

CBO Mentor Project



A partnership of

**FCMAT
CCSESA
BASC
CASBO
SSC**

CBO Mentor Project

**Fiscal Crisis and Management Assistance Team (FCMAT)
California Association of School Business Officials (CASBO)
California County Superintendent Educational Services Association
(CCSESA)
Sub-Committee: Business and Administration Steering Committee
(BASC)
School Services of California (SSC)**

Mentor Application 2011-12 (8th Cohort)

**Fiscal Crisis & Management Assistance Team
1300 17th Street – CITY CENTRE
Bakersfield CA 93301-4533**

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Purpose

The Chief Business Officials (CBO) training program is targeted to produce qualified California school district CBO's. This one year program provides classroom training which takes place in ten sessions (Friday night, Saturday day). Instructors are qualified and experienced CBO's with a minimum of 10 years experience. This program is unique because of the following four major components:

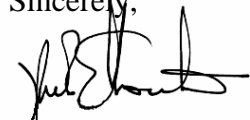
- 1) Each participant is teamed with their own mentor
- 2) Participants are nominated and screened
- 3) Training involves "hands-on" experience
- 4) Training program is free to participants
(FCMAT is underwriting professional development activity)

The CBO Mentor Project is a joint endeavor of FCMAT, CCSESA, BASC, CASBO, and SSC. It is our intent through interagency collaboration to assist school districts in filling CBO vacancies throughout California with qualified CBO's. Currently, there is an effort to establish a certification process for CBO positions in the state's nearly 1,000 school districts. It is our intent to assist in establishing standards and training components to meet the fiscal accountability issue facing our school districts. We developed with CASBO, a link training program to the CBO Certification program with the intent that a successful participant may receive CBO certification, dependent upon evaluation by the CBO program evaluator and their mentor evaluation.

Participants will improve their understanding of fundamental issues that drive school business policies in each major functional area, including: school finance, accounting and budgeting, facilities, maintenance and operations, transportation, contracts and procurement, risk management, and the importance of having strong effective leadership skills. A curriculum that is reflective of current functions and responsibilities required of a district CBO has been adopted by the CBO Steering Committee.

We are encouraging applicants statewide to compete for these limited CBO positions. We are pleased to present this professional development activity in relationship with the other professional trainings that are focusing on fiscal accountability.

Sincerely,



Joel Montero, Chief Executive Officer
Fiscal Crisis and Management Assistance Team

Implementation Timeline

April 2011-March 2012

I. Application Timeline

- Application and resume for mentors are due **December 10, 2010 by 5:00 p.m.** Incomplete applications will not be accepted.
- E-mail application and resume to Veronica Morrow-Anglin, FCMAT Secretary II, at **vmanglin@fcmat.org**

Veronica Morrow-Anglin, Secretary II
FCMAT
1300 17th Street - City Centre
Bakersfield CA 93301-4533
661-636-4611
Email: vmanglin@fcmat.org

II. Selection Timeline

- January 2011 - Selection of Mentors
- February 2011 - Notification of Selected Mentors

Qualifications

- ✓ Currently holds position of Chief Business Official or actively involved as retired CBO
- ✓ Extensive experience as a CBO (10 years or more of experience, preferred)
- ✓ Hands-on experience in all facets of school business operations
- ✓ Holds degree in business related field. CBO certification, or demonstrated workplace experience
- ✓ Demonstrated performance developing business personnel
- ✓ Commitment for minimum 8-10 hours a month of one-on-one mentoring with candidate
- ✓ Able to provide work study supervision to candidate in accordance with curriculum guidelines

Mentor Application Form

Required if not previously a Mentor in this program
2011-12

Please submit your application, and current resume by 5 p.m. December 10, 2010 by 5:00 p.m.

Name: _____

Title: _____

Previous Title, if retired: _____

County of Residence: _____

No. Years as CBO: _____

(COE / District / Community College)

Agency Name: _____

Work Address: _____

Work Phone: _____

Home Address: _____

Home Phone: _____

Email address: _____

Male Female

1. Does your Superintendent and/or School Board support this mentor position?

Yes No N/A

2. Do you commit to a minimum of 8-10 hours per month of one-on-one mentoring with the selected candidate?

Signature _____

Responsibilities

Training Sessions:
(Required*)
(Requested**)

- ** **TBA** – Meet and Greet
CASBO Annual Conference -- date, time, and location to be determined
 - Meet and Greet for all Participants and Mentors – 4:00 p.m. – 5:30 p.m.
- * April 29, 2011 - First Meeting Welcome/Overview/Introductions and Orientation – 12:00 p.m.
- ** November 2011 – CASBO CBO Symposium
Mid year Evaluation: Strengths/Weaknesses Input from Mentors and Participants
- ** March 3, 2012 - Final Class/Graduation/Presentation Certificates

General Responsibilities:

- Be available to mentor and provide guidance and support to participant via e-mail, phone, or in person.
- Keep in contact monthly with CBO Mentor Coordinator regarding participant's progress via e-mail.
- Monitor classroom assigned projects that are work related and assist with grading performance, if requested by CBO Mentor Project Instructor.
- Complete monthly assignment checklist.
- Complete CBO Assessment Instrument and make recommendation regarding CBO certification.

Participate in the following evaluation process:

- Provide objective evaluation of participant's progress.
 - A formal evaluation of participants is completed at the end of the program, however, mentors should provide feedback to participants throughout the program. We highly recommend using the CBO Assessment instrument to provide an informal evaluation of participants' progress in November.
- Complete all evaluation forms concerning effectiveness of CBO Mentor Project provided by FCMAT.
- Provide FCMAT with written feed back regarding strengths and weaknesses of CBO Mentor Project curriculum development.
 - This evaluation process is formally done in November following the CASBO CBO Symposium in a meeting with Joel Montero and CBO Mentor Project leaders. All mentors are strongly encouraged to participate.

Stipends:

- Mentors will receive a one-time stipend of \$1,750 to be paid in March 2012.
 - Stipend includes travel costs
 - In the event a participant fails to complete the program, mentor stipend will be appropriately prorated

Training Schedule

2011-2012

	Dates
Session I	April 29 & 30, 2011 @ 12:00 p.m. on Friday*
Session II	June 24 & 25, 2011
Session III	August 5 & 6, 2011
Session IV	September 9 & 10, 2011
Session V	October 21 & 22, 2011
Session VI	November 2011 CASBO CBO Symposium
Session VII	December 9 & 10, 2011
Session VIII	January 6 & 7, 2012
Session IX	February 3 & 4, 2012
Session X	March 2 & 3, 2012
Graduation	March 3, 2012

* First session starts at noon with lunch and welcome, April 29, 2011.

** some sessions may start at 3:00 p.m. on Friday but most will start at 5:00 p.m.

Trainings begin at 3:00 (3 sessions TBD) or 5:00 p.m. (6 sessions TBD). on Friday evening and end at 9:00 p.m.

Saturday class is from 8:00 a.m. – 3:00 p.m. at the Hilton Garden Inn Sacramento/South Natomas, 2540 Venture Oaks Way, Sacramento, CA 95833.

Mentors are welcome to attend any training sessions at their own expense.