

CBO Mentor Project Monday Morning Letter  
Class Update #3

To: CBO Mentor Project Participants  
Cohort #7 Magnificent Seventh

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

Date: August 9, 2010

**IMPORTANT REMINDERS**

Monday Morning ZOOMERANG Survey  
Mentor discussion before next class (official list below)  
Assignments for next class (official list below)  
Mark your calendar for the rest of the dates

Session IV	<b>September 10-11, 2010 (starts at 3:00 Friday)</b>
Session V	October 15-16, 2010 (starts at 3:00 Friday)
Session VI	November 18, 19 & 20 2010 in coordination with <b>CASBO CBO</b>
	<b>Symposium Newport Beach</b>
Session VII	December 10-11, 2010
Session VIII	January 7-8, 2011 (starts at 3:00 Friday)
Session IX	February 4-5, 2011
Graduation	March 4-5, 2011

**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 this time. He provides invaluable advice to you as you embark on your career as a CBO. We are so appreciative of his support for this program and you will find in your career that he will also extend his personal support to you as well.

Our thanks to **Bill Gillaspie** for his inspirational Saturday morning discussion on the 90/10 principle. Good food for thought as we contemplate how our actions as a leader impact those around us.

You are all so smart after reading and reviewing financial reports with **Francie Heim** on Saturday morning. Who would have thought that reading financial information could be so entertaining?

As always, we work through lunch and we find that it is a nice time to plant some leadership ideas. **Bill McGuire** talked about what motivates you and how you motivate those around you. And of course, you all did a great job on the rubber band and cup exercise. It was fun to watch.

The end of an action packed weekend came with a “model” budget presentation by **Bill McGuire**. And as a class, you got to role play the audience and there were some outstanding performances by the group. Best actress award goes to Jane Shamieh, who portrayed with great sensitivity the mother of the gifted child and of course best actor goes to Jonathan Allen for his achingly accurate portrayal of a news reporter.

### September Mentor Question & Interview Question

Our guest speaker is Ken Hall, the guru of school finance. Be prepared to ask Ken a question (ask your mentor for advice on what question you would ask Ken and submit your questions in writing in advance).

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

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 (2008-09 audit)** to this session and discuss with your mentor the findings and recommendations.

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. (write up the question and response and post to google doc site)

## 2. September Written Assignment

Prepare a 200 – 300 word summary that describes your district budget philosophy. Include in your description details such as centralized or decentralized budgeting. Include any formulas used in the process. Include any identified reserve level philosophies.

### Assignments due for September

#### 1. September TEAM Exercise Instructions

Attached are SACS reports for two districts (2008-09 actuals and 2009-10 budget)

- El Dorado Union High School District
- Lake Tahoe Unified School District

Goal of this Exercise:

- a) Learn to read a financial document (SACS)
- b) Work with a team to complete a project
- c) Analyze the information
- d) Create a story
- e) Put your creative side to work to tell the story
- f) Present the story in public

TEAM	District	Name	Name	Name	Name
1	EDUHSD	Aaron Thornsberry	Dennis Snelling	Maria Palmer	Kraig Magnussen
2	EDUHSD	Kristofer Pitman	Jane Shamieh	Tommy Welch	Cecile L. Nunley
3	EDUHSD	Paul Ziegler	Veronica N. Lanto	Tom Etchart	Susan Junette
4	Lake Tahoe	Wael Elatar	Brett W. McFadden	Debra Silva	Tina Tuning
5	Lake Tahoe	Harley Robertson	Tom Barentson	Barbara Henderson	Jennifer Stahlheber
6	Lake Tahoe	Diane Lacombe	Jonathan Allen	Joyce Lopes	Chris M Vaz

Financial Assignment/Presentation on Friday night September 10

What is the STORY you can derive from the financial information.

Six Teams:

- Create a summary document that TELLS A STORY for your presentation

- Define your target audience (you get to decide the audience)
- Presentation is typically PowerPoint
- 10 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.

Some elements that MUST be included:

- Some type of summary of general fund (income, expenditures, ending balance)
  - Some narrative discussion of the fiscal health of the district
  - Appendix with fingertip facts that you gleaned from the document – must include estimated cost of 1%
2. Come prepared to talk (TWO MINUTES) about student achievement in your district (if you have NOT been called on yet)
  3. User Friendly BUDGET. ~~CD provided.~~

Do not wait until the last minute to download – User Friendly Budget refers to the end product – not the process of downloading the software and using it.

Go online to School Services of CA.

[http://www.sscal.com/software\\_technology.cfm?action=software&contentID=89](http://www.sscal.com/software_technology.cfm?action=software&contentID=89)

(Go to School Services of CA (sscal.com). Select: Services and Products. Select: software & technology. Select: user friendly budget. It takes up to 30 minutes to download.

Your job is to complete the User Friendly Budget (UFB). Complete all sections of UFB for the District of your choice. You do NOT have to fill in 10 years of prior year data – only three years are required.

If you are a county office or charter, select a school district that interests you. Review and discuss with your mentor prior to the class. Due by the October class. Be prepared to report out in TWO minutes and two minutes only what you learned about budgeting in CA using UFB during dinner at the October class. Resource for prior year data: <http://www.ed-data.k12.ca.us>

Future Assignment Planning:

- Attend a collective bargaining session if possible - work with your mentor to find an opportunity – not due until January/February.
- Attend a JPA meeting (workers compensation/property & liability/health and welfare) – not due until January/February.

- Keep working on your unique “Fingertip Facts”. You will keep adding to this document as the class progresses and your final document is due at the end of the program.
- Get your resume and cover letter updated - not due until January/February – but don’t wait.

## FUTURE 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. Detail for the next three classes is shown below.

	3	4	5	6
	August 6& 7	September 10 & 11	October 15 & 16	Nov 18,29 20
3:00 to 5:00		School Finance with Ken Hall	Debt Financing Lori Raineri	Newport Beach
5:00 to 6:00	Working dinner & activity	Working dinner & activity	Working dinner & activity	Working dinner - 2 food service presentations
6:00 to 7:00	County office Fiscal Oversight (Wendy Benkert)	Financial Reporting - Francie	Financial Reporting Francie	Presentations (Food Service)
7:00 to 8:00	Fiscal Crisis- FCMAT perspective (Joel Montero)			
8:00 to 9:00				
<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>
8:00 to 9:00	Activity	Legal Issues & Contracts (Harold Freiman Lozano Smith)	Workers Comp (Terri Prichard)	Building relationship with HR & Position Control (Don Zimring)
9:00 to 10:00	School Finance (Francie Heim)			
10:00 to 11:00		Financial Reporting Trend Analysis Francie	Budget Bill McGuire	Property & Liability (Paula Tanquay-ASCIP)
11:00 to 12:00				
12:00 to 1:00	Lunch Activity	working lunch	working lunch	working lunch
	Leadership	Budget Bill McGuire	Budget Bill McGuire	Budget Exercise - TBD
1:00 to 2:00	Budget Presentation Part 1 Bill McGuire			
2:00 to 3:00				