

Refund and Cancellation Policies

Refund Policy - The Connecticut Association of Schools will make every attempt to hold the seminar as scheduled, taking into account the forecasted weather, as well as the travel of the speakers and participants. A decision will be made if weather is problematic by noon of the day before the seminar. Notice will be posted on the CAS website, www.casciac.org, or you may call the CAS office at (203) 250-1111.

No refunds after April 8, 2011

Directions to:

Aqua Turf Club

556 Mulberry Street, Southington, CT 06479

860-621-9335

I-84 from Waterbury - Exit 28, take right onto Rte 322. Go straight, take left at car wash onto Old Turnpike Rd. At first stop sign, take right onto Mulberry St. Club is 1/2 mile on the right

I-84 from Hartford - Exit 29. Go straight onto Mulberry St. Club will be on your right approx. one mile down the road.

From I-91 or the Merrit Parkway - Take Route 691 West toward Waterbury, Exit 4, take a right. At the bottom of the hill (McDonald's on the corner), take a right onto South End Rd. Follow until you come to Mulberry St on the left, the Club is 1/4 mile on the left

Agenda

8:15 - 9:00 a.m.

Registration and Continental Breakfast

9:00 - 9:15 a.m.

Welcome and Introductions

9:15- 10:45 a.m.

Attorney Thomas B. Mooney, Legal Issues
Electronic Communication Devices

10:45 - 11:00 a.m.

Morning Break

11:00 - 12:30 p.m.

Attorney Thomas B. Mooney, School Based Issues

12:30 - 1:30 p.m.

Lunch

1:30 - 3:00 p.m.

“Stress: It Doesn’t Have To Be A Bad Thing!”
Dr. Katey Cofrancesco

3:00 - 3:30 p.m.

Concluding Remarks, Seminar Evaluation, Door Prize Drawings/Raffle



Dave Maloney
Assistant Executive Director
Student Activities
Connecticut Association of Schools
30 Realty Dr.
Cheshire, CT 06410
Ph: (203) 250-1111
Fax: (203) 250-1345

THE CONNECTICUT ASSOCIATION OF SCHOOLS



Presents

A Conference for School Secretaries and Administrative Assistants



FRIDAY, APRIL 29, 2011

At the:
Aqua Turf Club
Southington, CT

“A Conference for School Secretaries and Administrative Assistants”

**Registration Deadline:
April 8, 2011**

Registration Fee: \$95.00

Includes conference materials, continental breakfast, morning break, luncheon and afternoon break.

For teams of **3** or more from the same school district, the registration fee is: **\$90.00** per person.

**Check should be made payable to:
CAS**

Please register online at:

www.casciac.org/register

**Any questions, you may email:
Jenn Sylvester at
jennsylvester@casciac.org**

**Registration is limited,
So sign up early to ensure your
spot!**

Featured Speakers are...

The morning featured speaker is Attorney Thomas B. Mooney. Attorney Mooney is an attorney with the law firm of Shipman and Goodwin, LLP, in Hartford and is a frequent speaker on legal issues affecting schools.

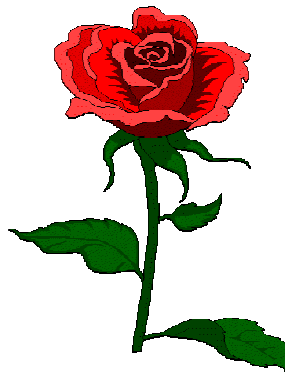
The afternoon program features Dr. Katey Cofrancesco is the owner of Creative Body Therapies and brings with her 18 years of experience in the specialized stress management programs.

Feel like you don't have time to do the "right" things for your health?

Are you Thriving or feel like you are just Surviving?
Stressing about being Stressed?
Tired all the time?
Overweight?

Her workshop will explore some common myths and realities about stress.

Participants will gain strategies that can be implemented to create some ease in your life!



About the Program...

This one-day program is designed to support the daily work of school secretaries and administrative assistants and their important contributions to a school's culture and positive teaching and learning environment. The program includes up-to-the-minute information and practical suggestions to help secretaries do their job even better. Attendees will spend time addressing issues that relate to their daily work; in such areas as legal issues, electronic communication devices, student records retention, special education, state and federal laws and regulations, just to name a few.

The afternoon program will feature the stress management techniques designed to help reduce burnout and regain a better life balance.

Every participant will receive a packet of conference materials, along with a seminar evaluation.



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