



**Minutes of Regular Meeting of the Board of Education  
June 25, 2019  
(Adopted: August 13, 2019)**

**1. CALL MEETING TO ORDER**

Minutes:

Board President Chris Norwood called the meeting to order at 4:00 p.m.

**2. ROLL CALL**

**3. REVIEW AND APPROVE THE CLOSED SESSION AGENDA**

**Motion Passed:** Passed with a motion by Hon Lien and a second by Kelly Yip-Chuan.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

**4. COMMENTS FROM THE PUBLIC**

Minutes:

There were no comments from the public.

**5. CLOSED SESSION**

Minutes:

The Board convened to Closed Session at 4:12 p.m.

**6. RECONVENE IN OPEN SESSION**

Minutes:

The Board reconvened to Open Session at 7:11 p.m.

**7. CLOSED SESSION ANNOUNCEMENT**

Minutes:

In Closed Session, no action was made.

**8. REVIEW AND APPROVE THE OPEN SESSION AGENDA**

**Motion Passed:** Passed with a motion by Hon Lien and a second by Kelly Yip-Chuan.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

## **9. FLAG SALUTE**

Minutes:

Weller Student, Kaya Jean, led attendees in the flag salute.

## **10. COMMENTS FROM THE PUBLIC**

Minutes:

- Amin Fazel commented on item 16.a Board Vacancy.

## **11. MUSD 2018-2021 STRATEGIC GOALS**

Minutes:

Board President Norwood explained that the Strategic Goals are intended to show what rules the Board and staff "live" by throughout their work. It is also an effective way to review the work being done in the school district. She said the essence of each is in bold font, and is referenced throughout Board meetings.

## **12. SUPERINTENDENT'S REPORT**

Minutes:

- City School Update: Gave a brief update of City School Work that she has done this year. Served on the GPAC This year Superintendent Jordan worked on changing the language of the general plan to require developers to come and speak to the school district. This is in the works and has not been completed yet. General Plan Advisory Committee (GPAC) - Superintendent Jordan is hoping to have a way that developers can speak to the district and make them aware of their plans.

- Interim City Manager, Steve McHarris, will bring back Safety Table Talks that was done last year to do follow-ups. Also, the Boards Subcommittee meetings will be back on track.

- Our female student athletes who participated and excelled at the Milpitas Elementary Olympics (MEO) were recognizing. Sanjana Balineni from Curtner, Kaya Jean from Weller, Lucianna Florence from Pomeroy, Mya Jones from Pomeroy, Maya Laszczyk from Randall, Mia Chen from Pomeroy, Eunice Lee from Zanker, and Jessica Nguyen from Burnett.

- Some of the adult volunteers who helped at the Milpitas Elementary Olympics were recognized and thanked by the Board and Director, Raquel Kusunoki. They included Abner Ames, Sherry Ames, Jaime Soria, and Zeyonce Brown.

- The Milpitas Unified Coaches were recognized for their dedication and time spent working with the students with the various MUSD sports.

- Jeffery Lamb was recognized for his dedication and hard work at the district and Milpitas High School. He showed his appreciation for the

recognition and thanked the coaches and Principal Rojas for being there. The reality of it is that whatever you do you can't do without others. With all of his years at MHS he has always had people who wanted to be there for the kids.

### **13. SUPERINTENDENT'S EXECUTIVE CABINET REPORTS**

#### **Minutes:**

-MHS Principal, Francis Rojas, discussed how MHS has done a lot of great and hard work this school year. Next school year there will be new courses offered. They have concluded their year of collaboration with Partners in School Innovation to support their instructional leadership capacity. The pilot of the Freshman Life Management pilot was successful. ELD teachers are working towards ensuring that they are current in their approaches to EL instruction and that ELD teachers are supported. MHS has ended their partnership with EOS, they helped open access to AP courses. MHS is developing their own system internally, AOS - Achievable Opportunities for Students. They are working with National Academies Foundation (NAF) in hopes to exponentially grow internship opportunities for academy students and next year will be receiving support from NAF around building corporate and industry partnerships through advisory committees. Staff is continuing to work toward an AVID schoolwide program to increase and improve student engagement, rigor, and college and career readiness for all students. MHS will begin an "MHS New Teacher Academy" to support teachers who are new to our school.

-Kathy Willinsky discussed how MHS piloted grade level case management for 9th graders in the Special Education Resource Program. Herm Wilson and Kathy Willinsky were the resource teachers for the Class of 2022 cohort. They were able to focus on learning and studying skills that will help students. They helped students with learning strategies, their IEPs, learning disabilities, and incorporated AVID curriculum. Doing this by grade level made the teachers more effective in supporting the students. For this coming school year, grade-level case management will expand to all grade levels.

