



Milpitas Unified School District

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Website: www.musd.org

May 1, 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 USD requests continued funding for the Digital Business Academy at Milpitas High School #0116**, 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 **180**. 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 Name

Superintendent Signature

Date

Phil Morales
Principal Name

Principal Signature

Date

4-28-17

ASSURANCES: Referencing EC Section 54692

In order to be eligible to receive funding pursuant to this article, a school district shall provide all of the following:

- (a) An amount equal to a **100 percent match** of all funds received in the form of direct and in-kind support provided by the **district**.
- (b) An amount equal to a **100 percent match** of all funds received in the form of direct and in-kind support provided by participating **companies or other private sector organizations**.
- (c) An assurance that state funds provided by the CPA Program shall be **used only** for the **development, operation, and support of CPAs**.
- (d) An assurance that each academy will be established as a **“school within a school.”** **Academy teachers shall work as a team** in planning, teaching, and troubleshooting program activities. Classes in the academy program shall be **limited to academy pupils** as specified in subdivision (e). Each participating school district shall **establish an advisory committee** consisting of individuals involved in academy operations, including school district and school administrators, lead teachers, and representatives of the private sector.
- (e) Assurance that each academy pupil will be provided with the following:
 - (1) Instruction in at least **three academic subjects** each regular school term that prepares the pupil for a regular high school diploma, and, where possible and appropriate, to meet the subject requirements for admission to the California State University and the University of California system. These subjects should contribute to an understanding of the occupational field of the academy.
 - (2) **Career technical education courses** offered at each grade level at the academy that are part of an occupational course sequence that targets comprehensive skills and that do the following:
 - (A) Provide career technical education in high skill occupations of regional and local economic need.
 - (B) Focus on occupations requiring comprehensive skills leading to higher than entry-level wages, or the possibility of significant wage increases after a few years on the job, or both.
 - (C) Provide a sequence of courses that build upon each other in knowledge, skill development, and experience, and ends in a capstone course that includes an internship component.
 - (D) Prepare pupils for employment and postsecondary education. Sequenced courses shall be linked to certificate and degree programs in the region, where possible.
 - (E) Whenever possible, prepare pupils for industry-recognized certifications.
 - (F) Whenever possible and appropriate, offer career technical education courses that also meet the subject requirements for admission to the California State University and the University of California system.

- (3) A class schedule that **limits the attendance** to the classes required in paragraphs (1) and (2) **to pupils of the academy**. Whenever possible, these classes should be block scheduled in a cluster to provide flexibility to academy teachers. During the twelfth grade the number of academic classes may vary.
- (4) A **mentor from the business community** during the pupil's eleventh grade year.
- (5) **Employer-based internship or work experience** that occurs in the summer following the eleventh grade or during the twelfth grade year.
- (6) Additional **motivational activities with private sector involvement** to encourage academic and occupational preparation.
- (f) Assurance that academy teachers have a common planning period to interchange pupil and educational information. A second planning period should be provided for the lead teacher in addition to the normal planning period for full-time teachers and be supported as a part of the school district's matching funds, whenever practical.

AT-RISK CRITERIA: Referencing EC Section 54690

An "at-risk" pupil means a pupil enrolled in high school who is at risk of dropping out of school, as indicated by **at least three of the following criteria**:

- (1) Past record of irregular attendance. For purposes of this section, "irregular attendance" means absence from school 20 percent or more of the school year.
- (2) Past record of underachievement in which the pupil is at least one-third of a year behind the coursework for the respective grade level, or as demonstrated by credits achieved.
- (3) Past record of low motivation or a disinterest in the regular school program.
- (4) Disadvantaged economically.
- (5) Scoring below basic or far below basic in mathematics or English language arts on the standardized test administered pursuant to Article 4 (commencing with EC Section 60640) of Chapter 5 of Part 33.
- (6) Maintaining a grade point average of 2.2 or below, or the equivalent of a C minus.
- (7) Up to one-half of the pupils enrolled at a partnership academy may be pupils who do not meet the criteria of "at-risk" pupils.

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

HIGH SCHOOL NAME: Milpitas High School
ACADEMY NAME: Digital Business Academy
ACADEMY ID #: 01116

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**.

