



## Milpitas Unified School District

1331 E. Calaveras Blvd., Milpitas, CA 95035 (408) 635-2600  
Website: [www.musd.org](http://www.musd.org)

4/27/2017

Jerry Winthrop, Education Programs Consultant  
High School Innovations and Initiatives Office  
California Partnership Academies  
California Department of Education  
1430 N Street, Suite 4202  
Sacramento, CA 95814

Dear Mr. Winthrop:

- ☒ The MILPITAS UNIFIED SCHOOL DISTRICT **requests continued funding** for MILPITAS HIGH SCHOOL, ACADEMY OF TRAVEL AND TOURISM, 0453 a California Partnership Academy (CPA), for the **2017–18 school year**. We recognize that funding is contingent on the inclusion of CPA funds in the approved state budget.

For the **2017–18** school year, based on the current funding level, the **projected enrollment** of students in the academy is **145**. We understand that the maximum funding amount may be reduced based on the number of students enrolled or the number of fundable students is less than specified in California *Education Code (EC)* Section 54691.

As a requirement of funding, the district agrees to follow the CPA model as defined in *EC* sections 54690 through 54699. Assurances are listed on pages 2 through 3.

- ☐ The [DISTRICT NAME] requests to **discontinue funding** for the [HIGH SCHOOL, ACADEMY NAME, AND ACADEMY ID #], a CPA, for the **2017–18 school year**. I look forward to hearing from CDE staff for the next steps.

The signatures below represent our understanding of the CPA program requirements and our commitment to implement them.

Sincerely,

Cheryl Jordan  
Superintendent

Philip Morales  
Principal

\_\_\_\_\_  
Superintendent Signature Date

\_\_\_\_\_  
Principal Signature Date

**2017-18 California Partnership Academy  
PROPOSED BUDGET**

**HIGH SCHOOL NAME: MILPITAS HIGH SCHOOL**  
**ACADEMY NAME: ACADEMY OF TRAVEL AND TC**  
**ACADEMY ID #: 0453**

A. **Signatures** below **are required**.

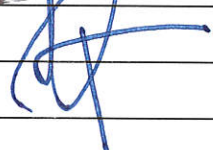
B. A **description of proposed expenditures** must be included for each column. See sample Budget Narrative.

C. The District and Business match should total the grant amount; however, **line-item totals may vary**.

<b>Budget Classification Number</b>	<b>Budget Classification Description</b>	<b>CPA Grant Budget Provide narrative on separate sheet.</b>	<b>District Match (100% required) Provide narrative on separate sheet.</b>	<b>Business Partner Match (100% required) Provide narrative on separate sheet.</b>
1000	Certificated Personnel Salaries (Dist.) or Partner Time (Bus.)	\$24,260	\$50,640	\$67,000
2000	Classified Personnel Salaries	\$0	\$3,000	
3000	Employee Benefits	\$5,740	\$4,000	
4000	Books and Supplies	\$27,415	\$3,000	\$0
5000	Services and Other Operating Expenses/Travel and Conferences	\$15,455	\$15,890	\$8,000
6000 *Indirect costs do not apply	Capital Outlay (Refer to district for capital outlay dollar threshold.)	\$0	\$0	\$0
7000	Indirect Rate: (CDE approved rates apply. Visit CDE Web site at: <a href="http://www.cde.ca.gov/fg/ac/ic/">http://www.cde.ca.gov/fg/ac/ic/</a> )	\$2,130		
<b>Grand Totals:</b>		\$75,000	\$76,530	\$75,000

**Required Signatures:**

Prepared by (please print): Tricia Brownstein Signature:  Date: 4/28/17

Principal Name: Phil Morales Signature:  Date: 4/28/17

District Name: Milpitas Unified School District

District Business Manager Name: Linh Le Wendy Zhang Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CDE Approval Name (CDE Use Only): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**California Partnership Academies Program  
2017-18 BUDGET NARRATIVE**

Name of High School: Milpitas High School  
Name of Academy: Academy of Travel and Tourism  
Academy ID#: 0453

