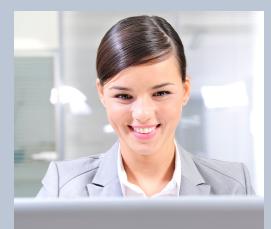
### Registration Information Registration is online at www.casciac.org/register

#### 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 11, 2018 Seating is limited, so register early!

For any questions, you may contact Barbara O'Connor - 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 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 20, 2018



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 27, 2018 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

12:30 to 1:30 p.m. Luncheon Congratulatory Remarks

# 1:30 p.m.

# Scott Driscoll Internet Technology and Safety

2:30 to 3:15 p.m. 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!!

## Scott Driscoll

Owner of Internet Safety Concepts

> Internet Technology and Safety

His message is clear:

If you don't think about safety while you are on the internet or when using other technology, you can put yourself and your family in danger.

# 2018 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. Completed nomination forms must be received by April 4, 2018. Send to:

Dave Maloney, Assistant Executive Director Connecticut Association of Schools 30 Realty Drive, Cheshire, Connecticut 06410 dmaloney@casciac.org FAX: 203-250-1345