



CBO Mentor Project Monday Morning Letter
Class Update - #3

To: CBO Mentor Project Participants
Cohort #6

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

Date: June 28, 2009

Three down and seven to go! What a weekend – Fiscal Oversight, Legal Contracts, and Reading Financial Reports! And some leadership exercises thrown in for good measure.

IMPORTANT REMINDERS
Monday Morning ZOOMERANG Survey - complete
Mentor discussion before next class (official list below)
Assignments for next class (official list below)

You did it! You have officially passed the first challenge which is to name all the members of the class. Ashley Lightfoot (AKA Gordon Lightfoot) entertained us with his mnemonics as he introduced each of you and Patty Deming followed up with 100% accuracy. And many thanks to Scott Price for providing a visual “roll call” by taking pictures of each of you and posting to the web site. Scott did such a great job, we have anointed him “official class photographer”.

Wendy Benkert did her usual outstanding job on Friday night. When she speaks about fiscal oversight, she reinforces the critical importance of relationships. As a County Office CBO, she makes it her business to build relationships with Orange County district CBOs. And your role as a CBO is to appreciate the importance of the relationship with your County Office. In difficult financial times, they can be of invaluable support in reinforcing your message of the need to make budget reductions.

Joel Montero was in rare form on Friday night. He is always entertaining and full of great stories, but he raised the bar on his own performance that night. However Joel’s segment is not just about telling “how could they be that stupid” stories. He provided invaluable advice to you as you embark on your career as a CBO.

Harold Freiman, attorney from Lozano Smith, provided GREAT free legal advice on Saturday morning. Two and a half hours of contracts barely scratched the surface of all you need to know, but you are definitely better prepared to face contract challenges in the future.

You all managed to stay awake on Saturday afternoon, not an easy task since the topic was Accounting Basics and Financial Reports. What worked well is that we skipped the accounting basics, but jumped quickly to the basics of reading financial reports. We will of course cover the accounting basics material at the next session. Our sample “crisis” district stories are always a good learning tool for “what not to do” and how a simple review can avert a potential fiscal disaster.

We still have some ground to cover on revenue limits and cash and will squeeze that into our August class.

Our leadership segment was on **Strengths based Leadership**. You will enjoy reading the book this summer and we will follow up in August with more conversations on this topic.

Thoughts to keep in mind:

Our **core business** is **TEACHING** and our **product** is **STUDENT LEARNING**.

Vision and Passion come from the heart. What are you passionate about in relationship to the field of School Business? How does this translate to vision? “Vision without action is a dream. Action without vision is simply passing the time. Action with Vision is making a positive difference” Joel Barker

MENTOR DISCUSSION TOPICS

Talk to you mentor about how they analyze a financial report that comes to them from their Director of Fiscal Services for final review and approval. What tools do they use to analyze the data? What are the critical elements they look for when they review?

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 (2007-08 audit) to this session and discuss with your mentor the findings and recommendations.

Discuss with your mentor strategies relative to cash flow, cash management, cash loans.

AUGUST Interview Question

Ask your mentor, what is their favorite interview question? Respond to the question as though you were in an interview. Have them critique your response.

AUGUST Assignments

1. Prepare a 200 – 300 word summary that describes categorical flexibility funding in 2009-10. **Describe it as though you were including the description in a budget document.**
 - **Post to google docs prior to august meeting.**
 - **Naming convention:**
 - **LastnameCatFlex**
 - e.g heimCatFlex
 - Move to folder set up for this assignment. Thanks!

2. User Friendly BUDGET. You received your CD. Start data collection now. **Don't wait until the last minute.** To be submitted by the October meeting.

