



# CBO MENTOR PROJECT

March 6 and 7, 2009

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# SCHEDULE

## Friday night

Review of Resumes  
 Purchasing and Bidding  
 Employee Evaluations

## Saturday

Ron Bennett once again who will help you interview for the position of CBO.

Then Ron and Bill will talk about your first 100 days as a CBO.

Remember – graduation in March – plan to stay until 3:30. Families welcome.

	9	10
	February 6 & 7	March 6 & 7
5:00 to 6:00	Working Dinner (Resume review)	Dinner (Carol Berg)
6:00 to 7:30	IT Best Practices	Purchasing & Bidding
7:30 to 8:30	Technology Presentations	Employee Evaluations
8:30 to 9:00		
Saturday	Saturday	Saturday
8:00 to 9:00	District Issues & Negotiations (School Services )	Applying for the Position of CBO
9:00 to 10:30		
10:30 to 12:00		
12:00 to 12:30	LUNCH	Lunch
12:30 to 1:30	District Issues & Negotiations (School Services )	Your first 100 days (Bill McGuire & Ron Bennett)
1:30 to 3:00		Graduation lasts until 3:30

# MARCH MENTOR QUESTION & ASSIGNMENT

Talk to your mentor about the role of a CBO relative to purchasing? What do they feel is most critical for a CBO to be aware of?

Discuss with your mentor the most difficult employee evaluation process they have gone through? Lessons learned? What would they do differently?

What advice does your mentor have relative to collective bargaining?

How do you prepare for negotiations? What has been their greatest challenge? Their greatest learning? Ask them to tell you the top THREE things a CBO should remember to be successful in negotiations..

# CBO CERTIFICATION

- You and your mentor need to meet to discuss your progress as a CBO.
- Mary Turcotte will be providing guidance to mentors on this part of the process.
- Your mentor may:
  - Recommend you for CBO certification
  - Recommend you take additional classes (e.g. accounting classes) before they approve CBO certification
  - Recommend you expand your experience in some areas before they approve CBO certification
- You must apply to CASBO for CBO certification.
  - Mentor certification required
  - See CASBO website for details on CASBO application process