



CBO Mentor Project Monday Morning Letter
Class Update - #5

To: CBO Mentor Project Participants
Cohort #5

From: Francie Heim (and the team; Bill McGuire, Bill Gillaspie, Mary Turcotte)

Date: September 13, 2008

Five down and five to go! We have come to the conclusion that the September session is one of the most difficult of the year. All of you are exhausted from year end close and the start of a new school year. Our thanks to all of you for your investment in professional development and hanging in there this weekend.

IMPORTANT REMINDERS

November class is in coordination with CASBO CBO symposium

Thursday, Friday and Saturday Nov. 20, 21, 22 in Newport Beach (details to follow)

Don't delay. Book your room this week!

We would very much appreciate it if you can stay later on Saturday the 22nd. We will be doing mid year evaluations until 6:00.

Monday Morning ZOOMERANG Survey - complete

Teri Ezaki does an outstanding job of pulling together all the information you need to know to be conversant on the topic of medical benefits. It is a critical area for a CBO to be knowledgeable and involved. There are significant ramifications for the organization in terms of the cost of benefits relative to the budget, as well as the collective bargaining conversations that often center on benefits. Benefits are also of great concern to your employees and your retirees. Finding the balance between competitive benefit plans that meet employee needs and benefit costs that fit within budget constraints is a tremendous challenge for CBOs.

Francie Heim finished Financial Basics on Friday night. We will continue to bring back short segments of "reading financial reports" in the months ahead. And you all have developed Joel Montero's love of "line E"...Total Income less Total Expenditures (Unrestricted of course).

Bill McGuire does an outstanding job of pulling together all the elements of budget development. Remember – budget development for 2009-10 starts as soon as you close the

books for 2007-08. You should be updating your 2008-09 budget and thinking about the impact on 2009-10.

And if you haven't read the most current budget update, I have posted SI&A budget watch blog below.

LEGISLATIVE LEADERS REACH BUDGET DEAL

By Tom Chorneau

Sunday, September 14, 2008

After a record 76 day impasse, legislative leaders said Sunday afternoon that they believe an agreement has been reached on an estimated \$150 billion spending plan that does not include new taxes but protects education.

All four party leaders attended a hastily arranged news conference to pledge support for the proposed plan, but few details were released. Assembly Speaker Karen Bass, D-Los Angeles, said that she and Senate leader Don Perata are pleased with the outcome despite the lengthy delay.

"After 76 days without a budget, this does not have the permanent fix that I think Mr. Perata and I would have liked to have had, but I think we've done the most important thing – which is to fix education," said Bass.

It is unclear if Gov. Arnold Schwarzenegger will support the proposal, despite his uneasiness with the record deadlock – the governor has also been outspoken in his opposition to "kicking the can" until next year, which some said, this proposal appears to do.

Hours after the agreement was announced, the governor's office had released no statement.

She noted that the agreement does not include borrowing or deeper cuts than have been proposed. She said the proposal includes the closure of some tax loopholes.

Bass said she expects both houses to vote on and pass the proposed budget tomorrow.

"Each of us will need to consult with our respective caucuses, but I'm very optimistic," said Bass. "That we will not only have a vote tomorrow but very quickly we will send the budget down to the governor and expect his signature."

Without a tax increase, deep service cuts or major borrowing – the question remains how lawmakers proposed to close the \$17.2 billion budget gap. Legislative sources said there is included in the plan "revenue accelerators" – a new term in the parlance of state finance that was not fully defined Sunday.

Conversations in recent days have focused on ideas that might prove to be part of the explanation such as imposing higher withholding requirements on employee paychecks with the expectations that much of that money will be returned in the form of a tax return at the end of the year.

Expectations are that the budget plan will include at least \$9 billion in spending cuts – details, again, which were not provided.

Leaders did say that the plan includes provisions that will enhance the state's ability to save money during good times, a so-called rainy day fund, that had been demanded by Schwarzenegger.

There were no specific details on how education fared, assurances were made at the news conference that funding for education would result in no cuts but no cost-of-living adjustment.

MENTOR DISCUSSION TOPICS

Be prepared to describe how position control works in your district. Discuss this with your mentor and talk about what are the elements critical to position control and what are the barriers to successful implementation.

Ask your mentor about a time in their career where they had a strong working relationship between HR and Business?

Has your audit started? Who is the auditor? Talk to your mentor about the role of the auditor and what attributes they feel are important in the selection of an auditor. Bring a copy of your audit report (2006-07 audit) to this session and discuss with your mentor the findings and recommendations.

