



Montebello Unified School District
and
Montebello Teachers Association
2020 – 2021 School Year



BANKING MINUTES
REQUEST FOR MEMORANDUM OF UNDERSTANDING

The faculty and administrator have agreed to bank minutes.

The teachers at **Montebello Gardens Elementary School** met on **May 26, 2020** and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

The staff at Montebello Gardens Elementary will bank minutes to hold minimum days for the purpose of 1) Professional Learning Community (i.e. Data Team Meeting); 2) Curriculum Planning meetings (i.e. such as Intervention Planning, and/or Individual Research); 3) Grade Level Meeting or professional development based upon program needs, given a minimum of one week notice. This schedule can be modified to meet curriculum, professional development needs, or school-based emergencies with staff agreement to change.

Our schedule for, 2020-2021 school year, will be 8:00AM. to 2:20PM every day except for Wednesdays with hours being 8:00AM. to 1:02PM.

All teachers will attend Grade Level Team/PLC meetings beginning at 1:10PM and will conclude at 3:00PM on two Wednesdays per professional development month.

In the event that remote learning is to be continued or a modified student schedule is implemented the 2020 / 2021 school year due to COVID-19, the planning meetings will be at the discretion of the grade level teams.

Board Day for 2018-2019: 7:53AM – 3:08PM

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

Principal's Signature
Date: _____
Extension: _____

MTA Faculty Chair's Signature
Date: _____
Extension: _____

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

For more information contact the Deputy Superintendent at Extension 7922 or the Executive Director of MTA at 323-722-5005
(If you email, there is no need to fax or send in mail. Please send once to MUSD and once to MTA)
Copy to: MTA Executive Director, Kathy Schlotz MTA Office 323-722-5005 Fax 323-722-5043