

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 5, 2012

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 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.

Attorney Thomas B. Mooney

What Role Should Administrative Assistants Play in Improving the School and Workplace Climate?

10:45 - 11:00 a.m.

Morning Break

11:00 - 12:30 p.m.

Attorney Thomas B. Mooney

How Does the Amendment to the Bullying Law (11-232) Affect Administrative Assistants?

12:30 - 1:30 p.m.

Lunch

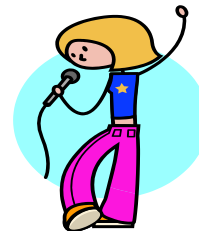
1:30 - 3:00 p.m.

"Energize Your Journey"

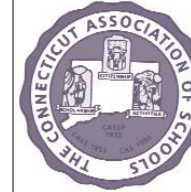
Marta Koonz

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



FRIDAY, May 4, 2012

At the:

Aqua Turf Club
Southington, CT

A Conference for School Secretaries and Administrative Assistants

Registration Deadline:
April 5, 2012

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 Conference will qualify as training for the new School Climate Required Training (State Law 11-232)

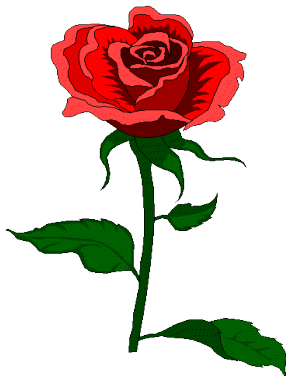
Featured Speakers are...

The morning featured speaker is Attorney Thomas B. Mooney. 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.

The afternoon program features Marta Koonz, certified life coach and owner of Energize Your Journey™. Marta specializes in creating opportunities for discovery, something she strives to do always!

Ever wonder why people behave the way they do? Been at a loss to understand why someone said what they just said? Wish you could respond in a way that would make life simpler for both of you?

This workshop will help you see your “True Colors” and use this knowledge to set everyone up for success! Improve communication, reduce conflict, feel validated, in short create a win – win!



About the Program...

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 culture and 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, electronic communication devices, student records retention, special education, state and federal laws and regulations, just to name a few.

The afternoon program will help administrative assistants see their “True Colors” and use their knowledge to get everyone in the office set up for success.

Every participant will receive a packet of conference materials, along with a seminar evaluation.



FRIDAY, May 4, 2012
At the:
Aqua Turf Club

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Student Activities
Connecticut Association of Schools
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