What are the most pressing issues for your district relative to facilities? What are the barriers to your construction program? Talk to your mentor about what they view as the most critical role of a CBO relative to facilities?

Interview Question:

Our district is planning to have a bond election in order to modernize and expand existing facilities. As the CBO, with oversight of the facilities and a member of the district leadership team, describe the elements we should be considering as we start the bond election planning process. What are the key things we should be doing?

Assignments

1. Prepare a board summary report of your district 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:
 - 2008-09 Budget to board – find 2007-08 estimated actuals from this document
 - 2007-08 Actuals (September 15, 2008 document)

If you do not have a district, request your mentor's assistance in finding a suitable district for analysis. Finished assignment due – October 17, 2008 to submit electronically to instructors.

End of year variance analysis due to your mentor by September 30 for mentor review and input. The variance analysis will include a narrative and a summary financial document. The template for the financial report was sent out after the last meeting. 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.” Your rewritten assignment is due at the October meeting.

2. User Friendly BUDGET. CD provided. Your job is to complete the User Friendly Budget. Complete all sections of UFB 6.2 for the District/COE of your choice. Review and discuss with your mentor prior to the class. Be prepared to report out in TWO minutes and two minutes only what you learned about budgeting in CA using UFB during dinner on October 17, 2008. Bring two copies to the class.

Thanks to Christine for pointing out a good resource for prior year data;
<http://www.ed-data.k12.ca.us>

3. Attend a JPA meeting (workers compensation/property & liability/health and welfare) – not due until September but if you want to get an early start – go for it!
4. Attend a Collective Bargaining session (not due until November)
5. Early Birds – get working on your resume (due in January)

FUTURE MEETING SCHEDULE

Meeting Schedule

You should have all the dates in your calendar. All of these are in Sacramento except the November class held in connection with the CASBO CBO symposium. More details to follow. The DRAFT schedule of classes for the year is in your introductory binder BUT we do modify topics and times throughout the year based on changing speaker needs or adjusting for time for specific topics. We will provide an update with each “Monday Morning Letter”. Dates won’t change however.

2008-09 CBO Mentor Project

	5	6	7
	September 12 & 13	October 17 & 18	November 21 & 22
5:00 to 5:30			
5:30 to 7:30	financial Reporting (Francie) Budget Development (Bill M)	Building Relationships with HR/Position Control (Don Zimring)	
7:30 to 9:30			Food Service Presentations
8:00 TO 10:00	Medical Benefits (Teri Ezaki)	Annual Audit (John Goodell)	Workers Compensation (Terri Prichard)
10:00 to 11:00	Budget Development (Bill M)	Facilities A to Z (Eric Hall)	Property & Liability (Paula Tanquay-ASCIP)
11:00 to 12:00			
12:00 to 1:00			
1:00 to 1:30			
1:30 to 2:30			
			evaluations until 6:00

CLASS STRENGTHS & STYLES

Strengths Finder 2.0 Results for CBO Cohort # 5

Last Name	First Name	Strength 1	Strength 2	Strength 3	Strength 4	Strength 5
Barnes	Leslie	Relator	Empathy	Strategic	Communication	Adaptability
Booth	Kassandra	Input	Context	Arranger	Individualization	Learner
Cabey	Shawn	Input	Learner	Achiever	Ideation	Activator
Cherniss	Alex	Competition	Command	Context	Significance	Maximizer
Craig	Aubrey	Achiever	Responsibility	Consistency	Learner	Belief
Cunnane	Kathy	Achiever	Responsibility	Deliberator	Relator	Learner
Deaton	John	Woo	Communication	Strategic	Responsibility	Restorative
DeGeyter	Julienne	Learner	Input	Intellection	Strategic	Achiever
Duldulao	Filipinas	Learner	Achiever	Arranger	Analytical	Consistency
Elia	Sam	Relator	Futuristic	Arranger	Deliberative	Restorative
Fagan	Richard	Analytical	Context	Individualization	Achiever	Adaptability
Flores	David	Responsibility	Achiever	Learner	Intellection	Relator
Fogerty	Michael	Context	Command	Analytical	Competition	Significance
Glaspey	Melody	Responsibility	Learner	Analytical	Achiever	Developer
Hawkins	Brian	Analytical	Responsibility	Ideation	Individualization	Strategic
Jorgensen	Steven	Achiever	Developer	Harmony	Empathy	Consistent
Kimmel	Karen	Analytical	Relator	Responsibility	Consistency	Discipline
Lantsberger	Scott	Relator	Deliberative	Achiever	Consistency	Learner
Manansala-Smith	Roslynne	Context	Learner	Achiever	Connectedness	Relator
McCoy	Mark	Strategic	Individualization	Learner	Achiever	Relator
Sepulveda	Richard	Learner	Responsibility	Ideation	Developer	Arranger
Statton	Christine	Strategic	Woo	Belief	Ideation	Includer
Trader	Jeffery	Context	Harmony	Arranger	Restorative	Developer
VanBuskirk	Peter	Achiever	Learner	Individualization	Strategic	Arranger
Ward	Steve	Responsibility	Learner	Ideation	Belief	Relator
Willis	Jason	Learner	Input	Achiever	Analytical	Responsibility

