



CADILLAC AREA PUBLIC SCHOOLS
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CADILLAC, MI 49601

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November 13, 2017

MSBO PD Committee
Care of: Debbie Kopkau
Michigan School Business Officials
1001 Centennial Way, Suite 200
Lansing, MI 48917

Dear PD Committee:

Please accept this letter as a formal request to consider an alternative program to meet the Group Solutions or Leadership Institute requirements for the CFO Certification Renewal.

The alternative program, Cadillac Chamber of Commerce Leadership Program, develops emerging leaders in organizations within the city, and those new to the area, in an effort to benefit the community. As the new Director of Business and Operations for Cadillac Area Public Schools this program will help build my knowledge of the community, expose me to the various industries that thrive within the community, and introduce me to the communities influential leaders.

The program, as you will note in the documents provided, is a nine-month-long commitment with numerous meetings and events. Each of the formal monthly meetings are dedicated to a specific topic and included speakers from organizations that are involved or impact the topic. In addition to the formal monthly meetings the current leadership class meets to discuss/organize a community project that will positively impact the city and surrounding area. Past projects range from constructing a pavilion in Kenwood Park, on Lake Cadillac, to painting and redecorating the Cadillac Community Mental Health offices. The current leadership project, which has to be approved by the Chamber of Commerce, is intended to have a social impact that reaches well beyond city limits touching more than 1,000 households. The project must remain a secret until approved by the Chamber.

This exposure to local industry, knowledge of the community, introduction to local leaders and a project designed to give back to the community, are designed to grow our leadership potential. The growth and development provided through this program, while different than the Group Solutions or Leadership institute, will have a direct benefit for me within this community.

I appreciate your willingness to consider this alternative PD program and look forward to hearing from you.

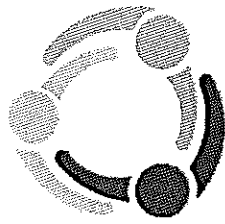
Sincerely,

Craig McCarthy, CFO
Director of Business/Operations



Mission Statement

To provide an engaging atmosphere for the development of emerging leaders with opportunities for identifying and investing their skills and passions to benefit the Cadillac community while creating lasting relationships.



Cadillac LEADERSHIP

2017-2018 Program Schedule

Orientation: Thursday, September 7, 2017 4pm

Retreat: Thursday and Friday September 14 & 15, 2017
Two Day, Overnight Stay - Kettunen Center

Full Day Sessions:	Dates:
Education Day	Wednesday October 11, 2017
Economy Day	Wednesday November 8, 2017
Media Day	Wednesday December 20, 2017
Government Day	Wednesday January 17, 2018
Cultural Day	Wednesday February 21, 2018
Health & Human Services Day	Wednesday March 21, 2018
Justice Day	Wednesday April 18, 2018
Closing Retreat	Friday May 11, 2018

*****Schedule subject to change if necessary*****

Other events class members are expected to attend:

- ✓ Governor's Breakfast TBA
- ✓ Graduation/Annual Awards Dinner TBA
- ✓ The Leadership class will be honored at the Chamber's Annual Meeting and Awards Dinner in June
- ✓ Attendance at all Chamber events is encouraged

*The class will meet at various locations throughout the Cadillac area.

*Your attendance at each scheduled session is expected, plan to be available from 7:30am to 5pm. Dress code is business casual unless otherwise noted.

*There will be field trip options offered outside of the normal meeting day. Participation is encouraged.

*The "Class Project" will involve meetings/activities in excess of the normal session days. Personal time investment will depend on factors associated with the community service project choice and fund raising efforts.



Participation Acknowledgement

As a member of the 2017-2018 Cadillac Leadership class, I understand that attendance at all scheduled sessions is critical, because my participation is essential to the program's success. Mandatory attendance is expected at the opening retreat. The wrap up session is also mandatory unless approved in advance. In the event that I am unable to attend a session, notification will be given to the Leadership Director, Deb Gillies. The missed session will be "made up" within fourteen days with a designated assignment (i.e., field trip option(s) and/or written report). Should I happen to miss more than one session, I will then make up the necessary session the following year at which time I will receive my completion certificate. I have reviewed with my employer the program schedule and the commitment of participating in this year's program. Permission to be absent from work on all scheduled dates has been granted. It is understood that no portion of the program tuition fee is refundable or transferable. It is further understood that as a member of the Cadillac Leadership class, I represent both my place of business and the Cadillac Area Chamber of Commerce, my attitude and conduct will reflect this at all times. Cell phones and all electronic devices are an interruption to session speakers and fellow class members. Therefore, usage is prohibited except during breaks. The success of the class is dependent upon my total commitment; therefore, tardiness and early departure from the day sessions is discouraged. Any exceptions must first be approved.

Cadillac Chamber of Commerce Leadership Program

Running Record of Chamber Events and Times

MSBO CFO Renewal

September	Time	Hours	Cumulative Total
9/7/2017 Orientation	4:00 - 6:00pm	2.00	2.00
9/14/2017 Retreat day 1	8:15 - 12:00am	15.75	17.75
9/15/2017 Retreat day 2	8:00 - 3:00pm	7.00	24.75
9/20/2017 Project Mtg	8:00 - 9:00am	1.00	25.75
			Actual time 5:30
9/21/2017 Business after 5	5:00 - 7:00pm	1.50	27.25 to 7:00
October			
10/6/2017 Sub-group meeting	12:00 - 1:00	1.00	28.25
10/11/2017 Education Day	8:00 - 5:00pm	9.00	37.25
10/19/2017 Business after 5	5:00 - 7:00pm	2.00	39.25
			Group Project Decision
10/25/2017 Project Mtg	8:00am - 9:00	1.00	40.25 Mtg
November			
11/1/2017 Project Presentations	3:30 - 5:00pm	1.50	41.75