

MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT


And

MONTEBELLO TEACHERS ASSOCIATION

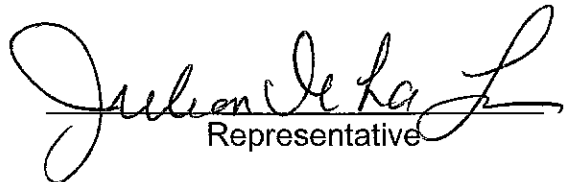
Montebello Park Elementary School may modify and/or alter the instruction minutes required per day in the contract between the Montebello Teachers Association and the Montebello Unified School District for the 2011/2012 school year. The modification shall be within the total instructional minutes (Article 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

Montebello Teachers Association



Representative



Representative

AUG 31 2011

Date

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 Montebello Park Elementary School met on
June 15, 2011 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 Thursday (Name the day of week).

M. Rodriguez
Principal's Signature

[Signature]
MTA Faculty Chair's Signature

Date: 6-20-11

Date: 6-20-11

Extension: 3072

Extension: 6417 or 6440

~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

5 Restored Furlough Days

x305 minutes regular day

Instructional Ser 1,525

2011-12 Elementary +52,725

Instruct. 54,250 Total Minutes 2011-12

AUG - 1 2011

School: Montebello Park Elementary

Principal Signature: Margaret Rodriguez

| 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. | 25 Inst.min | 30 min. | 210 minutes |
| Head Start (p.m.) | 2 | 11:45 a.m. | 3:15 p.m. | 25 Inst.min | 30 min. | 210 minutes |
| Kindergarten (a.m.) | 2 | 8:10 a.m. | 11:30 a.m. | 0 | after class 20 min. | 200 minutes |
| Kindergarten (p.m.) | 2 | 11:00 a.m. | 2:20 p.m. | 0 | before class 20 min. | 200 minutes |
| Kindergarten Single Session | N/A | | | | | |
| Grades 1-5 | 19 | 8:10 a.m. | 2:25 p.m. | 15 minutes | 40 minutes | M,T,W,F 320 minutes |

The number of days (out of 175 students days) that this schedule will be in force: $\frac{128}{\text{Days}} \times \frac{320}{\text{Minutes}} = \frac{40,960}{\text{Total Regular Day Minutes}}$

ALTERNATE SCHEDULE:

Every school day must be at least 240 minutes in length

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

Indicate the number of shorter days you have scheduled for inservice/planning: 47 days

Is the schedule the same as on a Minimum Day? NO YES

If No, what are the minutes of instruction, excluding lunch and recess: 250 minutes

| MINIMUM DAYS SCHEDULE | Start Time | Dismissal Time | Recess Minutes (Exclude) | Lunch Minutes (Exclude) | Total Instructional Minutes |
|-----------------------------|------------|----------------|--------------------------|-------------------------|-----------------------------|
| Head Start (a.m.) | 8:00 a.m. | 11:30 a.m. | 25 Inst.Min | 30 minutes | 210 minutes |
| Head Start (p.m.) | 11:45 a.m. | 3:15 p.m. | 25 Inst.Min | 30 minutes | 210 minutes |
| Kindergarten (a.m.) | 8:10 a.m. | 11:30 a.m. | 0 | after class 20 minutes | 200 minutes |
| Kindergarten (p.m.) | 8:10 a.m. | 11:30 a.m. | 0 | before class 20 minutes | 200 minutes |
| Kindergarten Single Session | N/A | | | | |
| Grades 1-5 | 8:10 a.m. | 1:15 p.m. | 15 minutes | 40 minutes | 250 minutes |

The number of days (out of 175 students days) that this schedule will be in force: $\frac{47}{\text{Days}} \times \frac{250}{\text{Minutes}} = \frac{11,750}{\text{Total Minimum Day Minutes}}$

| | |
|------------------------------------|--------------------------------------|
| Total Instructional Minutes | |
| 40,960 | Total Minutes Regular Daily Schedule |
| +11,765 | Total Minutes Minimum Days Schedule |
| 52,725 | Total Annual Instructional Minutes |
| +1,525 | K minimum=35,000 1-5 minimum=52,725* |
| 54,250 | |

