MEMORANDUM OF UNDERSTANDING

Between the

MONTEBELLO UNIFIED SCHOOL DISTRICT

And

MONTEBELLO TEACHERS ASSOCIATION

Garfield 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 2014/2015 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

[Signature]
Representative
8/28/14
Date

Montebello Teachers Association

[Signature]
Representative
8/27/14
Date
BANKING MINUTES
REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at Garfield Elementary School School met on Tuesday, March 17, 2014 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

Signed

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).

☐ Check box if this is a change from previous school year.

Principal’s Signature

MTA Faculty Chair’s Signature

Date: 4/25/14

Date: 4/25/14

Extension: 7891

Extension: 6010

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

Any changes from previous year require immediate review by Deputy Superintendent and must be approved by Transportation Department with a copy to Pupil and Community Services.

For more information contact the Deputy Superintendent at Extension 7922 or the Executive Director of MTA at 323-722-5005

Email to Deputy Superintendent’s Office: Eileen Barton
(If you email, there is no need to fax or send in mail. Please send once to MUSD and once to MTA)

Copy to: MTA Executive Director, Kathy Schlotz MTA Office 323-722-5005 Fax 323-722-0543

Due Date: Friday, April 25, 2014

MOU-BankMin
The teachers at Garfield Elementary school met on 3-17-14 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

As Professional Learning Communities/Data-Teams GAE teachers will collaborate to improve student achievement by:

1. Setting SMART goals to monitor student learning (follow data teams process)
2. Planning and collaborating on instruction,
3. Developing common assessments to measure student learning (using available technology),
4. Designing appropriate interventions within and beyond the school day for at-risk students,
5. Participating in professional development opportunities and,
6. Addressing any other areas pertinent to student achievement/activities.

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

1 Wednesday per month will be dedicated to PLC/Whole-Staff/GLIT (Grade Level Intervention) meetings and 3 Wednesdays will be set aside for grade level-data teams/family meetings. Both sets of meetings will serve the purposes outlined above.

One to two Mondays as needed will be used to further our professional development. The teachers through the Site Leadership Team will inform this process. Teacher Leads will also contribute by identifying and fulfilling professional needs to improve student achievement.
<table>
<thead>
<tr>
<th>Type of Schedule</th>
<th>Grade</th>
<th>Start Time</th>
<th>Dismissal Time</th>
<th>Reces Time</th>
<th>Lunch Time</th>
<th># of Hours</th>
<th>Instructional Minutes (less recess &amp; lunch)</th>
<th># of Days</th>
<th>Total Minutes</th>
<th>MUSD Minimum</th>
<th>State Required Amount</th>
<th>82/83 Required</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Minimum Schedule</td>
<td>K</td>
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<td>1:00 PM</td>
<td>12:00</td>
<td>40:00</td>
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TOTAL: 180 41,215 36,000 36,000 31,500  Yes

Preparer Signature: Marta A. Arevalo
Reviewer Signature: Carlost A. Arevalo
Garfield Elementary
Bell Schedule
Grades K-5

Regular Day

7:40 – 8:00 a.m. (Breakfast)
8:10 (warning)
8:15 (Late)

Recess
9:45-10:00 (Kindergarten)
10:00-10:15 (1st – 3rd)
10:15-10:30 (4th – 5th)

Lunch
11:10-11:50 Kindergarten
11:30-12:10 First Grade/Rm. 24
11:45-12:25 Second Grade
12:00-12:40 Third Grade
12:15-12:55 Fourth Grade/Rm. 26
12:30-1:10 Fifth Grade
2:30 Dismissal

Rainy Day Schedule Lunch

<table>
<thead>
<tr>
<th>Time</th>
<th>Kindergarten</th>
<th>First Grade</th>
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<tbody>
<tr>
<td>11:10 – 11:40</td>
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<tr>
<td>11:45 – 12:15</td>
<td>Second Grade</td>
<td></td>
</tr>
<tr>
<td>12:15 – 12:45</td>
<td>Fourth Grade</td>
<td></td>
</tr>
</tbody>
</table>

Kindergarten

A.M. Class 8:10 a.m. – 1:00 p.m.
P.M. Class 10:00 a.m. – 2:25 p.m.

Wednesday Schedule P.M. Kindergarten in early at 8:10 a.m.
Dismissal for all K’s on Wednesday is 12:00 p.m.

Minimum Days for Grades 1st - 5th
Every Wednesday: 8:10 a.m. - 1:20 p.m.

Headstart

<table>
<thead>
<tr>
<th>Time</th>
<th>A.M. Class</th>
<th>P.M. Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 11:30 a.m.</td>
<td>11:45 a.m. – 3:15 p.m.</td>
<td></td>
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</tbody>
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Effective 4/9/14