

**Cedar Lane Elementary School**  
**Presentation to the Board of Trustees**  
**9/24/13**

Cedar Lane Elementary School is a gem in the Marysville Joint Unified School District. Completely fenced, our school is the center of the neighborhood.

At Cedar Lane Elementary School, we are struggling to meet the academic needs of our students. This year, with the support of the District Office, Dr. Todd, Ramiro Carreon, Lennie Tate, and the rest of the staff, we have refocused our efforts to produce every child as a reader.

Our methods will be to intervene early, hold students accountable for their learning, and monitor progress. Our focus remains on meeting the fundamental needs of our students, as well as their academic achievement. As a staff, we have committed to a plan for improvement and will make progress. Professional Development through articulation days will yield making thinking visible and the philosophy of every child answering every question. Support from the District Office will take the shape of monthly walk-throughs with the Superintendent and Principal, District Consultant, Roberta Hennigan, and support from the Sacramento County Office of Education to ensure implementation of Open Court with fidelity.

In addition, bridging the divide between school and home in terms of overall communication continues to be a top priority. Although the level of parent involvement continues to improve, efforts to increase communication with Spanish, Hmong, and English speaking families remains a priority. This year, we have funded Parent Institute for Quality Education (PIQE). This organization walks our parents through the education system building their knowledge and enabling parents to have the ability to have their child further their education through the California State University system. Each parent that participates will receive for their child a medallion to include on their child's college application that allows additional consideration for acceptance. Every child in the family will receive an ID card from California State University, Chico.

Teachers started the school year by meeting with parents. We schedule parent conferences twice during the year emphasizing the need for effective two-way communication throughout the school year. For those unable to make their appointments, efforts are made to communicate expectations with parents/guardians through phone conversations and e-mail in order to punctuate the importance of the school-home partnership. The school continues to make written information available to parents in the three primary languages that are spoken by our families. Parent participation levels have also grown as a result of adult education classes, PTO and ELAC meetings, and preschool parental involvement.

Keeping our school spirit up is one of the biggest reasons that people desire to come to Cedar Lane. Teachers, support staff, parents, and students all want to be part of our school culture. We develop school spirit through positive interactions with all of our families. When you step on our campus, you are greeted with a warmth and enthusiasm for life. Students believe they will succeed, and they know their achievements in academics, character, attendance, and life are celebrated with laughter and joy.

Please come by and share in our dedication and commitment to the children of West Linda.



## LICENSING AGREEMENT

This Agreement effective **October 15, 2013**, is made and entered into by **Marysville Joint Unified School District** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
  - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
  - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
  - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.
- I. License Fee. Licensee shall pay a fee of **\$4,680**.



- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
  - (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools\* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
  - \* Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
  - (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Assistant Director  
Document Tracking Services  
6365 Nancy Ridge Drive  
San Diego, CA 92121  
858-784-0967 - Phone  
858-587-4640 - Corporate Fax

Date: September 3, 2013

Licensee

By: \_\_\_\_\_ Gay Todd, Superintendent

Date: 9/24/13

Marysville Joint Unified School District



### **Exhibit A**

The following are standard documents to be used in conjunction with the license.

1. 2013 School Accountability Report Card, English (Custom Template)
2. 2013 School Accountability Report Card, Spanish (Custom Template)
3. 2013 School Accountability Report Card, Hmong (Custom Template)
4. 2013 Single Plan for Student Achievement (Custom Template)
5. 2013 Comprehensive Safe School Plan (Custom Template)



September 11, 2013

Marysville Joint Unified School District  
1919 B Street  
Marysville, CA 95901

Re: Document Tracking Services

**INVOICE #9590103**

Pursuant to the licensing agreement between Marysville Joint Unified School District and Document Tracking Services (DTS):

**Document Tracking Services**

Document Tracking Services [10/15/13 to 10/15/14]:	\$4,680
23 schools and District = 24 sites	
License Agreement includes up to 5 documents	
\$250 per site, discounted to \$195 per site	

**Translation Services**

2013 Spanish School Accountability Report Card	\$1,800
\$150 x 12 School Accountability Report Cards	

2013 Hmong School Accountability Report Card	\$1,500
\$500 x 3 School Accountability Report Cards	

**Total Balance Due: \$7,980**

**Please Make Checks Payable To: Document Tracking Services**

**Send to:**

Aaron Tarazon, Assistant Director  
Document Tracking Services  
6365 Nancy Ridge Drive  
San Diego, CA 92121  
858-784-0967 - Phone  
858-587-4640 - Corporate Fax

Thank you!

---

Approved Per Payment (Signature)

Gay Todd, Superintendent

---

Name/Role (Printed)

6

## Grant Award Notification

*Jami*  
MJUSD SUPT OFFICE  
SEP 09 2013  
RECEIVED/m

<b>GRANTEE NAME AND ADDRESS</b> Gay Todd, Superintendent Marysville Joint Unified School District 1919 B Street Marysville, CA 95901-3731	<b>CDE GRANT NUMBER</b>			
	<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
	13	14332	7273	01
<b>Attention</b> Gay Todd, Superintendent	<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> Marysville Joint Unified School District	<b>Resource Code</b>	<b>Revenue Object Code</b>	58	
<b>Telephone</b> 530-741-6000	5630	8290	<b>INDEX</b>	

**Name of Grant Program**  
Education for Homeless Children and Youth Program

GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$43,589.00		\$43,589.00		7/1/2013	6/30/2014
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency	
84.196A	S196A130005	Education for Homeless Children and Youth			U.S. Department of Education	

I am pleased to inform you that you have been funded for the Education for Homeless Children and Youth (EHCY) Program.

This award is contingent upon the availability of funds. If the Legislature or Congress takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

Please return the original, signed Grant Award Notification (AO-400) and completed 2013-14 Budget Request no later than September 16, 2013, to:

Pat Boncella, Associate Governmental Program Analyst  
School Turnaround Office  
California Department of Education  
1430 N Street, Room 6208  
Sacramento, CA 95814-5901

<b>California Department of Education Contact</b> Patricia Boncella	<b>Job Title</b> Associate Governmental Program Analyst
<b>E-mail Address</b> pboncell@cde.ca.gov	<b>Telephone</b> 916-319-0384
<b>Signature of the State Superintendent of Public Instruction or Designee</b> <i>Tom Tonaleson</i>	<b>Date</b> August 29, 2013

### CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS

On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application and in this document; and I agree to comply with all requirements as a condition of funding.

