

## Description of the Series...

### Session One August 5, 2011

**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 Superintendent Judy Paolucci 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 Dean Auriemma, Scarborough High School; Ann Hassett, Nobleboro Central School; and Hiram Sibley, King Middle School, Portland.

### Session Two October 14, 2011

**Once Your Feet Have Hit The Ground...** — Topics include: Organizational Strategies, Part II; Student Behavior; 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 Linda Bleile, Wiscasset Middle School; Carol Hathorne, Hope Elementary School; and Ted Moccia, Oxford Hills Comprehensive High School, South Paris.

### Session Three January 20, 2012 (Snow date: January 24)

**Maintaining the Momentum** — Topics include: Professional Learning Communities; Student Achievement Data; Professional 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 Lloyd Crocker, Loranger Middle School, Old Orchard Beach; Dianne Helprin, Pemetec Elementary School, Southwest Harbor; and Bob Stevens, York High School.

### Session Four March 23, 2012

**Finishing Strong**—Topics include: Transition Among Grades/Schools; Recruitment and Staffing Plans; Working with the Media; End of the Year Issues; Preparing for Your 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 Roy Allen, Center Drive School, Orrington; Sue Palfrey, Falmouth Middle School; and Don Reiter, Waterville Senior High School.

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## About Our Facilitators...

**Dr. Lynne Coy-Ogan** is a nationally known educational consultant 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.

**Ted Hall** is principal at Yarmouth High School where he has been since 2005. Prior to moving to Maine, Ted was principal at Souhegan High School in New Hampshire for seven years, worked at the Coalition of Essential Schools at Brown University for two years, worked on planning and opening a new high school in Tucson, Arizona for three years, and started his career as a science teacher in Wayland, Massachusetts. Ted has been involved in professional development for the last fifteen years, focusing on developing strong teacher leadership, implementing personalization strategies, and facilitating the implementation of technology.

### Here's what participants said about the 2010-11 "Great Beginnings" series:

- "These sessions have provided us with incredible tools for successful leading. Excellent program!"
- "You gave me a compass and a map to navigate the sometimes lonely wilderness of being a principal."
- "Great Beginnings' is a great hands-on, fill your toolbox training opportunity."
- "What a great way to make connections with others dealing with the same issues as I am."
- "As a result of the program, I am re-thinking my practices as well as my school's."
- "I appreciate the guest speakers, the opportunity to share thorny issues, and the binder of helpful resources."

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



Great Beginnings: An Orientation for New School Administrators  
~ August 5, 2011 ~



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 5, 2011

Maine Principals' Association  
Conference and Meeting Center  
Augusta

Please register by July 29, 2011.

Sorry, no refunds after August 1, 2011.

### 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)

✓ **\$469 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 Ted Hall Sponsored by the Maine Principals' Association

## Agenda for All Sessions

**August 5, October 14, January 20 (snow date—January 24), and March 23  
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 has a comprehensive induction plan, grounded in the ISLLC 2008 (Interstate School Leaders Licensure Consortium) Standards for School Leaders, which includes the rationale for a mentoring/coaching component. For 2011-12, 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 2008 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 expectations and responsibilities of principals and assistant principals at the elementary, middle, and high school levels.

To accomplish the goals of the series and to develop an effective cohort, 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 with experienced school administrators.
- To develop collaborative relationships with other new administrators.
- 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.