



BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Montebello Intermediate School met on March 13, 2019 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following after school meeting schedule per Contractual Professional Learning month:

1. One Professional Development meeting for a total of 100 minutes.
Eighty five minutes within the board day, 15 minutes outside of the board day.
2. One Professional Development meeting for a total of 70 minutes.
All minutes within the board day.
3. One Professional Development meeting for a total of 40 minutes.
All minutes within the board day.
4. One scheduled independent teacher research meeting for a total of 40 minutes.
All minutes within the board day; work at teacher's discretion.

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

In addition:

1. The board day will be from 8:00am to 3:15pm.
2. Forty-five minutes for participation in Individualized Educational Plan meetings or extended time for staff meetings when necessary. Minutes beyond the board day.
3. Minimum days will be switched to Friday the week preceding:

Labor Day	Veterans Day	MLK, Jr.	Spring Break	Memorial Day
Back to School	Winter Break	Lincoln	Open House	

 - a. These will be Independent Research professional development days.
4. For the week preceding Thanksgiving and Washington's Birthday we will hold our meetings on Wednesday beyond the board day with meetings starting at 3:15pm
5. Minimum day will be assigned to the last day of school.

This agreement provides the basic structure for banking minutes. Individual days are subject to revision based on site and program needs and via agreement between Faculty Club and administration.

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

Sterling Schubert, Principal
May 13, 2019
Extension 3171


Rhoda Carvajal-Monti, MTA Faculty Chair
May 13, 2019
Extension 2526

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

Please send MOU to Virginia Gutierrez
Executive Assistant II, Human Resources
Due Date: Friday, May 17, 2019

