

## Refund and Cancellation Policies...

**Refund Policy**—The Maine Principals' Association will offer a full refund of registration fees up to three business days prior to the event. Following that time, no refunds will be issued.

**Cancellation Policy**—The Maine Principals' Association makes 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](http://www.mpa.cc) and participants will be called if possible. If you are unsure about the status of a seminar, call the MPA at 622-0217.

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**Directions to the Wyndham Portland Airport Hotel (formerly the Sheraton)**—From all points North or South: Take Exit 45 of the Maine Turnpike (I-95) and turn right onto the Maine Mall Road. The Wyndham Portland Airport Hotel is approximately one-third of a mile ahead on the left. Ample free parking is available at the hotel. For those desiring overnight accommodations at a special rate, call Stephanie Cummings in the Sales Office (756-6505).

**Directions to the Spectacular Event Center, Bangor**—A map is available at [www.spectaculareventcenter.com](http://www.spectaculareventcenter.com)—The Spectacular Event Center (941-8700) is located at 395 Griffin Road. Directions: **Headed North on I-95**, turn left off Exit 184 onto Union Street. Go through 4 sets of lights. At the 5th light, turn left on Griffin Road. The center is the third building on the right; **Headed South on I-95**, turn right off Exit 184 onto Union Street. Continue with directions above.

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



Non-Profit  
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23rd Annual Seminar for School Secretaries and Administrative Assistants  
~ March 24, 2010 (South Portland) ~ March 26, 2010 (Bangor) ~



Includes  
Newly  
Released 2010  
Handbook

# 23rd Annual Seminar for School Secretaries and Administrative Assistants: *Maine School Law for School Secretaries*

Sponsored by the  
*Maine Principals' Association*  
in partnership with  
*Drummond Woodsum*

March 24, 2010  
Wyndham Portland Airport Hotel  
(formerly the Sheraton),  
South Portland

March 26, 2010  
The Spectacular Event Center,  
Bangor

## 23rd Annual Seminar for School Secretaries and Administrative Assistants

\*\* Please register by March 10 \*\*

Please duplicate this form when registering more than one person.

Name \_\_\_\_\_

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

Position \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

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

Please Check Site and Luncheon Preference Below:

**South Portland (Wyndham Portland Airport Hotel)**

- Citrus Herb Grilled Chicken
- New England Baked Haddock

**Bangor (Spectacular Event Center)**

- Baked Chicken with Sweet Apple Cornbread
- Shrimp Skewers

### Registration Fee: \$168

The fee includes program, a copy of the new 2010 edition of *Legal Handbook for Maine School Secretaries* (Third Edition), continental breakfast, break, and lunch.

Check enclosed.  Bill school.

You can also register online with a credit card at SchoolLaw.com

Mail registration & check payable to MPA to:  
**Maine Principals' Association**  
P.O. Box 2468, Augusta, Maine 04338-2468

**Sorry, no refunds after  
March 18 (South Portland) and  
March 22 (Bangor)**

(Please note the refund policy elsewhere in this flyer.)

# 23rd Annual Seminar for School Secretaries and Administrative Assistants: *Maine School Law for School Secretaries*

Sponsored by the Maine Principals' Association in partnership with Drummond Woodsum

**Wednesday, March 24, 2010**  
**Wyndham Portland Airport Hotel**  
**Maine Mall Road, South Portland**

### Agenda

8:00 - 8:45 a.m.

#### Registration and Continental Breakfast

8:45 - 9:00 a.m.

#### Welcome and Introductory Remarks

*Dr. Phyllis A. Deringis, Assistant Executive Director,  
Maine Principals' Association*

9:00 - 10:15 a.m.

#### Maine School Law for School Secretaries

*Ann Chapman and James Schwellenbach*

10:15 - 10:30 a.m.

#### Break

10:30 - Noon

#### Maine School Law for School Secretaries

*(continued)*

Noon - 1:00 p.m.

#### Lunch

1:00 - 2:00 p.m.

#### Maine School Law for School Secretaries

*(continued)*

2:00 - 2:15 p.m.

#### Door Prize Drawings, Seminar Evaluation, and Concluding Remarks

**Friday, March 26, 2010**  
**The Spectacular Event Center**  
**395 Griffin Road, Bangor**

### 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 newly released 2010 edition of *Legal Handbook for Maine School Secretaries* (Third Edition).

Seminar topics include:

- Records Retention
- Student and Employee Records
- Student Attendance Issues
- Custody Issues
- Medications and Employee Liability
- Special Education
- E-mail and Confidentiality
- Accidents at School
- Student Residency
- Freedom of Access Act
- The NCLB Act and Parent Notices
- Child Abuse Reporting
- School Financial Accounts

### About The Presenters...

Our presenters are the co-authors of the *Legal Handbook for Maine School Secretaries*. **Ann Chapman** joined Drummond Woodsum in 1999 and provides consulting services to schools on policy issues and labor negotiations. She previously was the policy specialist for the Maine School Management Association and a school board member. **James Schwellenbach** joined Drummond Woodsum in 2001 following a distinguished career as an educator, special education consultant and director. His practice is primarily in the areas of special education law, general school law, and labor and employment law.