<b>Printed Name of Authorized Agent</b>	<b>Title</b>
<b>E-mail Address</b>	<b>Telephone</b>
<b>Signature</b> <i>7</i>	<b>Date</b>

lfields@mjud.com

MJUSD  
Personnel Dept.

SEP 12 2013

September 3, 2013

RECEIVED

Leslie Fields

Teacher at Olivehurst Elementary

Marysville Joint Unified School District

1919 B. Street, Marysville, CA

Dear Mr. Eggers,

I regret to inform you that I am resigning from my position as a teacher at Olivehurst Elementary. My last day of employment will be September 13, 2013.

Thank you for the support and the opportunities that you have provided me during the last few years. I have enjoyed my time at this school and with this staff.

If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Sincerely,

Leslie Fields





MJUSD  
Personnel Dept.

SEP 11 2013

RECEIVED

August 31, 2013

To Whom it may concern,

I, Kricia Ames, hereby resign from the position of a STARS Activity Provider at MJUSD in order to accept the position of an After School Program Support Specialist.

Thank you,



Kricia Ames

Mary Moua  
1620 Tadpole Way  
Marysville, CA 95901  
(530) 632-8528  
mmoua@mjustd.com

MJUSD  
Personnel Dept.

SEP 13 2013

**RECEIVED**

08/31/2013

Para-Educator  
MJUSD STARS  
1919 B Street  
Marysville, CA 95901


Dear Ashley Vette:

I would like to inform you that I am resigning from my position as a Para-Educator for the STARS Program, effective August 31, 2013 to accept a new position with the District.

Thank you for the opportunities for professional and personal development that you have provided me during the last five years. I have enjoyed working for the program and appreciate the support provided to me during my tenure with STARS.

If I can be of any help during this transition, please let me know.

Sincerely,



Mary Moua

MJUSD  
Personnel Dept.

SEP 13 2013

RECEIVED

Sept 13, 2013

Ashley Vette  
1919 B Street  
Marysville Ca 95901

Re: Resignation

Dear Ashley,

I am writing to inform you that I will be resigning from my position as a STARS Activity Provider, effective August 31, 2013.

Thank you,



Sadie Scott

Kristine Xiong  
1043 Twins Way  
Yuba City, CA 95991  
(530)908-0319  
kxiong@mjusd.com  
September 13, 2013

MJUSD  
Personnel Dept.

SEP 13 2013


RECEIVED

To Whom It May Concern:

It has been a privilege to work for the STARS program as a Paraeducator for the past year. I would like to thank you for having me as part of the team. I am proud to have worked for STARS, and I appreciate the time and patience that was put into training me. The skills I learnt will serve me well in my career. This letter will serve to notify that effective August 31, 2013 I have resigned from my position as an After School Provider and have taken on the position as an After-School Program Specialist.

Thank you so much for all of the opportunities given to me. I will always be grateful for the valuable experience and practical lessons that I gained while working as a provider.

Respectfully,



Kristine Xiong

# *The County of Yuba*

OFFICE OF TREASURER AND TAX COLLECTOR

**DAN M. MIERZWA**  
TREASURER & TAX COLLECTOR



GOVERNMENT CENTER  
915 8th STREET, SUITE 103  
MARYSVILLE, CA 95901-5273

TELEPHONE (530) 749-7840  
FAX (530) 749-7844

August 1, 2013

TO: School and Special District Boards

FROM: Dan M. Mierzwa, Treasurer & Tax Collector

RE: Fiscal Year End Investment Portfolio Summary and G A S B 31

Enclosed for your review and records is the Portfolio Summary Report as of June 30 2013 for the County's Investment Pool, which includes the market (fair) value.

The fair value stated in percentage, which includes interest accrued, but not received is 99.7875%. This information should allow you to comply with the provisions of G A S B 31.

As always, should you have any questions or comments, please do not hesitate to contact me.



# **Yuba County Pool** **Portfolio Management** **Portfolio Summary** **June 30, 2013**

Yuba County Pool  
915 8th Street  
Suite 103  
Marysville, CA 95901  
(530)749-7840

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Mutual Funds	2,750,000.77	2,750,143.77	2,750,000.77	1.04	1	1	0.237	0.240
Negotiable CD's	20,000,000.00	20,021,960.00	20,082,254.16	7.58	795	620	0.594	0.603
Treasury Securities - Coupon	25,000,000.00	24,593,393.89	24,766,915.77	9.34	1,811	1,764	0.811	0.823
Federal Agency Issues - Coupon	110,595,000.00	108,931,161.36	110,765,574.56	41.79	1,760	493	0.846	0.857
Medium Term Corporate Notes	72,000,000.00	72,953,657.00	71,897,837.33	27.12	1,575	961	1.600	1.622
Local Agency Investment Funds	28,500,000.00	28,518,040.50	28,500,000.00	10.75	1	1	0.237	0.240
Municipal Bonds	5,945,000.00	5,951,782.52	6,321,826.48	2.38	787	604	0.723	0.733
<b>Investments</b>	<b>264,790,000.77</b>	<b>263,720,339.04</b>	<b>265,084,409.07</b>	<b>100.00%</b>	<b>1,411</b>	<b>693</b>	<b>0.953</b>	<b>0.967</b>

Cash								
Passbook/Checking (not included in yield calculations)	3,806,555.58	3,806,658.36	3,806,555.58		1	1	0.375	0.380
<b>Total Cash and Investments</b>	<b>268,596,556.35</b>	<b>267,526,894.62</b>	<b>268,890,964.65</b>		<b>1,411</b>	<b>693</b>	<b>0.953</b>	<b>0.967</b>

<b>Total Earnings</b>								
Current Year	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending					
Average Daily Balance	174,966.04	3,126,598.85	3,126,598.85					
Effective Rate of Return	254,489,047.86	269,577,028.00						
	0.84%	1.16%						

"I certify that this report accurately reflects all investments, pooled or specific, and is in conformity with the investment policy filed with the Board of Supervisors as well as within the parameters of the official bonding documents. A copy of this policy is available at the office of the Treasurer. The Investment Program shown provides sufficient cash flow liquidity to meet the next six month's estimated expenditures. The market values are provided by the custodial banks and trustees pursuant to the bond documentation."

