



Executive Seminars in School Business Affairs

Fall, 2010 - PROGRAM ANNOUNCEMENT

Attached is a description and schedule for the fall 2010 schedule of the *Executive Seminars in School Business Affairs Certificate Program*. This dynamic non-credit certificate program is made possible through a partnership between Stony Brook University and Eastern Suffolk BOCES. The program is comprised of ten (10) executive seminars offered on Wednesday evenings from 6-8:30PM, beginning on September 15 and ending on November 17, 2010. Certificates carrying 2.5 continuing education credits will be awarded at a dinner on Friday, November 19, 2010. This program is part of an Eastern Suffolk BOCES aidable service.

Program topic areas are continually updated to reflect the most current information and issues. Specific dates and topics are listed below.

Seminars will take place in the Wang Center, Room 101 on the Stony Brook University campus. A light dinner will be provided beginning at 5 PM and parking will be validated.

The program is designed to target current topics vital to school administrators. Participants will explore a body of knowledge that will increase their professionalism and assist them in the execution of their duties. Attendees will develop and refine their skill sets with particular attention being paid to the positions they fill in their districts. Specific tips and tools will be offered that may be utilized immediately and enable participants to meet the challenge of effectively and efficiently supporting school district-wide accountability.

Please forward this message to administrators in your district that you believe will benefit from these seminars and encourage them to register.

Thank you for your time and attention to this message.

Sincerely,

Marlene Brennan

Marlene Brennan, Director
Professional Education resource Center
School of Professional Development
Stony Brook University
(631) 632-7068
marlene.brennan@stonybrook.edu

**A Partnership Program between
Eastern Suffolk BOCES and
Stony Brook University
School of Professional Development**

Who Should Participate?

Instructional Leaders and School Business Officials who wish to enhance their knowledge of school business practices. This seminar series is appropriate for superintendents of schools, assistant superintendents, school principals, school business officials and instructional leaders.

Executive Seminars in School Business Affairs Offerings

Executive Seminar Series in School Business Affairs

Fall, 2010 - **Wednesdays**, September 15 through November 17, 2010.

Note: Sessions may not be offered in the order listed below.

Seminar topics include:

- Reporting and Interfacing with Regulatory Agencies
- Contract Administration and Education Law
- Protecting and Accounting for School District Assets
- Ethics in Administration
- Managing the Business of Instructional Programs
- Facilities, Health, Safety and Environmental Issues
- Strategic Planning
- Budget Development and Control
- School Financing in New York State
- Legal Issues In Administrative Contracts

The Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment or candidate for enrollment on the basis of gender, race, color, religion or creed, age, national origin, marital status, disability or any other classification protected by law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay and other benefits. BOCES will be in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990). Inquiries regarding the application of the above references should be directed to either of the BOCES Civil Rights Compliance Officers: Michael J. Locantore, Assistant Superintendent for Human Resources, 201 Sunrise Highway Patchogue, NY 11772 (631) 687-3029 or Dr. Julie Davis Lutz, Associate Superintendent for Educational Services, 201 Sunrise Highway, Patchogue, NY 11772 (631) 687-3056.



Executive Seminars in School Business Affairs

Registration Form

Use this registration form for all registrations. This form also serves as a Contract Modification Form for Eastern Suffolk BOCES component districts. Please note: your superintendent's signature is required for all registrations. This program is part of an Eastern Suffolk BOCES aidable service. Cross-contracts are required for non-Eastern Suffolk BOCES districts. **Registration and/or cancellations are due 10 school days prior to the event. The district will be billed unless cancellation is received.** Late registration will be accepted on a space-available basis. You may register by mail or fax. No phone registration will be accepted.

PLEASE FILL OUT ONE FORM PER SEMINAR – ONE PARTICIPANT PER FORM ONLY!

Executive Seminar Series ~ Fall 2010

- Weekly, Wednesday, 9/15; 9/22; 9/29; 10/6; 10/13; 10/20; 10/27; 11/3; 11/10; 11/17 at Stony Brook University, Wang Center, Room 1

Fees:	\$1725 per person – Eastern Suffolk BOCES Component School Districts \$1840 per person – Non-Component School Districts
Duration:	Ten (10) sessions on the Stony Brook University campus. Sessions are held once a week for 2-1/2 hours from 6:00 p.m. – 8:30 p.m. Rooms will be open at 5:00 p.m. with a light dinner

November 19, 2010 – Certificate Awards Ceremony

Important Registration and Payment Information: Complete each line of this registration form. Fax or mail to Ann Shirlow as indicated above. Please use a separate copy of this form for each participant and each event. Payments for which you have registered as an individual (not through your district) must be made **only** by check made payable to “Eastern Suffolk BOCES CoSer 531.”

Please complete:

The _____ School District agrees to be invoiced by Eastern Suffolk BOCES during the 2010-2011 school year at \$_____. (Non-public schools must include a check with their registrations.)

Superintendent's Signature

Date

Name: _____

Position: _____

Cost of Seminar: _____

District/School: _____

School Phone: _____

Home Phone: _____

E-mail address: _____

FAX or mail to:
Ann Shirlow, Program Secretary
Eastern Suffolk BOCES
15 Andrea Road
Holbrook, NY 11741
FAX 631-244-4216

Registration Questions:
Ann Shirlow, 631-244-4234

Program Content Questions:
Marilyn Adsitt, 631-244-4201

Directions to Stony Brook University **WANG CENTER:**

Stony Brook University is situated on the north shore of Long Island in southeastern New York. We are approximately 60 miles east of New York City.

By Car:

From New York City, take the Long Island Expressway (LIE/I-495) eastbound from the Queens Midtown Tunnel in Manhattan or the Throgs Neck Bridge or Whitestone Bridge in Queens to exit 62, and follow Nicolls Road Route 97, north for 9 miles. The main entrance to the University is on the left. Turn left into the campus. Proceed to the parking garage to the left of the Administration Building. The Wang Center, located directly across from the parking garage, is the large gray building with red entryway fencing, and is also noted for the modern representation of a Pagoda on the rooftop.

By Train:

Take the LIRR Port Jefferson line from Penn Station in Manhattan to Stony Brook. The LIRR station is at the north end of the campus; bus service to the central campus is provided. Trains to and from Penn generally require transfers at Jamaica or Huntington. Hicksville is also a transfer point on some lines. Here is the schedule for Stony Brook. Taxi cabs are available at the station (approximately one mile to the Wang Center).