

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 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.

Directions to the Holiday Inn By the Bay, Portland—A map is available at www.innbythebay.com. Those traveling on the Maine Turnpike should consult the map—From I-95 heading north, take Exit 44 then I-295 (I-95 heading south becomes I-295 at Exit 103) to Exit 7 (Franklin Street). Stay on Franklin Street for five (5) lights. Take a right onto Middle Street. Travel approximately 1 mile (Middle Street becomes Spring Street). The Holiday Inn (775-2311) at 88 Spring Street is on the left. **Parking is no longer an issue for seminar participants. If indoor parking at the hotel is full, there is ample free parking in the garage adjacent to the hotel.**

Directions to the Spectacular Event Center, Bangor—A map is available at 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.

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Maine Principals' Association
50 Industrial Drive
P.O. Box 2468
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25th Annual Seminar for School Secretaries and Administrative Assistants
~ March 28, 2012 (Portland) ~ March 30, 2012 (Bangor) ~



Includes
Newly
Released 2012
Handbook

25th 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 28, 2012
Holiday Inn By the Bay, Portland**

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**March 30, 2012  
The Spectacular Event Center, Bangor**

# 25<sup>th</sup> Annual Seminar for School Secretaries and Administrative Assistants

\*\* Please register by March 21 \*\*

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:

- Portland (Holiday Inn By the Bay)**  
 Rosemary Artichoke Chicken  
 Asian Glazed Salmon
- Bangor (Spectacular Event Center)**  
 Garlic and Herb Chicken  
 Broiled Salmon Filet with Maple Ginger Glaze

## Registration Fee: \$168

The fee includes program, a copy of the new 2012 edition of *Legal Handbook for Maine School Secretaries* (Fourth Edition), continental breakfast, break, and lunch.

Check enclosed.  Bill school.

You can also register online with a credit card at [schoollaw.com](http://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 22 (Portland) and  
March 26 (Bangor)**

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

# 25<sup>th</sup> Annual Seminar for School Secretaries and Administrative Assistants

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

**Wednesday, March 28, 2012**  
**Holiday Inn By the Bay**  
**88 Spring Street, Portland**

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**Friday, March 30, 2012**  
**The Spectacular Event Center**  
**395 Griffin Road, Bangor**

## Agenda

8:00 - 8:45 a.m.

### Registration and Continental Breakfast

8:45 - 9:00 a.m.

### Welcome and Introductory Remarks

*Jeanne Crocker, Assistant Executive Director,  
Maine Principals' Association*

9:00 - 10:15 a.m.

### Maine School Law for School Secretaries

*Ann Chapman and Sara Hellstedt*

10:15 - 10:30 a.m.

### Break

10:30 - Noon

### Maine School Law for School Secretaries

*(continued)*

Noon - 1:00 p.m.

### Lunch

*Presentation of the 2012*

*"School Secretary of the Year" Award*

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

## 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 new 2012 edition of *Legal Handbook for Maine School Secretaries* (Fourth Edition).

Seminar topics include:

- Records Retention
- Student and Employee Records
- Student Attendance Issues
- Custody Issues
- Medications and Employee Liability
- Special Education
- Confidentiality Issues
- Accidents at School
- Student Residency
- Freedom of Access Act
- Child Abuse Reporting
- School Financial Accounts
- School Health and Safety Requirements

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## About The Presenters...

Our presenters are Ann Chapman and Sara Hellstedt. Ann Chapman joined Drummond Woodsum in 1999 and is one of the authors of the *Legal Handbook for Maine School Secretaries* (2012). Ann provides consulting services to schools on policy issues and labor negotiations. Before joining the firm, she was the policy specialist for Maine School Management Association and served as a school board member. Sara Hellstedt joined Drummond Woodsum in 2007. Prior to attending law school, Sara taught Spanish in Maine for three years. Her practice focuses on the areas of special education law and general school law issues.