Dan M. Mierzwa, Treasurer & Tax Collector

14

Reporting period 06/01/2013-06/30/2013

Run Date: 08/02/2013 - 13:13

Portfolio POOL  
RC  
PM (PRF\_PM1) 7.2.5  
Report: Ver. 7.3.2

# Yuba County Pool

## Portfolio Management

### Portfolio Details - Investments

#### June 30, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM/C 365	Days to Maturity	Maturity Date
<b>Mutual Funds</b>												
SYS1504	1504	CALIF ASSET MANAGEMENT PROGRAM			2,750,000.77	2,750,143.77	2,750,000.77	0.240		0.240	1	
SYS1505	1505	UNION BANK			0.00	0.00	0.00	0.005	AAA	0.005	1	
		<b>Subtotal and Average</b>	<b>2,151,775.27</b>		<b>2,750,000.77</b>	<b>2,750,143.77</b>	<b>2,750,000.77</b>			<b>0.240</b>	<b>1</b>	
<b>Negotiable CD's</b>												
06366WJB1	2000v	BANK OF MONTREAL CHICAGO		12/07/2012	10,000,000.00	10,009,460.00	10,052,015.68	0.844	AA	0.604	438	09/12/2014
06417FBG4	2001v	BANK OF NOVA SCOTIA		02/07/2013	10,000,000.00	10,012,500.00	10,030,238.48	0.715	AA	0.601	802	09/11/2015
		<b>Subtotal and Average</b>	<b>20,087,221.80</b>		<b>20,000,000.00</b>	<b>20,021,960.00</b>	<b>20,082,254.16</b>			<b>0.603</b>	<b>620</b>	
<b>Treasury Securities - Coupon</b>												
912828UZ1	4008	U S Treasury		05/08/2013	10,000,000.00	9,836,168.70	9,940,421.20	0.625		0.750	1,764	04/30/2018
912828UZ1	4009	U S Treasury		05/15/2013	10,000,000.00	9,837,357.55	9,908,016.30	0.625		0.820	1,764	04/30/2018
912828UZ1	4010	U S Treasury		05/29/2013	5,000,000.00	4,919,867.64	4,918,478.27	0.625		0.975	1,764	04/30/2018
		<b>Subtotal and Average</b>	<b>24,766,915.77</b>		<b>25,000,000.00</b>	<b>24,593,393.89</b>	<b>24,766,915.77</b>			<b>0.823</b>	<b>1,764</b>	
<b>Federal Agency Issues - Coupon</b>												
3133EAW61	6084	FEDERAL FARM CREDIT BANK		04/08/2013	3,000,000.00	2,934,418.67	3,001,741.67	1.100		1.100	1,722	03/19/2018
3133ECLG7	6085	FEDERAL FARM CREDIT BANK		04/17/2013	5,000,000.00	4,903,825.00	4,996,250.00	0.690		0.765	290	04/17/2017
313379VE6	6061	FEDERAL HOME LOAN BANK		07/19/2012	5,000,000.00	4,912,125.00	5,034,983.05	1.010		0.831	1,449	06/19/2017
3133786Q9	6074	FEDERAL HOME LOAN BANK		10/25/2012	5,000,000.00	4,965,920.00	5,052,485.12	1.000		0.733	1,323	02/13/2017
313378A43	6087	FEDERAL HOME LOAN BANK		05/07/2013	5,000,000.00	4,875,876.39	5,135,976.39	1.375		0.847	1,712	03/09/2018
313383J77	6089	FEDERAL HOME LOAN BANK		06/25/2013	5,000,000.00	4,988,920.00	5,000,000.00	0.750		0.750	24	06/24/2016
3137EADN6	6079	FEDERAL HOME LOAN MORTGAGE CRP		01/14/2013	5,000,000.00	4,892,088.33	4,965,933.33	0.750		0.891	1,656	01/12/2018
3136GOTZ4	6062s	FEDERAL NATIONAL MORTGAGE ASSN		08/15/2012	5,000,000.00	4,945,115.00	5,000,000.00	0.750	AAA	0.750	45	08/15/2017
3136GOTB7	6063s	FEDERAL NATIONAL MORTGAGE ASSN		07/26/2012	10,000,000.00	9,858,290.00	10,000,000.00	0.500		1.240	25	07/26/2017
3136G0VT5	6064s	FEDERAL NATIONAL MORTGAGE ASSN		08/22/2012	5,000,000.00	4,945,835.00	4,996,625.00	0.700		0.775	52	08/22/2017
3136G0YD7	6067s	FEDERAL NATIONAL MORTGAGE ASSN		08/28/2012	5,000,000.00	4,962,110.00	5,000,000.00	0.750	AAA	0.750	58	08/28/2017
3136G0B59	6069s	FEDERAL NATIONAL MORTGAGE ASSN		08/28/2012	5,000,000.00	4,950,870.00	5,000,000.00	0.700		0.700	58	08/28/2017
3136G0Q79	6071s	FEDERAL NATIONAL MORTGAGE ASSN		09/20/2012	5,000,000.00	4,930,815.00	5,000,000.00	0.700		0.700	81	09/20/2017
3136G04F5	6072s	FEDERAL NATIONAL MORTGAGE ASSN		10/29/2012	5,000,000.00	4,930,815.00	5,000,000.00	0.600		0.600	116	10/25/2017
3136G03Y5	6075s	FEDERAL NATIONAL MORTGAGE ASSN		11/21/2012	5,000,000.00	4,940,065.00	5,000,000.00	0.750		0.750	143	11/21/2017
3136G12D0	6078s	FEDERAL NATIONAL MORTGAGE ASSN		11/21/2012	5,700,000.00	5,608,931.10	5,700,000.00	0.750		0.750	51	11/21/2017
3136G1B57	6079s	FEDERAL NATIONAL MORTGAGE ASSN		12/13/2012	4,895,000.00	4,801,441.87	4,895,000.00	0.650		1.075	165	12/13/2017
3136G1JY6	6080s	FEDERAL NATIONAL MORTGAGE ASSN		01/30/2013	5,000,000.00	4,928,975.00	5,000,000.00	0.750		0.750	213	01/30/2018
3136G1JY6	6093s	FEDERAL NATIONAL MORTGAGE ASSN		04/24/2013	5,000,000.00	4,896,785.00	5,000,000.00	0.800		0.800	115	04/24/2018
3136G1LA5	6086s	FEDERAL NATIONAL MORTGAGE ASSN		05/15/2013	7,000,000.00	6,856,605.00	7,000,000.00	0.500		1.141	318	05/15/2018

