

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Montebello Gardens Elementary 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

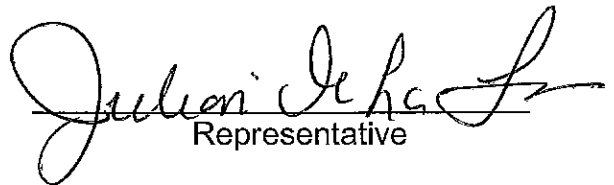


Representative

AUG 31 2011

Date

Montebello Teachers Association



Representative

AUG 31 2011

Date



Montebello Unified School District
and the
Montebello Teachers Association



2011-12 School Year

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at MGE 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:

*This form was already submitted by my MTA representative before Spring Break. Thank You,
Norma J. Ruiz*

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

Principal's Signature

MTA Faculty Chair's Signature

Date: _____

Date: _____

Extension: _____

Extension: _____

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

Original to: Arthur P. Revueltas, District Office, ET-1 (Extension 7922)
Copy to: MTA Executive Director, Kathy Schlotz at MTA Office (323-722-5005)

Due Date: Friday, April 29, 2011



MONTEBELLO UNIFIED
Instructional Ser
2011-12 Elementary

x305 minutes regular day
1,525
+52,725
54,250 Total Minutes 2011-12

AUG - 1 2011

NR

School: Montebello Gardens Elementary School Principal Signature: *Thomas J. Perry*

REGULAR DAILY SCHEDULE	# of Classes	Start Time	Dismissal Time	Recess Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
Head Start (a.m.)	2	8 ⁰⁰ a.m.	11 ³⁰ a.m.	—	—	210 minutes
Head Start (p.m.)	0					
Kindergarten (a.m.)	2	8 ⁰⁰ a.m.	12 ³⁰ p.m.	20 minutes	40 min.	210 minutes
Kindergarten (p.m.)	2	10 ⁰⁰ a.m.	2 ¹⁰ p.m.	0	40 min.	210 minutes
Kindergarten Single Session	0					
Grades 1-5	12	8 ⁰⁰ a.m.	2 ²⁰ p.m.	20 min.	40 min.	320 minutes

The number of days (out of 175 students days) that this schedule will be in force: $\frac{138}{\text{Days}} \times \frac{320}{\text{Minutes}} = \frac{44,160}{\text{Total Regular Day Minutes}}$ (last - 5th gr.)

ALTERNATE SCHEDULE:

Every school day must be at least 240 minutes in length

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

Indicate the number of shorter days you have scheduled for inservice/planning: 37

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	Start Time	Dismissal Time	Recess Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
Head Start (a.m.)	N/A				
Head Start (p.m.)	—				
Kindergarten (a.m.)	8 ⁰⁰ a.m.	12 ³⁰ p.m.	20 min.	40 min.	210 minutes
Kindergarten (p.m.)	8 ⁰⁰ a.m.	12 ³⁰ p.m.	20 min.	40 min.	210 minutes
Kindergarten Single Session	—				
Grades 1-5	8 ⁰⁰ a.m.	1 ¹⁰ p.m.	20 min.	40 min.	250 minutes

The number of days (out of 175 students days) that this schedule will be in force: $\frac{37}{\text{Days}} \times \frac{250}{\text{Minutes}} = \frac{9,250 \text{ min.}}{\text{Total Minimum Day Minutes}}$

• Kindergarten =
175 day x 210 min. =
36,750 TOTAL Minutes

Total Instructional Minutes	
44,160	Total Minutes Regular Daily Schedule
+ 9,250	Total Minutes Minimum Days Schedule
* 53,410	Total Annual Instructional Minutes 52,725
+ 1,525	K minimum=35,000 * 1-5 minimum=53,375
54,935	

* corrected from buy & school



MONTEBELLO UNIFIED SCHOOL DISTRICT
Instructional Services Division

REGULAR & ALTERNATE BELL SCHEDULES 2011-12

SCHOOL Montebello Gardens Elementary School Principal Signature [Signature]

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

Day #1 August 30, 2011 Activity
Day #2 Activity
Day #3 Activity

B. Regular Schedule (Attach copy of Bell Schedule) See Attached Schedule

Start of 1st Period Number of Minutes in Each Period
End of Last Period Number of minutes in Passing Periods
Number of Minutes for Nutrition Number of minutes for Lunch

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

Dates Activity
Dates Activity
Dates Activity
Dates Activity
Dates Activity

D. BANKING MINUTES

No Yes = Wednesdays
(Attach Schedule - Indicate the Day of the Week)

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

APPROVED DATE APPROVED

Montebello Gardens Elementary
DAILY SCHEDULE
2011-2012

Grades K-5

7:30 am	Breakfast is Served
7:50 am	First Bell – Students line up
7:55 am	Second Bell – Teachers meet students
8:00 am	Instruction Begins
8:00 am – 12:30 am	AM Kinder= M, TU, W, TH & F
*10:00 am – 2:10 pm	PM Kinder= M, TU, TH & F
*8:00 am – 12:30 pm	PM Kinder= Wednesdays
9:40 am – 10:00 am	Kinder, 1st & 2nd Grade AM Recess
10:05 am – 10:25 am	3rd, 4th & 5th Grade AM Recess
11:10 am – 11:30 am	Lunch – Kinder, 1st & 2nd Grades
11:30 am – 11:50 am	Lunch Recess K, 1st & 2nd Grades
12:00 pm – 12:20 pm	Lunch – 3rd, 4th & 5th Grades
12:20 pm – 12:40 pm	Lunch Recess 3rd, 4th & 5th Grades
2:20 pm-----	1st – 5th Dismissal= M, TU, TH & F
1:10 pm-----	1st – 5th Dismissal Every Wednesday
*12:30 pm-----	AM & PM “K” Dismissal on Wednesday
MGE Board Day-----	8:00 a.m. – 3:15 p.m.