

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 April 12, 2013

Directions to:

Aqua Turf Club

556 Mulberry Street, Southington, 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 Merritt 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
School Safety, Security, and Other Site Matters

10:45 - 11:00 a.m.

Morning Break

11:00 - 12:30 p.m.

Attorneys Thomas B. Mooney & Gwen Zittoun
Legal Update Topics: FOI, First Aid,
Excused Absence, Other

12:30 - 1:30 p.m.

Lunch

1:30 - 3:00 p.m.

Marta Koonz
"Pump It Up"

3:00 - 3:30 p.m.

Concluding Remarks, Seminar Evaluation, Door
Prize Drawings/Raffle



THE CONNECTICUT ASSOCIATION OF SCHOOLS



Presents

A Conference for School Secretaries and Administrative Assistants



In Recognition of National Administrative Assistant's Week

FRIDAY, April 26, 2013

At the:

Aqua Turf Club
Southington, CT

A Conference for School Secretaries and Administrative Assistants

Registration Deadline:
April 12, 2013

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!

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 positive culture and learning environment. Included will be up-to-date information on issues such as legal issues, electronic communication devices, student records retention, special education, state and federal laws and regulations. and receive practical suggestions to help secretaries do their job even better.

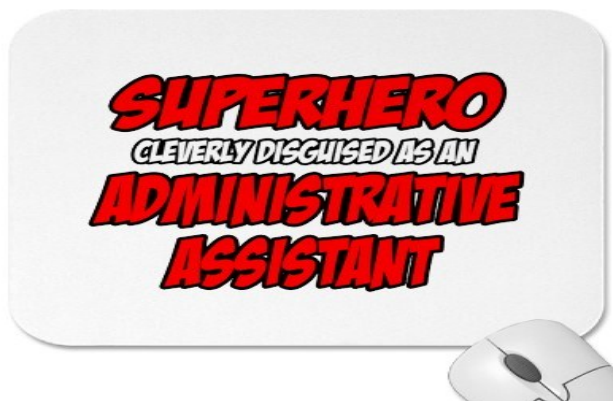
Featured Speakers are...

Morning Program:

The morning featured speakers are Attorneys Thomas B. Mooney and Gwen Zittoun. 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.

Tom and Gwen will cover the following topics:

1. School Safety
 - a. Procedure and Access
 - b. Site Security
 - c. Student Confidentiality (threat assessment, communication with police, DCF, incident reports)
2. Legal Issues
 - a. Processing FOI requests
 - b. Administration of First Aid
 - c. Custody
 - d. Absenteeism (including the new definition of an excused absence.)



Featured Speakers Are...

Afternoon Program:

The afternoon program features Marta Koonz, certified life coach and managing partner for both One Caring Adult® and Energize Your Journey™. Marta specializes in creating opportunities for discovery, something she strives to do always!

PUMP IT UP

What would your day be like if you could handle challenging situations with ease? If everything you needed to get the job done was right where it was supposed to be? If you were able to say the exact words to create a “win-win” with every person? Life would be good!

Once again looking through the lens of “colors”, this workshop will explore how to “pump up” specific colors to improve communication, build organizational skills, and manage difficult people



FRIDAY, April 26, 2013
At the:
Aqua Turf Club

Dave Maloney
Assistant Executive Director
Student Activities
Connecticut Association of Schools
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Cheshire, CT 06410
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