**Yuba County Pool**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**June 30, 2013**

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM/C 365	Days to Maturity	Maturity Date
<b>Federal Agency Issues - Coupon</b>												
3135G0WJ8	5088	FEDERAL NATIONAL MORTGAGE ASSN		05/21/2013	5,000,000.00	4,850,040.00	4,986,600.00	0.975		0.930	1,785	05/21/2018
		<b>Subtotal and Average</b>	<b>111,268,198.29</b>		<b>110,595,000.00</b>	<b>108,931,161.36</b>	<b>110,765,574.56</b>			<b>0.857</b>	<b>493</b>	
<b>Medium Term Corporate Notes</b>												
36962G4N1	11000v	GENERAL ELECTRIC CAP CORP		09/14/2010	5,000,000.00	5,024,775.00	5,000,000.00	1.042	AA	1.347	771	08/11/2015
36962G4G6	11014	GENERAL ELECTRIC CAP CORP		08/12/2011	5,000,000.00	5,080,125.00	5,137,626.28	3.750		1.850	501	11/14/2014
36962G4P6	11022v	GENERAL ELECTRIC CAP CORP		12/13/2012	7,000,000.00	7,033,152.00	7,021,262.50	1.000		0.880	814	09/23/2015
36962G4N1	11202v	GENERAL ELECTRIC CAP CORP		08/11/2010	10,000,000.00	10,049,550.00	10,000,000.00	1.042	AA	1.369	771	08/11/2015
38141GEG5	11010v	Goldman Sachs		05/12/2011	5,000,000.00	5,018,645.00	4,908,996.28	0.723	A	1.092	995	03/22/2016
38143UH20	11015v	Goldman Sachs		12/05/2011	5,000,000.00	5,144,530.00	5,000,000.00	2.773	A	3.236	522	12/05/2014
073928S46	11016v	JPMorgan & Chase Co		02/13/2012	10,000,000.00	10,276,620.00	9,582,426.85	0.664	A	1.406	1,239	11/21/2016
46625HUA9	11017	JPMorgan & Chase Co		02/27/2012	5,000,000.00	5,160,785.00	5,105,388.39	3.150	A	2.510	1,100	07/05/2016
48126DW39	11023v	JPMorgan & Chase Co		06/04/2013	10,000,000.00	9,998,130.00	10,000,000.00	1.125	A	1.141	1,799	06/04/2018
59217EBW3	11004	METLIFE INC		01/14/2011	5,000,000.00	5,201,090.00	5,132,137.03	5.125	AA	2.358	344	06/10/2014
61745EY96	11003v	MORGAN STANLEY DEAN WITTER		12/15/2010	5,000,000.00	4,966,455.00	5,000,000.00	1.273	A	1.836	897	12/15/2015
		<b>Subtotal and Average</b>	<b>75,153,221.86</b>		<b>72,000,000.00</b>	<b>72,953,857.00</b>	<b>71,897,837.33</b>			<b>1.622</b>	<b>961</b>	
<b>Local Agency Investment Funds</b>												
SYS12000	12000	LOCAL AGENCY INVESTMENT FUND			28,500,000.00	28,518,040.50	28,500,000.00	0.240		0.240	1	
		<b>Subtotal and Average</b>	<b>12,691,666.67</b>		<b>28,500,000.00</b>	<b>28,518,040.50</b>	<b>28,500,000.00</b>			<b>0.240</b>	<b>1</b>	
<b>Municipal Bonds</b>												
13063BHZ8	13002	STATE OF CALIFORNIA		12/04/2012	3,345,000.00	3,350,576.12	3,598,319.05	3.950		0.900	853	11/01/2015
13063A5B6	13003	STATE OF CALIFORNIA		02/01/2013	2,600,000.00	2,601,206.40	2,723,507.43	5.250		0.512	274	04/01/2014
		<b>Subtotal and Average</b>	<b>6,321,826.48</b>		<b>5,945,000.00</b>	<b>5,951,782.52</b>	<b>6,321,826.48</b>			<b>0.733</b>	<b>604</b>	
		<b>Total and Average</b>	<b>254,489,047.86</b>		<b>264,790,000.77</b>	<b>263,720,339.04</b>	<b>265,084,409.07</b>			<b>0.967</b>	<b>693</b>	

16



**Yuba County Pool  
Portfolio Management  
Portfolio Details - Cash  
June 30, 2013**

Page 3

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM/C 365	Days to Maturity
<b>Passbook/Checking Accounts</b>											
SYS1006	1006	US BANK OF CALIFORNIA			3,806,555.58	3,806,658.36	3,806,555.58	0.380		0.380	1
		Average Balance	0.00								
		Total Cash and Investments	254,489,047.86		268,586,556.35	267,526,894.62	268,890,964.65			0.967	693

17



## MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT

### Governance Handbook 2013

#### **Board of Trustees**

---

Jeff D. Boom, President

Frank J. Crawford, Vice President

Jim C. Flurry, Clerk

Anthony J. Dannible, Trustee

Glen E. Harris, Trustee

Phillip Miller, Trustee

Bernard P. Rechs, Trustee

#### **Superintendent**

---

Gay Todd, Ed.D.