=11,765

Rev. 4/14/11 *correction on 1-5 minimum

Form 1 Elementary

Montebello Unified School District
Montebello Park Elementary
2011-12
MOU Agreement

- I. The Teachers and Administrator have agreed to Bank Minutes for the 2011-12 school year. The instructional day for AM K will be from 8:10 am-11:30 am and PM K from 11:00 am-2:20 pm. The instructional day for 1st thru 5th Grades will be from 8:10 am -2:25 pm, Monday, Tuesday, Wednesday and Friday. Thursday will be a Minimum Instructional day beginning from 8:10 am-1:15 pm for 1st thru 5th Grades and K will be on morning AM schedule. Additionally, we agree to utilize the Cycle of Effective Instruction to review data along with Direct Instruction, the 5 E's Lesson Planning Formats as school wide instructional and teaching processes, including effective research based strategies such as student engagement, universal access, guided reading, reciprocal teaching, and effective class management routines.
- II. Administration and Faculty may use up to 5 hours (*2 hours within and 3 outside the board day) of monthly meetings for School/District business, staff development and/or instructional planning, including some committee meetings. Contractually 2 hours will be borrowed from outside the board day with a maximum of 4 hours within the board day, leaving 1 hour that may be used, if needed, after the board day for a total of 5 hours.
- III. Unassigned Independent Day Banked Minutes will be designed and planned by teachers. This Unassigned Banked Independent time may be used for: Planning the instructional program, preparing instructional materials, completing record keeping tasks, parent conferences, to maintain positive classroom environment, to confer with colleagues, and individual research.
- IV. All teachers will attend all staff and grade level meetings beginning at 1:30 pm on Thursdays. School Agenda Format will be utilized for all meetings up to (5) hours of meeting time required by contract per month. Grade level meeting days will be honored and will not be used for staff meetings. Agendas will be created by each grade level according to their specific needs.

The meeting schedule and calendar for the school year 2011-2012 is attached.

2011-12 CALENDAR

Montebello Unified School District

MODIFIED TRADITIONAL CALENDAR

JULY

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

AUGUST

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

IR

SEPTEMBER

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 5 | 6 | 7 | (1) | 2 |
| 12 | 13 | 14 | (8) | 9 |
| 19 | 20 | 21 | (15) | 16 |
| 26 | 27 | 28 | (22) | 23 |
| | | | (29) | 30 |

5M
16R

OCTOBER

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 3 | 4 | 5 | (6) | 7 |
| 10 | 11 | 12 | (13) | 14 |
| 17 | 18 | 19 | (20) | 21 |
| 24 | 25 | 26 | (27) | 28 |
| 31 | | | | |

4M
17R

DECEMBER

| MON | TUES | WED | THUR | FRI |
|------|------|------|------|------|
| | | | | |
| 5 | 6 | 7 | (1) | 2 |
| (12) | (13) | (14) | (8) | 9 |
| (19) | (20) | (21) | (15) | (16) |
| (26) | (27) | (28) | (22) | (23) |
| | | | (29) | (30) |

7M
5R

JANUARY

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | (12) | 13 |
| 16 | 17 | 18 | (19) | 20 |
| 23 | 24 | 25 | (26) | 27 |
| 30 | 31 | | | |

3M
13R

MARCH

| MON | TUES | WED | THUR | FRI |
|------|------|------|------|------|
| | | | | |
| 5 | 6 | 7 | (1) | 2 |
| 12 | 13 | 14 | (8) | 9 |
| 19 | 20 | 21 | (15) | 16 |
| (26) | (27) | (28) | (22) | 23 |
| | | | (29) | (30) |

9M
13R

APRIL

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | (19) | 20 |
| 23 | 24 | 25 | (26) | 27 |
| 30 | | | | |

2M
9R

JUNE

| MON | TUES | WED | THUR | FRI |
|------|------|------|------|------|
| | | | | |
| 4 | 5 | 6 | (7) | 8 |
| 11 | 12 | 13 | (14) | 15 |
| (18) | (19) | (20) | (21) | (22) |
| (25) | (26) | (27) | (28) | (29) |
| | | | | |

