AGENDA

7:45 - 8:15 a.m. ~ Registration and Continental Breakfast

8:15 - 8:30 a.m. ~ Welcome and Introductory Remarks
Holly Couturier, Assistant Executive Director, MPA
Jill Adams, Executive Director, MADSEC

8:30 - 10:15 a.m. ~ Maine School Law for School Secretaries

10:15 - 10:30 a.m. ~ Break

10:30 - Noon ~ Maine School Law (continued)

Noon - 12:45 p.m. ~ Lunch
Presentation of the 2016 "Secretary of the Year" Award

12:45 - 2:45 p.m. ~ Maine School Law (continued)

2:45 - 3:00 p.m.
Door Prize Drawings, Seminar Evaluation, and Concluding Remarks

About The Program...

This must-attend seminar will provide secretaries with an understanding of the state and federal laws and regulations that impact them every day. The program includes up-to-the-minute information and practical suggestions to help secretaries do their jobs even better. Every participant will receive a copy of the Maine School Law for Secretaries and Administrative Assistants (6th Edition).

Seminar topics include:
- Record Retention
- Student and Employee Records and Confidentiality
- Student Attendance and Truancy
- Custody Issues
- Student Medications and Employee Liability
- Volunteers and Visitor Issues
- Special Education and ADA Issues
- Accidents at School
- Student Residency
- Child Abuse Reporting
- School Financial Accounts
- School Health and Safety Requirements
- And More!

Whole group as well as break-out sessions will allow the presenters and the participants to focus on areas of new learning and questions.

Cancellation Policy—The MPA and MADSEC make every attempt to hold events as scheduled, taking into account forecasted weather, participants who may have traveled to the site the night before, the availability of the conference speaker(s), and meals and rooms, which have been guaranteed by contract, with cancellations available only in the event of a state-declared weather emergency. If a secretaries' seminar is cancelled, the decision will be made by noon of the day prior to the event. The cancellation will be posted on the MPA website at www.mpa.cc and participants will be called or e-mailed if possible. If you are unsure about the status of a seminar, call the MPA at 622-0217.

About The Presenters...

Our presenters are Drummond Woodsum’s Ann Chapman and Jeana McCormick. Ann, a co-author of the Maine School Law for Secretaries and Administrative Assistants (2016), provides consulting services to schools on human resource, policies, and handbooks, and labor relations. Jeana represents schools in all aspects of employment and law, including FLSA compliance, ADA compliance, claims of retaliation and discrimination, as well as reviewing and developing handbooks and policies.