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

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.
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 the 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.kategarnes.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 judgment 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. 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
FAX: 203-250-1345

For more information, check out www.kategarnes.com.