5M
9R

Release at 1:20 PM (+15 min)

Local Board Holiday - January 2-3
 Martin Luther King Jr's Birthday - January 16
 Lincoln's Birthday - February 13
 Washington's Birthday - February 20
 Spring Recess - April 2-13
 Local Board Holiday - April 6
 Memorial Day - May 28

11,750 Last 3 min in D
 11,765
 40,960
 5,272.5 * Total ins

250 min X 47 Min. Days =
 320 Min X 128 Reg Days =
 Instructional Teacher Days BOE Approval: December 16, 2010 M. H. H. H.

JULY

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

AUGUST

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

IR

SEPTEMBER

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 5 | 6 | 7 | (1) | 2 |
| 12 | 13 | 14 | (8) | 9 |
| 19 | 20 | 21 | (15) | 16 |
| 26 | 27 | 28 | (22) | 23 |
| | | | (29) | 30 |

5M
16R

OCTOBER

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 3 | 4 | 5 | (6) | 7 |
| 10 | 11 | 12 | (13) | 14 |
| 17 | 18 | 19 | (20) | 21 |
| 24 | 25 | 26 | (27) | 28 |
| 31 | | | | |

4M
17R

DECEMBER

| MON | TUES | WED | THUR | FRI |
|------|------|------|------|------|
| | | | | |
| 5 | 6 | 7 | (1) | 2 |
| (12) | (13) | (14) | (8) | 9 |
| (19) | (20) | (21) | (15) | (16) |
| (26) | (27) | (28) | (22) | (23) |
| | | | (29) | (30) |

7M
5R

JANUARY

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | (12) | 13 |
| 16 | 17 | 18 | (19) | 20 |
| 23 | 24 | 25 | (26) | 27 |
| 30 | 31 | | | |

3M
13R

MARCH

| MON | TUES | WED | THUR | FRI |
|------|------|------|------|------|
| | | | | |
| 5 | 6 | 7 | (1) | 2 |
| 12 | 13 | 14 | (8) | 9 |
| 19 | 20 | 21 | (15) | 16 |
| (26) | (27) | (28) | (22) | 23 |
| | | | (29) | (30) |

9M
13R

APRIL

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | | |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | (19) | 20 |
| 23 | 24 | 25 | (26) | 27 |
| 30 | | | | |

2M
9R

JUNE

| MON | TUES | WED | THUR | FRI |
|------|------|------|------|------|
| | | | | |
| 4 | 5 | 6 | (7) | 8 |
| 11 | 12 | 13 | (14) | 15 |
| (18) | (19) | (20) | (21) | (22) |
| (25) | (26) | (27) | (28) | (29) |
| | | | | |

5M
9R

Release at 1:20 PM (+15 min)

Local Board Holiday - January 2-3
 Martin Luther King Jr's Birthday - January 16
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250 min X 47 Min. Days =
 320 Min X 128 Reg Days =
 Instructional Teacher Days BOE Approval: December 16, 2010 M. H. H. H.

Independence Day - July 4
 Labor Day - September 5
 Veterans Day - November 11
 Recess - November 21-23
 Thanksgiving Day - November 24
 Local Board Holiday - November 25
 Winter Recess - December 19-January 6
 Local Board Holiday - December 26-28

250 min X 47 Min. Days =
 320 Min X 128 Reg Days =

* Feb 6 Beginning of 2nd Semester

| HOLIDAY | | NON INSTRUCTIONAL | | RECESS | | NO SCHOOL | |
|---------|-----|-------------------|-----|--------|-----|-----------|-----|
| BAE | GWE | PHE | RPS | SUE | WAE | WGE | WIE |
| BGE | JGE | LME | LNS | MGE | MPE | BGI | EAI |
| BVE | LMI | MOI | SUI | VHS | | | |

