

CBO Mentor Project Monday Morning Letter  
Class Update #2

To: CBO Mentor Project Participants  
Cohort #8 (as yet unnamed)

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

Date: June 27, 2011

**IMPORTANT REMINDERS**

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

Session III	August 5-6, 2011 (3:00 Friday)
Session IV	September 9-10, 2011(3:00 Friday)
Session V	October 21-22, 2011 (3:00 Friday)
Session VI	November 17, 18 & 19 2011 in coordination with <b>CASBO CBO</b> <b>Symposium Monterey</b>
Session VII	December 9-10, 2011 (3:00 Friday)
Session VIII	January 6-7, 2012 ( 3:00 Friday)
Session IX	February 3-4, 2012 (5:00 Friday)
Graduation	March 2-3, 2012 (5:00 Friday)

Congratulations to Denice Cora for being the first to successfully name the class participants ( and their district). As a team, you will want to work on your **Class Name**. We would like to have this finalized by the September class.

**Don Zimring** (Superintendent of Las Virgenes School District) presented on the topic of “The Importance of Communication to Leadership of a CBO”. As always, he was

informative and entertaining and hopefully you took away some great ideas from his presentation.

**Bill McGuire** modeled budget presentation skills on Friday night. And I must commend the class. You certainly gave him a hard time with your questions. Bill also led us through a leadership exercise - Seven Traits of Effective Leaders:

1. Make others feel important
2. Promote a vision
3. Follow the Golden Rule
4. Admit mistakes
5. Criticize others only in private
6. Stay close to the action
7. Make a game of competition

And a good time was had by all in the competition game of the “string & cups”.

Saturday was all about school finance, with a presentation by **Francie Heim**. She provided a historical look back in time, to make sense of the current funding structure we have today. Our guest speaker at lunch was **Kevin Gordon**, who provided an interesting look forward into 2011-12.

Below are your assignments for August:

### August Mentor Discussion Topics & Interview Question

- Discuss with your mentor the topic of fiscal oversight (AB 1200) and their experiences in working with their county office. Bring a copy of your district 2<sup>nd</sup> interim approval letter from the county office.
- Like many districts in California, you are concerned about your district’s solvency. You are comfortable about 2010-11 and 2011-12 solvency but with so much uncertainty in the state budget, you are concerned about future solvency. You are meeting with your superintendent to discuss the advantages and disadvantages of declaring the district qualified (assume for this exercise it is, 2<sup>nd</sup> interim March 2011). What are the arguments you would make for and against being qualified? (We will ask Joel Montero to provide a reply to this question as well)
- Discuss with your mentor strategies relative to cash flow, cash management, cash loans.

- **Interview Question:** We understand the need for a reserve for economic uncertainty. However, these are definitely times of great economic uncertainty. What are the conditions whereby use of reserves to balance the budget is acceptable? (put your response in writing and post to google docs)

### August Written Assignments

- Prepare a written summary report (for your Superintendent – internal document), describing the cash flow issues for your district (or selected district) for 2011-12. (300 to 400 words)
- Rewrite your revenue limit assignment from the previous class to add any additional information or change your existing information.
- Rewrite your student achievement assignment based on any feedback you received.
- All written assignments will be reviewed in early November with feedback provided at the November mid year evaluation.

And reminder - Write your interview questions as noted above and post to your portfolio.

Make sure your mentor has reviewed and commented on your written work and provided you with feedback.

### Assignments due for August

- 1) Attend a board meeting in June where a budget is being presented.  
(Your district, your mentor's district, or another district of your choice).
- 2) Attend a JPA meeting (workers compensation/property & liability/health and welfare) – not due until January.

- 3) Start work 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.
- 4) Read a FCMAT report (attached with this email) - Lynwood Unified School District. Make a list of the top 10 things you would focus on fixing should you become the district CBO (bring a printed copy of the report and your list to class). You will be assigned to work with a team in class, and your team will create a master list of the top five items you would prioritize fixing.
- 5) User Friendly Budget. Future assignment - but get started early

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)

(2011-12 May Revision)

(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>

**Assignment Due October 21, 2011**

**Print 2 copies of your UFB; 1 for your Mentor, 1 for us. (and post to your google doc portfolio)**

## 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
	August 5 & 6	September 9 & 10	October 21 & 22
3:00 to 4:00	Guest Speaker	Legal Issues Harold Freiman	What a CBO needs to know about C&I
4:00 to 5:00			
5:00 to 6:00			
6:00 to 7:00	Fiscal Oversight Wendy Benkert	Presentations (Fiscal)	Transportation (Bill McGuire)
7:00 to 8:00	Fiscal Crisis- FCMAT perspective Joel Montero	Purchasing & Bidding Bill McGuire	WComp Teri Prichard
8:00 to 9:00			
<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>
8:00 to 9:00	Mentor Q	Mentor Q	Mentor Q
9:00 to 10:00	Financial Reporting Francie Heim	Financial Reporting (Francie Heim)	Budget Bill McGuire
10:00 to 11:00			
11:00 to 12:00			
12:00 to 1:00	working lunch	working lunch	working lunch
1:00 to 2:00	Financial Reporting Francie Heim	Budget Bill McGuire	Budget Bill McGuire
2:00 to 3:00			