Maine School Law for School Secretaries

Seminar for School and District Secretaries, Special Education Secretaries, and Administrative Assistants

Sponsored by the Maine Principals’ Association and MADSEC in Partnership with Drummond Woodsum

Tuesday, April 3, 2018
Hilton Garden Inn
250 Haskell Road, Bangor

Wednesday, April 4, 2018
Doubletree
363 Maine Mall Road, South Portland

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 (7th Edition).

Seminar Topics Include:

- Record Retention
- Student & Employee Records
- Student Attendance and Truancy
- Custody Issues
- Special Education and ADA Issues
- Student Residency
- Child Abuse Reporting
- E-mail and Confidentiality Issues
- And More

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 postponed, the decision will be made by noon of the day prior to the event. The postponement 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.

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 MPA 2018 “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 Presenters . . .

Our presenters are Drummond Woodsum’s Isabel Ekman who is a member of the firm’s School and Local Government Group. She provides counseling and litigation services on all aspects of school and education law, including special education and disability rights, student discipline, student rights, employment disputes, and investigations. Isabel represents school districts in administrative hearings and complaints before the Maine Department of Education, as well as in discrimination, harassment, and retaliation cases before the Maine Human Rights Commission and state and federal courts. Isabel is a frequent presenter at conferences and events related to special education and general school law and Elek Miller practices in the areas of intellectual property and technology, labor and employment, and general school law. He works with public and private sector organizations to find efficient, effective, and creative solutions to legal issues in these areas. He is a frequent presenter at conferences and events related to privacy and data security, labor and employment, and school law.