

## Registration Information



<https://casaci.ac/5402>

### Fee is \$95.00 per person

The fee includes conference materials, continental breakfast, morning break, luncheon, and afternoon break.

For teams of three (3) or more from the same school or district, the fee will be \$90.00 per person.

### Registration Deadline is April 10, 2020 Seating is limited, so register early!

For any questions, you may contact  
Barbara O'Connor - boconnor@casaci.org  
203-250-1111



Checks should be made payable to CAS  
and mailed to:

**The Connecticut Association of Schools  
30 Realty Drive  
Cheshire, Connecticut 06410**

### Event Cancellation Policy

The Connecticut Association of Schools will make every attempt to hold the conference as scheduled taking into account forecasted weather. A decision will be made if weather is problematic by noon the day before the conference. A notice will be posted on the CAS website at [www.casaci.org](http://www.casaci.org) or you may call the CAS Office at 203-250-1111.

REFUND POLICY: In order to receive a refund, cancellations must be made by April 17, 2020



860-621-9335

*Directions to  
556 Mulberry Street  
Plantsville, Connecticut 06479*

### **I-84 from Waterbury:**

Take Exit 28 and take right onto Route 322. Go straight and take left at car wash onto Old Turnpike Road. At first stop sign, take right only Mulberry Street. Club is one-half mile on the right.

### **I-84 from Hartford:**

Take Exit 29. Go straight onto Mulberry Street. Club will be on your right approximately one mile down the road.

### **I-91 or the Merrit Parkway:**

Take Route 691 West toward Waterbury. Take Exit 4. Take right at end of exit. At bottom of hill (McDonald's is on the corner) take a right onto South End Road. Follow South End Road until you come to Mulberry Street on the left. Club is one-quarter mile down on the left.



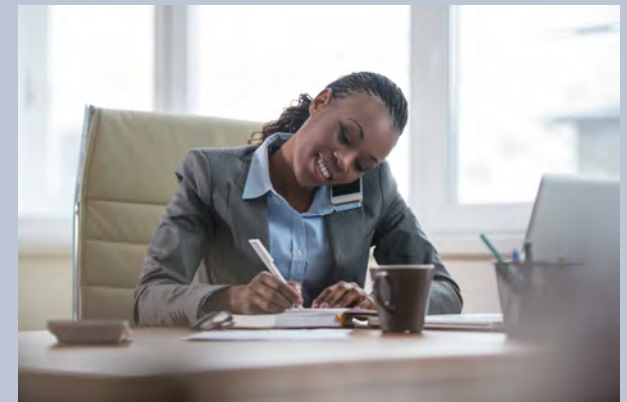
**CONNECTICUT  
ASSOCIATION OF SCHOOLS**

***A Conference for  
School Secretaries and  
Administrative Assistants***

*In Recognition of National  
Administrative Assistants' Week*

**Friday, April 24, 2020  
8:15 a.m. to 3:15 p.m.**

**Aqua Turf Club  
556 Mulberry Street  
Plantsville, Connecticut 06479**



## Conference Agenda

8:15 to 9:00 a.m.

Registration and Continental Breakfast

9:00 a.m.

Welcome and Introductions

### Morning Session

**Tom Mooney and Gwen Zittoun**

*Attorneys at Shipman and Goodwin, LLP*  
**Legal Matters That Every Administrative Assistant Should Know**



Tom and Gwen will cover new laws and all of the up-to-date legal issues that every school office administrative assistant and secretary should know as well as answering your questions in an informal setting that is engaging, enlightening, and fun for all!!

### Morning Break

**Question and Answer Session  
with Attorneys**

**Congratulatory Remarks by  
Mike Hydeck  
NBC Connecticut News Anchor**

**Presentation of the CAS 2020  
Administrative Assistant of Year Award**

**Lunch - 12:00 to 1:00 p.m.**

## Afternoon Session

1:00 to 2:30 p.m.

Coming in at 5' 1" and Fierce

### Meet Kate Ganes



### **Sound Your Battle Cry: Stop Making Excuses and Take Your Life Back**

Kate is a speaker, author, choreographer, kickboxing trainer, tap dancer, and an all around normal girl just trying to leave this world a tiny bit brighter than when she came into it. Originally from the great state of Missouri, Kate was an only child raised by a strong single mom on unsweet tea, playing outside, and the teenage mutant ninja turtles. Growing up small compared to others her age, Kate always felt the need to try to chase that pesky little thing called perfection which was a losing fight. Kate uses her story of being told she was never good enough to becoming a performer at Walt Disney World to becoming a gladiator, not because anyone saved her, but because she learned how to save herself. In 2019, Kate published her first book, "Mixtape: How to Stop Listening to the Recordings of Your Past." For more information, check out [www.kateganes.com](http://www.kateganes.com).

### Concluding Remarks

### Seminar Evaluation

### Door Prize Drawings/Raffle

## 2020 CAS Administrative Assistant Of the Year

Schools are invited to nominate an administrative assistant who has demonstrated excellent leadership, commitment to staff and students, service to their community, and a contribution to the overall school experience.

Candidates should demonstrate success in the following areas:

### **Quality of Work, Dependability, and Collaboration**

- Consistently produces the highest quality of work in an efficient manner meeting all deadlines
- Communicates effectively orally and in writing
- Shows initiative and willingness to learn new techniques relating to job description
- Assists others in professional development that focuses on workplace productivity
- Balances management tasks with an eye on teamwork
- Utilizes effective problem-solving and sound judgement techniques

### **Personalization and Relationships**

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Creates a positive atmosphere in all interactions with others
- Adapts well to the needs of the public when confronted with new and unusual situations
- Models values, beliefs, and attitudes that inspire others to higher levels of performance

***Nomination forms for the CAS Administrative Assistant of the Year are available on the CAS website at [www.casciac.org](http://www.casciac.org). Completed nomination forms must be received by March 31 2020. Send to:***

Barbara O'Connor  
Connecticut Association of Schools  
30 Realty Drive, Cheshire, Connecticut 06410  
[boconnor@casciac.org](mailto:boconnor@casciac.org)  
FAX: 203-250-1345