



Montebello Unified School District  
and the  
Montebello Teachers Association



## 2024-2025 School Year

### BANKING MINUTES

#### REQUEST FOR MEMORANDUM OF UNDERSTANDING

The teachers at \_\_\_\_\_ School met on \_\_\_\_\_ 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 \_\_\_\_\_ (name the day of week).

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
MTA Faculty Club Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Extension

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

For more information contact the Director of Educational Services (ext. 7929) or the MTA Executive Director (323-722-5005).

Jacqueline Martinez  
MTA

**Submit to MUSD and MTA:**  
**Martinez\_Jacqueline@montebello.k12.ca.us**  
**mta@montebelloteachers.org or Fax: (323) 722-0543**

**Due Date: 4:00 p.m., MONDAY, APRIL 22, 2024**