

## Description of the Series...

### Session One August 10, 2009

**Getting Off To A Successful Start: The First Few Months of School** – Topics include: Introduction to the Maine Principals' Association; Getting to Know Your Staff and Community–Developing An Entry Plan; Establishing a Relationship with Your Superintendent; Organizational Strategies, Part I; Hiring Staff; Communication Techniques, From Newsletters to Leading Meetings; Scheduling; Navigating Thorny Issues; and Much, Much More!

Guest speaker Rick Colpitts will discuss establishing a relationship with your superintendent/supervisor. Participants will also interact with a panel of second-year and experienced building administrators, who will reflect on their first years on the job. They include Carole Dodge, Waterville High School; Abigail Guerette Frost, Kermit Nickerson School, Swanville; and Mike McCarthy, King Middle School, Portland.

### Session Two October 30, 2009

**Once Your Feet Have Hit The Ground...** — Topics include: Organizational Strategies, Part II; Student Discipline; Special Education and 504; The Supervision and Evaluation of Staff; Budget Preparation and Monitoring; Navigating Thorny Issues; and Much, Much More!

Participants will also interact with a panel of experienced principals and get advice to deal with challenging issues they face. They include Patrick Hartnett, Leavitt Area High School, Turner; Charles Lomonte, Biddeford Middle School; and Jane White-Kilcollins, Hilltop Elementary School, Caribou.

### Session Three January 22, 2010 (Snow date: January 29)

**Maintaining the Momentum** – Topics include: Professional Learning Communities, including Response to Intervention (RTI); Student Achievement Data; Staff Development Needs; School Law; Navigating Thorny Issues; and Much, Much More!

Guest presenter Bob Stevens, principal of York High School, will share his expertise in school law. Participants will also interact with a panel of experienced building administrators and get advice to deal with challenging issues they face. They include Linda Bleile, Wiscasset Middle School; David Sherry, Baxter School for the Deaf; and Bob Stevens, York High School.

### Session Four March 19, 2010

**Finishing Strong** – Topics include Transition Among Grades/Schools; Recruitment and Staffing Plans; Working with the Media; End of the Year Issues; Preparing for the Next School Year; Navigating Thorny Issues; and Much, Much More!

Participants will also interact with a panel of experienced principals and get advice to deal with challenging issues they face. They include Sue Dionne, Gilbert School, Augusta; Gus LeBlanc, Lewiston High School; and Sue Palfrey, Falmouth Middle School.

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## About Our Facilitators...

**Lynne Coy-Ogan** is a nationally known educational consultant and Dean of Education at Husson University in Bangor. She was Maine's 2002 National Distinguished Principal.

Lynne holds degrees from Boston University and Johns Hopkins University in Baltimore, Maryland. She was an elementary principal in the Bangor School Department, an elementary and middle school principal in MSAD #68, and an elementary administrator, curriculum specialist, and classroom teacher in the Montgomery County [Maryland] Public Schools.

**Jeanne Crocker** is principal of South Portland High School. In 2003, she was Maine's Principal of the Year, and in 2004-05, she was president of the Maine Principals' Association.

Jeanne received a Bachelor of Arts degree in French and Spanish from Colby College and a Master's degree in school administration from the University of Southern Maine. Prior to her appointment as principal at South Portland High School, she was an assistant principal and French and Spanish teacher there. She previously taught in Windham and Waterville.

## Here's what participants said about the 2008-09 "Great Beginnings" series:

- "This series covered the everyday aspects of administration that were not covered in my leadership ed. classes."*
- "As difficult as it may seem to spend a day away from your building, you will be glad that you attended these sessions. The information you learn and the networking contacts that you make are valuable and will make your job much easier."*
- "What an oasis of reflection, new perspectives, knowledge, and creative ideas! I left each session refreshed and refocused."*
- "'Great Beginnings' provided me with powerful resources, strategies, and connections with other principals that helped me through my first year and will in the future."*

Maine Principals' Association  
50 Industrial Drive  
P.O. Box 2468  
Augusta, ME 04338-2468



**Members—**  
Please share this brochure  
with new colleagues.

# Great Beginnings: An Orientation for New School Administrators

Designed for new building  
principals and assistant principals  
and those with less than one  
year in the position

Sponsored by the  
Maine Principals' Association

August 10, 2009

Maine Principals' Association  
Conference and Meeting Center  
Augusta

Great Beginnings: An Orientation for New School Administrators  
~ August 10, 2009 ~

Please register by July 31, 2009.

