

## Agenda

8:15 - 9:00 a.m.  
Registration and Continental Breakfast

9:00 a.m.  
Welcome and Introductions

Attorneys  
Thomas B. Mooney and Gwen Zittoun  
Shipman and Goodwin, LLP  
"Legal Matters That Every Administrative  
Assistant Should Know"

Morning Break

Q + A with Attorneys

CAS 2016 Administrative Assistant  
of the Year Award

12:30 - 1:30 p.m.  
Luncheon  
Congratulatory Remarks  
Commissioner of Education  
Dianna Wentzell

1:30 p.m.  
Anne Kubitsky  
"Look For The Good Project"

2:30 - 3:15 p.m.  
Concluding Remarks, Seminar Evaluation,  
Door Prize Drawings/Raffles



## Cancellations & Refund Policies

The Connecticut Association of Schools will make every attempt to hold the seminar as scheduled, taking into account 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](http://www.casciac.org), or you may call the CAS office at (203) 250-1111.

- **Cancellations must be received by April 8, 2016**
- **Cancellations received after April 8, 2016 will still be responsible for the registration fee**
- **There will be no refunds after April 8, 2016**



## Directions

Aqua Turf Club  
556 Mulberry Street, Plantsville, 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 down on the left.

The Connecticut  
Association of Schools  
Presents



*A Conference for  
School Secretaries*

*&*

*Administrative Assistants*

*In Recognition of  
National Administrative  
Assistant's Week*

*Friday, April 29, 2016*

*Aqua Turf Club  
Plantsville, CT*



## Registration

**Fee: \$95.00 per person**  
Includes conference materials, continental breakfast, morning break, luncheon and afternoon break.  
For teams of three (3) or more from the same school district, the fee is \$90.00 per person.

Check should be made payable to CAS and mailed to:  
Jennifer Sylvester  
CT Association of Schools  
30 Realty Drive  
Cheshire, CT 06410

Please register online at:  
[www.casciac.org/register](http://www.casciac.org/register)

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

For any questions you may email:  
Jenn Sylvester at  
[jennsylvester@casciac.org](mailto:jennsylvester@casciac.org)

## Speakers and Conference Topics

Attorneys Thomas B. Mooney and Gwen Zittoun  
Shipman and Goodwin, LLP  
“Legal Matters That Every Administrative Assistant Should Know”

Tom and Gwen are back by popular demand! Previous conference attendees have given them superior ratings!



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

Anne Kubitsky  
“Look For The Good Project”

Anne is an international speaker, author, artist, and founder of the Look for the Good Project, an award-winning organization that helps participants rise above violence and become inspiring leaders in their workplace communities and beyond.



Having been a victim of sexual assault, she started the LFTGP when she was feeling isolated and alone. Searching for a sense of purpose, she left 500 blank invitation postcards asking people to share what they were grateful for and mail it back to her. She has since received over 22,000 messages, befriended thousands of strangers, and demonstrated that anyone can create a movement that matters.

In 2015, Anne received a proclamation declaring April 19th "Look for the Good Day" in the city of Hartford. A frequent presenter at schools, colleges, and corporations, Anne's popularity is skyrocketing. Her book, "What Makes You Grateful: Voices from Around the World" has been featured on MSNBC, Fox News, and NBC, as well as in Reader's Digest, The Huffington Post, The Intelligent Optimist and Good Housekeeping Magazine.

## CAS 2016 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 for the 2016 Administrative Assistant of the Year recognition program.

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

### **To apply send nominations to:**

Dave Maloney, Assistant Executive Director,  
CAS, 30 Realty Drive, Cheshire, CT 06410  
[dmaloney@casciac.org](mailto:dmaloney@casciac.org);  
Fax 203-250-1345

**Deadline for Submission**  
**April 6, 2016**