



Massachusetts Association of School Business Officials, Inc.

Professional Support Program

	Advising	Mentoring	Coaching
Who	Initial licensure candidates (300-hour log and Appendix B)	• First year as an SBA (trained mentor required for Professional license) • Second and/or third year as an SBA (if needed)	SBAs with over 3 years of experience
When	Calendar Year	Calendar Year	Mutually agreed upon number of hours
Where	Adviser's District	Mentee's District	Coachee's District
What	200-hours learning the job • reading articles • reviewing documents • time in district • time at MASBO events 100-hours doing the job • projects • presentations	Anything and everything the Mentee SBA asks for and needs support. Mentor from 1 st year could stay on for years 2 and 3 (if needed)	Individualized support based on what the SBA (Coachee) and her/his Supervisor (often Supt) identify as areas of need from past experiences, upcoming projects, evaluation cycle, etc.
Contract	Application: Licensure Candidate Contract & 1099: Adviser	Contract: SBA's district <u>and</u> Mentor (1099)	Contract: SBA's district <u>and</u> Coach (1099)
Cost to Apprentice/Mentee/Coachee or her/his District	\$6,275*	• First year as an SBA: \$6,275* • Second/Third year as an SBA: \$5,525*	• MASBO Fee: \$500 • Hourly Rate: \$75 per hour; District pays Coach directly • Memberships are an additional fee
MASBO Cost to Individuals	\$3,000 to Adviser	• \$3,000 to Mentor of 1st Year SBA • \$2,000 to Mentor of 2nd and 3rd Year SBAs	\$0

*Includes the FY27 MASBO Package Membership dues (\$1,525 value)

Expectations of Participants

Supervisor: Program Support Coordinator		Adviser (Supervising Practitioner)	Apprentice (completing 300-hour practicum to earn Initial SBA license)	Mentor	Mentee SBA (1 st through 3 rd year working under Initial SBA license)	Coach	Coachee (3+ years as a Licensed SBA)
Communication	Face to Face	Host meetings	Adviser’s district	Mentee’s district	Host meetings	Coachee’s district	Host meetings
	Other	Phone, virtual web conferencing, email, text					
	Frequency	40-50 hours per year; averages 4 hours per month; varies depending on busier times of year				Varies per topic and time of year	
	Program Check-Ins	• 1 day-long, in-person orientation per year		• 1 day-long, in-person orientation per year		NA	
• virtual meetings not to exceed 2 hours over the course of the year		• virtual meetings not to exceed 2 hours over the course of the year					
Content	Amount and Documentation	Required of Apprentice: • 300-hours on MASBO-provided log (200 learning the job, 100 doing the job); does not upload into ELAR • Upload completed Appendix B into ELAR Shared Responsibility: • Appendix B		1 st year Mentee uses the license: required by DESE, but hours are unspecified; Mentee uses MASBO-provided log After 1 st year: DESE recommends Mentee receives 50+ total hours of mentoring over the 2 nd and 3 rd year; Mentee uses MASBO-provided log Mentor attests to mentoring mentee for specified time via signed letter; Mentee uploads into ELAR		Individualized support based on what the SBA and her/his Supervisor identify as areas of need from past experiences, upcoming projects, evaluation cycle, etc. Specific topics and approximate hours are outlined in the contract. Licensed SBA uses MASBO-provided log	
	PD Program	Strongly encouraged to attend all Package membership PD programs	Must attend all Package membership PD programs	Strongly encouraged to attend all Package membership PD programs	Must attend all Package membership PD programs	Attend per membership type	Attend per membership type
	Induction Online Community	• Apprentices and Advisers will each post 1 question or response per month		• Mentees and Mentors will each post 1 question or response per month		NA	NA
	Webinar Series (topic intros)	• Adviser must facilitate one webinar per year • Apprentice must attend; Adviser may attend • Discuss and reflect upon afterward • Identify basic things Apprentice should know about topic within Adviser’s district		• Mentor must facilitate one webinar per year • Mentee must attend; Mentor may attend • Discuss and reflect upon afterward • Identify basic things Mentee should know about topic within her/his district		NA	NA