

## Registration Information

Registration is online at  
[www.casciac.org/register](http://www.casciac.org/register)

Fee is \$95.00 per person

The fee includes conference materials,  
continental breakfast, morning break,  
luncheon, and afternoon break.

For teams of three (3) or more from the same  
school or district, the fee will be  
\$90.00 per person.

**Registration Deadline is April 12, 2019**

**Seating is limited, so register early!**

For any questions, you may contact  
Barbara O'Connor - [boconnor@casciac.org](mailto:boconnor@casciac.org)  
203-250-1111



**Checks should be made payable to CAS  
and mailed to:**

**The Connecticut Association of Schools  
30 Realty Drive  
Cheshire, Connecticut 06410**

### Event Cancellation Policy

The Connecticut Association of Schools will make every attempt to hold the conference as scheduled taking into account forecasted weather. A decision will be made if weather is problematic by noon the day before the conference. A notice will be posted on the CAS website at [www.casciac.org](http://www.casciac.org) or you may call the CAS Office at 203-250-1111.

REFUND POLICY: In order to receive a refund, cancellations must be made by April 18, 2019



860-621-9335

*Directions to  
556 Mulberry Street  
Plantsville, Connecticut 06479*

### ***I-84 from Waterbury:***

Take Exit 28 and take right onto Route 322. Go straight and take left at car wash onto Old Turnpike Road. At first stop sign, take right only Mulberry Street. Club is one-half mile on the right.

### ***I-84 from Hartford:***

Take Exit 29. Go straight onto Mulberry Street. Club will be on your right approximately one mile down the road.

### ***I-91 or the Merrit Parkway:***

Take Route 691 West toward Waterbury. Take Exit 4. Take right at end of exit. At bottom of hill (McDonald's is on the corner) take a right onto South End Road. Follow South End Road until you come to Mulberry Street on the left. Club is one-quarter mile down on the left.



***A Conference for  
School Secretaries and  
Administrative Assistants***

***In Recognition of National  
Administrative Assistants' Week***

Friday, April 26, 2019  
8:15 a.m. to 3:15 p.m.

Aqua Turf Club  
556 Mulberry Street  
Plantsville, Connecticut 06479



## Conference Agenda

8:15 to 9:00 a.m.

Registration and Continental Breakfast

9:00 a.m.

Welcome and Introductions

**Tom Mooney and Gwen Zittoun**

**Attorneys at**

**Shipman and Goodwin, LLP**

**Legal Matters That Every Administrative  
Assistant Should Know**

Morning Break

Question and Answer Session  
With Attorneys

**2018 CAS Administrative Assistant  
of the Year Presentation**

12:00 to 1:00 p.m.

Luncheon

Congratulatory Remarks

1:00 to 2:30 p.m.

**Panel of Experts**

**Will discuss topics and answer questions**

Concluding Remarks, Seminar Evaluation,  
Door Prize Drawings/Raffle

## Speakers And Conference Topics

**Tom Mooney and Gwen Zittoun**

*Attorneys, Shipman and Goodwin, LLP*

**Legal Matters that Every Administrative  
Assistant Should Know**



Tom and Gwen will cover new laws and all of the up-to-date legal issues that every administrative assistant should know, as well as answering your questions in an informal setting that is engaging, enlightening, and fun for all!!

### **Panel of Experts**

Experts will discuss school and district related topics and answer commonly asked questions from their varied viewpoints..

## 2019 CAS Administrative Assistant Of the Year

Schools are invited to nominate an administrative assistant who has demonstrated excellent leadership, commitment to staff and students, service to their community, and a contribution to the overall school experience.

Candidates should demonstrate success in the following areas:

### **Quality of Work, Dependability, and Collaboration**

- Consistently produces the highest quality of work in an efficient manner meeting all deadlines
- Communicates effectively orally and in writing
- Shows initiative and willingness to learn new techniques relating to job description
- Assists others in professional development that focuses on workplace productivity
- Balances management tasks with an eye on teamwork
- Utilizes effective problem-solving and sound judgement techniques

### **Personalization and Relationships**

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Creates a positive atmosphere in all interactions with others
- Adapts well to the needs of the public when confronted with new and unusual situations
- Models values, beliefs, and attitudes that inspire others to higher levels of performance

**Nomination forms for the CAS Administrative Assistant of the Year are available on the CAS website at [www.casciac.org](http://www.casciac.org). Completed nomination forms must be received by March 29, 2019. Send to:**

Jill Hale, Assistant Executive Director  
Connecticut Association of Schools  
30 Realty Drive, Cheshire, Connecticut 06410  
[jhale@casciac.org](mailto:jhale@casciac.org)  
FAX: 203-250-1345