

Mentorship Academy Registration

Register online at www.ct-asbo.org or complete a separate form for each registrant.

Name _____

Title _____

District _____

Address _____

City _____

State & Zip _____

Phone _____

Last 4 Digits of SS# _____

E-mail _____

Please indicate attendance:

- All 5 sessions
- October 17, 2008
- October 31, 2008
- November 21, 2008
- March 20, 2009
- April 3, 2009

Please complete & return to:

CASBO
11 High Gate Lane
West Hartford, CT 06107
(860) 519-0023 fax

Questions? Call (860) 519-0023.

ABOUT US

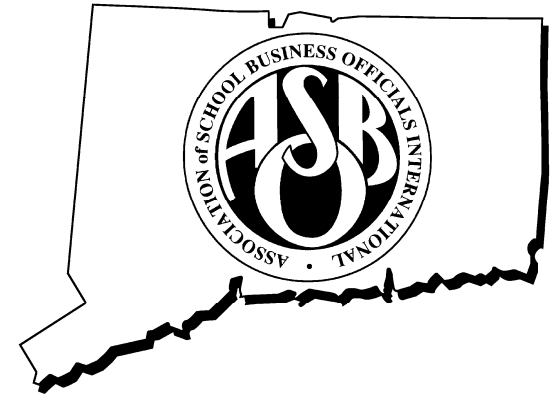
The Connecticut Association of School Business Officials (CASBO) was established in 1951 to link school business officials with each other to share ideas. Over the years, this important organization has continued to grow. Today, CASBO provides forums for people to gather as well as services to help school business officials understand the complex environment of the school business office.

CASBO's Mission Statement:

- ◆ Assist the school leadership teams in linking the educational decisions with the effective management of resources to accomplish quality education;
- ◆ Strengthen our knowledge and management skills through a variety of quality programs and services;
- ◆ Promote an awareness of the role and responsibility of school business administrators within educational communities;
- ◆ Uphold the highest ethical standard of our profession and;
- ◆ Provide opportunities for members to create a network of personal and professional linkages for communication and support.

Some of the services provided by this professional organization are profiled in this brochure. Additionally, CASBO strives to add new services of value to members.

CONNECTICUT ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



MENTORSHIP ACADEMY

*BE A PART OF
YOUR
PROFESSIONAL
ASSOCIATION*

The Mentorship Academy

CASBO is pleased to offer a series of educational sessions especially designed to meet the unique needs of newly appointed school business officials and their staff. Additionally, those wishing to become more knowledgeable about a specific area are encouraged to attend. Experienced school business officials and State Department of Education officials will present the sessions. The five sessions are offered free of charge to full and regular CASBO members and their staff.

Why a Mentorship Academy?

CASBO realizes that it has a responsibility to provide educational opportunities to enhance the effectiveness of new School Business Officials in the performance of their job responsibilities. Participants in at least four of the five sessions will receive a Mentorship Academy Certificate of Completion.

Schedule

*All sessions will be held on Fridays from **8:30 – 11:30 a.m.** at in the classroom of the Independent Electrical Contractors of New England; located at 1800 Silas Deane Highway, Rocky Hill, Connecticut. CEU's will be granted for each session.*

Education Leadership

October 17, 2008

School business officials are leaders in the educational partnership. This session will explore your role and the expectations of a school business official.

Negotiation & Grievance

October 31, 2008

A critical responsibility of the school business official is contract negotiations and grievance management. This session will examine strategies and techniques to help you succeed.

Internal Controls

November 21, 2008

Procedures, manuals and forms are key to proper internal controls. This session will showcase examples that you can put to use in your district.

Introduction to Grants

March 20, 2009

The grant process and reporting can be one of the most challenging aspects of the school business official position. This session will provide an overview of the grant letter, application, paper trail, and the various reports.

BOE Role & Public Communication

April 3, 2009

Understanding the role of the Board of Education and the responsibility for public communication is essential to the school business official. This session will analyze your responsibility in public communication and Freedom of Information and study the dynamics of the BOE/Superintendent/SBO relationship.