*The Marysville Joint Unified School District Governance Handbook, initially developed in 2009, outlines practices and understandings that build and sustain a positive Board-Superintendent relationship and defines a culture of quality, equity, and respect. The Board of Trustees and Superintendent review the Governance Handbook annually.*

## TABLE OF CONTENTS

---

### **I. Unity of Purpose**

MJUSD Mission, Vision and Core Values .....	1
MJUSD Governance Team Priorities .....	2

### **II. Elements of Effective Governance**

Definition of Governance.....	2
Four Elements of Effective Governance.....	2

### **III. Effective Trustees**

Characteristics of Effective Trustees .....	3
---	---

### **IV. Roles and Responsibilities of the Board and Superintendent**

A Discussion of Roles and Responsibilities .....	3
BB 9000 Role of the Board.....	4
BB 9200 Limits of Individual Board Member Authority.....	6
BP 2000 Administration Concepts and Roles.....	7
BP 2110 Duties and Responsibilities of the Superintendent .....	8

### **V. Performing Governance Responsibilities**

Fulfilling the Five Responsibilities of the Board .....	9
---	---

### **VI. Governance Structure and Processes**

Individual requests for information.....	10
Individual requests for action .....	10
Agenda questions answered before a meeting.....	10
Attendance at Board Meetings .....	11
Using meetings as strategic leadership tools .....	11
Role of the President .....	11
Bringing up new ideas .....	12
Allowing majority vote to set the direction.....	12
Annual goal setting .....	12
Scheduling study sessions and discussion meetings .....	13
Using a Governance Calendar (Sample) .....	13
Confidentiality .....	14
Visiting schools .....	14
Handling complaints from the staff/community .....	14
Orienting new board members.....	15
Self-Monitoring of Governance Team effectiveness .....	15

## I. UNITY OF PURPOSE

---

The foundation of effective governance is the common focus, core values and beliefs that governance team members share about children, the district and public education.

### ***MJUSD Mission:***

Marysville Joint Unified School District, in partnership with our staff, students, their families, and the community, will provide each student with the most appropriate educational opportunities in a safe environment.

### ***MJUSD: Our Vision for the Education of Children:***

- All students can meet even exceed the outcomes established in Board Policy for graduation requirements and grade level promotion/retention standards.
- All students will have multiple ways of learning and demonstrating that they have learned those things required by district graduation requirements and grade level promotion/retention standards.
- Student success is a self-fulfilling process; the more we believe that all students can be successful and the more students experience success, the more success will happen.
- We have the ability within our district and community to develop the resources necessary to ensure that all students experience success.

The achievement of this belief will take place in a life-long learning environment for Board, staff, students, and parents.

### ***MJUSD Core Values:***

#### **Student Centered**

- Each child in our community deserves a quality education.

#### **Fiscal Accountability**

- We are socially responsible and invest our time and resources in activities that bring measurable results and value to our students and the communities we serve.
- We are fiscally accountable with clear expectations, sound monitoring and review.

#### **Diversity**

- We build strength through diversity. We value the collective backgrounds of our students and strive to create a receptive environment where students can thrive, contribute and prosper.

### **Respect**

- We treat all students, their families and all staff members with fairness, respect and understanding.

### **Social Responsibility**

- We provide an environment that fosters social responsibility and character development.

### **Shared Commitment to Public Education**

- We work together as partners while respecting individual roles in providing the best education to our students.
- Our schools are community centers – we value a connected learning community

### ***MJUSD Governance Team Priorities:***

- Technologically Proficient Students and Staff
- Successful Implementation of Common Core Standards
- Bring back electives while finding the balance between reinstating programs and positions and eliminating deficit spending.
- Maintain strong communication internally and externally with our stakeholders, particularly on “value” issues that the Board has taken a stand on.
- Based on monitoring the fiscal situation, move forward with issuing the bond for the new Linda Intermediate School (if we need the space).

## **II. ELEMENTS OF EFFECTIVE GOVERNANCE**

---

### ***Governance – A Definition***

*School district governance is the act of bringing the beliefs, values and priorities of the community to the board table and incorporating them into the District vision and policies.*

There are four dimensions to the effective governance of any organization. Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district and maintain the focus on improved student learning and achievement. The governance responsibilities of Marysville Joint Unified School District are organized into these four elements.

### **They are:**

1. Governing as a unified team with a common vision



2. Governing within the role and responsibilities of the governance team members
3. Creating and sustaining a positive governance culture
4. Establishing protocols and procedures to facilitate governance leadership

### III. EFFECTIVE TRUSTEES

---

#### ***Four Essential Conditions of an Effective Trustee***

##### **Mindfulness**

- Represent all of the students
- Respectful, open and considerate of other people's view points
- Seek common ground
- One person on a body that has collective authority

##### **Focus**

- Students are the priority
- Maintain attention on the agreed upon district core values, vision and goals
- Align planning processes

##### **Preparation**

- Review all background information, do our homework
- When there are questions, contact the Superintendent prior to the board meeting to allow time to research the answer

##### **Manner**

- Treat everyone with courtesy and respect
- Be considerate of staff and fellow board member's time

### IV. ROLES • RESPONSIBILITIES OF THE BOARD • SUPERINTENDENT

*The Governance Team discussed the role and responsibilities of the board and superintendent based on the following Board Bylaws and Policies:*

*BB 9000 - Role of the Board (see pg.4).*

*BB 9200 - Limits of Board Member Authority (see pg. 6)*

*BP 2000 – Concepts and Roles Administration (see pg.7)*

*BP 2110 – Duties and Responsibilities of the Superintendent (see pg.*

#### ***The Role and Responsibilities of the Marysville JUSD Board:***

The Board, as the unit of authority over the district, acts as a whole to provide leadership and citizen oversight of the school district, and to employ, evaluate, and provide support to the superintendent. The board is charged with setting direction for the district in order to provide a high quality education to every student, seeing to the development and adoption of policies, maintaining safe

and adequate facilities, and ensuring that the district is financially responsible and uses resources wisely.

***The Duties and Responsibilities of the Marysville JUSD Superintendent:***

The Superintendent, as the only direct employee of the Board, works with the Board to provide leadership to the district, and supports the Board's ability to govern responsibly. The Superintendent sees that board policy and board direction is implemented, manages the instructional and non-instructional operations of the district, makes decisions based in law and Board policy, develops a responsible administrative structure, works with staff to develop action plans that will achieve the district vision and goals for student success.

