



**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at **Montebello Intermediate School** met on **May 21, 2020** 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 scheduled Independent Research meeting.
2. Two Professional Development meetings.
3. One Staff Meeting that can be changed to a Professional Development meeting as needed.
4. All meeting minutes will be within the board day.

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

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

In addition:

1. The board day will be from 8:00 a.m. to 3:15 p.m.
2. Sixty 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	MLK, Jr.	Spring Recess (Thursday)
Thanksgiving Recess	Lincoln's Birthday (Thursday)	
Winter Recess	Memorial Day	

  - a. These will be scheduled as the monthly Independent Research professional development days of the month.
4. Minimum day will be assigned to the last day of the 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.

Victor Solorio, Principal  
May 22, 2020  
Extension 3171

Stephen Martin, MTA Faculty Chair  
May 22, 2020  
Extension 2413

~~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 22, 2020**