

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)**

Participant Application 2012-13 (9th 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 CBOs, typically with 10 years or more of experience. This program is unique because of the following four major components:

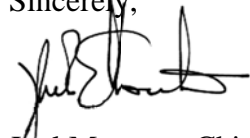
- 1) Each participant is teamed with their own mentor
- 2) Participants are nominated and screened
- 3) Training involves "hands-on" experience
- 4) Training program is free to participants
(FCMAT is underwriting the cost of this professional development activity)

The CBO Mentor Project is a joint endeavor of CCSESA, BASC, FCMAT, 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 2012-March 2013

I. Application Timeline

- Application, resume, , and nomination form are due **December 9, 2011 by 5:00 p.m.** Please submit all documents together. Incomplete applications will not be accepted.

E-mail application, resume, and nomination form to Veronica Morrow-Anglin, FCMAT Secretary II, at **vmorrow@fcmat.org**

II. Selection Timeline

- January 2012 - Selection of Participants
- January 2012 – FCMAT Board of Directors Approval of Participants
- February 2012 - Notification of Selected Participants

Qualifications

A successful candidate for the CBO Mentor Project should currently have or show potential in the following areas:

- ✓ Involved in some facet of school business (desirable, not required)
- ✓ School finance
- ✓ Computer literacy, spreadsheet software
- ✓ Sensitivity to confidential issues
- ✓ Logical thinking skills
- ✓ Analytical abilities
- ✓ Facilitation skills
- ✓ Leadership
- ✓ People skills, ability to communicate well with others
- ✓ Career objective to become a fully qualified CBO

Participant Application Form

2012-13

Please email your application (completed questions), nomination form, and current resume by 5:00 p.m. on December 9, 2011. All documents are required to make this a valid application. Incomplete applications will not be accepted.

Required Documents:

- Participant Application Form
- Nomination Form
- Current Resume

Name: _____

Current Title/# of years: _____

Previous Title/# of years: _____

Current LEA/district/county office or charter school (if applicable): _____

Size of LEA (ADA) _____ County where LEA is located _____

Agency Name: _____

Work Address: _____

Work Phone: _____

Email address: _____

Male Female

1. Do you have superintendent/school board approval to participate in this program?
 Yes No
2. Do you anticipate that your district will pay travel and lodging costs?
(Note: the cost of the training itself is underwritten by FCMAT)
 Yes No
3. Are you a member of CASBO? Yes No

Please answer the following question. Your response should be at least 500 words, but do not exceed 1,000 words. Why are you interested in attending the CBO Mentor Project training? What strengths do you bring to the program and to your future position of CBO? Why are you the best candidate for us to consider?

Nomination Form

2012-13

To be completed by someone other than the participant. Please use separate sheet of paper.

COMPLETE AND RETURN BY DECEMBER 9, 2011

Name of Nominator: _____

Title: _____

Agency Name: _____

Work Address: _____

Work Phone: _____ Email address: _____

Person you are nominating: _____

1. Why do you think this individual would make an excellent candidate for the CBO Mentor Project?
2. Referencing the required qualifications, what are the strengths of this individual? This will also assist in teaming the mentor with a participant.
3. What are the areas of identified potential growth for your nominee to become a CBO?
4. Do you have a suggestion for a person you recommend to serve as your nominee's Mentor?
5. Where would you assume this candidate will be in five years from now (small, medium, large district)?

Training Schedule 2012-13

	Dates
Session I	April 27 & 28, 2012 @ 12:00 p.m. on Friday*
Session II	June 22 & 23, 2012
Session III	August 3 & 4, 2012
Session IV	September 7 & 8, 2012
Session V	October 19 & 20, 2012
Session VI	November 2012 CASBO CBO Symposium
Session VII	December 7 & 8, 2012
Session VIII	January 4 & 5, 2013
Session IX	February 1 & 2, 2013
Session X	March 1 & 2, 2013
Graduation	March 2, 2013

* First session starts at noon with lunch and welcome, April 27, 2012.

** 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.

Attendance is mandatory for the ten weekend sessions. Failure to attend may result in being dropped from the program.