**Note:**

*The Following Marysville JUSD Board Bylaws and Policies are included without cross-references included for ease of reading. The complete Bylaw or Policy can be found on the Marysville website with all references included.*

**Marysville Joint USD**

**Board Bylaw**

**Role Of The Board**

**Board Bylaws**

BB 9000

The Board of Education has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
  - a. Employing the Superintendent and setting policy for hiring of other personnel
  - b. Overseeing the development and adoption of policies
  - c. Establishing academic expectations and adopting the curriculum and instructional materials
  - d. Establishing budget priorities and adopting the budget
  - e. Providing safe, adequate facilities that support the district's instructional program

- f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
- 3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
  - a. Establishing and adhering to standards of responsible governance
  - b. Making decisions and providing resources that support district priorities and goals
  - c. Upholding Board policies
  - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
- 4. Ensuring accountability to the public for the performance of the district's schools by:
  - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
  - b. Monitoring and evaluating the effectiveness of policies
  - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
  - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
  - e. Monitoring and adjusting district finances
  - f. Monitoring the collective bargaining process
- 5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

Bylaw  
adopted: March 11, 2008

MARYSVILLE JT. UNIFIED SCHOOL DISTRICT  
Marysville, California



**Marysville Joint USD**  
**Board Bylaw**  
**Limits Of Board Member Authority**

**Board Bylaws**

BB 9200

The Board of Education recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act. (Government Code 54952.1)

Bylaw  
adopted: March 11, 2008

MARYSVILLE JT. UNIFIED SCHOOL DISTRICT  
Marysville, California

## **Marysville Joint USD**

### **Board Policy**

### **Concepts And Roles**

#### **Administration**

BP 2000

The Board of Education recognizes that district administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The Superintendent or designee may make decisions concerning district operations within the parameters of law and Board policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the district to fulfill its vision and goals. The Board also expects the Superintendent to help shape the culture and environment of the district in a manner that focuses district operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in district schools.

The Board and Superintendent shall work together as a team in the exercise of district governance. The Board and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Superintendent and the Board.

Because the Superintendent is the only district employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the district.

The Board and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

The Superintendent may delegate to other district staff any duties imposed upon him/her by the Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

Policy  
adopted: March 11, 2008

MARYSVILLE JT. UNIFIED SCHOOL DISTRICT  
Marysville, California

**Marysville Joint USD**  
**Board Policy**  
**Superintendent Responsibilities And Duties**

**Administration**

BP 2110

The Board of Education desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the district's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall clarify expectations and goals for the Superintendent at the beginning of every evaluation year.

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision-making.

The Superintendent may delegate any of his/her responsibilities and duties to other district staff, but he/she remains accountable to the Board for all areas of operation under the Superintendent's authority.

Policy  
adopted: March 11, 2008

MARYSVILLE JT. UNIFIED SCHOOL DISTRICT  
Marysville, California

27

## V. PERFORMING GOVERNANCE RESPONSIBILITIES

### *The Five Responsibilities of School Boards:*

#### **Set the direction for the community's schools**

- Assess needs and establish multiyear goals that focus on student learning.
- Establish the plan through policy and procedures.
- Ensure an appropriate inclusive process is used.
- Ensure these documents are the driving force for all district efforts.

#### **Establish an effective and efficient structure for the school district.**

- Employ the superintendent and set policy for hiring of other personnel.
- Oversee the development of and adopt policies, administrative regulations and procedures.
- Establish budget priorities, adopt the budget and oversee facilities issues.

#### **Provide support through our behavior and actions**

- Act with professional demeanor.
- Support and model the district's beliefs and vision.
- Communicate.
- Uphold district policies the board has approved.

#### **Ensure accountability to the public**

- Evaluate the superintendent.
- Monitor, review and revise policies.
- Monitor student achievement and program effectiveness.
- Monitor and review the district goals.

#### **Demonstrate community leadership**

- Speak with a common voice about district priorities, goals and issues.
- Engage and involve the community in district schools and activities.
- Communicate clear information about policies, programs and fiscal condition.
- Educate the community about the issues facing the district and public education.
- Advocate for children, district programs and public education to the general public, community leaders and local, state and national leaders.

## VI. GOVERNANCE STRUCTURE AND PROCESSES

---

To effectively meet district challenges, the board and superintendent must function together as a governance leadership team. The governance protocols were developed to support and promote the effectiveness of the governance team and to ensure a positive and productive working relationship among board members, the superintendent, district staff, students, and the community. The protocols were

developed for and by the members of the governance team, and may be modified over time as needed.

***Protocols to Facilitate Governance Leadership.***

Issue	Values	Protocol
<b>Individual Requests for Information</b>	<ul style="list-style-type: none"><li>• Equal access to information</li><li>• Wise use of resources</li><li>• Mindful of staff workloads</li><li>• Respectful of people's time</li></ul>	<p>Critical to board effectiveness is the ability to make informed decisions. In order to be responsive to requests, use staff time efficiently and effectively, and to determine how best to provide information to all, board members will direct all requests for information through the Superintendent or the designee.</p> <ul style="list-style-type: none"><li>• The board must approve requests for information that take more than 1-2 hours to prepare.</li><li>• The district administration will prepare and distribute the requested information in the <b>Friday Packet</b> to all trustees</li><li>• Time sensitive information may be the exception to this protocol.</li></ul>
<b>Individual Requests for Action</b>	<ul style="list-style-type: none"><li>• Authority lies with the board majority</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Authority to direct action rests with the board of trustees when seated at a regular or special board meeting.</li><li>• Direction to staff must come from the consensus of the board or majority vote</li></ul>
<b>Agenda questions answered before a meeting</b>	<ul style="list-style-type: none"><li>• Wise decisions</li><li>• Being prepared</li><li>• No surprises</li></ul>	<ul style="list-style-type: none"><li>• The board packet will be available to all board members four calendar days before the board meeting.</li><li>• Board members agree to call the superintendent or the responsible staff member with questions or clarification on items in the board-meeting packet, as early as possible prior to the board meeting (Monday afternoons are preferred). The superintendent will use judgment as to whether this information will be distributed to all trustees.</li><li>• To the best of each board member's ability, she/he agrees to provide staff with a 'heads up' about questions they plan to ask at a board meeting.</li></ul>