3. From the Strengths exercise. Be prepared to report out to the entire group at the next meeting.

Assume you are the leader (Deputy Superintendent of Administrative Services) of your team:

Team 1	Team 2	Team 3
<ul style="list-style-type: none">• Candace Reines• Laura Carevic• Helen Bellonzi• Kathy Perkins• Michael S. Merrill• Keith Beeman	<ul style="list-style-type: none">• Greg Rash• Jeff Napier• Megan Curtis• Linda Fabre• Scott Price	<ul style="list-style-type: none">• Martin Fregoso• Pam Buckhout• Yancy Hawkins• Jack Bachofer• Debbie Fry

<p>Team 4</p> <ul style="list-style-type: none"> • Lisa Ensign • Todd Rivera • Donna Barber • Carolyn Chow • Patty Deming 	<p>Team 5</p> <ul style="list-style-type: none"> • Jennifer Goodner • Debbie Bentley • Fred Van Vleck • Ashley Lightfoot • Gaby Hellier 	
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Discuss how you would lead each of the individuals on your team.

- a. Each is a Department Head - You can make up their position in the organization (Director of Business Services, Risk Manager, Director of Transportation, Director of M&O, Director of Facilities, Director of Technology, Director of HR, Director of Purchasing...)
 - b. You have a copy of their strengths.
 - c. How would you LEAD with each individual based on reviewing YOUR strengths and THEIR strengths. Think about strategies for working well together. What are the potential problems and conflicts you see occurring as a result of your strengths? Where do your strengths complement each other?
 - d. Be prepared to discuss at our next class.
4. Attend a JPA meeting (workers compensation/property & liability/health and welfare)
 5. **Looking ahead.** Financial Assignment to be handed out at August meeting – **with presentations at September meeting:**
 - What is the STORY can you derive from the financial information.
 - FIVE working groups
 - Each group provided a complete SACS document for a district
 - Five different district financial reports
 - Each district is unique and specifically chosen for this exercise
 - Group performs an analysis of the fiscal status of the district
 - Guidelines for you to use to analyze the data (steps 1 through 9)
 - Create a summary document that TELLS A STORY for your presentation
 - Presentation is typically PowerPoint
 - Five minute presentation
 - No specific guidelines – use your group imagination
 - There is no right or wrong presentation – your job is to communicate to the group THE STORY you have learned about this district from a review of their

financial information. Please try to disguise your accounting background when you prepare the story.

6. **Looking ahead. September variance report.** You will be asked to compare your district end of year actuals to June estimated actuals and write a narrative to explain the variances. A template will be provided. This project will be due for the October meeting.

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.

May 8 & 9
June 26 & 27
August 21 & 22
September 11 & 12
October 23 & 24
November 19 & 20 & 21
January 8 & 9
February 5 & 6
March 5 & 6

	3	4	5
	June 26 & 27	August 21 & 22	September 11 & 12
5:00 to 6:00	Working dinner - leadership problems	Working Dinner	Working Dinner (project reporting out)
6:00 to 6:30	County office	Debt Financing	Ethics
6:30 to 7:00	Fiscal Oversight (Wendy Benkert)		
7:00 to 7:30	Fiscal Crisis-FCMAT perspective (Joel Montero)	Financing Reporting	Budget Development
7:30 to 8:00			
8:00 to 8:30			
8:30 to 9:00			
Saturday	Saturday	Saturday	
8:00 to 8:30	Leadership Strengths	Financial reporting/annual audit (Francie Heim)	Budget Development (Bill McGuire)
8:30 TO 9:00	Legal issues & Contracts (Harold Freiman Lozano Smith)		
9:00 to 9:30			
9:30 to 10:00			
10:00 to 10:30			
10:30 to 11:00	Finish School		
11:00 to 11:30	Finance /Cash (Francie)		
11:30 to 12:00			
12:00 to 12:30	working lunch	working lunch	working lunch
12:30 to 1:00	Leadership Strengths	Financial reporting (Francie Heim)	Budget Development (Bill)
1:00 to 1:30	Trend Analysis		
1:30 to 2:00			
2:00 to 3:00	Financial Reporting (Francie)		