

Greetings Cohort 4 Mentors!

It was so great seeing you all in Monterey last week! The time you spent meeting with Bill, Bill, Francie, and me was so valuable in that you provided us with some very exciting feedback about how to improve the program for the next cohort! And, for me, it's just so nice to see so many old friends.

Attached for your information is Francie's follow up letter to the participants in which she outlines the discussion topics for you and your participant, guidelines for reviewing the Staffing Exercise (included at mentor request!), and the expectations for the next class. In the event you don't have time to read the complete letter, I have copied excerpts regarding discussion topics and exercise review guidelines into this email.

DISCUSSION TOPICS:

1. Talk to you about the role of a CBO relative to purchasing? What do they feel is most critical for a CBO to be aware of?
2. Talk to you about your experiences relative to transportation and the challenges they faced as a CBO with regards to transportation.
3. Talk to you about the challenges involved in special education, both programmatically and financially. As you focus on the general fund contribution to special education, what is their advice about areas where they should pay attention?
4. Ask you about a time in your career where you had a strong working relationship between HR and Business? (new questions just added)
5. Talk to you about their Food Service presentation and their mid year evaluation (if it was done this weekend). They are to share with you their self assessment and the feedback provided to them by the leadership team.
They are to solicit your advice about how they can improve their public speaking skills.

EXERCISE REVIEW GUIDELINES:

This exercise is primarily a focus on analytical skills and spreadsheet skills. However, we are always trying to improve writing skills and specifically appropriate use of words/language for board reports. Political sensitivity in written communication to varied audiences is something that mentors can assist greatly in identifying for our future CBOs.

Written report:

1. Basic writing skills
2. Use of appropriate language, e.g. suggestions for use of words/tones that would be more politically appropriate

Budget documentation:

1. Is the layout easy to read? Suggestions on how it could be more clearly presented. (e.g. small print with too much detail, data does not flow logically, not easy to read)
2. Are assumptions laid out clearly?
3. Do the assumptions make sense?

Mary Turcotte