

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

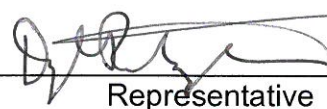
Washington Elementary School may modify and/or alter the instruction minutes required per day in the contract between the Montebello Teachers Association and the Montebello Unified School District for the 2017/2018 school year. The modification shall be within the total instructional minutes (Article 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

Montebello Teachers Association



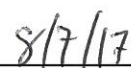
Representative



Representative



Date



Date



WAE

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). *no change map incl.*

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: WAE

PRINCIPAL: Jose Franco

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	8:15 AM	2:35 PM	15:00	40:00	06:20	325	131	42,575					
Minimum Schedule	TK	8:15 AM	12:25 PM	15:00		04:10	235	50	11,750					
Other Schedule	TK					00:00	0		0					
Other Schedule	TK					00:00	0		0					
Other Schedule	TK					00:00	0		0					
TOTAL														
Regular Schedule	K	8:15 AM	2:35 PM	15:00	40:00	06:20	325	131	42,575					
Minimum Schedule	K	8:15 AM	12:25 PM	15:00		04:10	235	50	11,750					
Other Schedule	K					00:00	0		0					
Other Schedule	K					00:00	0		0					
Other Schedule	K					00:00	0		0					
TOTAL														
Regular Schedule	1 thru 5	8:15 AM	2:35 PM	15	40	06:20	325	131	42,575					
Minimum Schedule	1 thru 5	8:15 AM	12:25 PM	15		04:10	235	50	11,750					
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														
54,325											54,305	36,000	31,500	Yes
54,325											54,305	36,000	31,500	Yes
54,325											54,305	50,400	47,250	Yes

Jose Franco

Jose Franco

Prepared by:

Reviewed by:

5/24/17

Jose Franco
5/29/17

WASHINGTON ELEMENTARY SCHOOL

2017-2018 Recess and Lunch Schedule

TK - 5th Grade Schedule: M, T, Th, F 8:15 a.m. - 2:35 p.m.
 TK - 5th Grade Schedule: W 8:15 a.m. - 12:25 p.m.

Breakfast 7:50 - 8:10

10:00 - 10:15	Recess #1	TK Kindergarten 1 st Grade
10:15 - 10:30	Recess #2	2 nd Grade 3 rd Grade
10:30 - 10:45	Recess #3	4 th Grade 5 th Grade

On rainy days, students may wait in the cafeteria before school; classrooms will be open at 8:15. During recess, please bring students to cafeteria and pick them up at the end of recess.

LUNCH

11:30 - 12:10	TK
11:35 - 12:15	Red Flag: Kindergarten
11:45 - 12:25	Yellow Flag: 1st Grade/SDC K-3
12:00 - 12:40	Green Flag: 2nd Grade
12:15 - 12:55	Blue Flag: 3rd Grade
12:30 - 1:10	Orange Flag: 4th Grade/SDC 3-5/HGATE
12:45 - 1:25	Lime Green Flag: 5th Grade

Rainy Day Schedule

11:00 - 11:30	TK / Kindergarten
11:25 - 11:55	1 st Grade/SDC K-3
11:50 - 12:20	2 nd Grade
12:15 - 12:45	3 rd Grade
12:40 - 1:10	4 th Grade/SDC 3-5/HGATE
1:05 - 1:35	5 th Grade

Minimum Day Schedule: TK - 5th 8:15 - 12:25. Students will have regular recess and lunch will be provided after school.



Montebello Unified School District
and the
Montebello Teachers Association



2017-2018 School Year

BANKING MINUTES


REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Washington Elementary School met on 5/26/2017 and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following: Please see attached MOU Schedule for the 2017-2018 school year.

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).

RECEIVED
M.U.S.D.
2017 MAY 30 PM 4:28
DEPUTY
SUPERINTENDENT

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



Principal's Signature
Date: 5/25/2017

Extension: 5871

Aide Arellano

MTA Faculty Chair's Signature
Date: 5/25/17

Extension: 2662

~~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

**Washington Elementary
Banking of Minutes
MOU Schedule 2017-2018**

16-August-17	SB Day		17-January-2018	Individual Planning Time
23	Staff / PD		24	Staff / PD
30	Individual Planning Time		31	Grade Level / Data
6-September-17	Staff / PD		7-February-18	Staff / PD
13	Individual Planning Time		14	Curriculum Planning
20	Staff / PD		21	Staff / PD
27	Grade Level / Data		28	Grade Level / Data
4-October-17	Staff / PD		7-March-18	Staff / PD
11	Individual Planning Time		14	Individual Planning Time
18	Staff / PD		21	Parent Conference
25	Grade Level / Data		28	Spring Recess
1-November-17	Staff / PD		4-April-18	Spring Recess
8	Individual Planning Time		11	Individual Planning Time
15	Parent Conference		18	Staff / PD
22	Thanksgiving Break		25	Grade Level / Data
29	Individual Planning Time		2-May-18	Staff / PD
6-December-17	Staff / PD		9	Individual Planning Time
13	Grade Level / Data		16	Staff / PD
20	Staff / PD		23	Grade Level / Data
27	Winter Recess		30	Staff / PD
3-January-2018	Winter Recess		6-June-18	Individual Planning Time
10	Winter Recess		13	Staff / PD

Washington Elementary Faculty and Administration have agreed to bank minutes to hold minimum days for the purpose of fulfilling the curriculum mandates of the *California Common Core Standards*. The Faculty and Administration agree to the following guidelines:

- **Our schedule for the 2017-18 school year will be 8:15-2:35 and Wednesday 8:15-12:25.**
- **Staff Meetings** will begin at 1:15 and may last until 3:15.
- **Professional Development** will begin at 1:15 and may last until 3:45 with two weeks advanced notice and in conformity with our in-service committee.
 - Administration will not exceed five (5) hours of monthly meetings for School/District Business.
 - ♦ Two (2) hours beyond the board day will be used within the board day. A total of four (4) hours will be used within the board day and one (1) hour outside of the board day will be used.
- **Grade Level** meetings will begin at 1:15 and will conclude by 2:45.
- **Individual Planning Time** will be of member's professional choosing, in a setting conducive to his/her instructional program, in accordance with contract F8, pg. 5.
- Unassigned Banked Minutes will be decided by consensus of the WAE Faculty Club in accordance with contract F8, pg. 5.

**Washington
Elementary
School**

Head
start

Student
Release
Gate

Emergency Assembly Area

Canopy

Garcia, E. - G	Pimentel - H	Sedano - I	Carrillo - J
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Grass Area

Adult Education

23	24	25
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**Parking
Lot**

Diaz 27	Leon 27A
Aguirre, O. 37	Garcia, R. 36
Lujan 35	Verduzco 34
Gallegos 33	Ramirez 32

Ramirez
L. 31

Rysdon S1
Santana 26a
Yue 26

Restrooms

Moreno 1	Alarcon 2
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RR	Torres K3	Gebhardt K4	Aguirre, M. K5	Specht K6	Raya K7
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Day
Care

O F F I C E	Shigekawa 8	Mejia, J. 9
		Hsu 10
Lounge	Computer Lab 15	Robles 14
		Valencia 13
RR		Oyola 12

Front Lawn

Kitchen

RR	Rodriguez del Castillo 20	Arellano 19
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Cafeteria

Benavides-206	Restrooms	Valles - 105	Martinez-204	Saenz - 104	Ibarra-203	Guerrero-202	Romo - 201
						102	Mendoza-101