

MEMORANDUM OF UNDERSTANDING

Between the

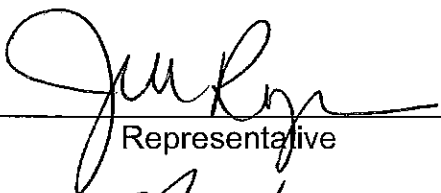
MONTEBELLO UNIFIED SCHOOL DISTRICT

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 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.

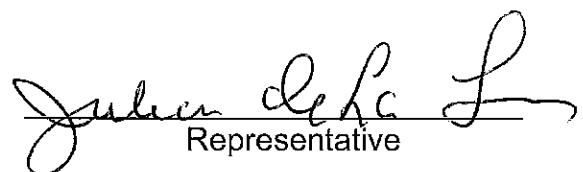
Montebello Unified School District



Representative
8/16/12

Date

Montebello Teachers Association



Representative
8-20-12

Date



Montebello Unified School District
and the
Montebello Teachers Association

RECEIVED
M.U.S.D.

RLH

JULY 25 11 7 AM



2012-13 School Year

RECEIVED
M.U.S.D.

BANKING MINUTES

REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Suva Intermediate School met on
5/7/12 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 Mondays (Name the day of week).

[Signature]
Principal's Signature

[Signature]
MTA Faculty Chair's Signature

Date: 5/7/12

Date: 5/7/12

Extension: * 7820

Extension: 6293

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

Send original to: Arthur P. Revueltas, District Office, ET-1 Ext.7922

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

Due Date: Friday, April 27, 2012

Banking Minutes 2012-2013 School Year

May 7, 2012

Proposal

Suva Intermediate School will bank minutes to hold minimum days for the purpose of professional development for the 2012 -- 2013 school year.

Our daily schedule for the 2012-2013 school year will be:

- Mondays: 8:45am – 1:40pm
- Tuesday – Friday: 8:45am – 3:00pm

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/Data Teams
 - vi. Committee meetings and reports
 - vii. Teacher presentations
 - viii. Professional Development Institute follow-upsThese meetings may last until 3:00pm
Teacher will give input for scheduling curriculum development meetings.
 - c. **Individual Research Day (4 days):** A total of 4 individual research days will be allocated for the 2012-2013 school year. All Individual Research Days will be held on the week report card are due. Assistance will be available in the computer lab for report card support.

Additional meetings will be held from 3:00 – 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. One week notice will be provided to staff on professional development meetings.