

Greetings Mentors!

I hope you all are having an outstanding summer! I find it difficult to believe that a new school year has actually begun. Where does the time go?

Attached you will find Francie's Monday Morning Letter, which is, as usual, full of information about the program and your participants. However, if you don't seem to have the time to fully read the complete document, the following are the important items of which you need to be especially aware:

1. Discuss with your participant tips for a successful budget presentation. What advice would you give regarding budget documents? Budget presentations?
2. The participants are to be prepared to report out on the health and welfare benefits offered by their districts - medical, dental, vision, life insurance, EAP, other? What are the costs? Who are the providers? Is there a benefit cap? What does the contract language say? They are to talk with you about caps on benefits and the various ways in which they might work in contract language. They are to bring to the class their contract language relative to benefit caps and be prepared to talk about their benefits costs and benefit caps.
3. They are to practice their opening interview question/answer with you - the usual "Please tell us about yourself, your education and your experience, as it relates to this position." Their responses should be less than five minutes.

Year End analysis project is due to the instructors no later than October 17, 2008. If participants do not have a district, they are to request your assistance in finding a suitable district for analysis. The analysis is due to you by September 30 for review and input. The variance analysis is to include a narrative and a summary financial document. The template for the financial report was sent out after the last class meeting. Mentor review should be done and rewrites finalized by the October meeting. Please pay particular attention to the narrative and provide input that makes the document "board package ready."

Participants are to complete all sections of User Friendly Budget assignment for the District/COE of their choice and review and discuss with you prior to class on October 17. They are to be prepared to report out in TWO minutes and two minutes only what they learned about budgeting in California using UFB during dinner.

I think that hits all the important highlights for this month!

Thanks to you all for your continued support of this important CBO training program. I hope you know what an impact you are making on the future school business leaders. please do not hesitate to contact me if you have questions on this information!

Mary Turcotte, Mentor Coordinator