In Conjunction with The Connecticut Association of Schools (CAS),
Offers Principals, AP’s, C.O. Administrators & Their Secretaries

How to Work Less, Play More, &
Still Get the Job Done in a Normal School Week

Want to reduce your work load by 15-20 hours a week, while multiplying your time in classrooms by 500% or more?

In This Program You Will Learn How To…

• Work a 40-50 hour week, while increasing organizational productivity and efficiency
• Observe classroom instruction for at least 2 full days each week
• Be reenergized in the role of "Instructional Leader"
• Employ best practices for working with the school secretary
• Prepare your organization to produce significant increases in student achievement measures

What Participants Say About TBC 2 Day Program…

I am 200% ahead of my mandated observation schedule of a year ago and I have even seen a variety of teachers who are not on my case load! I am consistently out of the office and observing the teaching-learning process in classrooms and common spaces.

Larry Sparks, Principal, Avon High School, Avon, CT

After attending your 2 day workshop in August, I changed everything about the way I do business. This has been the most successful year of my career.
My schedule is to be envied. I have remained true to two days per week in the classroom. I have yet to work a weekend and I am able to leave the office by four o'clock. What can I say - I am hooked.

David C. Harding, Principal, Hall Memorial School, Willington, CT

Dates:  
Tuesday, October 18, 2005 (Administrators ONLY)  
Wednesday, October 19, 2005 (Administrators + Secretaries)

Time:  
8:00 am - 4:00 pm both days

Where:  
Connecticut Association of Schools Conference Center  
30 Realty Drive, Cheshire, CT 06410  (203)250-1111

Cost:  
$395.00 per team of 2 (Principal/Admin + Secretary)  
$135.00 per additional secretary  
$270.00 per additional administrator without secretary

For more information, contact Mike Buckley @ CAS (1-203-250-1111). To register:

✓ Register on line @ www.casciac.org (Click “Professional Development” & “Conference Registration”), or
✓ Complete Registration Form and mail (CAS, 30 Realty Drive, CT 06410) or fax (1-203-250-1345).

Registration Form

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<td>Administrator(s) Name(s) &amp; School/Dept:</td>
<td>Admin Asst/Secretary(s) Name(s):</td>
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Faxing/Mailing this completed registration form to the CT Assoc. of Schools secures your space. Checks or PO’s should be made payable to: CT Association of Schools.

RETURN COMPLETED REGISTRATION FORM WITH CHECK OR PO# no later than October 4, 2005 to:

CT ASSOCIATION OF SCHOOLS • 30 REALTY DRIVE • CHESHIRE, CT 06410 • FAX: (203)250-1345

REFUNDS WILL NOT BE AVAILABLE FOR NON-ATTENDANCE OR CANCELLATIONS AFTER OCTOBER 4, 2005!