

# BUSINESS MANAGER ACADEMY



## 2020-21 Application

*Application deadline August 5, 2020*

### Applicant Criteria

- ✦ Preferred bachelor's degree with a emphasis in accounting and finance.
- ✦ Member in good standing with MSBO.
- ✦ Ability to commit to attend 11 "in-person" sessions and participate in a curriculum based on self-study, group work and mentoring.
- ✦ Submit Application with Letter of Commitment form.
- ✦ Submit 2 letters of recommendation focused on leadership attributes of applicant.
- ✦ 11 partial day training sessions between August and June. Dates tailored to the region in cooperation with the host site and local regional business manager group.
- ✦ Self-study requirements prior to meeting sessions.
- ✦ Interactive in-person sessions with general discussion, group work, and presentation.
- ✦ "One-on-One" mentoring opportunities for participants.
- ✦ Personalized feedback on additional opportunities for development.
- ✦ This fulfills the Group Solutions requirement for CFO & BOM certification renewal.

### Program Fees

\$950 fee includes all course materials, refreshment breaks and meals. You will be responsible for overnight accommodations (if needed) and travel expenses.

Accepted applicants will receive an email with instructions for registration and payment. SCECHs and college credit will be awarded pending approval.

### Participant Information

I am applying for:

- Region 1 (*Traverse Bay Area ISD*)
- Region 2 (*Kalamazoo RESA*)
- Region 4 (*Genesee ISD*)

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

Title/Position: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_



# Short Answer Questions

*(You may attach additional pages.)*

1. Please provide a biographical statement that includes:

- Professional credentials (including degrees)
- Current job duties
- Professional experience related to school finance (Attach professional resume if available)

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2. List three professional goals you have related to school finance. What are your expectations of the Business Manager Academy in helping you achieve these goals?

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# Short Answer Questions

*(You may attach additional pages.)*

3. What school finance related issues would you like to gain greater knowledge or understanding of?

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4. As a participant of the Business Manager Academy, great emphasis is placed on participation and preparedness. Please explain how you will prepare and commit to the program if you are selected to participate.

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Email, fax or mail application by August 5, 2020

MSBO  
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# 2020-21 Commitment Form

## BUSINESS MANAGER ACADEMY

As a participant of the MSBO Business Manager Academy, you will be engaged in intense discussion and a rigorous curriculum designed to instill greater knowledge and skills in topics related to school finance. This program is focused on top level finance position responsibilities and the application of work concepts. Our expectation is that you will participate in self-study, group discussions, small group projects, and actively accept professional advice and feedback from peers and mentors. Our goal is to provide a convenient, creative and active learning environment that complements your professional needs and prepares you for success in a “C-suite” position.

To get the full benefit of the experience, we need each participant to be fully engaged throughout the program. Please read this overview of what is expected in the MSBO Business Manager Academy and sign this commitment to being an active participant.

I understand it is a one-year commitment and I will:

- Attend 11 regionally based MSBO Business Manager Academy sessions
- Prepare in advance of sessions through “Self-Study” assignments.
- Actively participate in group discussion and small group projects.
- Participate in one-on-one mentoring as needed.
- Provide/Accept professional advice and feedback to/from peers and mentors.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### Superintendent Endorsement

Your signature provides your support and ensures your employee’s release time for full participation in the MSBO Business Manager Academy. The ability to fully participate in the program activities which include 11 “in-person” training sessions, self-study, group work and mentoring is essential to the success of the participant.

Superintendent \_\_\_\_\_ Date \_\_\_\_\_