MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Wilcox 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

8/4/17

Montebello Teachers Association

Representative

Date

8/7/17
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

cc: Executive Cabinet,
MTA
School Secretaries
### Montebello Unified School District

**Instructional Services Division**

**2017-18 Instructional Minutes Calculator (School Schedule)**

**School:** Wilcox Elementary School

**Principal:** L. Gallegos

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

<table>
<thead>
<tr>
<th>Type of Schedule</th>
<th>Grade</th>
<th>Start Time (<em>Military Style</em>)</th>
<th>Dismissal Time (<em>Military Style</em>)</th>
<th>Recess Minutes</th>
<th>Lunch Minutes</th>
<th># of Hours</th>
<th>Instructional Minutes (less recess &amp; lunch)</th>
<th># of Days</th>
<th>Total Minutes</th>
<th>MUSD Minimum</th>
<th>1987-87 State Required Amount</th>
<th>1982/83 Required</th>
<th>Met Requirement</th>
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</thead>
<tbody>
<tr>
<td>Regular Schedule</td>
<td>TK</td>
<td>8:30 AM</td>
<td>2:45 PM</td>
<td>15:00</td>
<td>40:00</td>
<td>06:15</td>
<td>320</td>
<td>134</td>
<td>42,880</td>
<td>54,395</td>
<td>36,000</td>
<td>31,500</td>
<td>Yes</td>
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<tr>
<td>Minimum Schedule</td>
<td>TK</td>
<td>8:30 AM</td>
<td>1:30 PM</td>
<td>15:00</td>
<td>40:00</td>
<td>05:00</td>
<td>245</td>
<td>47</td>
<td>11,515</td>
<td>181</td>
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Prepared by: L. Gallegos

Date Prepared or Revised: 29-May-17

Reviewed by: [Signature]

Date Reviewed: 6/29/17
Daily Schedule for Monday, Tuesday, Thursday & Friday for TK, K - 5

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:00 - 8:25</td>
<td>Breakfast Program Available in the Cafeteria</td>
</tr>
<tr>
<td>8:30</td>
<td>School Begins</td>
</tr>
<tr>
<td>09:45 - 10:00</td>
<td>Recess – TK (K2) &amp; Kinder (K1, K13)</td>
</tr>
</tbody>
</table>
| 10:00 - 10:15 | Recess – Kinder (K12, K14)  
                Recess – Grade 1 & 2, including Rm 25                              |
| 10:20 - 10:35 | Recess – Grade 3, 4, & 5, including Rm 26                               |
| 11:10    | Lunch Program Begins                                                     |
| 11:10 - 11:50 | Grades TK & K in the Cafeteria                                         |
| 11:30 - 12:10 | Grades 1<sup>st</sup> & 2<sup>nd</sup> Lunch                            |
| 11:30 - 11:50 | 1<sup>st</sup> Grade in the Cafeteria  
                2<sup>nd</sup> Grade in the playground                          |
| 11:50 - 12:10 | 2<sup>nd</sup> Grade in the Cafeteria  
                1<sup>st</sup> Grade in the playground                          |
| 12:05 -12:45 | 3<sup>rd</sup> Grade in the Cafeteria                                   |
| 12:15 - 12:55 | 4<sup>th</sup> Grade in the Cafeteria then Playground  
                5<sup>th</sup> Grade Playground then in the Cafeteria         |
| 2:45     | Dismissal & Bus Departures                                               |

Every WEDNESDAY ... 1:30 dismissal
Montebello Unified School District
and the
Montebello Teachers Association

DEPUTY SUPERINTENDENT
BANKING MINUTES
REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Wilcox Elementary School met on May 10, 2017 and with the concurrence of the principal have reached consensus on changing the average daily instructional minutes to allow time for the following:

2016-2017 Tentative Monthly Schedule of Banked Minutes

1\textsuperscript{st} Wednesday: Staff Meetings
2\textsuperscript{nd} Wednesday: Grade Level Meetings (Student Articulation)
3\textsuperscript{rd} Wednesday: In-service
4\textsuperscript{th} Wednesday: Curriculum Planning

It is also agreed that one Wednesday from each calendar month, regardless of the number of school days in attendance, will be for curricular planning without interruption from administration. In any calendar month in which school is not in session for the entire month the 5 meeting hours can be completed on Mondays or Thursdays.

Adjustments will be made as needed so long as one Wednesday has been designated to Curriculum Planning and conformity to the contract is followed.

For more information contact the Director of PreK-12 Curriculum & Instruction (7924) or the MTA Executive Director (323-722-5005).

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

\[\text{Signature}\]
Veronica Perea
Faculty Chair

\[\text{Signature}\]
Leo Gallegos
Principal
Montebello Unified School District  
and the  
Montebello Teachers Association  

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