



Montebello Unified School District
and the
Montebello Teachers Association



2021-2022 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Washington Elementary School School met on
May 21, 2021 and with the concurrence of the principal have
reached consensus on changing the average daily instructional minutes to allow time for the following:
Please see attached MOU schedule for the 2021-2022 school year.

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




Principal's Signature

05/21/2021

Date

5,871

Extension



MTA Faculty Club Chair's Signature

05/21/2021

Date

2,670

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., MONDAY, MAY 24, 2021

Washington Elementary

Banking of Minutes MOU Schedule 2021-2022

Washington Elementary Faculty and Administration have agreed to bank minutes to hold minimum days for the purpose of fulfilling the curriculum mandates of the California Common Core Standards. The Faculty and Administration agree to add minutes to four days a week and reduce the schedule on Wednesdays and agree to the following guidelines:

Our instruction schedule for the 2020-2021 year will be 8:15 - 2:35 and Wednesday 8:15 - 12:25.

Three days per calendar month will be used for Staff Meetings/Professional Development/Grade Level.

- ❖ **Staff Meetings/Professional Development** will begin at 1:30 and may last until 3:30.
- ❖ **Grade Level** meetings will begin at 1:30 and will conclude by 3:00.
 - Administration will not exceed 5 hours of monthly meetings for School/District Business.

One day per month will be used for Individual Planning time.

- ❖ **Individual Planning** Time will be of members' professional choosing, in a setting conducive to his/her instructional program, in accordance with contract F8, pg. 5.
 - ◆ In the event of District Professional Development, Individual Planning time may be rescheduled via agreement between Faculty Member(s) and Administration.

Unassigned Banked Minutes will be decided by consensus of WAE Faculty in accordance with contract F8, pg. 5.

Wednesdays before report card due date for each trimester will be utilized for report card/parent conference preparation (Individual Planning), as well as the Wednesdays prior to Back to School Night and Open House.

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.**



WASHINGTON ELEMENTARY SCHOOL

Recess and Lunch Schedule



TK – 5th Grade Schedule: M, T, Th, F 8:15 a.m. – 2:35 p.m. **MIN DAY: W** 8:15 a.m. – 12:25 p.m.

Breakfast 7:50 – 8:10 a.m.

Rainy Day Before School: TK will be in their classroom, Kinder in Room 4, 1st & 2nd in Library, 3rd – 5th in Cafeteria

10:00 – 10:15	Recess #1	TK Kindergarten 1 st Grade
10:15 – 10:30	Recess #2	2 nd Grade 3 rd Grade
10:30 – 10:45	Recess #3	4 th Grade 5 th Grade



LUNCH

11:30 – 12:10	TK
11:35 – 12:15	Red Flag: Kindergarten
11:45 – 12:25	Yellow Flag: 1st Grade/SDC K-3
12:00 – 12:40	Green Flag: 2nd Grade
12:15 – 12:55	Blue Flag: 3rd Grade
12:30 – 1:10	Orange Flag: 4th Grade/SDC 3-5
12:45 – 1:25	Lime Green Flag: 5th Grade



RAINY DAY SCHEDULE

Recess		Lunch	
9:40 – 9:50 a.m.	TK	11:00 – 11:30 a.m.	TK / Kindergarten
9:50 – 10:00 a.m.	Kinder		
10:00 – 10:10 a.m.	1 st grade	11:25 – 11:55	1 st Grade/SDC K-3
10:10 – 10:20 a.m.	2 nd grade	11:50 – 12:20	2 nd Grade
10:20 – 10:30 a.m.	3 rd grade	12:15 – 12:45	3 rd Grade
10:30 – 10:40 a.m.	4 th grade	12:40 – 1:10	4 th Grade/SDC 3-5
10:40 – 10:50 a.m.	5 th grade	1:05 – 1:35	5 th Grade



MINIMUM DAY SCHEDULE

TK – 5th 8:15 – 12:25 P.M.

Washington Elementary School

Computer Lab #2 A1	Adult Ed A2	Speech A3
-----------------------	----------------	--------------

Diaz 28	NOON (ED CLASS) 27	Aguirre, O. 26	Muro, O. 25	Lujan 24	Oyola 23	Gallegos 22	Ramirez 21
---------	-----------------------	-------------------	----------------	-------------	-------------	----------------	---------------

RR	Yue 20	Garcia, M SDC (TK-3) 19
----	-----------	-------------------------------

Kitchen	
---------	--

Benavides-206	Restrooms
Garman-205	Valles - 105
Martinez-204	Saenz - 104
Ibarra-203	Carrillo - 103
Guerrero-202	Open-102
Romo - 201	Open-101



Garcia,E. - 15	HSU RSP (3-5) 16	Sedano - 17	Morey - 18
----------------	---------------------	-------------	------------

Ramirez L.
11

The Whole Child S1	PTA S2	ED Class S2a
-----------------------	-----------	-----------------

Moreno 1	Alarcon 2
-------------	--------------

Day Care

OFFICE				ERIKS 8	Mejia 9
Lounge			Comp Lab 10		
RR	Computer Lab #1	Robles 14	Valencia 13	Pimentel 12	

Restrooms



MONTEBELLO UNITED SCHOOL DISTRICT
 INSTRUCTIONAL SERVICES DIVISION
 2021-2022 INSTRUCTIONAL MINUTES CALCULATOR (SCHOOL SCHEDULE)

181 INSTRUCTIONAL DAYS													
SCHOOL:		WAE			PRINCIPAL: Jose Ortega								
Elementary School		(*Military Style Time 8:00am enter as 8:00, 1:00PM enter as 13:00)											
Type of Schedule	Grade	Start Time (*Military Style)	Dismissal Time (*Military Style)	Recess Minutes	Lunch Minutes	# of Hours	Instructional Minutes (less recess & lunch)	# of Days	Total Minutes	MUSD Minimum	1987-87 State Required Amount	1982/83 Required	Met Requirement
Regular Schedule	TK	8:15 a.m.	2:35 p.m.	15:00	40:00	06:20	325	131	42,575				
Minimum Schedule	TK	8:15 a.m.	12:25 p.m.	15:00		04:10	235	50	11,750				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
Other Schedule	TK					00:00	0		0				
TOTAL													
								181	54,325	54,305	36,000	31,500	Yes
Regular Schedule	K	8:15 a.m.	2:35 p.m.	15:00	40:00	06:20	325	131	42,575				
Minimum Schedule	K	8:15 a.m.	12:25 p.m.	15:00		04:10	235	50	11,750				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
Other Schedule	K					00:00	0		0				
TOTAL													
								181	54,325	54,305	36,000	31,500	Yes
Regular Schedule	1 thru 5	8:15 a.m.	2:35 p.m.	15:00	40:00	06:20	325	131	42,575				
Minimum Schedule	1 thru 5	8:15 a.m.	12:25 p.m.	15:00		04:10	235	50	11,750				
Other Schedule	1 thru 5					00:00	0		0				
Other Schedule	1 thru 5					00:00	0		0				
Other Schedule	1 thru 5					00:00	0		0				
TOTAL													
								181	54,325	54,305	50,400	47,250	Yes
Prepared by:		Nancy Ware			Reviewed by: Jose Ortega								
Date Prepared (for review)		5/21/2021											