

Developing a School Budget

Audience: Administrators and Aspiring Administrators **Location:** TEC Professional Development Center
Instructor: John Antonucci **Cost:** \$30 TEC Members / \$55 Non-TEC
Date & Time: Tuesday, March 13, 2012 **(FREE to TEC Licensure Program Participants past and present)**
4:00 – 7:00 PM **Earn:** 3 Hours of Participation

Note: All participants must complete a registration form, even those who are attending at no cost.

Course Description: Preparing a school budget that is fiscally responsible and yet meets the needs and constraints of the district can be a complex and challenging task. This workshop is designed to help those who need to create, support and understand school and district budgeting.

Participants will leave the class with:

- A basic understanding of school finance and budgeting
- The tools and information needed to read and analyze any school budget
- Some best practices on developing and presenting schools budgets
- An understanding of what leadership skills are needed to effectively develop and administer a school budget
- Experience in reviewing a real budget document and identifying budget priorities

About the Instructor: John Antonucci has been Superintendent of the Westwood Public Schools for seven years. He was formerly the Assistant Superintendent of the Nashoba Regional School District, and Director of Finance for the Bedford Public Schools. John has a Bachelor's degree from Tufts University, and an MBA from Boston University.

Cancellations: No credits or refunds will be given on withdrawals less than 10 business days before the first class.

Checks will be processed approximately two weeks prior to the start date of the course; other payments are processed immediately.

Note: After January 27, a \$25 late fee is required with each course registration.

To register: Visit our Online Registration Form at http://www.tec-coop.org/PDL_RegForm.html or complete this form and send, along with your check or purchase order, to:
TEC Professional Development, P.O. Box 186, Dedham, MA 02027

Please register me for "Developing a School Budget" beginning on 3/13/12!

Enclosed is a check or purchase order for: ___\$30 TEC / ___\$55 Non-TEC / ___\$0 TEC Licensure Participant

Name: _____ School: _____
Home address: _____ Role: _____
City, state, zip code: _____ Address: _____
Email: _____ City, state, zip code: _____
Home phone: _____ Work phone: _____

Online registration available! - see TEC website for more information

www.tec-coop.org

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