

CBO Mentor Program



A partnership of

**FCMAT
SSC
CCSESA
BASC
CASBO**

CBO Mentor Program

**Fiscal Crisis and Management Assistance Team (FCMAT)
School Services of California (SSC)
California Association of School Business Officials (CASBO)
California County Superintendents Educational Services Association
(CCSESA)
Subcommittee: Business and Administration Steering Committee (BASC)**

Participant Application 2017-18 14th Cohort

**Fiscal Crisis & Management Assistance Team
1300 17th Street – CITY CENTRE
Bakersfield CA 93301-4533**

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Purpose

The Chief Business Official (CBO) training program aims to produce qualified California school district CBOs. This one-year program provides classroom training that takes place in 10 sessions (Friday afternoon and evening, Saturday). Instructors are qualified and experienced CBOs, typically with 10 years or more of experience. This program is unique because of the following four major components:

- 1) Each participant is teamed with their own mentor
- 2) Participants are nominated and selection is competitive
- 3) Training involves hands-on experience
- 4) Tuition is at no cost to participants
(FCMAT underwrites the cost of this professional learning activity)

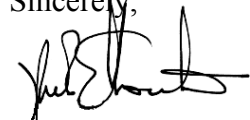
The CBO Mentor Program is a joint endeavor of FCMAT, SSC, CCSESA, BASC, and CASBO. It is our intent through interagency collaboration to help school districts throughout California fill CBO vacancies with qualified CBOs. We developed with CASBO a link to their CBO Certification program, with the intent that a successful participant may receive CASBO CBO certification, depending on their mentor evaluation and in coordination with CASBO's certification and approval process.

The program focuses on developing strong effective leadership skills. Participants will improve their understanding of fundamental issues that drive school business policies in each major functional area, including school finance, accounting, budgeting, facilities, maintenance and operations, transportation, contracts and procurement, risk management, food service, charter schools, and others. The curriculum is updated annually to reflect the current functions and responsibilities required of a district CBO.

We encourage applicants statewide to apply for this limited professional learning opportunity. A typical CBO Mentor cohort has 25 participants from all regions of California and with various backgrounds ranging from directors of business services to school principals to individuals in private industry seeking to transition into school business leadership positions. The process is competitive, and if you are not selected in a given year we encourage you to apply in the following year.

FCMAT is pleased to present this professional learning activity in relationship with other professional trainings focusing on fiscal accountability.

Sincerely,



Joel Montero, Chief Executive Officer
Fiscal Crisis and Management Assistance Team

CBO Mentor Program Implementation Timeline 2017 - 2018

I. Application Timeline

- Application, resumé and nomination form are due **Friday, December 9, 2016 by 5 p.m.**
Please submit all documents together. Incomplete applications will not be accepted.

Email application with essay question, resumé, and nomination form to CboMentorMaster@gmail.com.

Questions? Contact: Francie Heim (530) 313-8516

IMPORTANT: If you do not receive a confirming email that your application has been received, it is the applicant's responsibility to resolve email transmission issues that may be affecting FCMAT's ability to receive your application package.

II. Selection Timeline

- January 2017 - Selection of participants
- January 2017 - FCMAT Board of Directors approval of participants
- February 2017 - Notification of selected participants

CBO Mentor Program Principal Qualifications

A successful candidate for the CBO Mentor Program should have abilities or show potential in the following areas:

- ✓ Involved in some facet of school business (desirable but not required)
- ✓ School finance
- ✓ Computer literacy, spreadsheet software
- ✓ Sensitivity to confidential issues
- ✓ Logical thinking skills
- ✓ Analytical abilities
- ✓ Facilitation skills
- ✓ Leadership
- ✓ People skills, ability to communicate well with others
- ✓ Career objective to become a fully qualified CBO
- ✓ Written and oral communication skills

Selection Process

Participants are selected based on a variety of factors. The selection committee looks at the strength of the application and the strength of the nomination, and seeks a balance of candidates from northern, southern, and central California. It is also a program goal to have a balance of small and large districts, and to ensure that private industry, county offices and charter schools are represented. Many candidates come from the business side of schools, but the program also seeks representation from facilities, food services, instruction, operations and technology. If a candidate is not selected, it does not necessarily mean that they are not a viable candidate. Candidates may reapply in the following year and are encouraged to do so. A large number of qualified candidates compete for a limited number of slots each year.

CBO Mentor Program Participant Application Form 2017-18

Please email your application (completed questions), nomination form and current resumé by 5 p.m. on Friday December 9, 2016. All documents are required to make this a valid application. Incomplete applications will not be accepted.

- **IMPORTANT:** If you do not receive a confirming email that your application has been received, it is the applicant's responsibility to resolve email transmission issues that may be affecting FCMAT's ability to receive your application package. Call Francie Heim, Lead Instructor, at (530) 313-8516 if you have any questions.

Required Documents:

- Participant application form with essay question
- Nomination form
- Current resumé

Name: _____

Current title/# of years: _____ / _____

Previous title/# of years: _____ / _____

Current LEA/district/county office or charter school (if applicable): _____

Size of LEA (ADA): _____ County where LEA is located: _____

Agency name: _____

Work address: _____

Work phone: _____

Email address: _____

Male Female

1. Do you have superintendent/school board approval to participate in this program?
 Yes No
2. Do you anticipate that your district will pay travel and lodging costs?
(Note: the cost of the training itself is underwritten by FCMAT)
 Yes No
3. Are you a member of CASBO? Yes No

Essay Question

Please answer the following questions. Your response should be at least 500 words, but do not exceed 1,000 words. Why are you interested in participating in the CBO Mentor program? What strengths do you bring to the program and to your future position of CBO? How do you plan to balance your existing workload with the demands of this intensive CBO training program? Why are you the best candidate for us to consider?

CBO Mentor Program Training Schedule 2017-18

**CASBO Annual Conference • Long Beach
April 12, 2017
4:30 to 6:30 p.m. Meet & Greet Social**

Session I	May 5 & 6, 2017
Session II	June 23 & 24, 2017
Session III	August 11 & 12, 2017
Session IV	September 8 & 9, 2017
Session V	October 6 & 7, 2017
Session VI	November 16, 17 & 18 (in conjunction with CASBO CBO Symposium in Anaheim)
Session VII	December 8 & 9, 2017
Session VIII	January 5 & 6, 2018
Session IX	February 2 & 3, 2018
Session X	March 2 & 3, 2018 Mentors are invited to Graduation

**First session starts at noon with lunch and welcome on May 5, 2017.*

Trainings take place from 3 to 9 p.m. on Friday and from 8 a.m. to 3 p.m. on Saturday. Participants are offered optional in-depth sessions from 1 to 3 p.m. on Friday. All participants typically attend the optional sessions.

All sessions except the November session take place at the Hilton Garden Inn Sacramento/South Natomas, 2540 Venture Oaks Way, Sacramento, CA 95833.

Attendance at all sessions is mandatory for participants. One absence (with appropriate make-up) is allowed. Failure to attend may result in a participant being dropped from the program.