

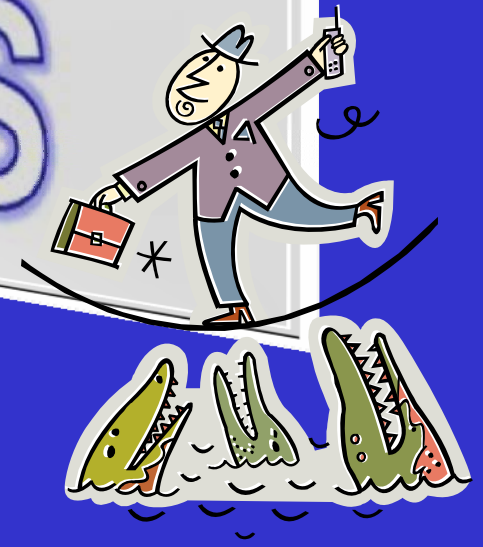
SESSION #6
October 2008

October Tentative Outline

Teaching Goals for this session:

- ❑ Provide CBOs with information on the importance of position control and the importance of building a strong working relationship with HR. Understand the basic elements of position control and how to avoid mistakes that will ruin your day (and your career).
- ❑ Understand the relationship with your independent auditor – friend or foe? Answer..your best friend.
- ❑ Facilities. So much to learn and so little time. Our goal is to provide enough information so you know what you don't know.

CELEBRATIONS CHALLENGES



Tentative Outline

Friday night

5:00 to 6:00 **WORKING DINNER (Bill & Francie)**
Mentor Questions
UFB Reporting out
Position Control Case Study (Francie)

6:00 to 9:00 **Don Zimring, Superintendent Las Virgenes USD**
Building Relationships with HR
Position Control
Case Study

Don Zimring – formerly BEST CBO in California (based on Bill McGuire and Francie Heim’s standard). Now.. Don Zimring Superintendent (and undoubtedly well on the way to being the BEST Superintendent in California)

Saturday

8:00 to 10:00 Annual Audit (John Goodell, CPA)

You have survived the battle, now here come the auditors..

<http://www.gpf.org/>

**Goodell Porter & Fredericks Certified Public
Accountants 1435 River Park Dr. Ste
400 Sacramento, Ca. 95815 Phone: (916) 929-0264**

Facilities A to Z

10:00 to 3:00 Eric Hall

Eric Hall & Associates

<http://erichallassociates.com>

Eric Hall has 32 years of district administrative level experience in a broad variety of areas including human resources, facilities, finance and business services. In his 27 years with the San Dieguito Union High School District, he served as Director's of Personnel & Administrative Services, Business Manager, Assistant and Associate Superintendent, Business Services.

Lunch break – Bill McGuire.

Discussion about food service reports due in November!

October Mentor Questions

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?

October Mentor Questions

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?

November Symposium
see CASBO.org

Registration Deadline is November 6, 2008

**CASBO Member Registration \$450 (paid by SI&A for
CBO Mentor Project)**

2008 CBO Symposium November 20-21, 2008

Newport Beach Hotel and Spa, Newport Beach, CA

Your responsibility:

**Be there Thursday, Friday, Saturday (until 6:00 if you
can on Saturday)**

Book your own hotel room

CBO Symposium

Thursday and Friday

- Attend Symposium and spend all your spare time practicing for your presentation on Friday night

Friday

- Symposium lunch ends around 2:00
- 2:00 to 3:00 Joel Montero meets with Mentors for mid year evaluation
- 3:00 to 4:00 Joel Montero meets with Participants for mid year evaluation
- 4:00 to 5:00 Free time
- 5:00 to 9:00 Group Presentations

ASSIGNMENTS

End of Year variance analysis

User Friendly Budget

Attend a JPA meeting (workers compensation/property & liability/health and welfare).

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.

Two more Assignments

- 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 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.

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.