



CBO Mentor Project
Class Update - #3

To: CBO Mentor Project Participants
Cohort #4 (Fantastic 4th)

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

Date: June 27, 2007

My apologies for not getting this letter to you immediately after class. I took a few days off last week and am now getting caught up.

My thanks to all of you for another great weekend. After reading your evaluations, it sounded like we all did pretty OK at the last session. The evaluations affirmed my sense that we covered a lot of ground but we could have shortened the revenue limit exercise.

I am however fully confident, that you have a great appreciation for the differences that exist in revenue limit funding throughout the state. And if you find yourself in difficult negotiations someday (a high likelihood) and your union is complaining that your district pays less than your neighboring district, you now have the ability to match their revenue limit against your revenue limit and you will be able to extract why their ability to pay may be greater than yours.

As noted previously, we revised our 2nd and 3rd sessions to include “Medical” and “Legal”. That means we haven’t gotten to the basic accounting and financial reporting yet. September will be action-packed as we cover these areas.

Friday night was a chance to hear a different perspective on county office fiscal oversight, and our thanks to **Wendy Benkert** for sharing her experiences. I very much appreciate the approach that Wendy brings to her oversight role, which emphasizes the importance of personal relationships that must be nurtured between districts and counties.

I have heard **Joel Montero** speak on numerous occasions, and as I shared with the group, I never know what to expect. He outdid himself on Friday night with his stories of fiscal crisis and “what not to do” tales. As I am sure you can tell, Joel takes a

personal interest in each and every class participant and is personally vested in your success.

The “21” **Leadership exercise** was a learning experience for all of us, as we listened to your perspectives on the material. Our thanks to you for sharing your insights.

It is hard to believe that a two hour session with an attorney can be so amusing and enjoyable. **Harold does an outstanding job!** That was probably the most valuable two hours of advice and information you will receive throughout the entire program.

Below is a recap of mentor discussion, assignment timelines, and the outline for the next classes:

Mentor Discussion topic:

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.

Talk to your mentor about legal contracts and the most important lessons they have learned over the years relative to contracts.

Oops. I forgot to collect your 2nd interim letters. Please scan and send by email or fax to my attention at 530 621-2543.

Assignments:

- 1) **Income Topic – First DRAFT to your mentor 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. (Your district, your mentor’s district, or another district of your choice)**
- 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) **Financial Analysis Project.** At the last meeting, we established teams and gave each team member a copy of a district's financial report. Your assignment is to (as a group) analyze the district's financial situation – and determine – “What is the financial story” that you can glean from that analysis? You will have 5 minutes to report out at our next meeting. We expect some type of presentation – typically a short powerpoint – but it is your decision as to how you want to tell the story. The only requirement is to include a minimum financial summary as you tell the story. Please bring **ONE HARD COPY** of your report to the instructors.

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

5. 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:
 - 2007-08 Budget to board – find 2006-07 estimated actuals from this document
 - 2006-07 Actuals (September 15, 2007 document)

If you do not have a district, request your mentor's assistance in finding a suitable district for analysis. Finished assignment due – October 19, 2007 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 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.” Your rewritten assignment is due at the October meeting.

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

And not due until November – but you need to 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.

2007-08 CBO Mentor Project DRAFT

Session	4	5	6
	Sept 14-15	Oct 19-20	Nov 15-16-17
		NOTE -Hilton (Harvard) Sacramento	NOTE - CBO Symposium Monterey
5:00 to 6:00	Working dinner - report out budget analysis from last meeting	Working Dinner - group discussion - User Friendly Budget - report out	Working dinner - 2 food service presentations
6:00 to 7:30	Financial reporting (Francie Heim)	Budget Development (Bill McGuire)	Presentations (food service)
7:30 to 9:00	Financial reporting (Francie Heim)	Budget Development (Bill McGuire)	
	Sept 14-15	Oct 19-20	Nov 15-16-17
Saturday	Saturday	Saturday	Saturday
8:00 to 9:00	Financial reporting (Francie Heim)	catch up time	Worker's Compensation (Terri Prichard - MCJPA)
9:00 to 10:00		Annual Audit John Goodell	
10:00 to 12:00	Trend Analysis/Position control - Case Study (Francie Heim)	Facilities A-Z	Property & Liability (Paula Tanquay- ASCIP)
12:00 to 12:30	LUNCH	LUNCH	Lunch - hand out good to great
12:30 to 1:00	Budget Development (Bill McGuire)	Facilities A-Z	Feedback on presentations
1:00 to 3:00			Staffing a School Department - Exercise
3:00 to 6:00			Mid Year Evaluations