Issue	Values	Protocol
<b>Attendance at Board Meetings</b>	<ul style="list-style-type: none"><li>• Respectful of board and staff time</li><li>• Informed decision making</li></ul>	<ul style="list-style-type: none"><li>• Board members agree to call in advance if they are unable to attend a board meeting.</li><li>• When a meeting is missed, board members will take responsibility to be informed about information shared and decisions made during the missed board meeting. They will review materials, listen to the board meeting tape and seek answers to their questions prior to the next scheduled board meeting.</li></ul>
<b>Using Meetings as Strategic Leadership Tools</b>	<ul style="list-style-type: none"><li>• Strategic leadership</li><li>• Informed discussions</li></ul>	<p>The manner in which a board conducts itself influences the way staff, community, media and others view the effectiveness and integrity of the board. Well-run efficient meetings are conducive to a feeling of trust and confidence and provide opportunities to demonstrate strategically moving the district forward, and making progress on district goals.</p> <ul style="list-style-type: none"><li>• The governance team will seek opportunities to showcase and thank employees and community partners at board meetings.</li><li>• All staff board reports will explicitly describe how the strategies, actions and successes relate to the district goals.</li><li>• Background materials and prewritten materials for staff presentations will be distributed in the board packet whenever possible. Board members will review all distributed materials prior to the meeting.</li><li>• Whenever possible recommendations for action will occur over the course of two meetings: 1.) Information and initial discussion and 2.) Action.</li></ul>
<b>Role of the Board President</b>	<ul style="list-style-type: none"><li>• The board president has no more authority than other trustees</li></ul>	<p>The board president:</p> <ul style="list-style-type: none"><li>• Meets with the superintendent to develop the board meeting agenda.</li><li>• Facilitates the board meeting, maintaining order and seeking public input as appropriate.</li><li>• Ensures all board members have an opportunity to participate equally during board meetings.</li></ul> <p><b>Facilitates or delegates the compilation of the superintendent's annual performance evaluation.</b></p>



Issue	Values	Protocol
<b>Bringing up New Ideas</b>	<ul style="list-style-type: none"><li>• Growth, innovation and improvement</li><li>• Maintain focus on the district plan</li></ul>	<p>Board members value opportunities to share best practices and innovative strategies for moving the district forward. The governance team agrees to a process that will support bringing forward new ideas while maintaining the focus on district goals.</p> <ul style="list-style-type: none"><li>• Trustees may contact the superintendent with new ideas or present new ideas in the board comments section at board meetings.</li></ul> <p>New ideas will generally be held for consideration during the district annual goal setting process.</p>
<b>Allowing majority vote to set the direction</b>	<ul style="list-style-type: none"><li>• United governance team</li><li>• Listen openly</li><li>• Professional support for the majority</li><li>• Respect for minority opinion</li></ul>	<ul style="list-style-type: none"><li>• Board members have a responsibility to express themselves in a professional manner, whether in agreement or disagreement with the board majority.</li><li>• Board members agree to respect the board decision, to remind the public that a trustee is one of seven, that the majority has voted and they will move forward together.</li></ul> <p><b>Board members will not sabotage or undermine the board decisions.</b></p>
<b>Annual goal setting – alignment of planning processes</b>	<ul style="list-style-type: none"><li>• Established planning processes</li><li>• Clear expectations and direction</li><li>• Reflective of current needs</li></ul>	<p>Critical to our governance work is decision-making that promotes clarity of direction, focus and alignment, identifies outcomes and focuses on results.</p> <p>The goal setting workshop will coincide with the evaluation of the Superintendent.</p> <ul style="list-style-type: none"><li>• May/June - annually the board will schedule a goal setting workshop/study session to reach agreement on annual and multiyear district goals. The workshop will include opportunities to incorporate discussion about new initiatives and direction for the district. This discussion is a two-way conversation to review results and to reach agreement on future direction.</li><li>• <b>August/September the principal/site goals will be aligned with the annual district goals.</b></li></ul>

Issue	Values	Protocol
<b>Scheduling study sessions and discussion meetings</b>	<ul style="list-style-type: none"> <li>• Open communication</li> <li>• Open discussion and dialogue</li> </ul>	<p>Study sessions and discussion meetings provide time for full board discussion of district and board business and to discuss and understand the short and long term issues and challenges facing the District. The topics are usually those where additional discussion and education is needed to make important decisions.</p> <ul style="list-style-type: none"> <li>• Annually and as needed the board will schedule study sessions/discussion meetings linked to the district goals.</li> <li>• Study sessions/discussion meetings will focus on one issue to allow for deeper thinking.</li> <li>• Study sessions/forums will be scheduled annually or as needed to gather representative opinions and perspectives and expand input on topics key to the educational quality of the school district.</li> <li>• Trustees will make every attempt to attend study sessions. When unable to attend the study session, trustees will review the notes and the tape recording from the sessions</li> </ul>
<b>Using a Governance Calendar</b> <b>- Sample -</b>	<ul style="list-style-type: none"> <li>• <i>A strategic, leadership tool that enables trustees to lead proactively.</i></li> <li>• <i>Facilitates balancing the workload of the board and staff.</i></li> </ul>	<p>The board and superintendent will develop a governance calendar in January every year. The governance team will look at the entire year ahead and make sure the major governance responsibilities are being performed in a logical and effective sequence.</p> <p>The governance calendar will:</p> <ul style="list-style-type: none"> <li>• include a logical sequence for setting goals, establishing budget priorities to fund the goals, reviewing progress toward achieving goals, and evaluating the superintendent on accomplishing the goals.</li> <li>• be used to see that board meetings throughout the year key off district goals and focus significantly on improved student learning and achievement.</li> <li>• assist the board to schedule opportunities to gain greater understanding of the work of staff and progress of students, to discuss major district issues or projects, and the trends and issues that affect the district and/or public education.</li> </ul>