-Jerell Maneja, the new Activities Director at MHS, discussed some of his plans for his new role: build on the great foundation Joanna Butcher has developed; increase inclusion and sense of belonging amongst the students; promote student voice; and improve staff culture. In addition, Class Advisors will have a more active and intentional role in building school culture and climate.

-Jonathon Brunson, Assistant Superintendent of Human Relations, worked with the leadership team to go over areas that HR can do to support our sites. Damon James, Director of Human Relations led the team. Mr. Brunson was able to meet with and welcome all the new hire teachers. He discussed our strategic goals and why they were chosen. He let them know that we are glad that they are here and that MUSD has high expectations, as well as a lot of support. Encore Program, a private, non-profit organization, that looks for people in the STEM industry asked to come to our schools and talk to students about the wonderful opportunities in computer, engineering, math, and sciences and give them encouragement.

-Norma Rodriguez, Assistant Superintendent of Learning & Development, shared that the summer school program had a successful start. New this summer, with the partnership of the Silicon Valley Foundation we are able to offer Computer Science classes. At the management retreat, our schools created the graduate profiles for their schools and the following week the instructional leadership teams from seven schools presented and continued their planning work for next year. Raquel Kusunoki, Director of Learning & Development led

an entire week of Math Initiative, along with two professors from Santa Clara University. 10 teachers participated.

Wendy Zhang, Assistant Superintendent of Business Services, shared that the District's Free Summer Lunch Program for children under 18 is going well. Overaa donated \$2,500 to aid our homeless program. To welcome new staff, Business Services gathered for breakfast. Staff was asked to come up with one word to describe the Department. We are a busy team with energy that has fun, collaborates, and supports each other.

Cheryl Jordan, Superintendent, added that we have a very dynamic team and thanked them for their work this year. For pushing yourselves and teams to do different things to support our strategic goals.

#### **14. BOARD GROUP AGREEMENTS**

Minutes:

Board Group Agreements are provided for the Board's ready reference as a reminder of Board Member's conduct as elected officials.

#### **15. BOARD COMMUNICATIONS/REQUESTS**

Minutes:

- Trustee Kelly Yip-Chuan completed series 5 of the masters in governance program and received a certificate from CSEA. She also celebrated her birthday.

- Board Clerk Daniel Bobay shared his appreciation for Milpitas and the Milpitas Unified School District and the people who elected him. Will miss visiting the schools and those he has worked with. Would like someone to continue to monitor assembly bills. A couple to be monitored are, AB1303 School and Facilities Civil Center Act Direct Cost and AB6 Early Childhood Education.

- Board Vice President Hon Lien has nothing to report at this time.

- Board President Chris Norwood visited an MHS graduate, Luke Ren, who is now running a coding class at Calaveras Hills High School this summer for middle school students. Visited the lunch program, it is running well. Advises the Board to get rest, spend quality time with their families over the summer, and prepare for 2019-20 school year.

- Trustee Michael Tsai visited the Milpitas Library to discuss the summer reading program. He also visited the coding class. The engagement of the students was great. Completed the masters in governance course. Attended the Silicon Valley Chinese Technology Business Association's annual luncheon at the rotary club.

#### **16. REPORTS**

##### **A. Board Vacancy (Superintendent)**

Minutes:

Board Member Bobay was asked to recuse himself from the discussion due to it entailing his replacement. He was not present during this item.

We have received Board Member Bobay's resignation effective July 8, 2019. A copy has been sent to the President of the Santa Clara County

of Education. The vacancy will be posted in several ways to give community members an opportunity to apply. Applications will be due August 2, 2019. The subcommittee will paper screen the applicants and select the top 5 to be interviewed by the full board in the regular meeting to be held on August 13th.

**B. Interdistrict Transfers AR 5117 revision to include City of Milpitas employees (Superintendent)**

Minutes:

The criteria in the AR policy has been revised for children of the City of Milpitas Staff to have similar access to interdistrict transfers as the MUSD employees. The Board Policy and Administrative Regulations are aligned.