Sorry, no refunds after August 4, 2009

Great Beginnings: An Orientation for New School Administrators

Name \_\_\_\_\_

Badge Name \_\_\_\_\_

Position \_\_\_\_\_

Please check: \_\_\_ New
\_\_\_ Less than one year in position

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail\* \_\_\_\_\_

(\* Required—Conference confirmation sent by e-mail only)

✓ \$424 registration fee for the four-session series (The fee includes all sessions, materials, continental breakfast, and lunch.)

\_\_\_ Check enclosed. \_\_\_ Bill school.

The MPA reserves the right to cancel due to low enrollment.

Mail registration & check payable to MPA to:

Maine Principals' Association
P.O. Box 2468
Augusta, Maine 04338-2468
(Phone: 622-0217; Fax: 622-1513)

Great Beginnings: An Orientation for New School Administrators with Lynne Coy-Ogan and Jeanne Crocker Sponsored by the Maine Principals' Association

Agenda for All Sessions

August 10, October 30, January 22 (snow date—January 29), and March 19 MPA Conference and Meeting Center, Augusta

(Note: Since the MPA Conference and Meeting Center is air-conditioned, you might want to bring a sweater or jacket.)

8:30-9:00 a.m.

Registration and Refreshments

9:00-3:00 p.m.

Program and Lunch

Introduction ...

The induction and retention of school administrators is a top priority for the Maine Principals' Association. We know support systems for novice administrators in many places are virtually non-existent. Additionally, superintendents in newly formed RSUs are likely to have expanded responsibilities resulting in less time to support administrators. New principals are often provided with the building keys, last year's handbook and master schedule if they are lucky, and well-intended good wishes. That's not enough, and the MPA has taken action.

As evidence of its concern and commitment, the MPA adopted in 2003 a comprehensive induction plan, grounded in the ISLLC (Interstate School Leaders Licensure Consortium) Standards for School Leaders, followed in 2004 by the rationale for a mentoring/coaching component. For 2009-10, the MPA is pleased to offer "Great Beginnings" for new principals and assistant principals and a mentoring/coaching program for new principals enrolled in "Great Beginnings" and for experienced principals who have changed jobs.

About The Series ...

At a time when the demands on school administrators have dramatically increased, we must ensure that those accepting the challenge have every opportunity to succeed. As a step in what is a systematic approach to new administrator induction, the MPA is once again sponsoring a four-session orientation, based on the ISLLC standards, for our newest colleagues. The purposes of each session are to provide useful strategies and tips for a successful school year, to offer interactive opportunities, to tap the expertise of participants, and to establish relationships for on-going advice and support. Each session will focus on key leadership tasks and responsibilities by month. Additionally, the program design targets the varied experiences of principals and assistant principals at the elementary, middle, and high school levels.

To accomplish the goals of the series, principals and assistant principals will need to commit to full-time attendance at all four sessions.

Goals of the Series ...

- To provide a framework for ensuring a successful school year.
To provide samples of best practices which address the major responsibilities of administrative leadership.
To provide a forum for discussing issues that are pertinent to new administrators.
To establish opportunities for on-going networking.
To relieve anxieties, lower stress levels, and have fun.

Directions to the Maine Principals' Association's Conference and Meeting Center, Augusta (622-0217) . . .

The MPA Conference and Meeting Center is located at 50 Industrial Drive. From the Augusta/Belgrade exit, Exit 112B (from the south) or Exit 112 (from the north) off Interstate 95, turn right onto Route 27 (Civic Center Drive) as if to go towards Belgrade and travel 7/10 of a mile. At the light, take a left on the Leighton Road (opposite the Elks Lodge) and an immediate right on Industrial Drive. The MPA Conference and Meeting Center is the third building on the left.

