

**MEMORANDUM OF UNDERSTANDING**

**Between the**

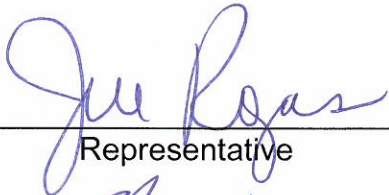
**MONTEBELLO UNIFIED SCHOOL DISTRICT**

**And**

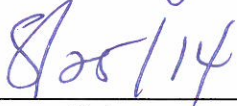
**MONTEBELLO TEACHERS ASSOCIATION**

Wilcox 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**



Representative



Date

**Montebello Teachers Association**



Representative



Date



Montebello Unified School District  
and the  
Montebello Teachers Association



2014-15 School Year

**BANKING MINUTES**

**REQUEST FOR MEMORANDUM OF UNDERSTANDING**

The teachers at Wilcox Elementary School School met on Wednesday, April 23, 2014 and with the concurrence of the principal, have reached consensus on changing the average daily instructional minutes to allow time for the following:

See attached page.

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).

[Signature]  
Principal's Signature

[Signature]  
MTA Faculty Chair's Signature

Date: 4-30-14

Date: 4-30-14

Extension: 6551

Extension: 6518

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

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 323-722-5043**

**Due Date: Friday, April 25, 2014**

MOU-BankMin

**Attachment to Memorandum of Understanding for 2014-2015 school year:**

**2014-2015 Tentative Monthly Schedule of Banked Minutes**

1 <sup>st</sup> Wednesday:	Staff Meetings
2 <sup>nd</sup> Wednesday:	Grade Level Meetings (Student Articulation)
3 <sup>rd</sup> Wednesday:	In-service
4 <sup>th</sup> Wednesday:	Curriculum Planning

It is also agreed that one Wednesday from each calendar month, regardless of the number of school days in attendance, will be for curricular planning without interruption from administration. In any calendar month in which school is not in session for the entire month the 5 meeting hours can be completed on Mondays or Thursdays.

Adjustments will be made as needed so long as one Wednesday has been designated to Curriculum Planning and conformity to the contract is followed.

  
Leo Gallegos

  
Verónica Perea

MONTEBELLO UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL SERVICES DIVISION  
2014-15 INSTRUCTIONAL MINUTE CALCULATOR (SCHOOL SCHEDULE) 180 Instructional Days

PRINCIPAL: Leo Gallegos

WIE Wilcox Elementary School

SCHOOL:

(\*Military Style Time 8:00am enter as 8:00, 1:00PM enter as 1:30)

Elementary School	Type of Schedule	Grade	Start Time (*Military Style)	Dismissal Time (*Military Style)	Recess Minutes	Lunch Minutes	# of Hours	Instructional Minutes (less recess & lunch)	# of Days	Total Minutes	MUSD Minimum	If the district had NO through days please use this calculation		
												State Required Amount	82/83 Required	Met Requirement
	Regular Schedule	K am	8:30 AM	1:05 PM		40:00:00	04:35	273	180	49,200	36,000	36,000	31,500	Yes
	Minimum Schedule	K am					00:00			0				
	Other Schedule	K am					00:00			0				
	Other Schedule	K am					00:00			0				
	Other Schedule	K am					00:00			0				
	TOTAL													
	Regular Schedule	K or Kpm	10:05 AM	2:40 PM		40:00:00	04:35	273	143	39,087				
	Minimum Schedule	K or Kpm	8:30 AM	1:05 PM		40:00:00	04:35	273	37	10,113				
	Other Schedule	K or Kpm					00:00			0				
	Other Schedule	K or Kpm					00:00			0				
	Other Schedule	K or Kpm					00:00			0				
	Other Schedule	K or Kpm					00:00			0				
	TOTAL													
	Regular Schedule	1	8:30 AM	2:45 PM	15	40	06:15	320	133	42,560				
	Minimum Schedule	1	8:30 AM	1:30 PM	15	40	05:00	245	47	11,515				
	Other Schedule	1					00:00			0				
	Other Schedule	1					00:00			0				
	Other Schedule	1					00:00			0				
	Other Schedule	1					00:00			0				
	TOTAL													
	Regular Schedule	2	8:30 AM	2:45 PM	15	40	06:15	320	133	42,560				
	Minimum Schedule	2	8:30 AM	1:30 PM	15	40	06:15	320	47	15,040				
	Other Schedule	2					00:00			0				
	Other Schedule	2					00:00			0				
	Other Schedule	2					00:00			0				
	Other Schedule	2					00:00			0				
	TOTAL													
	Regular Schedule	3	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	3	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	3					00:00			0				
	Other Schedule	3					00:00			0				
	Other Schedule	3					00:00			0				
	Other Schedule	3					00:00			0				
	TOTAL													
	Regular Schedule	4	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	4	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	4					00:00			0				
	Other Schedule	4					00:00			0				
	Other Schedule	4					00:00			0				
	Other Schedule	4					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	TOTAL													
	Regular Schedule	5	8:30 AM	2:45 PM	15	40	06:15	375	133	49,875				
	Minimum Schedule	5	8:30 AM	1:30 PM	15	40	05:00	300	47	14,100				
	Other Schedule	5					00:00			0				
	Other Schedule	5					00:00			0				
	Other Schedule	5												

**WILCOX ELEMENTARY SCHOOL**  
2014 – 2015 School Year

Daily Schedule for Monday, Tuesday, Thursday & Friday for TK, K – 5

8:05 – 8:25	Breakfast Program Available in the Cafeteria
8:30	School Begins – TK and A.M. Kindergartners (8:30 – 1:05) Grades 1-5 (8:30 – 2:45)
10:05	P.M. Kindergartner begins (10:05 –2:40)
10:00 – 10:15	Recess – Grade 1 & 2
10:20 – 10:35	Recess – Grade 3, 4, & 5
10:55 – 11:30	Transitional Kinder, Kindergartner lunch
11:30	Lunch Program Begins

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11:30 – 12:10	Grades 1 <sup>st</sup> , 2 <sup>nd</sup> Lunch Rms 1, 2, 4, 5, 10, 13, 14,
11:30 – 11:50	1 <sup>st</sup> Grade in the cafeteria 2 <sup>nd</sup> Grade in the playground
11:50 – 12:10	2 <sup>nd</sup> Grade in the cafeteria 1 <sup>st</sup> Grade in the playground
12:05 –12:45	3 <sup>rd</sup> Grade eats lunch
12:15 – 12:55	4 <sup>th</sup> Grade Lunch Rms. 7, 8, 9, 21, 26, 28, 30,31 5 <sup>th</sup> Grade Playground Rms. 8, 9, 21
1:05	A. M. Transitional Kinder & A. M. Kinder Dismissal
2:40	P.M. Transitional Kinder & P. M. Kinder Dismissal
2:45	Grade 1 <sup>st</sup> – 5 <sup>th</sup> Dismissal & Bus Departures