

# CBO Mentor Training Program

**2011-2012**

## What is the CBO Mentor Training Program?

The Chief Business Officials (CBO) Mentor Training Program is designed to produce qualified California school district CBOs. This one-year program provides classroom training that takes place in ten two-day sessions (Friday night & Saturday). Instructors are qualified and experienced CBOs, preferably with 10 years or more of experience. This program is unique because of the following four major components:

- Each participant is teamed with his or her own mentor.
- Participants are nominated and screened.
- Training involves hands-on experience.
- The training program is free to participants (FCMAT underwrites this professional development activity).

The CBO Mentor project is a joint endeavor of FCMAT, CASBO, CCSESA, and SSC. The intent of this interagency collaboration is to help California school districts fill CBO vacancies with qualified CBOs. FCMAT is working with CASBO to link this training program to the CBO certification program so that successful participants may receive CBO certification after evaluation by the CBO certification program evaluator and the mentor.

## Are you interested in becoming a participant?

Participants are selected by a screening committee. The process is designed to select candidates who have the attributes to become successful CBOs. All candidates must be nominated for the program, with the nominator identifying why they believe the candidate will make a successful CBO. For more information on the criteria and process, please see the application forms online at [www.fcmat.org](http://www.fcmat.org).

## Are you interested in becoming a mentor?

Individuals qualify to become a mentor if they meet the following criteria and submit an application for consideration:

- Hold a position of Chief Business Official or actively involved as a retired CBO.
- Have extensive experience as a CBO (10 or more years of experience).
- Have hands-on experience in all facets of school business operations.
- Hold a degree in a business related field. CBO certification or demonstrated workplace experience.
- Commit for a minimum of 8-10 hours a month of one-on-one mentoring with candidate (stipend of \$1,750 provided).
- Have the ability to provide work study supervision to candidate in accordance with curriculum guidelines.

## Application time line

Applications are due by 5 p.m. on December 10, 2010.

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Secretary II  
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## Selection time line

January 2011 — Participant/Mentor Selection  
January 2011 — FCMAT Board of Directors  
Approval of Participants  
February 2011 — Participant/Mentor  
Notification

## Class dates and times

Classes are held on Friday night starting at 3 or 5 p.m. and on Saturday from 8 a.m. to 3 p.m. at the Hilton Garden Inn, Sacramento, conveniently located near Sacramento airport.

Session I*	April 29 & 30, 2011
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

*\*Starts at noon on Friday, April 29*

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Applications are available at FCMAT's Web site, [www.fcmat.org](http://www.fcmat.org) under the professional development menu link.

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## ***What is the CBO Mentor Training Program?***

## ***Are you interested in becoming a participant?***

## ***Would you like to be a mentor?***

**Applications are available on the FCMAT Web site at**

**[www.fcmat.org](http://www.fcmat.org)**

**under the professional development menu.**

If you have questions about the specifics of the program, please contact:

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or

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Chief Management Analyst  
FCMAT  
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### **Core Instructors**

#### **Francie Heim**

Deputy Superintendent (retired)  
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(530) 313-8516  
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#### **Bill McGuire**

Chief Business Official  
St. Helena Unified School District  
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#### **Ron Bennett, MBA, CPA**

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# **CBO Mentor Project**



**2011-12  
Eighth Cohort**

***A partnership of***  
Fiscal Crisis and Management Assistance Team  
California County Superintendent Educational Services Association  
Business and Administration Steering Committee  
California Association of School Business Officials  
School Services of California