

## 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](http://www.casciac.org), or you may call the CAS office at (203) 250-1111.

**\*Cancellations must be received by April 10, 2015. Cancellations received after will still be responsible for payment\***

**No refunds after April 10, 2015\***

### Directions to:

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 on the left

## 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.**

Attorneys Thomas B. Mooney & Gwen Zittoun  
"Legal Matters That Every Administrative Assistant Should Know"

**10:45 - 11:00 a.m.**

Morning Break

**11:00 - 11:30 a.m.**

Q + A with Attorneys

**11:30 - 12:30 p.m.**

Sheryl Sprague

"Positive Steps for Managing Stress, Health, and Wellness In Your Workplace"

**12:30 - 1:30 p.m.**

Lunch

**1:30 - 1:45 p.m.**

Administrative Assistant of the Year Award

**1:45 - 2:30p.m.**

A Surprise Guest

**2:30 - 3:30 p.m.**

Concluding Remarks, Seminar Evaluation, Door Prize Drawings/Raffles



## THE CONNECTICUT ASSOCIATION OF SCHOOLS



Presents

### A Conference for School Secretaries and Administrative Assistants



### In Recognition of National Administrative Assistant's Week

**FRIDAY, April 24, 2015**

At the:  
**Aqua Turf Club  
Plantsville, CT**

# A Conference for School Secretaries and Administrative Assistants

**Registration Deadline:**  
**April 10, 2015**

## 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](http://www.casciac.org/register)**

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

**Any questions, you may email:**

**Jenn Sylvester at**

**[jennsylvester@casciac.org](mailto:jennsylvester@casciac.org)**



**FRIDAY, April 24, 2015**  
**At the:**  
**Aqua Turf Club**

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

## Speakers and Conference Topics:

**Attys. Tom Mooney and Gwen Zittoun**

**Shipman and Goodwin, LLP**

**“Legal Matters That Every Administrative Assistant Should Know”**

Attorneys Thomas B. Mooney and Gwen Zittoun, with the law firm of Shipman and Goodwin, LLP, in Hartford 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!

**Sheryl Sprague,**

**Prevention and Wellness Manager, Rushford**

**“Positive Steps For Managing Stress, Health & Wellness In The Workplace”**

Sheryl Sprague, Manager of Prevention and Wellness for the Rushford Center in Middletown, is a frequent presenter and highly experienced professional in stress management and wellness initiatives. Her presentation will surely connect the audience to matters of vital importance related to the ever increasing demands placed upon administrative assistants in today's schools.

From Anti-Bullying, to Mental Health First Aid, to Stress Management Programs, to administering federal, state and local grants on related topics Sheryl is the point person who oversees all of Rushford's initiatives in these important matters.

Sheryl's expertise in these areas is just one reason why she serves on many boards and positions throughout Middlesex and South Central CT Counties.

## CAS Administrative Assistant of the Year

Schools are invited to nominate administrative assistants who have demonstrated excellent leadership, commitment to staff and students, service to their communities, and contributions to the overall school experience for the 2015 Administrative 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, 30 Realty Drive, Cheshire, CT 06410; [dmaloney@casciac.org](mailto:dmaloney@casciac.org); Fax 203-250-1345.

**The deadline for submission**  
**March 31, 2015.**