CLASS STRENGTHS & STYLES

Sort of Styles - TOP 3 Rankings			
Name	Style	Score	Ranking
Fogerty, Michael	Accomodating	8	1
Deaton, John	Accomodating	7	2
Manansala-Smith, Roslyne	Accomodating	10	2
McCoy, Mark	Accomodating	7	2
Statton, Christine	Accomodating	7	2
DeGeyter, Julienne	Accomodating	5	3
Sepulveda, Richard	Accomodating	6	3
Cunnane, Kathy	Avoiding	8	1
DeGeyter, Julienne	Avoiding	11	1
Glaspey, Melody	Avoiding	9	1
Jorgensen, Steven	Avoiding	9	1
Manansala-Smith, Roslyne	Avoiding	10	1
McCoy, Mark	Avoiding	7	1
Sepulveda, Richard	Avoiding	10	1
Kimmel, Karen	Avoiding	6	2
Booth, Kassandra	Avoiding	5	3
Craig, Aubrey	Avoiding	7	3
Duldulao, Filipinas	Avoiding	6	3
Elia, Sam	Avoiding	6	3
Fagan, Richard	Avoiding	7	3
Flores, David	Avoiding	7	3
Statton, Christine	Avoiding	6	3
Trader, Jeffery	Avoiding	7	3
VanBuskirk, Peter	Avoiding	6	3
Willis, Jason	Avoiding	6	3
Booth, Kassandra	Collaborating	10	1
Cabey, Shawn	Collaborating	8	1
Fagan, Richard	Collaborating	8	1
Flores, David	Collaborating	8	1
Trader, Jeffery	Collaborating	8	1
Ward, Steve	Collaborating	9	1
Cherniss, Alex	Collaborating	8	2
Craig, Aubrey	Collaborating	7	2
Cunnane, Kathy	Collaborating	7	2
Duldulao, Filipinas	Collaborating	7	2
Elia, Sam	Collaborating	9	2
VanBuskirk, Peter	Collaborating	6	2
Willis, Jason	Collaborating	6	2
Fogerty, Michael	Collaborating	7	3
Glaspey, Melody	Collaborating	6	3
Hawkins, Brian	Collaborating	6	3
Lantsberger, Scott	Collaborating	7	3
Craig, Aubrey	Competitor	8	1
Cabey, Shawn	Competitor	7	2
Fogerty, Michael	Competitor	7	2
Hawkins, Brian	Competitor	7	2
Lantsberger, Scott	Competitor	7	2
Cherniss, Alex	Competitor	7	3
Deaton, John	Competitor	5	3
Jorgensen, Steven	Competitor	6	3
Kimmel, Karen	Competitor	5	3
McCoy, Mark	Competitor	5	3
Ward, Steve	Competitor	5	3
Cherniss, Alex	Compromising	9	1
Deaton, John	Compromising	8	1
Duldulao, Filipinas	Compromising	11	1
Elia, Sam	Compromising	11	1
Hawkins, Brian	Compromising	8	1
Kimmel, Karen	Compromising	11	1
Lantsberger, Scott	Compromising	10	1
Statton, Christine	Compromising	11	1
VanBuskirk, Peter	Compromising	9	1
Willis, Jason	Compromising	9	1
Booth, Kassandra	Compromising	10	2
DeGeyter, Julienne	Compromising	8	2
Fagan, Richard	Compromising	7	2
Flores, David	Compromising	7	2
Glaspey, Melody	Compromising	8	2
Jorgensen, Steven	Compromising	8	2
Sepulveda, Richard	Compromising	9	2
Trader, Jeffery	Compromising	8	2
Ward, Steve	Compromising	8	2
Cabey, Shawn	Compromising	5	3
Cunnane, Kathy	Compromising	7	3
Manansala-Smith, Roslyne	Compromising	6	3