



# CASBO Mentorship Academy

The Connecticut Association of School Business Officials 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. The sessions are offered free of charge to full and regular CASBO members and their staff.

## All you wanted to know about...

### **Budgets & the Budget Process – Friday, October 19, 2018**

*Danielle Batchelder, Windsor Public Schools & Pam Mangini, RSD #16*

This session will cover how to prepare for the budget, the process that is unique to school budgets, best practices in presentation and garnering support, and what to expect along the way.

### **Student Activity Accounts & Transportation Best Practices – Friday, December 7, 2018**

*Teri Yonsky, Bethel Public Schools & John Spang, Preston Public Schools*

Proper handling of student activity accounts can be confusing, yet it is critical. Attend this session to learn the pitfalls and proper procedures for student activity accounts. Transportation is a visible area that can create headaches for the school business official. The basics and best practices will be covered in this session.

### **School Construction – Friday, January 11, 2019**

*Bob Giesen, RSD #12*

This session will examine the intricacy of school construction including preparation, RFPs, and State requirements and reporting.

### **Evaluations – Friday, March 1, 2019**

*Danielle Batchelder, Windsor Public Schools & Donna Carnot, Meriden Public Schools*

An integral part of the role of school business official includes evaluating staff. The right evaluation process can enhance your district staff's performance and professional development. This session will cover the basics and best practices for evaluations.

All sessions will be held on Fridays, with registration at **8:45 a.m.** and the session **9:00 – 11:00 a.m.**, and time is allotted for general Q&A **11:00 – 12:00 pm.**, 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.

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## CASBO - Mentorship Academy

(Please print. Duplicate for additional registrants. Register online at [www.ct-asbo.org](http://www.ct-asbo.org), members, please login first.)

Name: \_\_\_\_\_

District: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Please indicate your attendance:**

October 19

December 7

January 11

March 1

**Questions?** Contact Sharon Bruce at (860) 519-0023 phone or [ssbruce@comcast.net](mailto:ssbruce@comcast.net).

CASBO, 11 High Gate Lane, West Hartford, CT 06107-1010. Register online at [www.ct-asbo.org](http://www.ct-asbo.org), members, please login first.