**17. ACTION ITEMS**

**A. Consider readmittance for the student listed in Confidential Report 2018.3**

**Motion Passed:** The student listed in Confidential Case 2018.3 will be readmitted. Passed with a motion by Hon Lien and a second by Kelly Yip-Chuan.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

**B. Formally adopt the 2019-20 District Local Control and Accountability Plan (LCAP) (Assistant Superintendent, Learning and Development)**

**Motion Passed:** Formally adopt the 2019-20 District Local Control and Accountability Plan (LCAP). Passed with a motion by Hon Lien and a second by Kelly Yip-Chuan

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

Minutes:

Board Study was held on May 28th to discuss the LCAP. The Public Hearing was on June 11th. We received a positive review from the Santa Clara County Office of Education. Today we bring the LCAP for final approval then we will resend to the Santa Clara County Office of Education.

**C. Formally adopt the 2019-20 LCAP Federal Addendum (Assistant Superintendent, Learning and Development)**

**Motion Passed:** Formally adopt the 2019-20 LCAP Federal Addendum. Passed with a motion by Daniel Bobay and a second by Hon Lien.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

**Minutes:**

There are new requirements for the LCAP Federal Addendum under the Every Student Succeeds Act (ESSA). The Federal Government asks that the LCAP are aligned to the Federal Plan. Previously we were required to have a different plan. This plan is a narrative to show that we have aligned the supplemental monies with what we have planned with the LCAP. The addendum will be sent to the CDE after approval.

**D. Adopt the District's 2019-20 Proposed Budget (Assistant Superintendent, Business Services)**

**Motion Passed:** Adopt the 2019-20 Proposed Budget as presented. Passed with a motion by Hon Lien and a second by Kelly Yip-Chuan.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

**Minutes:**

The budget study was held on June 11th. There are no changes to the 2019-20 budget.

**E. Tentative Agreement between MUSD and the California School Employees Association (CSEA) and its Chapter 281 (Assistant Superintendent, Human Relations)**

**Motion Passed:** Approve the proposed changes to Article 7-Work Year, Article 11-Vacation, Article 12- Holidays, Article 13-Leaves, Article 14- Labor Management Committee, Article 17-Performance Review, Article 18-Transfers/Promotions, Article 20-Layoffs, Article 22-Check off and Organizational Security, Article 24-Organizational Rights, Article 27-Safety, Article 29-Catastrophic Leave, New Article 29-Reclassification and Appendix A for classified positions as noted on the attached summary and Tentative Agreements between the Milpitas Unified School District and the Classified School Employees Association, for the July 1, 2018 June 30, 2021 Collective Bargaining Agreement. Passed with a motion by Michael Tsai and a second by Kelly Yip-Chuan.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

Minutes:

Assistant Supt of Human Relations, Jonathon Brunson discussed how the this past year we Sunshined many articles in our collecting bargaining agreement with our California Schools Employees Association, thanks to the leadership of Machel Kessinger and Suzette Bromagem. They worked diligently over several pages of editing and support of updating our language as well as continuing the great work of honoring our employees and supporting them. We conclude our negotiations and bring it to the Board for approval. We are pulling appendix A, there is language to fix on different classifications and ranges. It will be fixed during the summer.

**F. Approval to enter into a lease-leaseback contract for preconstruction services for Randall Elementary School modernization project (Assistant Superintendent, Business Services)**

**Motion Passed:** Authorize the District to enter into a lease-leaseback contract with XL Construction Inc. for preconstruction services only, not to exceed \$224,532. Passed with a motion by Hon Lien and a second by Kelly Yip-Chuan.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

Minutes:

Travis Kirk, consultant, spoke to the Board lease-leaseback preconstruction for Randall Elementary school. Travis Kirk and other members of staff reviewed and evaluated three proposals received and found XL Construction to be the most qualified for the project.

Wendy also mentioned that XL Construction provides summer internships and we currently have one of our MHS students in the program. This is not part of the consideration to utilizing their service.

**18. CONSENT ITEMS**

**Motion Passed:** Approve the Consent agenda, with the exception of Items 18I and 18L. Passed with a motion by Hon Lien and a second by Daniel Bobay.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

- A. Approve the Purchase Order Report of June 25, 2019 (Assistant Superintendent, Business Services)
- B. Approve the Personnel Report of June 25, 2019 (Assistant Superintendent, Human Relations)
- C. Approve the regular Board Meeting minutes of June 11, 2019 (Superintendent's Office)
- D. Review and adopt the 2019-20 Budget Calendar (Assistant Superintendent, Business Services)
- E. Adopt Resolution 2019.52 Year-End Budget Expenditures (Assistant Superintendent, Business Services)
- F. Adopt Resolution 2019.55 Authorized Signatures (Assistant Superintendent, Business Services)
- G. Authorize staff to accept the proposal from Jack Schreder & Associates to prepare a Facilities Needs Assessment for the Developer Fee Justification Study - Level II (Assistant Superintendent, Business Services)
- H. Ratify Mattos Elementary classroom build out proposals (Assistant Superintendent, Business Services)
- I. Approve the Superintendent's authority to execute contracts from mid-June through the end of August 2019 (Assistant Superintendent, Business Services)

Minutes:

Michael Tsai would like to see these contracts categorized as what was approved over the summer. Wendy Zhang assured him that the contracts that have been approved during the summer would be brought back in August to be ratified. This is standard practice to avoid delay in projects during the summer.

