

**MEMORANDUM OF UNDERSTANDING**

**Between the**

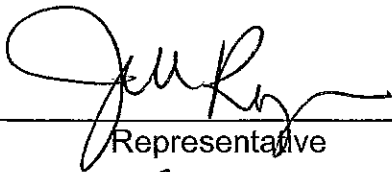
**MONTEBELLO UNIFIED SCHOOL DISTRICT**

**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 2012/2013 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**

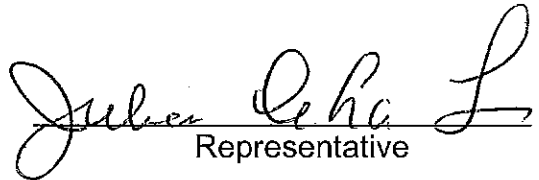


Representative

8/16/12

Date

**Montebello Teachers Association**



Representative

8-20-12

Date



2012-2013 School Year



*RK*

**BANKING MINUTES**


**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

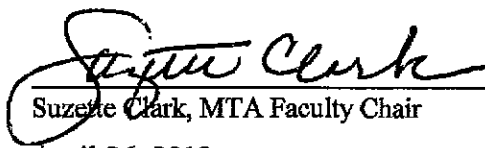
The teachers at Jack F. Macy Intermediate School met on March 26, 2012 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following meeting schedule:

Day of Month	Meeting Type	Notes
1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays	PLC/Instruction	A site and district priority. REMINDER -- All agendas should be strictly instructional focused.
Every Other 2 <sup>nd</sup> Wednesday	1) Grade Level 2) Content Area	These meetings should address only these topics.
3 <sup>rd</sup> Wednesday at 3:00 p.m.	Standing Committees	For adjunct duties activities OR planning for committee service, i.e., AVID, Career Day, Anti-Bullying, etc.
4 <sup>th</sup> Wednesday	Teacher Planning	Individual teacher planning time OR collaboration. Staff should be on campus through the end of the board day.

This agreement provides the basic structure for banking minutes. Individual days are subject to revision based on site needs.

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

  
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 Sterling Schubert, Principal  
 April 26, 2012  
 Extension 3061

  
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 Suzette Clark, MTA Faculty Chair  
 April 26, 2012  
 Extension 6907

*~Regular day and minimum day bell schedules must be attached~*

For more information, contact the Deputy Superintendent at ext. 7922 or the Executive Director of MTA at 323-722-3400

**Email to Deputy Superintendent's Office: Eileen Barton and Cheryl Schissler**

Copy to: MTA Executive Director, Kathy Schlotz at MTA Office (323-722-5005 Fax 323-722-5043)

**Due Date: Friday, April 27, 2012**