



Montebello Unified School District
and
Montebello Teachers Association



2019–2020 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Suva Intermediate School School met on Thursday, April 25, 2019 and with the concurrence of the Principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

In order to create this time, the staff has agreed to add minutes to four days a week and reduce the schedule on Mondays (Name the day of week).

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

[Signature]
Principal's Signature

Rosaelva Lomeli
MTA Faculty Chair's Signature

Date April 25, 2019

Date April 25, 2019

Extension 7820

Extension 6215 or 6253

~~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

Memorandum of Understanding
Banking of Minutes
Suva Intermediate School
2018-2019

Proposal

Suva Intermediate will bank minutes to have minimum days for the purpose of professional development for the 2018-2019 school year.

Our daily schedule for the 2018-2019 school year will be:

- Mondays: 8:45 a.m.-1:40 p.m.
- Tuesdays-Fridays: 8:45 a.m.- 3:00 p.m

Minimum Days

The minimum days will be used for the following purposes:

- a. Staff Meetings: to conduct general school business and disseminate information. These meetings may last until 3:45 p.m. (Usually the first Monday of the month).
- b. Curriculum Development Meetings: may include but are not limited to the following:
 - Data Teams/Data Analysis
 - Grade Level Meetings
 - Common Core State Standards and Testing
 - Content Area Collaboration
 - School Leadership Implementation Matrix
 - Committee Meetings and Reports
 - Teacher Presentations
 - Professional Development Institute Follow-ups

These meetings last until 3:00 p.m.

- c. Individual Research Days (4 days): A total of four individual research days will be allocated for the 2018-2019 school year. All Individual Research Days will be held on the week that report cards are due. Assistance will be available in the computer lab for report card support.

At the discretion of the principal, in consultation with the MTA Faculty Chairperson, a meeting may be moved to Wednesday, with an agreed upon written notice given to the teachers at least two weeks in advance.