Budget Classification Number	Budget Classification Description	CPA Grant Budget Provide narrative on separate sheet.	District Match (100% required) Provide narrative on separate sheet.	Business Partner Match (100% required) Provide narrative on separate sheet.
1000	Certificated Personnel Salaries (Dist.) or Partner Time (Bus.)	\$24,055	\$79,040	\$224,500
2000	Classified Personnel Salaries	\$0	\$5,000	
3000	Employee Benefits	\$5,945	\$4,405	
4000	Books and Supplies	\$22,900	\$3,000	\$6,200
5000	Services and Other Operating Expenses/Travel and Conferences	\$20,000	\$117,250	\$8,500
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: http://www.cde.ca.gov/fq/ac/ic/)	\$2,100		
Grand Totals:		\$75,000	\$208,695	\$239,200

Required Signatures:

Prepared by (please print): Andrea Hutchison Signature:  Date: 4/28/17

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

District Name: Milpitas Unified School District

District Business Manager Name: 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: Digital Business Academy

Academy ID#: #0116

Object Code	CPA GRANT FUNDS NARRATIVE		DISTRICT MATCH NARRATIVE		BUSINESS MATCH NARRATIVE
1000	Certificated Salaries				
\$21,159	1/6 coordinator release time to plan, coordinate and oversee Academy components and activities. Required by grant.	\$43,000	Class size reduction costs (computer classes only)	\$7,000	Estimated value of Advisory Committee Meetings 20 * 2 hrs at \$175 * 1 meeting
\$700	Extra time for curriculum development	\$13,000	Extra time for curriculum development, program planning	\$21,000	Estimated value of Classroom Industry Speakers 10 * 2 hrs * 175, Career Day Classroom Speakers 25 * 4 hrs * 175
\$2,196	Substitutes release time for fieldtrips	\$8,000	16 days site administration support for the academy \$500	\$24,000	Internships
		\$5,000	Counseling time solely dedicated to the academy students 10 @500	\$72,000	Estimated value of Face-to-Face Mentors 12*40 hrs*\$150/hr
		\$5,040	After School Tutoring Academy Students Only 4 days/wk * 1 hr * \$35/hr*36 wks	\$75,000	iCouldbe online Mentors 60* 10 * \$150
		\$5,000	50 Substitutes for college tours, job shadows, etc. ROP	\$7,500	Estimated value of partners time in job shadowing coordination & activities (25 partners*100*3 hrs)
				\$18,000	Senior Showcase Portfolio Judges 30 judges * 4 hours *\$150/hour.
	\$24,055		\$ 79,040.00		\$ 224,500.00
2000	Classified Personnel		Classified Personnel Salaries		Classified Personnel Salaries
	0	\$5,000	Cler. Data Entry Assist 4 hrs/day		
			\$5,000		
3000	Employee Benefits		Employee Benefits		Employee Benefits
\$5,945	Certificated Benefits	\$ 4,000	Certificated Benefits		
	400, 3105	\$405	Classified Benefits		
	\$5,945.00		\$4,405		
1000-3000 Totals (<=	30,000		88,445		0
4000	Books and Supplies		Books and Supplies		Books and Supplies
\$2,750	Software Updates/supplemental texts	\$3,000	Software and supplies from Perkins grant	\$1,000	Hosting and lunch for etiquette workshop 60 kids
\$18,750	Computers 17*1000 <25%			\$1,500	Scholarships for seniors
\$1,400	Classroom Supplies for portfolios			\$1,200	Portfolio Winners
				\$1,800	Academy shirts 30x60
				700	Medalions for seniors
	22,900		3,000		6200

5000	Services and Other Operations		Services and Other Operations		Services and Other Operations
\$3,000	Professional Teacher Development (Conferences)	\$25,000	Computer IT Tech Support (2 computer labs)	\$3,000	Parent fundraisers for awards, t-shirts
\$15,000	Field Trips 10th- [UC Santa Cruz, Mission College]*11 th - [San Jose State, DeAnza College, Stanford, Job Shadow, Mock Interview]*12 th - [MOMA - Digital Art, Acad of Art Univ DeYoung Art Museum	\$11,097	Student and teacher computer file access from home 24/7.	\$3,500	Space/equipment/food for academy functions, Career Day, Town Hall Mixer, Academy Olympics, Senior Portfolios, Mock Interviews approx 60 per grade level
		\$3,903	iCouldbe.org online mentors 55*\$90	\$2,000	Mentor screening & fingerprinting
\$2,000	Student Leadership Organ lning pkts	\$25,000	Career Pathways MetroEd Grant		
		\$10,000	CTEIG		
		\$4,500	CPA Academy State Conference. 3 Teachers, Prof. Devel.		
		\$2,000	Work based skills curriculum(perkins)		
		\$4,000	Bus for fieldtrips (Perkins)		
		\$24,000	Dedicated classroom space and utilities.		
		\$4,000	Space & equipment for academy functions, mentoring meetings, alumni functions,		
		\$3,000	Space/equipment for Awards and academy		
		\$250	Student Leadership Organization Learning Packets FBLA		
		\$500	Photocopies		
	20,000		117,250		8,500
6000	Capital Outlay		Capital Outlay		Capital Outlay
\$0					
7000	Indirect Costs		Indirect Costs		Indirect Costs
\$2,100	District Indirect Costs--See CA Ed Code sections 54690 (e). 2.8%				
	2100		0		0
TOTALS	\$75,000.00		\$208,695		\$239,200

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: Digital Business Academy #0116
Academy Coordinator: Andrea Hutchison
Coordinator's Phone Number: 408.921.3301
Coordinator's Email: ahutchis@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