

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Macy Intermediate School may modify and/or alter the instruction minutes required per day in the contract between the Montebello Teachers Association and the Montebello Unified School District for the 2011/2012 school year. The modification shall be within the total instructional minutes (Article IV, Section F) of the Montebello Teachers Association – Montebello Unified School District Agreement on a weekly basis according to the attached bell schedule.

Montebello Unified School District



Representative

AUG 3 1 2011

Date

Montebello Teachers Association

Representative

Date

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Montebello Unified School District
and the
Montebello Teachers Association



INDEPENDENT
EDUCATIONAL DIVISION



STAFF DEVELOPMENT DAY DATE CHANGE
REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at MACY Int. School School met on
4/28/11 and with the concurrence of the principal have
reached consensus on changing the date of the Staff Development Day(s) from:

Thurs. 6/30 to Fri. 6/24

to _____
_____ to _____

(Changes must be in accord with CDE requirements and meet district calendar development guidelines. When considering changes, discuss your options with the Associate Superintendent of Instructional Services [or Designee] or the Executive Director of MTA.)

[Signature]
Principal

[Signature]
MTA Faculty Chair

Date: 4/28/11

Date: 4/28/11

Extension: 3061

Extension: 6906

DUE TO:

For more information, contact the Associate Superintendent of Instructional Services
Extension 7922 or the Executive Director of MTA at 323-722-5005.



x363 Minutes Regular Day
 MONTEBELLO 1,815
 59,875 MAI
 2011-12 51,690 Total Minutes 2011-12

EB Revised
 AUG - 1 2011 *MR*
G. Sull
 6/16/11

School: Macy Intermediate

Principal Signature: _____

REGULAR DAILY SCHEDULE	# of Classes	Start Time	Dismissal Time	Passing Time (Include)	Nutrition Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
6 th	8	8:37	3:00	30	15	35	363
7 th	10	8:37	3:00	30	15	35	363
8 th	10	8:37	3:00	30	15	35	363

The number of days (out of 175 students days) that this schedule will be in force: $\frac{131 \text{ Days} \times 363 \text{ Minutes}}{\text{Total Regular Day Minutes}} = 47,553$

ALTERNATE SCHEDULE:

Every school day must be at least 240 minutes in length

Bank Minutes Weekly: NO YES Planning/Inservice Day: Wednesday

Indicate the number of shorter days you have scheduled for inservice/planning: _____

Is the schedule the same as on a Minimum Day? NO YES
 If No, what are the minutes of instruction, excluding lunch and recess: _____

MINIMUM DAYS SCHEDULE	# of Classes	Start Time	Dismissal Time	Passing Time (Include)	Nutrition Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
6 th	8	8:37	1:33	30	15	30	281
7 th	10	8:37	1:33	30	15	30	281
8 th	10	8:37	1:33	30	15	30	281

The number of days (out of 175 students days) that this schedule will be in force: $\frac{44 \text{ Days} \times 281 \text{ Minutes}}{\text{Total Regular Day Minutes}} = 12,364$

OK

Total Instructional Minutes	
- 47,553	Total Minutes Regular Daily Schedule
+ 12,364	Total Minutes Minimum Days Schedule
<u>59,917</u>	Total Annual Instructional Minutes
71,815	6-8 minimum=54,075 MAI minimum=59,875
61,732	

5-Per lounge & office n starch



2011-2012 School Year



BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Jack F. Macy Intermediate School met on April 28, 2011 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following meeting schedule:

Day of Month	Meeting Type	Notes
1 st Wednesday	Instruction/CEI	A site and district priority. REMINDER – All agendas should be strictly instructional focused.
2 nd Wednesday	Grade Level/Content Area	Optional for either Grade Level OR Content Area however these meetings should address only these topics.
3 rd Wednesday	Standing Committees	For adjunct duties activities OR planning for committee service, i.e., AVID, Career Day, 8 th grade activities, etc.
4 th Wednesday	Teacher Planning	Individual teacher planning time OR collaboration. Staff should be on campus through the end of the board day.
Guidelines		
<ul style="list-style-type: none"> ✓ Meetings must have agendas, sign-ins, and minutes submitted to Administration or designee. ✓ Meeting times are sacred; start on time and stay until the scheduled ending time ✓ Flexibility is key; all dates are open for review and revision. 		

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

Sterling Schubert, Principal

Date: April 28, 2011

Dave Hayami, MTA Faculty Chair

Date: April 28, 2011

~~Please attach proposed bell schedules including banked day bells schedule.~~

Original to: ARTHUR P. REVUELTAS, District Office, ET-1 (Ext. 7922)

Copy to: MTA Executive Director, Kathy Schlotz at MTA Office (323-722-5005) by Friday, April 28, 2011

Jack F. Macy Intermediate School
Bell Schedule
2011-2012

Regular Bell Schedule
6th Grade Schedule

8:37	First Bell	
8:42	9:35	Period 1
9:40	10:30	Period 2
10:30	10:45	Nutrition
10:50	11:40	Period 3
11:45	12:35	Period 4
12:35	1:10	Lunch
1:15	2:05	Period 5
2:10	3:00	Period 6

Minimum Day Schedule
6th Grade Schedule

8:37	First Bell	
8:42	9:19	Period 1
9:24	10:01	Period 2
10:01	10:16	Nutrition
10:21	10:58	Period 3
11:03	11:40	Period 4
11:40	12:10	Lunch
12:15	12:52	Period 5
12:57	1:33	Period 6

Regular Bell Schedule
7th & 8th Grade Schedule

8:37	First Bell	
8:42	9:35	Period 1
9:40	10:30	Period 2
10:30	10:45	Nutrition
10:50	11:40	Period 3
11:40	12:15	Lunch
12:20	1:10	Period 4
1:15	2:05	Period 5
2:10	3:00	Period 6

Minimum Day School
7th & 8th Grade Schedule

8:37	First Bell	
8:42	9:19	Period 1
9:24	10:01	Period 2
10:01	10:16	Nutrition
10:21	10:58	Period 3
10:58	11:28	Lunch
11:33	12:10	Period 4
12:15	12:52	Period 5
12:57	1:33	Period 6



MONTEBELLO UNIFIED SCHOOL DISTRICT
Instructional Services Division

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REGULAR & ALTERNATE BELL SCHEDULES 2011-12

SCHOOL Macy Intermediate

Principal Signature [Signature]

6/16/11

A. Staff Development Days (to be set after calendar is scheduled)

Day #1 8/30/11 Activity Staff Development

Day #2 _____ Activity _____

Day #3 _____ Activity _____

B. Regular Schedule (Attach copy of Bell Schedule)

Start of 1st Period 8:37 a.m. Number of Minutes in Each Period 50 (1st period has 53)

End of Last Period 3:00 p.m. Number of minutes in Passing Periods 30

Number of Minutes for Nutrition 15 Number of minutes for Lunch 35

C. Minimum / Reduced time days (Attach copy of Bell Schedule)

Dates See attachment Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

Dates _____ Activity _____

D. BANKING MINUTES

No Yes Wednesday

(Attach Schedule - Indicate the Day of the Week)

ATTACH COPIES OF ALL BELL SCHEDULES PLANNED FOR USE IN 2011-12

APPROVED _____

DATE APPROVED _____