

MEMORANDUM OF UNDERSTANDING

Between the

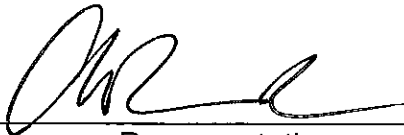
MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Suva 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

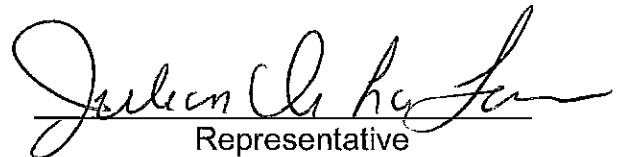


Representative

AUG 31 2011

Date

Montebello Teachers Association



Representative

AUG 31 2011

Date



Montebello Unified School District

and the

Montebello Teachers Association

REF DENIED
M.U.S.D.
MAY 11 2011 7:36
MAY 11 2011 7:36
PERSON



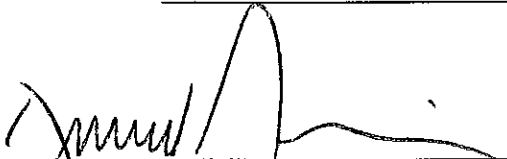
2011-12 School Year


BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Suva Intermediate School met on 5/26/11 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 Monday (Name the day of week).


Principal's Signature
Date: 5/26/11


MTA Faculty Chair's Signature
Date: 5/20/11

Extension: 7820

Extension: 6293

~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

Banking Minutes 2011-2012 School Year

May 26, 2011

Proposal

Suva Intermediate School will bank minutes to hold minimum days for the purpose of professional development for the 2011 – 2012 school year.

Our daily schedule for the 2011-2012 school year will be:

- Mondays: 8:30am – 1:25pm
- Tuesday – Friday: 8:30am – 2:45pm

Minimum Days

1. There will be a total of **11** minimum days for the following purpose(s):
 - a. **Parent Conferences** (8 days)
 - b. **The days following Back to School Night and Learning Faire/Open House** (2 days)
 - c. **Last Day of School** (1 day)

2. There will be a total of **31** minimum days for the following purpose(s):
 - a. **Staff Meetings:** to conduct general school business and disseminate information. These meetings may last until 3:30pm.
 - b. **Curriculum Development Meetings:** may include but are not limited to the following:
 - i. Grade level meetings
 - ii. Content area collaboration
 - iii. P.I. Status: Alternative Governance Plan Implementation
 - iv. QEIA Implementation
 - v. Data Analysis
 - vi. Committee meetings and reports
 - vii. Teacher presentations
 - viii. Professional Development Institute follow-upsThese meetings may last until 2:45pm

 - c. **Individual Research Day (4 days):** A total of 4 days will be allocated for the 2011-2012 school year. All Individual Research Days will be held on Mondays prior to report card due days.

Additional meetings will be held from 2: 45 – 3:45 with designated content or grade level groups/committees to continue staff development. Such meetings will focus on, but not be limited to instructional methods, including teaching strategies, classroom management and other training designed to improve pupil performance and academic instruction in the classroom. As per MTA contract p. 3, bargaining unit members may only be required to commit three hours per school month beyond the board day and two hours per school month within the board day for additional meetings. No meeting shall begin before 7:30am and or end after 4:45pm.



x320 Minutes Regular Day

1,600

MONTEBELLO UNI +53,523

Intermediate

Instruction: 54,123 Total Minutes 2011-12

2011-12 Intermediate School Schedule

Instructional Minutes

AUG - 1 2011

Handwritten initials

School: Suva Intermediate

Principal Signature: *[Handwritten Signature]*

REGULAR DAILY SCHEDULE	# of Classes	Start Time	Dismissal Time	Passing Time (Include)	Nutrition Minutes (Exclude)	Lunch Minutes (Exclude)	Total Instructional Minutes
6 th	12	8:30	2:45	9	14	34	327
7 th	12	8:30	2:45	22	14	34	327
8 th	12	8:30	2:45	22	14 ✓	34 ✓	327 ✓

The number of days (out of 175 students days) that this schedule will be in force: $\frac{133}{\text{Days}} \times \frac{327}{\text{Minutes}} = 43,491$ 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: Monday

