



Montebello Unified School District
and the
Montebello Teachers Association



2020-2021 School Year


BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Suva Intermediate 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:

See Attached:

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



Principal's Signature

5/26/2020

Date

Extension



MTA Faculty Club Chair's Signature

5/24/2020

Date

Extension

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

For more information contact the Director of Student Services (ext. 5826) or the MTA Executive
Director (323-722-5005).

Submit to MUSD and MTA:
Virginia Gutierrez gutierrez_virginia@montebello.k12.ca.us
MTA mta@montbelloteachers.org or Fax: (323) 722-0543

Due Date: 4:00 p.m., FRIDAY, MAY 26, 2020

Memorandum of Understanding
Banking of Minutes
Suva Intermediate School
2020-21

Proposal

Suva Intermediate will bank minutes to have minimum days for the purpose of professional development for the 2019-20 school year.

Our daily schedule for the 2019-20 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.