FEES AND REGISTRATION INFORMATION

All courses can be taken for graduate credit or non-graduate credit professional development.

Graduate Credit Option
Graduate credit is $690 per semester hour plus University fees. Hofstra students may register online at www.hofstra.edu. Non-Hofstra students may register in person on the second floor of Memorial Hall, South Campus. For additional information call (516) 463-4723.

Please complete and return the attached registration form, indicating that you will be registering for graduate credit.

Professional Development Option
Professional development hours and/or in-service credit may be available through your school district. If you are exercising the professional development option, registration fees for the workshops are as follows:

Curriculum Management and Evaluation $400
School District Business Leadership $800

Please complete and return the registration form, with a check payable to Hofstra University, to:

Jane Goldman, Senior Assistant Dean
School of Education and Allied Human Services
120 Hagedorn Hall
119 Hofstra University
Hempstead, NY 11549-1190

District purchase orders are accepted. For Visa or MasterCard payment, please contact the Office of Field Services at (516) 463-5750.

Seating is limited. Pre-registration is necessary by June 15, 2006. Fees are nonrefundable, unless cancellation notification is provided at least 48 hours in advance of the first class session.

Register Form
Deadline: June 15, 2006

Name: ______________________________________
Title/Position/Student: _______________________
School/Affiliation: __________________________
Work Address: _______________________________
Work Telephone: _____________________________
Fax: ___________________ E-mail: ____________
Home Address: _______________________________
Home Telephone: _____________________________
Fax: ___________________ E-mail: ____________

Curriculum Management and Evaluation
July 5-August 2, M, W, 4:30-7:30 p.m.
☐ I am registering for 3 s.h. graduate credit EADM 286B (CRN# 70278)
☐ I am registering for professional development. Enclosed please find my check for $400 payable to Hofstra University.

School District Business Leadership:
Fiscal Planning and Management
July 10-14; August 7-11, 8:30 a.m.-4 p.m.
☐ I am registering for 6 s.h. graduate credit EADM 272 (CRN# 70237)
☐ I am registering for professional development. Enclosed please find my check for $800 payable to Hofstra University.

Signature: ________________________________
Date: _________________________________

Fees and Registration Information

These courses are designed primarily for school and district administrators and aspiring administrators: superintendents, assistant superintendents, directors, building administrators.

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DIRECTIONS TO HOFSTRA UNIVERSITY

Take Northern State Parkway or Southern State Parkway to Meadowbrook State Parkway, Exit M4 (Hempstead Turnpike, Route 24 West). Continue to second traffic light and turn left onto Uniondale Avenue. Hagedorn Hall is on your right. Make an immediate right turn for parking.
CURRICULUM MANAGEMENT AND EVALUATION
Dr. Eustace G. Thompson

July 5-August 2
Monday and Wednesday
4:30-7:30 p.m.

In this workshop, participants will:

- Examine the role of educational administrators in supporting the delivery and development of curricula to address high-stakes testing programs.
- Utilize the curriculum management audit process to assess alignment of the written, taught and tested curricula and maximize student learning and performance.
- Develop strategies to analyze curriculum materials, determine equity and equality, utilize assessment data to evaluate productivity structures, and improve organizational accountability within school districts and schools.

Course may be taken for 3 s.h. graduate credit (EADM 280B) or non-graduate credit professional development.

SCHOOL DISTRICT BUSINESS LEADERSHIP: FISCAL PLANNING AND MANAGEMENT
Dr. Karen Chapman and Dr. Lee Chapman

Two weeks: July 10-14; August 7-11
8:30 a.m-4 p.m.

This intensive, hands-on workshop focuses on the fiscal responsibilities of the school district business office.

Participants will develop an in-depth and experiential understanding of the business office’s responsibilities and learn how to create and manage financial conditions that comply with state and federal laws and regulations and support the learning goals of the district and the New York state standards.

Specifically, the course will focus on:

- Budget development and management
- Projecting and securing revenue
- Purchasing, accounting and auditing
- Payroll operations
- Risk management

In each of these areas, through simulations, field-based problem-solving projects, site visits, lectures by school business leaders and discussions, participants will develop an in-depth understanding of the business office.

This is a core requirement for those seeking state certification as a school district business leader (SDBL). It is also invaluable for current school and district administrators who desire a more grounded understanding of school business operations.

Course may be taken for 6 s.h. graduate credit (EADM 272) or non-graduate credit professional development. Housing is available in residence halls or local hotels.

*For more information about the SDBL certification program, contact Dr. Eustace Thompson at (516) 463-5749, or e-mail EDAEGT@hofstra.edu.

ABOUT THE FACULTY

Dr. Karen Chapman

Dr. Karen Chapman recently retired after 17 years as assistant superintendent for business in the Hewlett-Woodmere UFSD. Prior to this position, Dr. Chapman completed 10 years as school business administrator in Valley Stream UFSD #13, in addition to six years as an elementary and special education teacher.

Dr. Chapman has special certification as an asbestos handler and asbestos supervisor and planner. She has also served as president of the Nassau County Association of School Business Officials and was a member of the New York Schools Insurance Reciprocal (NYSIR) Board of Governors and chairperson of the NYSIR Planning and Development Committee.

Dr. Lee Chapman

Beginning his career in education as a teacher, Dr. Lee Chapman subsequently served as assistant superintendent for business in Dobbs Ferry, Merrick, Plainview and Baldwin, New York. With 36 years of experience, Dr. Chapman recently retired as deputy superintendent for personnel, business and administration in Baldwin.

During his career, Dr. Chapman also served as president of the Nassau County Association of School Business Officials and chairperson of the Professional Development Committee of NYSASBO.

Dr. Eustace G. Thompson

Dr. Eustace Thompson is an assistant professor in the Department of Foundations, Leadership and Policy Studies at Hofstra University and director of the Certificate of Advanced Studies program in Educational Leadership. Dr. Thompson also serves as a certified curriculum auditor with Phi Delta Kappa International and has consulted with more than 15 school districts in more than 10 states.

Formerly deputy superintendent and assistant superintendent for curriculum and instruction in Uniondale, Dr. Thompson has more than 37 years of practitioner experience in urban and suburban public high school and middle school settings as a principal, assistant principal and secondary social studies teacher.