

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 11, 2008

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:

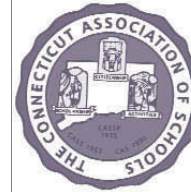
I-95 North, to Exit 65, right turn off exit. At 2nd stop light, turn left onto Rte. 1 North (Boston Post Rd.). Resort is 1/2 mile on your right.

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
- 10:45 - 11:00 a.m.**
Morning Break
- 11:00 - 12:30 a.m.**
Break-Out Sessions
Attorney Thomas B. Mooney, School Based Issues
Sue Freedman, Central Office Issues and Special Education Issues
- 12:30 - 1:15 p.m.**
Lunch
- 1:15- 2:15 p.m.**
Secretary's Role in Public Relations/F.I.S.H. II
Gina Vance and Kate Carter
- 2:15 - 2:30 p.m.**
Afternoon Break
- 2:30 - 3:15 p.m.**
Nancy Tucker, Entertainment
- 3:15 - 3:30 p.m.**
Concluding Remarks, Seminar Evaluation, Door Prize Drawings/Raffle

Lou Pear
Assistant Executive Director for
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Connecticut Association of Schools
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Cheshire, CT 06410
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THE CONNECTICUT ASSOCIATION OF SCHOOLS



Presents

A CONFERENCE FOR SCHOOL OFFICE PERSONNEL



FRIDAY, APRIL 25, 2008
At the:
Water's Edge Resort & Spa
Westbrook, CT

“A Conference For School Office Personnel”

**Registration Deadline:
April 11, 2008**

Registration Fee: \$95.00

Includes conference materials, continental breakfast, morning break, luncheon and afternoon break.

Make check payable to: CAS

Register online at:

www.casciac.org/register

Any questions, you may email Barbara

O'Connor at:

boconnor@casciac.org

Registration is limited.

**So sign up early to ensure your
spot!**

For those attendees who would like to reserve a room for Friday night, Water's Edge Resort has offered a group rate at \$145.00. Reservations can be made directly through the resort. Be sure to mention that you are attending the CAS Secretaries Conference.

About the Program...

This one-day program is designed to support the daily work of school secretaries and their important contributions to a school's culture and a 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, student records retention, special education, state and federal laws and regulations, just to name a few. We will also focus on public relations as it pertains to schools and the central office.

The afternoon presentation will feature the secretary's role as a public relations provider in a school or central office setting. Participants will be treated to the FISH II video which highlights the public relations strategies used at the famous Pike Market in Seattle, Washington. A relationship between these strategies and the school setting will be presented.

Sessions will include opportunities for questions and answers. Every participant will receive a packet of conference materials, along with a seminar evaluation.

About the Presenters...

The morning featured speakers are Attorneys Susan Freedman and Thomas B. Mooney. They are attorneys with the lawn firm of Shipman and Goodwin, LLP, in the Hartford and are frequent speakers on legal issues affecting schools.

Our afternoon featured speakers are Gina Vance and Kate Carter. Gina is the assistant principal at the Gideon Wells School and Kate is the principal of the Nayaug Elementary School. Both are well respected administrators in the Glastonbury School District.



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