

Just wanted to remind you of the need to complete the evaluation process. Each Participant has devoted many hours to this project and needs the formal feedback from their Mentor as to their areas of strength and areas for professional growth that will enable their success in a CBO position. Feedback must be provided

as to the Participant's current qualifications for a CBO position and for the type of district that would best match the Participant's current qualifications. Focus on areas of strength and discuss the staff they would need to complement the Participant's current skills set. For example, if the Participant's strength is not in accounting, but is in leadership and other key areas, the CBO job should perhaps be at a medium to larger district where there is an accounting director. During this discussion, identify areas needed for professional growth to enhance the Participant's current skill level and how to best obtain that growth. The outcome of this process is for the Participant to feel confident that they are ready to move directly to a CBO position or clearly know what professional growth is still recommended to enable them to obtain such a position. Attached below is the formal evaluation instrument (CBO Mentor Project Candidate Assessment) that is to be completed and signed by both the Mentor and the Participant.

In addition, there needs to be a discussion between the Mentor and Participant as to whether there will be a recommendation for the CASBO CBO certification. An area of clarification as you begin this discussion is the current CASBO requirement that one needs to have actual experience in the identified areas in order to become eligible for the CASBO CBO certification. Francie has worked with CASBO and received approval for the Participants in the CBO Mentor Project to be considered for the CASBO CBO certification without actual experience in all areas, if the Mentor agrees that the Participant is ready to assume those responsibilities. You can identify areas of professional growth on the Candidate Assessment instrument and still certify that the Participant is ready to assume the CBO role and recommend

them for the CASBO CBO certification. (Attached below is the CASBO CBO Certification Committee procedure.)

Our expectation is that there will be joint discussions relative to the Candidate Assessment instrument and a discussion about the Mentor's support for the CASBO CBO certification.

In order to complete the final activities for the CBO Mentor Project, the following must be done:

1. Mentor and Participant to complete the formal Candidate Assessment instrument including identification of professional growth areas. Both must sign the evaluation, keep a copy for your files, and return the original to Bill Gillaspie at FCMAT by May 3. Francie and Bill M. are available for phone or email consultation as you complete the formal evaluation if you would like their input from the classes.
2. Mentor and Participant to discuss Mentor's support for the CASBO CBO certification. If both of you agree that an application should be made to CASBO, the Participant should access the CASBO website. You can download a form to fill out to receive your CBO Certification Application packet. Fill out the request form, indicate that you are part of the CBO Mentor Project, and mail it to CASBO. That fee is \$20.00. An application packet/folder will be sent to you. Once you receive the packet, fill out the necessary forms and attach any transcripts or paperwork including a copy of the CBO Mentor Project Candidate Assessment instrument. Return the completed folder to CASBO with another check for the processing fee. The application will be review and approved or disapproved. If approved, a certificate will be made and mailed to the Participant.
3. As part of the evaluation of the long term success of the CBO Mentor Project, Bill G. is tracking those Participants who applied and received the CASBO

CBO Certification. In order to accomplish this task, please forward a copy of your CASBO CBO Certification application to Bill G. Follow up with an email to Bill when you have an approval from CASBO. If you do not apply, please email Bill G. and inform him that you did not apply and a date as to when you might apply.

4. We are continuing to improve the forms and processes for the CBO Mentor Project. We would like you to take a few moments and email Bill Gillaspie with your comments and suggestions for improvement regarding the Candidate Assessment instrument and the process used to complete the assessment and the recommendation for the CASBO CBO certification.

Thank you for completing this final activity. If you have any questions, please email or call me.