

## 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](http://www.casciac.org) or you may call the CAS office at (203) 250-1111.

**\*No refunds after March 13, 2009\***

### 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 p.m.

Break-Out Sessions:

Attorney Thomas B. Mooney, School Based Issues

Attorney Gwen Zittoun, Special Education Issues

Arlene Salvati, Time Management & Organizational Skills

12:30 - 1:15 p.m. Lunch

The Breakthrough Coach

1:15- 2:15 p.m.

Secretary's Role in Public Relations

Special Education Issues

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

Dave Maloney  
Assistant Executive Director  
Student Activities  
Connecticut Association of Schools  
30 Realty Dr.  
Cheshire, CT 06410  
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# THE CONNECTICUT ASSOCIATION OF SCHOOLS



Presents

## A CONFERENCE FOR SCHOOL OFFICE PERSONNEL



FRIDAY, APRIL 3, 2009  
At the:  
Water's Edge Resort & Spa  
Westbrook, CT

## **“A Conference For School Office Personnel”**

**Registration Deadline:  
March 13, 2009**

### **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**

**Register online at:**

**[www.casciac.org/register](http://www.casciac.org/register)**

**Any questions, you may email  
Barbara O'Connor at:**

**[boconnor@casciac.org](mailto:boconnor@casciac.org)**

**Registration is limited.**

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

### **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.

The afternoon presentation will feature the secretary's role as a public relations provider in a school or central office setting, as well as issues relating to Special Education.

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



**For those attendees who  
would like to reserve a room  
for Thursday and/or Friday  
night, Water's Edge Resort  
has offered a group rate at**

**\$125.00 . Reservations can be made  
directly through the resort. Be sure to  
mention that you are attending the CAS  
Secretaries Conference.**

### **Featured Speakers are...**

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

The Breakthrough Coach will show you and your supervisor how to work with less, produce more and get the job done in a sensible school week.

Arlene Salvati is a former teacher, coach and school administrator who has had extensive experience with time management and organizational skills presentations.

Nancy Tucker will be back by popular demand for the afternoon entertainment.



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