Indicate the number of shorter days you have scheduled for inservice/planning: 34

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	12	8:30	1:25	8	14	30	251
7 th	12	8:30	1:25	16	14	30	251
8 th	12	8:30	1:25	16	14	30	251

The number of days (out of 175 students days) that this schedule will be in force: $\frac{42}{\text{Days}} \times \frac{251}{\text{Minutes}} = 10,542$ Total Regular Day Minutes

Total Instructional Minutes	
43,491	Total Minutes Regular Daily Schedule
+ 10,542	Total Minutes Minimum Days Schedule
<u>54,033</u>	Total Annual Instructional Minutes
+ 1,600	6-8 minimum=53,523* MAI minimum=59,869*

Handwritten initials

55,633

Rev. 4/14/11 *correction total minimum minutes

Form 1 Intermediate



MONTEBELLO UNIFIED SCHOOL DISTRICT
Instructional Services Division

REGULAR & ALTERNATE BELL SCHEDULES 2011-12

SCHOOL Suva Intermediate

Principal Signature [Handwritten Signature]

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

Day #1 Aug. 30, 2011 Activity To Be Determined

Day #2 Activity

Day #3 Activity

B. Regular Schedule (Attach copy of Bell Schedule)

Start of 1st Period 8:30 Number of Minutes in Each Period Period 1 = 55mins Period 2-6 = 50mins

End of Last Period 2:45 Number of minutes in Passing Periods 5min x 2 4min x 3

Number of Minutes for Nutrition 14 Number of minutes for Lunch 34

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

Dates Sept. 23, 2011 Activity Back to School

Dates Nov. 15-18, 2011 Activity Parent Conferences

Dates March 13-16, 2012 Activity Parent Conferences

Dates March 20, 2012 Activity Open House

Dates June 20, 2012 Activity Last Day of School

D. BANKING MINUTES

No

Yes

(Attach Schedule - Indicate the Day of the Week)

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

APPROVED

DATE APPROVED



Montebello Unified School District
Suva Intermediate School

6660 East Suva Street
 Bell Gardens, California 90201
 Telephone (562) 927-2679 • Fax (562) 806-5132



Raymond Rivera, Principal • Mandy Knight, Assistant Principal

The following days will be Minimum Days for the 2011- 2012 school year during which time, staff development will take place: **Total: 31**

2011

September 12, 19, 27	(3)
October 3, 10, 17, 24, 31	(5)
November 7, 14, 28	(3)
December 5, 12	(2)

2012

January 9, 23, 30	(3)
February 6, 27	(2)
March 5, 12, 19, 26	(4)
April 16, 23, 30	(3)
May 7, 14, 21	(3)
June 4, 11, 18	(3)

The following days will be Minimum Days for the 2011 – 2012 school year for the purpose of Parent Conferences: **Total: 8**

November 15, 16, 17, 18, 2011
 March 13, 14, 15, 16, 2012

Additional Minimum Days:

Sept. 23, 2011	Back to School Night
March 30, 2012	Open House
June 20, 2012	Last day of school

Total: 3

Total Minimum Days: 42

Suva Intermediate School

Bell Schedules

2011-2012

Minimum Day Schedule

8:25	Warning Bell
8:30 - 8:35	Homeroom
8:35 - 9:11	Mod 1
9:11 - 9:15	Passing
9:15 - 9:53	Mod 2
9:53 - 10:07	Nutrition
10:07 - 10:11	Passing
10:11 - 10:49	Mod 3
10:49 - 10:53	Passing
10:53 - 11:31	Mod 4
11:31 - 12:01	Lunch
12:01 - 12:05	Passing
12:05 - 12:43	Mod 5
12:43 - 12:47	Passing
12:47 - 1:25	Mod 6

Regular Schedule

8:25	Warning Bell
8:30 - 8:35	Homeroom
8:35 - 9:25	Mod 1
9:25 - 9:29	Passing
9:29 - 10:19	Mod 2
10:19 - 10:33	Nutrition
10:33 - 10:38	Passing
10:38 - 11:28	Mod 3
11:28 - 11:32	Passing
11:32 - 12:22	Mod 4
12:22 - 12:56	Lunch
12:56 - 1:01	Passing
1:01 - 1:51	Mod 5
1:51 - 1:55	Passing
1:55 - 2:45	Mod 6