

June 28, 2007

Greetings Mentors!

As you will see when you read the information below, despite not having class again until September, the participants will have a very busy summer! I've tried to highlight in red those items which require action on your part. Please don't hesitate to ask if you have any questions!

Have a great summer and thanks so much for your dedication to this program!

Discussion Questions

At the September class participants are to be prepared to describe how position control works in their districts. **They are to talk with you about the elements critical to position control and the barriers to successful implementation.**

They are also to talk with you about legal contracts and the important lessons you have learned over the years relative to contracts.

Upcoming Assignments:

- 1) Income Topic -1st DRAFT to mentors for review by July 1.
Rewrites done by August 1 and submitted electronically to Francie for review and comments
- 2) Attend a board meeting in June where a budget is being presented. Be prepared to report out about the experience. (their district, their mentor's district, or another district of their choice)

- 3) Attend a JPA meeting (workers compensation/property & liability/health and welfare) - not due until September
- 4) Financial Analysis Project. At the last meeting, we established teams and gave each team member a copy of a district's financial report. Their assignment is to (as a group) analyze the district's financial situation - and determine - "What is the financial story" that can be gleaned from that analysis? They will have 5 minutes to report out at our next meeting. We expect some type of presentation - typically a short powerpoint - but it is their decision as to how to tell the story. The only requirement is to include a minimum financial summary as they tell the story. They are to bring ONE HARD COPY of their report to the instructors.

There are two other projects that they can start over the summer and we will send out that information later in July:

5. Prepare a board summary report of their district's prior year actuals. This report should include:
 - Spreadsheet summary of variances from last information told to board and final information at year end with narrative explaining the variances
 - Documents to look for:
 - 2007-08 Budget to board - find 2006-07 estimated actuals from this document
 - 2006-07 Actuals (September 15, 2007 document)

If they do not have a district, they are to request your request assistance in finding a suitable district for analysis.

Finished assignment due - October 19, 2007 to be submitted electronically to instructors.

End of year variance analysis due to mentors by September 30 for review and input. The variance analysis will include a narrative and a summary financial document. The template for the financial report will be provided (will send at later date). **Mentor review should be done and rewrites finalized by the October meeting. Mentors are asked to pay particular attention to the narrative and provide input that makes the document "board package ready."** Rewritten assignment is due at the October meeting.

6. User Friendly BUDGET. Bill McGuire will be sending out information this summer and it will need to be done by the October meeting also.

And not due until November - attend a collective bargaining session. If for some reason this is not possible, see the instructors for alternatives.

And for the really early birds - get working on your resume - (due in January) and get input from your mentor.

Mary Turcotte, Mentor Coordinator