

MEMORANDUM OF UNDERSTANDING

Between the

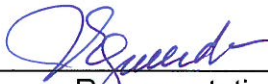
MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Potrero Heights 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

8/4/17

Date

Montebello Teachers Association



Representative

8/7/17

Date



PHE

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.

2017 JUN -2 PM 4:05

MONTEBELLO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION
INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)

DEPUTY
SUPERINTENDENT

181 INSTRUCTIONAL DAYS

SCHOOL: Potrero Heights Elementary PRINCIPAL: Lili Atoyan

(*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	8:15 AM	2:30 PM	15:00	40:00	06:15	320	135	43,200				
Minimum Schedule	TK	8:15 AM	1:15 PM	15:00	40:00	05:00	245	46	11,270				
Other Schedule	TK	8:15 AM	2:30 PM	15:00	40:00	06:15	320		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
TOTAL											36,000	31,500	Yes
Regular Schedule	K	8:15 AM	2:30 PM	15:00	40:00	06:15	320	135	43,200				
Minimum Schedule	K	8:15 AM	1:15 PM	15:00	40:00	05:00	245	46	11,270				
Other Schedule	K	8:15 AM	2:30 PM	15:00	40:00	06:15	320		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
TOTAL											54,305	54,305	Yes
Regular Schedule	1 thru 5	8:15 AM	2:30 PM	15:00	40:00	06:15	320	135	43,200				
Minimum Schedule	1 thru 5	8:15 AM	1:15 PM	15:00	40:00	05:00	245	46	11,270				
Other Schedule	1 thru 5	8:15 AM	2:30 PM	15:00	40:00	06:15	320		0				
Other Schedule	1 thru 5					00:00	0		0				
Other Schedule	1 thru 5					00:00	0		0				
TOTAL											54,305	47,250	Yes

Prepared by: 

Lili Atoyan

Reviewed by: 

5/25/2017

6/29/17

MONTEBELLO UNIFIED SCHOOL DISTRICT
POTRERO HEIGHTS ELEMENTARY SCHOOL

Principal- Lili Atoyan
BELL SCHEDULE 2017-2018

REGULAR DAY SCHEDULE

Breakfast- served daily	7:30 AM – 8:00 AM
Transitional Kindergarten through Fifth Grade	8:15 AM – 2:30 PM on M/T/TH/F
Wednesdays and Minimum Day Schedule	8:15 AM – 1:15 PM

MINIMUM DAY SCHEDULE

Breakfast	7:30 AM – 8:00 AM
TK through Grade 5	8:15 AM – 1:15 PM

RECESS SCHEDULE

TK Room 20	9:45 AM-10:00 AM (K playground)
K=Rooms 16, 19 (K playground) Grades K/1, 1, 2, 3 (upper playground) 2/3 on lower playground	10:10 AM – 10:25 AM
Grades 4, 5	10:30 AM – 10:45 AM

LUNCH SCHEDULE

TK, Kindergarten, K/1 Combination RECESS: TK and 16= K playground; 17 & 19 Upper playground	11:10 AM – 11:50 AM
Grades 1 and 2	11:40 AM-12:20 PM
Grades 2/3, 3 and 4	12:00 PM – 12:40 PM
Grade 5	12:20 PM - 1:00 PM

RAINY DAY/INCLEMENT WEATHER LUNCH SCHEDULE

TK, Kindergarten, K/1 Combination	10:45 AM – 11:15 AM
Grades 1 and 2	11:20 AM – 11:50 AM
Grades 2/3, 3 and 4	11:55 AM – 12:25 PM
Grade 5	12:30 PM – 1:00 PM



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Potrero Heights Elementary School met on May 17, 2017 and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following: staff meetings, data team meetings, grade level meetings, and staff development.

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).

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



Principal's Signature



MTA Faculty Chair's Signature

Date: May 26, 2017

Date: May 26, 2017

Extension: 7011

Extension: (626) 307-7010 x4917

~~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