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 6,300 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 semester by a team of principals and school secretaries based on stated needs of what principals want and what secretaries say they need.

For room reservations, contact the Radisson Fort Magruder Inn directly at 757-220-2250. Overnight accommodation rates are $73.00 - single or double - plus 9.5% tax. Hotel registration deadline is February 23, 2005; however, attendees should make their room reservations immediately to avoid disappointment.
PRELIMINARY AGENDA

THURSDAY, March 10, 2005

12:00 p.m. - 1:30 p.m. Registration

1:30 p.m. - 4:30 p.m. General Session
Introduction and Conference Overview
Problem Sharing Session... Let’s Talk!
   Dr. Randy D. Barrack,
   VASSP Executive Director

Legal Aspects of Being a Member of the School’s Support Staff
   Dr. Roger E. Jones
   Director of the VASSP Center for Education Leadership at Lynchburg College
   Coauthor of The Legal Handbook for Virginia School Administrators

Often school secretaries are placed in positions of making required office decisions and not fully understanding the legal purposes and consequences for those decisions. This workshop will cover a cornucopia of every day legal issues faced by school office staffs.

6:15 p.m. - 7:00 p.m. Reception

7:00 p.m. - 9:00 p.m. Banquet
   Renewing Your Spirit By Relieving Stress
   Dr. Jep Hostetler

FRIDAY, March 11, 2005

7:45 a.m. - 9:00 a.m. Buffet Breakfast

9:00 a.m. - 12:30 p.m. General Session
The Growing Demands of A School Secretary: Keeping Up!
   Ms. Roselyn Connor

Some of the topics to be covered in this workshop are: taking care of your health and attitude; remaining calm in difficult situations; dealing with stress; handling difficult people; and strengthening your organizational skills.

12:30 p.m. Adjournment

REGISTRATION FORM

School Secretaries Conference

Name __________________________
First Name for Badge __________________
School Name _______________________
School Address ______________________
School Division _____________________
School Phone ( )
Home Address _______________________

Registration Fee: $160
   (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 # _______________________
   Exp. Date _______________________
   (check one) [ ] MC [ ] Visa

REGISTRATION DEADLINE: MARCH 3, 2005

No refunds for cancellation after March 3, 2005.
Substitutions are permissible.

Mail completed form with payment to:
VASSP, Box K 170, Richmond, VA 23288
804.288.2777 ~ Fax 804.285.1379

ABOUT THE BANQUET SPEAKER and WORKSHOP PRESENTER

Dr. Jep Hostetler offers quite a unique combination - university professor for 25 years, highly uplifting and knowledgeable speaker on stress, and a world class magician. In the speaking arena, Jeb is best known for his humorous, motivating, educational and enjoyable presentations dealing with stress and getting the most out of life.

Roselyn Connor has developed a natural ability for educating and energizing people from every walk of life. Roselyn is one of the rare speakers who can approach any audience from every socioeconomic and educational background, and reach them. Her workshop will address the topics most often requested by secretaries.

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