

## Description of the Series...

### Session One August 13, 2010

**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 building administrators, who will reflect on their first years on the job. They include Tanya Belanger, Teague Park Elementary School, Caribou; Aaron McCullough, Mount View Middle School, Thorndike; and Dan Welch, Boothbay Region High School, Boothbay Harbor.

### Session Two October 22, 2010

**Once Your Feet Have Hit The Ground...** — Topics include: Organizational Strategies, Part II; Student Discipline; Special Education and 504; Student Interventions; 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 Dianne Helprin, Pemetec Elementary School, Southwest Harbor; Gus LeBlanc, Lewiston High School; and Mike McCarthy, King Middle School, Portland.

### Session Three January 21, 2011 (Snow date: January 25)

**Maintaining the Momentum** — Topics include: Professional Learning Communities; 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 Mark Hatch, Messalonskee Middle School, Oakland; Bob Stevens, York High School; and Harriet Trafford, Albert S. Hall School, Waterville.

### Session Four March 25, 2011

**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 Lloyd Crocker, Loranger Middle School, Old Orchard Beach; Mary Martin, Elm Street School, Mechanic Falls; and Gregg Palmer, Falmouth High School.

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## About Our Facilitators...

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

Lynne holds degrees from Boston University, Johns Hopkins University, and Liberty University. 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 2009-10 "Great Beginnings" series:

- "Each session covered issues which I encountered. The opportunity to network with veteran administrators and with other new administrators has reaffirmed my decision to become a school principal. This program has been a valuable support."
- "Great tools and resources, exceptional facilitators, and dynamic leaders."
- "The opportunity to network, share ideas, and share concerns has been invaluable for my first year as principal."
- "I really enjoyed the series. You find out you are not alone! There are people having the same issues you have."
- "Very useful information throughout the program from start to finish."

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



Great Beginnings: An Orientation for New School Administrators  
~ August 13, 2010 ~



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 13, 2010

Maine Principals' Association  
Conference and Meeting Center  
Augusta

Please register by August 4, 2010.

Sorry, no refunds after August 9, 2010

### 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)

✓ **\$444 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 13, October 22, January 21 (snow date—January 25), and March 25  
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 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 2010-11, 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 or who simply want a mentor/coach.

### About The Series ...

At a time when the demands on school administrators have dramatically increased as has public scrutiny, 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.