32



Issue	Values	Protocol
<b>Confidentiality</b>	<ul style="list-style-type: none"><li>• Trust of the community, board members and district staff.</li></ul>	<p>The responsibility of the board includes being privy to confidential information about district litigation, personnel, negotiations, superintendent evaluation, or other issues permitted under the Brown Act.</p> <ul style="list-style-type: none"><li>• We will maintain the public's trust by not breaching confidentiality. We agree that discussions in closed session will stay in closed session.</li><li>• The board president will remind all trustees of confidentiality especially related to personnel issues.</li><li>• If we inadvertently or accidentally violate a confidential issue, we will take immediate responsibility for our action.</li></ul>
<b>Visiting Schools</b>	<ul style="list-style-type: none"><li>• Trustees are visible</li><li>• Demonstration of board support</li><li>• No surprises</li></ul>	<p>Site visits provide trustees with the opportunity to show appreciation and recognize staff for their work. School site visits are encouraged.</p> <ul style="list-style-type: none"><li>• As a professional courtesy, trustees will call ahead to schedule a convenient time with the site principal prior to visiting classrooms during instructional time.</li><li>• Trustees will always sign in at the school site and wear district photo identification before going on campus.</li><li>• Trustees will inform the superintendent about visits to the schools, and will share any issues or concerns with the superintendent.</li></ul>
<b>Handling Complaints from Staff/Community</b>	<ul style="list-style-type: none"><li>• Accessible as a resource</li><li>• Open communication and timely resolution of issues</li><li>• Eyes and ears in the community</li><li>• Ambassadors</li><li>• Confidence in the superintendent and staff</li></ul>	<p>The board wishes to be accessible, consistent, and fair in dealings with complaints and concerns from staff and the community.</p> <ul style="list-style-type: none"><li>• When approached with an issue or concern that is outside of the formal complaint process, trustees agree to:<ul style="list-style-type: none"><li>• Listen openly, being careful to remain neutral.</li><li>• Remind staff and the community that no individual trustee has the authority to solve the issue.</li><li>• Encourage addressing this with the person who can most directly help them with their concern, e.g. teacher, principal, superintendent.</li></ul></li><li>• Trustees will inform the person complaining that the superintendent has an open door policy.</li></ul> <p>Trustees will notify the superintendent of the issue or concern, as appropriate.</p>

Issue	Values	Protocol
<b>Orienting new board members</b>	<ul style="list-style-type: none"><li>• Knowledge about roles and responsibility</li><li>• Commitment to a cohesive unit</li></ul>	<ul style="list-style-type: none"><li>• The board and superintendent will schedule an orientation session for newly elected board members as soon after the election as possible. District staff will be involved in the orientation as appropriate. Items for review and discussion will include:<ul style="list-style-type: none"><li>• Board's goals and objectives</li><li>• Board Bylaws (Series 9000 of the Policy book)</li><li>• Board agreements (norms and protocols)</li><li>• Superintendent's Goals</li></ul></li><li>• The board president will share responsibility for orientating new members with the superintendent.</li><li>• Each new member will be provided with the resource: What Every Board Member Needs to Know about MJUSD.</li><li>• The board will schedule quarterly board meetings at school sites.</li></ul>
<b>Self-monitoring of Governance Team Effectiveness</b>	<ul style="list-style-type: none"><li>• Strengthening the effectiveness of the governance team</li></ul>	<p>The board supports continuous improvement through ongoing evaluation of governance effectiveness.</p> <ul style="list-style-type: none"><li>• Annually the board will schedule a meeting to review governance team agreements and processes and to participate in a self-evaluation process. This meeting will provide time to reflect, evaluate, and focus on strengthening the governance practices.</li><li>• The board may identify one or two annual governance goals focused on strengthening the governance team's performance.</li></ul>

# Marysville Joint Unified School District

## Resolution 2013-14/10

### EDUCATION PROTECTION ACCOUNT

**WHEREAS**, the voters approved Proposition 30 on November 6, 2012; and

**WHEREAS**, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012; and

**WHEREAS**, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f); and

**WHEREAS**, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year; and

**WHEREAS**, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year; and

**WHEREAS**, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools, and community college districts; and

**WHEREAS**, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government; and

**WHEREAS**, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction; and

**WHEREAS**, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board; and

**WHEREAS**, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost; and

35

**WHEREAS**, each community college district, county office of education, school district, and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent; and

**WHEREAS**, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts, and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

**WHEREAS**, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36; and

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board on September 24, 2013; and
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Marysville Joint Unified School District has determined to spend the monies received from the Education Protection Act as noted in the attached expenditure report.

**APPROVED, PASSED, AND ADOPTED** by the Board of Trustees of the Marysville Joint Unified School District, Yuba County, State of California, on this 24<sup>th</sup> day of September 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

---

Gay S. Todd, Superintendent  
*Secretary - Board of Trustees*

---

Jeff D. Boom  
*President - Board of Trustees*

36

Marysville Joint Unified School District

2013-14 Education Protection Account  
Program by Resource Report  
Expenditures by Function - Detail

**Revenue and Expenditures based on 2013-14 Adopted Budget Revenue Limit  
Fund 01 Resource 1400: Education Protection Account**

Description	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>	
<b>Revenue Limit Sources</b>	\$9,971,404
Federal Revenue	
Other State Revenue	
Other Local Revenue	
<b>TOTAL, REVENUES</b>	\$9,971,404
<b>EXPENDITURES AND OTHER FINANCING USES</b>	
<b>(Objects 1000-7999)</b>	
<b>Instruction</b>	\$9,971,404
Instruction-Related Services	
Pupil Services	
Ancillary Services	
Community Services	
Enterprise	
General Administration	
Plant Services	
Other Outgo	
<b>TOTAL, EXPENDITURES AND OTHER FINANCING USES</b>	\$9,971,404
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>	<b>\$0</b>

37

# Marysville Joint Unified School District EPA Estimate for 2013-14

## Based on 2013-14 Adopted Budget

Revenue Limit	\$	49,667,079	\$	49,667,079
State Aide		36,771,645	After EPA	26,800,241
Property Tax		12,895,434		12,895,434
EPA				9,971,404
Total Funding	\$	49,667,079	\$	49,667,079



Marysville Joint Unified School District

**Resolution 2013-14/11**

**NATIONAL SCHOOL LUNCH WEEK**

**WHEREAS**, the National School Lunch Program has served our nation admirably for over 60 years through advanced practices and nutrition education; and

**WHEREAS**, the National School Lunch Program is dedicated to the health and well-being of our nation's children, and

**WHEREAS**, the National School Lunch Program has been joined through the years by many other excellent child feeding programs; and

**WHEREAS**, there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs; and

**NOW, THEREFORE, BE IT RESOLVED** that the Marysville Joint Unified School District joins with the School Nutrition Association in proclaiming the week of October 14-18, 2013 as National School Lunch Week encouraging healthy, well-balanced food choices.

**APPROVED, PASSED, AND ADOPTED** by the Board of Trustees of the Marysville Joint Unified School District, Yuba County, State of California, on this 24<sup>th</sup> day of September 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

---

Gay S. Todd, Superintendent  
*Secretary - Board of Trustees*

---

Jeff D. Boom  
*President - Board of Trustees*