**Montebello Unified School District
Montebello Park Elementary School
School Schedule**

2011 – 2012 Modified Traditional Calendar

Board Day: 8:00 – 3:15

**Proposed Schedule*

Headstart Daily Schedule

| HEADSTART | SCHOOL DAY | LUNCH | OUTDOOR TIME | SNACK |
|-------------|--------------|---------------|-----------------------------|-------|
| Early Group | 8:00 – 11:30 | 11:00 – 11:30 | 8:50 – 9:15 9:15 – 9:45 | 8:15 |
| Late Group | 11:45 – 3:15 | 12:00 – 12:30 | 12:50 – 1:15 2:00 – 2:30 | 3:00 |

Kindergarten Daily Schedule

| KINDERGARTEN | REGULAR K DAY | THURSDAY MINIMUM DAY | LUNCH |
|--------------|---------------|-------------------------|--------------------|
| AM K Group | 8:10 – 11:30 | 8:10 – 11:30 | AM K 11:30 – 11:50 |
| PM K Group | 11:00 – 2:20 | 8:10 – 11:30 | PM K 10:40 – 11:00 |

1st through 5th Daily Schedule

| GRADES 1 - 5 | REGULAR DAY | THURSDAY MINIMUM DAY |
|--------------|-------------|----------------------|
| | 8:10 – 2:25 | 8:10 – 1:15 |

Recess Schedules Grades 1st through 5th

| GRADES | RECESS | ROOM# | AREA |
|-----------------|---------------|--------------------|-----------------|
| 1st | 10:00 – 10:15 | 1, 7, 17, 20 | Cub Playground |
| 2 nd | 10:00 – 10:15 | 8, 9, 10, 18 | Bear Playground |
| 3 rd | 10:00 – 10:15 | 19, 23, 24, 25, 26 | Bear Playground |
| 4 th | 10:20 – 10:35 | 21, 22, 27, 32 | Bear Playground |
| 5 th | 10:20 – 10:35 | 28, 29, 30 | Bear Playground |

Lunch Schedules Grade K through 5th

| Grades | Regular Day | Rainy Day Schedule | Room # | AREA |
|-----------------------|---------------|--------------------|--------------------|----------------------|
| PM Kinder | 10:30 – 10:50 | 10:30 – 10:50 | 3, 5 | Pick-up In Cafeteria |
| AM Kinder | 11:20 – 11:40 | 11:20 – 11:40 | 4, 6 | Pick-up In Cafeteria |
| 1 st Grade | 11:35 – 12:15 | 11:30 – 12:00 | 1, 7, 17, 20 | Cub Playground |
| 2 nd Grade | 11:50 – 12:30 | 11:50 – 12:20 | 8, 9, 10, 18 | Bear Playground |
| 3 rd Grade | 12:05 – 12:45 | 12:10 – 12:40 | 19, 23, 24, 25, 26 | Bear Playground |
| 4 th Grade | 12:20 – 1:00 | 12:30 – 1:00 | 21, 22, 27, 32 | Bear Playground |
| 5 th Grade | 12:30 – 1:10 | 12:40 – 1:10 | 28, 29, 30 | Bear Playground |

Rainy Day Signal: 4 bells

On rainy days after lunch, students will be escorted to classrooms by noon directors. Teachers please abide by schedule stringently.

- All students need to eat inside the cafeteria. In order to avoid having students skip or rush through lunch to play outside, each student must stay in cafeteria for a minimum of 15 minutes. Last wk daily departure 1:20 pm.



MONTEBELLO UNIFIED SCHOOL DISTRICT
Instructional Services Division

REGULAR & ALTERNATE BELL SCHEDULES 2011-12

SCHOOL MPE

Principal Signature Margaret Rodriguez

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

Day #1 August 31, 2011 Activity
Day #2 Activity
Day #3 Activity

B. Regular Schedule (Attach copy of Bell Schedule)

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

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

Dates 12/5/11 through 12/9/11 Activity Fall Parent Conference Week
Dates 3/26/12 through 3/30/12 Activity Spring Parent Conference Week
Dates 6/18/12 through 6/20/12 Activity Last week of school Release time 1:20 p.m.
Dates All Thursdays Activity Release Time 1:15 p.m.
Dates Activity

D. BANKING MINUTES

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

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

APPROVED DATE APPROVED