



The School Secretaries Conference was originally developed by VASSP in 1986. This conference was designed by principals and secretaries in order to provide the best program for one of the most important employees in the school building. A school secretary's persona and office skills are essential to the effective administration of the school.

The format and subject matter of our popular conference have been copied by other state associations in Virginia and throughout the United States -- a leading indicator that there is an obvious need to address the importance of these key individuals in the school office.

Approximately 7,000 school secretaries and central office secretaries have now attended - time and again - this conference just for them. VASSP's format and topics are developed each year by a team of principals and school secretaries based on stated needs of what principals want and what secretaries say they need.

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*For room reservations, call 800.442.3654 and mention that you will be attending the VASSP School Secretaries Conference in order to get the special conference rate of \$82.00 - single or double - plus 10% tax and a \$2.00 occupancy tax. To contact the Williamsburg Marriott Hotel directly, call 757.220.2500. **Hotel registration deadline is March 16, 2010;** however, attendees should make their room reservations immediately to avoid disappointment.*

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**REGISTRATION  
DEADLINE:  
March 12, 2010**



Virginia Association of Secondary School Principals  
Virginia Foundation for Educational Leadership  
4909 Cutshaw Avenue  
Richmond, VA 23230

**ATTENTION: SCHOOL SECRETARY**

Non-Profit Org.  
U.S. Postage  
PAID  
Permit No. 131  
Richmond, VA

**VASSP/VFEL  
Professional Program Series**

**SCHOOL  
SECRETARIES  
CONFERENCE**

(K-12)



**March 25-26, 2010**

Marriott Hotel  
50 Kingsmill Road

Williamsburg, Virginia

A professional conference for one of the most important employees in the school building.

In the hectic, fast-paced and demanding public school environment, school secretaries are facing mounting pressures on the job, as well as the growing need to find a better balance between work and home. Add the challenges of having to do more with less in increasingly difficult times, and it's no surprise that school secretaries and administrative assistants are more stressed than ever before.

Your success depends upon effectively partnering with the school principal. You play a significant role in the administration of the school and are often called upon to communicate, plan, organize, negotiate and participate in decisionmaking. Most of you also have daily contact with teachers, students, parents, and school visitors. You are the first person anyone meets and are the gatekeeper of the school. Your image as a confident, personable, knowledgeable professional is crucial to the school principal's successful leadership of the school. Your ability to manage time and stress and utilize effective information-sharing strategies is essential to your job.

This annual conference offers a combination of general sessions covering topics of interest to all and smaller breakout sessions designed to facilitate discussion on more specific issues. Topic experts address secretary skills, school legal matters, policy topics, personnel issues, and other need-to-know information, while VASSP consultants provide insight on working with the school principal and school faculty.

**PRELIMINARY AGENDA**

**THURSDAY, March 25, 2010**

12:00 p.m. - 1:30 p.m. Registration  
 1:30 p.m. - 5:00 p.m. Roundtable Discussions  
 6:15 p.m. - 7:00 p.m. Reception  
 7:00 p.m. - 9:00 p.m. Banquet

**FRIDAY, March 26, 2010**

7:30 a.m. - 9:00 a.m. Buffet Breakfast  
 9:00 a.m. - 12:30 p.m. Workshop  
 12:30 p.m. - Adjournment

*Participants are advised to wear a sweater during the conference meetings as the room temperature may vary.*

**ABOUT THE CONFERENCE KEYNOTE PRESENTER**

The keynote speaker and lead workshop presenter this year is Cea Cohen Elliott. Cea's seminars on stress management are nationally reknown. She last presented at this conference in 2003. Cea has been a Montessori teacher, middle level English teacher, guidance counselor and fitness instructor on the college level and... a belly dancer! When she is not on the national speaking circuit, Cea works with children and teachers in grades K-12 in conflict resolution. Her presentation on *Laugh For The Health Of It* will give you ample ideas and strategies to effectively address stress in your daily life both at work and at home.

Roundtable breakout presenters will include veteran elementary and secondary secretaries and administrative assistants who will share their perspectives from working in schools and central offices. In addition, VASSP Executive Director Dr. Randy Barrack, who convinced the school principals in 1986 to begin offering annual conferences to the "most strategically important person in the school to ensure office efficiency and support for the principal" will be on hand to share ideas and suggestions for the secretaries' supportive role.



**REGISTRATION FORM**  
*School Secretaries Conference*

Name \_\_\_\_\_

First Name for Badge \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

School Division \_\_\_\_\_

School Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Home Address \_\_\_\_\_

**Registration Fee: \$199**

*(includes two meals, breaks, instruction, and all conference materials)*

Payment Method: (please check one)

1. Check Enclosed \$ \_\_\_\_\_

*(make check payable to VASSP)*

2. Purchase Order Enclosed # \_\_\_\_\_

*(completed P.O. must be attached with your registration)*

3. Charge # \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Exp. Date \_\_\_\_\_

*(check one)*  MC  Visa

**REGISTRATION DEADLINE:**

**March 12, 2010**

No refunds for cancellation after  
 March 12, 2010.

Substitutions are permissible.

Mail completed form with payment to:

**VASSP, 4909 Cutshaw Avenue,  
 Richmond, VA 23230**

**Phone 804.355.2777 ~ Fax 804.355.4262**