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**Monday,
June 28, 2010
8:00 am - 3:00 pm**

Holiday Inn
205 Wolf Road, Albany NY
Located on Wolf Road
off Exit 4 on the Northway (I-87)

**CASDA member
schools pay only
\$109 per person**

**Cost: \$218 per person
Non-CASDA school rate**

**Register by Monday
June 21, 2010**

**Please fill out
the enclosed
registration form.**

****Please distribute to all office staff!****

Office Professionals' Conference

The Annual CASDA Office Professionals' Conference will take place on Monday, June 28, 2010 at the Holiday Inn on Wolf Road in Albany. This year's conference will include a variety of workshops for educational office professionals, as well as a raffle to benefit Habitat for Humanity.

Program

8:00 - 8:30 am	Registration
8:30 - 8:45	Welcome
8:45 - 9:45	Keynote Speaker—John Pelizza “The Common Link in Stress and Happiness”
9:45 - 10:00	Break
10:00 - 11:30	Workshop Session I (register for one of four workshops)
11:30 - 12:00 pm	Break
12:00 - 1:30	Workshop Session II (register for one of four workshops)
1:30 - 3:00	Lunch, Raffle, Evaluations and Closing Activities

Please complete the conference registration form and mail or fax it to the CASDA office by Monday, June 21, 2010. Any registrations that are not canceled by this date will be billed as made.

All participants will receive a certificate for 5 professional development hours!

Raffle Information

A theme basket raffle will be held during the day to benefit Habitat for Humanity. We would like volunteers to focus on a theme and put together a basket as a raffle item. Suggestions are on the contact person form. We will gladly accept any and all contributions to this year's raffle. All donations are tax deductible and obviously go to a great cause.

Representatives from districts taking the leadership role of organizing the theme basket for the raffle are to contact CASDA for further details at 518-512-5198 ext 226. Please Help!

WORKSHOP DESCRIPTIONS ON BACK!

WORKSHOP DESCRIPTIONS

Keynote Address:

The Common Link in Stress and Happiness presented by Dr. John Pelizza

This keynote will help participants focus on what is really important in their work and family lives. John will share the latest principles that govern stress and happiness. Attendees will learn specific strategies to deal with stress and increase their happiness level.

Session I - 10:00 -11:30 a.m.

Workshop A

Professional Communication Even When the World May be Falling Down Around You! presented by Susan Tangore, retired Asst. Superintendent of Guilderland

Office Professionals are often a critical focal point for all members of a school community: administrators, teachers, students, and parents. Some days it feels as if the world is falling down around you. This interactive workshop will focus on strategies for working in stressful situations or with difficult people. How can you make a positive contribution? This will include a discussion of professional communication with a special focus on etiquette and legalities of e-communication.

Workshop B

E-mail, Social Networking, and Technology Use In the Public Schools – Legal Pitfalls and Practical Considerations for School Administrative Professionals presented by Aileen Abrams, Associate Counsel New York State School Boards Association, Inc.

Public school administrative assistants are typically the first and last contacts for parents, students, and members of the public, and are also intimately involved in facilitating communication between the board of education, administration, the district's employees, and the public. As the increased use of technology like e-mail, texting, instant messaging and even social networking are changing the way the public and school employees interact, it is critical that the school's administrative assistants and clerks know and understand where legal issues lie concerning technology use, and how to best ensure that the district's employees, from clerical staff to the board of education, are protected.

Workshop C

What Office Professional's Should Know About Dealing with Special Education presented by Sandy Piculell, administrative assistant in the Special Education Department in Guilderland and Crystal Fox, Director of Special Education for the North Colonie CSD

The session will start with an overview of the disabilities, common misperceptions and the many acronyms that are pertinent. They will cover some common scenarios regarding student interactions they may encounter and will discuss interactions with parents. There will also be a question and answer segment.

Workshop D

Seize Your Power presented by Kerri Kannan, Center For Natural Wellness School of Massage Therapy

Did you know that stress is responsible for an estimated 85% of most mental, emotional and physical problems? Stress robs us of our power, happiness and ability to succeed. Bring your challenges and watch them disappear while learning how to reclaim your life in this 90 minute workshop you won't want to miss. You will experience a rapid and profound shift while learning a method that can help you easily and permanently release migraine headaches, chronic pain, phobias, and more.

Session II - 12:00 -1:30 p.m.

Workshop E

New York State Retirement Issues: Current Information presented by Bonnie Clark, Uniformed Services Officer for New York State Retirement System

This workshop will present an overview of Retirement System Benefits for all four tiers.

Workshop F

Comfort at Work presented by Dale Perry, Center For Natural Wellness School of Massage Therapy

Learn how posture and the ergonomics of your chair and workstation can be improved to minimize pain and fatigue. Dale will also cover some self-massaging techniques that will help melt the stress away from your day.

Workshop G

Organization and Communication Skills presented by Heather Chase, Mildred Elley

This workshop will present solution focused answers to everyday communications and problems within the work place.

Workshop H

School Bullying Prevention presented by Jim Dillon, Principal of Lynnwood Elementary School

Bullying is something that happens in every school in the country. This workshop will help you learn what role you can play in recognizing and curbing bullying in your school.

Please fax the enclosed registration form to 512-5226

Note that there is also a raffle contact form enclosed for the benefit raffle. Thank You!