



2022 Virtual Administrative Assistant and School Secretary Conference

Friday, April 29, 2022

8:30 am - 12:30 pm

8:30 - 8:45 Welcome Remarks

8:45 -10:15 Session 1



Thomas Mooney



Gwen J. Zittoun

The legal landscape has changed significantly over the last few years as a result of the COVID-19 pandemic and changes to federal law. Tom and Gwen look forward to discussing some of these changes and providing participants with an update on current legal issues affecting school districts and the work of administrative assistants.

10:15 -10:45 Q&A

A question and answer period with Tom and Gwen. Participants will have the opportunity to ask legal questions relevant to their roles within school systems.

10:45 - 11:00 Break

11:00 -11:20 - Awards and Recognitions

11:20 - 12:20 Session 2

12:20 - 12:30 Closing



Kate Garnes

Finding Moments in the Madness

Let's be honest, the last few years have been wild to say the least. Many of us have found it hard to even know what normal looks like anymore. Kate is here to help you find some calm in the storm. In this interactive keynote, Kate walks through how self care is anything but selfish. She helps us focus on how this turbulent time can work for us. Most of all, she helps us all see that the last thing we are right now is alone, even when everything feels lonely.

Conference is FREE.
Registration required at
<https://casci.ac/7727>

For more information please
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