



MASSACHUSETTS SCHOOL
ADMINISTRATORS' ASSOCIATION



An MSAA Professional Development Workshop for: K-12 Administrative Assistants

MSAA Executive Assistants Summit

Stress Reduction and Balance through Mindfulness and Addressing Student Confidentiality



Featuring Presenters:

Jennifer Vondenbrink *LS Business Solutions*
Atty. Sheilah F. McCarthy *Partner in the Law
Firm of Lenow and McCarthy*

Thursday, January 3, 2019
at the MSAA Office, Franklin

Sign-In: 8:00am–8:30am

Workshop: 8:30am-2:30pm

Fees: \$75 per person

MSAA Contact: pd@msaa.net

This one day workshop is presented in two parts. The morning session of the workshop will focus on the impact of the hectic day of the administrative assistant. We will discuss how we are affected personally, as well as, working relationships. We will explore a common stressor, workflow and “urgency addiction.” You will be provided with techniques to move to a more productive state. We will include a conversation on how to manage this endless flow of information input from social media, email, and texting. The workshop will teach you how to bring mindfulness to work, especially when plates are full or overflowing.

The afternoon portion of the workshop will provide specific information regarding student confidentiality. The focus of this portion of the workshop is to clarify the myriad of student record laws and confidentiality requirements that impact school operations. Public records laws, Family Educational Rights and Privacy Act (FERPA), state student records laws and regulations, guide schools on what information must be provided to parents.

In this workshop you can expect to learn:

- Effective communication skills with difficult people
- Activities to practice prioritization, stress reduction and mindfulness.
- Your critical role in positive community relations
- Student records and freedom of access
- When it is appropriate and to whom it is appropriate release student information

[Register online at www.msaa.net](http://www.msaa.net)

LEADERSHIP MATTERS



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