

Memorandum of Understanding between Bella Vista Elementary and Montebello Teachers Association

The Bella Vista Elementary Faculty and Administration agree that the following **Memorandum of Understanding** governs the planning time reserved through **Banking Minutes** for the **2020-2021** academic school year.

In accordance with the **professional planning time** needed to fulfill the curriculum mandates of the *California Common Core Standards*, the faculty and administration of Bella Vista Elementary School agree to the following guidelines:

- The curriculum planning cycle will be **divided into four-week segments** starting with the first week of school.
 - **Week 1** of every cycle, will be a **Flexible Planning Time** that can be **interchanged** between *Grade Level Meeting, Data Team Meeting, Staff Meeting, PD Meeting or Individual Faculty Planning* time that best meets the **instructional needs of BVE faculty members**.
 - **Week 2** of every cycle, will be a scheduled **Staff Meeting** set up at the discretion of the **BVE Principal** or designee.
 - **Week 3** of every cycle, will be **Grade Level/Data Team**, to **include Special Education faculty**, in a school setting conducive with the faculty team's instructional program, to plan grade level objectives, review learning standards, implement research-based teaching models, identify formative/informal assessments, analyze data, map out the curriculum, evaluate strategies, develop materials or other academic tasks as assigned.
 - **Week 4** of every cycle, will be a **Faculty PD**, in conformity with our **In-service Committee** recommendations.
- BVE faculty **recognize the importance** of *instructional collaboration* and as such agree to respect the Professional Planning Time 4-week cycle by **refraining**, to a *reasonable extent possible*, from scheduling conflicting appointments, such as doctor/dentist visits, or such that detract from the purpose of Bella Vista's banked minutes for planning time.
- Any changes to the four-week planning cycle need to be **approved by consensus of the BVE Faculty Club**.
- The **Faculty Club President or designee** will serve as the **liaison** to the **Principal** about Faculty Club decisions and concerns to ensure adherence to the Memorandum of Understanding.



May 20, 2020

Faculty Club
President/Designee

Date



May 20, 2020

Principal/Designee

Date