

Refund and Cancellation Policies

Refund Policy - 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, or you may call the CAS office at (203) 250-1111.

No refunds after March 26, 2010

Directions to:

Water's Edge Resort & Spa
1525 Boston Post Rd., Westbrook, CT
1-860-399-5901

From Hartford:

I-91 South to Rte. 9 South. Rte. 9 South to Exit 3, at 2nd stop sign, turn right onto Rte. 153 South, follow until Intersection with Rte. 1 in Westbrook.. At light, turn left onto Rte. 1 North (Boston Post Rd.). Resort is 1/2 mile on your right.

From New Haven:

I-95 North, to Exit 65, right turn off exit. At 2nd stop light, turn left onto Rte. 1 North (Boston Post Rd.). Resort is 1/2 mile on your right.

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 - 1:15 p.m.

Lunch

1:15- 2:15 p.m.

“Keeping all the Balls in the Air”
(How To Have Less Stress and More Zest!)
Rob Peck

2:15 - 2:30 p.m.

Afternoon Break

2:30 - 3:15 p.m.

“Laughter Is The Best Medicine...Plus No Co-Pays!”
Rob Peck

3:15 - 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 30, 2010
At the:
Water's Edge Resort & Spa
Westbrook, CT

“A Conference for School Secretaries and Administrative Assistants”

Registration Deadline:
March 26, 2010

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!

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.



For those attendees who would like to reserve a room for Thursday and/or Friday night, Water's Edge Resort has offered a group rate at \$ 130. Reservations can be made directly through the resort. Be sure to mention that you are attending the CAS Secretaries Conference.

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 Rob Peck, who is an award winning motivational speaker, stress management trainer, and creativity consultant. His high energy and highly interactive programs on flexible thinking, humor in the workplace and creative team building are designed to help you reduce burnout and regain a better life balance.



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