



# Conference for School Secretaries and Administrative Assistants



**SAVE THE DATE!**



**Friday, April 24, 2020**

*In recognition of National Administrative Assistants' Day, the Connecticut Association of Schools is offering a one-day conference designed to support the daily work of school secretaries and administrative assistants and the important contributions they make to school climate and a positive teaching and learning environment. This program will include up-to-the minute information and practical suggestions to help school office personnel do their jobs even better!*



## Registration:

Registration is available on line. Please visit our website at [www.casciac.org](http://www.casciac.org) and select event registration.

*For questions and additional information, please contact Barbara O'Connor at [boconnor@casciac.org](mailto:boconnor@casciac.org)*

## Location for this event is:

Aqua Turf Club  
554 Mulberry Street  
Plantville, Connecticut  
8:15 a.m. to 3:15 p.m.



*Look for more details to follow!*