Object Code	CPA Grant Funds	District Match	Business Match
1000 Certificated Personnel Salaries	19,883= 1/6 coordinator time to plan, coordinate, and oversee academy components/activities 4,377=Teacher stipends for curriculum development and program management	\$1,640 = Substitute Pay \$4,000 = After school Tutoring Programs \$2,000 = Counseling services for academy students \$43,000=Class Size Reduction	\$12,000=Estimated Value of Advisory Committee Meetings \$1,000= Estimated Value of Classroom Guest Speakers \$13,000=Estimated Value of Worksite and Job Shadowing Visits \$41,000=Estimated value of mentors and volunteers
2000 Classified Personnel Salaries	0	\$3,000 = District support of clerical assistance for Office space	
3000 Employee Benefits	5,740=Certificated benefits (approximate)	\$4,000=Classified and Certificated Benefits	
4000 Books and Supplies	18,750=Technology for classroom 4,665=Supplies and Supplemental Materials for Classroom, Trade Show, Mock Interviews, Projects and Awards 4,000=Marketing Materials for Academy	3,000= Software and Technology for CTE Classrooms including Net Op Program.	
5000 Services and Other Operating Expenditures	2,000=NAF Membership Dues 1,640=CTSO Dues: Skills USA 11,815=Field Trips 10th SJSU University, Hosp Mgt Dept Tour and Residence Inn Site Visit bus cost \$565 10th CSU East Bay Hosp Recreation and Tourism tour visit bus cost \$550 10th Motivational Field trip TBD bus cost \$550 11th SFSU University, Hosp & Tourism Mgt Dept. tour visit and de Young Museum, bus cost \$700 11th UC Santa Cruz and Boardwalk visit college and industry tour (theme park) bus cost \$700 12th AT&T Park Site Tour for Event Planning \$700 bus cost \$400 tour 12th UC Berkeley, and Museum bus cost \$700 12th Ropes Course (run by SFSU Rec. students) for team building and presentation by students, bus cost \$700 \$1,500 Fee x2=\$4,400 11th Marriott Hotel Job Site Visit, bus cost \$550 12th Fairmont Hotel Job Site Visit \$500 bus 10-12th Academy Awards Ceremony hosted by Hotel bus cost \$1500	\$2350=Educating for Careers Conference \$2000=Regional CPA and CTE Conference \$1,000=Supplies \$2,000=Field Trip Costs \$4,900=iCould Be Mentor Program \$2,000=Work Based Learning \$1640=CTSO Dues: Skills USA	\$5,000= Food provided during worksite visits \$3,000 = Facilities provided during worksite visits
6000 Capital Outlay	0	0	0
7000 Indirect Costs (not to exceed approved rate) Indirect costs excludes line item 6000 (capital outlay)	2,130		

**BUDGET GUIDELINES:**

Field trips should be instructional in nature and tied to the occupational area of the academy.

Personnel: Expenditures in line item 1000, 2000 and 3000 inclusive may not exceed 40 percent of the overall budget.

Technology: Technology expenditures may not exceed 25 percent of the overall budget.



## CALIFORNIA PARTNERSHIP ACADEMIES 2017 Contact Information Update Sheet

Below is a request for current information for the California Partnership Academies (CPA) database. We use this information to maintain the database for the CPA directory, to contact your academy about CPA issues and to update you regarding California Department of Education (CDE) sponsored workshops or reports that will be due. Please complete the information below so that we can make certain it is correct in the CPA database. Your signature at the bottom of this page indicates you have completed and agree with the information submitted. Return this form with the 2017–18 Letter of Intent and Budget.

### PLEASE PRINT LEGIBLY

School Name: Milpitas High School

Academy Name/ ID Number: Academy of Travel and Tourism 0453

Academy Coordinator: Tricia Brownstein

Coordinator's Phone Number: (408)635-2800x4185

Coordinator's Email: tbrownst@musd.org

Principal: Phil Morales

Principal's Phone Number: 408.635.2800x4120

Principal's Email: pmorales@musd.org

District CTE Coordinator: Andrea Hutchison

District CTE Coordinator's Phone Number: 408.921.3301

District CTE Coordinator's Email: ahutchis@musd.org

District Business Manager: Linh Le

District Business Manager's Phone Number: 408.635.2600x6025

District Business Manager's Email: lle@musd.org

### EMAIL ADDRESS DISCLOSURE INFORMATION

The CDE, High School Innovations and Initiatives Office, would like approval to include your email address in the annual CPA directory that is posted on the CPA Web site and the College and Career Academy Support Network Web site. Since CDE considers email addresses to be sensitive, we require your approval to print and/or post your email address. Please check "yes" to approve CDE to post/print your email address or check "no" to opt out. Thank you for your consideration.

Please check preference below:

☒ **Yes:** CDE may add my email address as part of the contact information in the CPA directory.

☐ **No:** I prefer to opt out my email address in the CPA directory.

Site Coordinator's Printed Name: Andrea Hutchison

Site Coordinator's Signature: 

Date: 4-28-17