

## 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.

**\*No refunds after April 11, 2014\***

### 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 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  
"Legal Matters That Every 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.

Cynthia Paolino  
"Relieving Workplace Stress Through Simple YOGA Techniques"

12:30 - 1:30 p.m.

Lunch

1:30 - 1:45 p.m.

Administrative Assistant of the Year Award

1:45 - 2:45 p.m.

"A Conversation With Hena Daniels" WFSB News Anchor

3:00 - 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 25, 2014

At the:

Aqua Turf Club  
Plantsville, CT

# A Conference for School Secretaries and Administrative Assistants

**Registration Deadline:**  
**April 11, 2014**

## 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)**

Remember to nominate a deserving colleague for the CAS Administrative Assistant of the Year Award!

Nominations can be found on the CAS Website

## Conference Topics:

### “A Legal Update That Every 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!

Tom and Gwen will cover all the up to date legal issues that every administrative assistant should know, as well as answering your questions in an informal setting.

### “Relieving Workplace Stress Through Simple YOGA Techniques”

Is your workplace somewhat stressful and filled with time sensitive demands that seem overwhelming? Is there a better way to keep the focus while managing work over load that piles up daily?

This session will introduce participants to a practice that unifies mind, body & spirit. YOGA is ideal for balancing the physical and emotional effects of stress. With a few simple postures and breathing techniques participants will learn how to reduce stress and integrate them into the daily routine. Your day will end refreshed, focused and energized!

Cynthia Paolino is a certified instructor who has worked with clients in a variety of settings for over 20 years. No matter the client, from beginner to advanced, Cynthia’s presentation will be engaging, fun, and enlightening for all!

## Conference Topics:

### “A Conversation With Hena Daniels, News Anchor WFSB”

Hena Daniels anchors Eyewitness News at 11. She also reports "Your Stories", a segment answering questions about towns and cities for Connecticut viewers. She also serves as an adjunct professor at Capital Community College and was an adjunct professor at the "Connecticut School Of Broadcasting."

Hena started her career as a one man band reporter in Watertown, NY. She then moved down South and worked as a reporter at WTOG-TV, in Savannah, GA. In October 2005, Hena joined WFSB-TV's Eyewitness News team as a general assignment reporter and became weekend anchor in October of 2008, making her one of the first Pakistani anchors in the U.S.

In 2008, a reporting adventure took her to Pakistan days after martial law was declared in the country. Hena had exclusive access to a military base in Karachi. She interviewed former President Pervez Musharraf's retired Lieutenant Colonels. She also reported at Benazir Bhutto's house while the Prime Minister was under house arrest and weeks before being assassinated.

Hena has won several awards including an Associated Press award for Best Spot News, Best Breaking News and Best Sports Feature. In 2009 and 2010, she was voted Best Reporter by the readers of Hartford Magazine.



**FRIDAY, April 25, 2014**  
**At the:**  
**Aqua Turf Club**

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Student Activities  
Connecticut Association of Schools  
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