER

MON	TUES	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20

OCTOBER

MON	TUES	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

21

NOVEMBER

MON	TUES	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

16

DECEMBER

MON	TUES	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16

JANUARY

MON	TUES	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	* 17	18	19
22	23	24	25	26
29	30	31		

11

FEBRUARY

MON	TUES	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

18

MARCH

MON	TUES	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19

APRIL

MON	TUES	WED	THUR	FRI
1	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

16

MAY

MON	TUES	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

22

JUNE

MON	TUES	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11

HOLIDAY
NO SCHOOL

RECESS
 * 1/17/18 Beginning of 2nd Semester

NON INSTRUCTIONAL

- | | |
|---|--|
| <p>Independence Day – July 4
 Labor Day – September 4
 Veterans Day – November 10
 Recess – November 20-24
 Thanksgiving Day – November 23
 Local Board Holiday – November 24
 Winter Recess – December 25-January 12
 Local Board Holiday – December 25-27</p> | <p>New Year's Day – January 1
 Local Board Holiday – January 2
 Martin Luther King Jr's Birthday – January 15
 Lincoln's Birthday – February 12
 Washington's Birthday – February 19
 Local Board Holiday – March 30
 Spring Recess – March 28-April 6
 Memorial Day – May 28</p> |
|---|--|

workable		
	Days	SB Days
JUL	0	
AUG	11	2
SEPT	20	
OCT	21	1
NOV	16	
DEC	16	
JAN	11	1
FEB	18	
MAR	19	
APR	16	
MAY	22	
JUN	11	
	181	4 185

BAE	GWE	RPS	BGI	ATC
BGE	JGE	SUE	EAI	VHS
BVE	LME	WAE	LMI	
CCE	MGE	WGE	MAI	
FRE	MPE	WIE	MOI	
GAE	PHE		SUI	

First Semester - 84 days
Second Semester - 97 days

PROPOSED 4-7-17



Montebello Unified School District
Contractual Staff Development Months 2017-2018
 (Tentative Dates, Calendars pending approvals)

Traditional Calendar Sites			
BGH, MHS, SHS, CDS CIS, LNS (6 sites) 38 weeks total			
Months	DATES	Student Days	NUMBER OF WEEKS
1	17 August – September 15	21	4
2	18 September – October 12	19	4
3	16 October – November 9	19	4
4	13 November – December 15	20	3
5	18 December – February 2	18	4
6	5 February – March 2	18	4
7	5 March – March 28	18	4
8	9 April – April 27	15	3
9	30 April – May 25	20	4
10	29 May – June 14	13	3

Modified Traditional Calendar Sites			
BAE, BGE, BVE, CCE, FRE, GAE, GWE, JGE, LME, MGE, MPE, PHE, RPS, SUE, WAE, WGE, WIE (17 sites) BGI, EAI, LMI, MAL, MOI, SUI (6 sites) ATC, VHS (2 sites) 38 weeks total			
Months	DATES	Student Days	NUMBER OF WEEKS
1	17 August – September 15	21	4
2	18 September – October 12	19	4
3	16 October – November 9	19	4
4	13 November – December 15	20	3
5	18 December – February 2	18	4
6	5 February – March 2	18	4
7	5 March – March 27	17	4
8	9 April – April 27	15	3
9	30 April – May 25	20	4
10	29 May – June 15	14	3

Reminder: Suggested Weekly After School Meeting Schedule – within the hours of 2:00 – 4:45 p.m.

Mondays	Site Staff Meetings/ District Meetings & Professional Development
Tuesdays	Association Meetings
Wednesdays	District Meetings/ Site Staff Meetings & Professional Development
Thursdays	Site-Determined Meetings
Friday	Meeting free