

MID-HUDSON SCHOOL STUDY COUNCIL  
announces a conference for

# ***Supervisors of Non-Instructional Personnel***

August 12, 2010 ~ 9:00 am - 3:00 pm  
Newburgh Ramada Inn on Rt. 300

## PROGRAM & PRESENTERS

### MORNING SESSION

Employee performance evaluations, counseling, discipline,  
and the preparation, participation, and conduct of a disciplinary hearing  
*including* a mock demonstration of a Section 75 Hearing

*Presented by School attorneys Laura Del Gaudio, Aron Karabel, and Judy Mayle  
Donoghue, Thomas, Auslander & Drohan*

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### AFTERNOON SESSION

Communicating clearly and effectively  
Handling on the job stress  
Dealing with difficult employees  
Team building  
Defining expectations

*Presented by Clare Garvey  
Educational consultant with degrees in management and public administration with  
35 years of experience in school administration*

## MHSSC RESERVATION FORM and INVOICE ***Supervisors of Non-Instructional Personnel***

August 12, 2010 - 9:00 am - 3:00 PM

Morning refreshments and registration at 8:30 am

Cost: \$95.00 per person, members

Fee includes registration costs, all workshop materials, morning refreshments, and a buffet lunch.

District \_\_\_\_\_

Name (s) \_\_\_\_\_

Return completed reservation form with check to MHSSC at SUNY New Paltz, SCB 125, 1 Hawk Drive, New Paltz, NY 12561  
Tel: (845) 257-2820 You may fax this form to (845) 257-2797 or register online at mhssc.net.

**RESERVATION DEADLINE: August 4, 2010**

Cancellation refunds cannot be granted after 8/4/10.

Because temperatures vary in hotel meeting rooms, we suggest layered clothing.