- J. Classify the list of obsolete equipment (Assistant Superintendent, Business Services)
- K. Adopt Resolutions 2019.50 approving Child Development Contract CSPP-9568 and Resolution 2019.51 approving Child Development Contract CCTR-9267 with the CDE for the 2019-20 school year (Assistant Superintendent, Learning and Development)
- L. Approve the Consultant Agreement with Counseling and Support Services for Youth (CASSY) (Assistant Superintendent, Learning and Development)

Minutes:

Chris Norwood requested a better understanding of what our plan is in terms of the development of our own programs for the next year. Norma Rodriguez shared that there is a correction in the total amount; it should be \$469,200 rather than \$479,000. Carla Crenshaw assured the Board that we are not replacing one service and adding providers to do the work of staff. We are building a whole system and making sure everything is in place. We are making progress and the program is developing but there is still work to be done. At the elementary



level, we have CASSY helping children develop social and emotional skills. CASSY referrals at the Middle School were also for social and emotional issues, which revolved around emotions and anxiety and the high school referrals were for depression and anxiety.

M. Approve the agreement with Educational Based Services (EBS)  
(Assistant Superintendent, Learning and Development)

N. Approve the agreement with NOVA Health Therapies, Inc. (Assistant Superintendent, Learning and Development)

O. Approve the agreement with Staff Rehab (Assistant Superintendent, Learning and Development)

P. Approve the agreement with Esther B. Clark School (Assistant Superintendent, Learning and Development)

Q. Approve the agreement with Beacon School (Assistant Superintendent, Learning and Development)

R. Approve the agreement with Accountable School Staffing, Inc.  
(Assistant Superintendent, Human Relations)

S. Approve the agreement with The YMCA of Silicon Valley for After School Education and Safety Programs (ASES) for the 2019-20 school year (Assistant Superintendent, Learning and Development)

T. Approve the MOU Between Milpitas Adult Education Program and NOVA Workforce Development (Superintendent)

U. Approve the agreement with Littler Mendelson for legal services  
(Assistant Superintendent, Human Relations)

V. Approve the agreement with Lozano Smith for legal services  
(Assistant Superintendent, Human Relations)

W. Approve the Memorandum of Understanding with Logicloft (Evaluat'd)  
(Assistant Superintendent, Human Relations)

X. Memorandum of Understanding between EnCorps STEM Teachers Program ("Encorps") and MUSD to provide STEM Fellows an opportunity to volunteer in our schools in the areas of science, math, technology and engineering related fields (Assistant Superintendent, Human Relations)

Y. Approve the contract with Hayes Asset System (Assistant Superintendent, Business Services)

Z. Approve the Illuminate Data and Assessment Agreement for 2019-2020  
(Assistant Superintendent, Learning and Development)

AA. Approve the contract with Center for Hearing Health (CHH)  
(Assistant Superintendent, Learning and Development)

BB. Approve the Exploring New Horizons science camp agreement for Curtner Elementary School (Assistant Superintendent, Business Services)

## 19. DATES OF FUTURE BOARD MEETINGS

**Motion Passed:** Amend August 13, 2019 Special Board Meeting to a Regular Board Meeting Passed with a motion by Kelly Yip-Chuan and a second by Michael Tsai.

Absent	Jeda Aspiras
Yes	Daniel Bobay
Absent	Vivek Chotai
Yes	Hon Lien
Yes	Chris Norwood
Yes	Michael Tsai
Yes	Kelly Yip-Chuan

## 20. ANNOUNCEMENTS/REMINDERS

Minutes:

Fundraiser on July 3rd for the Milpitas Theatre at Than's Restaurant

City of Milpitas 4th of July Celebration at the Milpitas Sports Center

Spring Valley BBQ on the 4th of July

## 21. ADJOURNMENT

Minutes:

The Board Meeting Adjourned at 11:40pm.

Respectfully submitted,

Attested:

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Cheryl Jordan  
Superintendent

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Clerk of the Board

*Minutes prepared by Naomi Agraz*