



Montebello Unified School District  
and the  
Montebello Teachers Association



2021-2022 School Year

**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at \_\_\_\_\_ School met on \_\_\_\_\_ and with the concurrence of the principal have reached consensus on changing the average daily instructional minutes to allow time for the following:

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

*Claudia Munillo*

Principal's Signature

*Rosaelva Lomeli*

MTA Faculty Club Chair's Signature

Date

Date

Extension

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**  
MTA

**gutierrez\_virginia@montebello.k12.ca.us**  
**mta@montebelloteachers.org or Fax: (323) 722-0543**

**Due Date: 4:00 p.m., MONDAY, MAY 24, 2021**

**Memorandum of Understanding**  
**Banking of Minutes**  
**Suva Intermediate School**  
**2021-2022**

**Proposal**

Suva Intermediate will bank minutes to have minimum days for the purpose of professional Learning for the 2021-2022 school year.

Our daily schedule for the 2021-2022 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: These meetings last until 3:00 p.m.
  - 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
- c. **Individual Research Days (4 days):** A total of four individual research days will be allocated for the 2021-2022 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.

**Suva Intermediate School**  
**Bell Schedules**  
**2021-2022**

**Minimum Day Schedule**

8:40	Warning Bell
8:45 - 9:26	Mod 1
9:26 - 9:30	Passing
9:30 - 10:08	Mod 2
10:08 - 10:22	Nutrition
10:22 - 10:26	Passing
10:26 - 11:04	Mod 3
11:04 - 11:09	Passing
11:09 - 11:46	Mod 4
11:46 - 12:16	Lunch
12:16 - 12:20	Passing
12:20 - 12:58	Mod 5
12:58 - 1:02	Passing
1:02 - 1:40	Mod 6

**Regular Schedule**

8:40	Warning Bell
8:45 - 9:40	Mod 1
9:40 - 9:44	Passing
9:44 - 10:34	Mod 2
10:34 - 10:48	Nutrition
10:48 - 10:53	Passing
10:53 - 11:43	Mod 3
11:43 - 11:47	Passing
11:47 - 12:37	Mod 4
12:37 - 1:11	Lunch
1:11 - 1:16	Passing
1:16 - 2:06	Mod 5
2:06 - 2:10	Passing
2:10 - 3:00	Mod 6