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HUMAN RESOURCE PROFESSIONAL SERIES
SESSION #4: END OF YEAR TASKS-
END OF SCHOOL YEAR HUMAN RESOURCE ISSUES

Tuesday, March 12, 2024/9:30 AM–11:30 AM
(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)

TO REGISTER FOR THIS PROGRAM CLICK HERE: <https://www.njasa.net/domain/231>

AGENDA

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| 9:15 am-9:30 am | The Meeting will open, and all Registrants will be admitted into the Waiting Room |
| 9:30 am-9:35 am | Program Overview-Introductions- Frank Borelli , NJASA Director of Professional Development |
| 9:35 am-9:45 am | NJASA Legislative Update- Melanie Schultz , NJASA Director of Government Relation |
| 9:45 am-10:45 am | <p>Scenario: Non-Tenure Review Panel (What Not to Do!)</p> <p>Overview of Timely Topics for School Leadership, including:</p> <ul style="list-style-type: none">• Non-Renewal of Staff–Making the Tough Decisions<ul style="list-style-type: none">○ Understanding Tenure, Critical Dates, Timelines and Procedures○ Importance of Documentation○ Writing References for Non-Renewed staff○ Donaldson Appearance-What is it?○ Why all Non-Renewal Decisions need to have Data and• Anticipating Staffing Needs for the Subsequent Year<ul style="list-style-type: none">○ Retirements, Transfer Requests, Changes in Enrollment and/or Funding• Contractual Entitlements upon Exiting the District <p>Charity Comella, Dr. Jennifer Sharp, Patrick Duncan Esq.</p> |
| 10:45 am—10:50 am | Break |

10:50 am-11:20 am **Scenario: Day to Day Struggles in Managing Non-Certified Staff Issues (Venting Over Lunch)**

- Withholding Increments and Managing Employment Decisions for Non-Certificated Staff within the framework of Chapter 66

**Dr. Kenneth King, Charity Comella, Dr. Jennifer Sharp
Patrick Duncan, Esq.**

11:20 am-11:25 am Closing Comments/Q&A-**Frank Borelli**

11:25 am-11:30 am The program will continue, and the presenters will remain available to the attendees for questions, discussions of different challenges/issues they are facing.

PRESENTERS: **Charity Comella**, Assistant Superintendent for Personnel
West Windsor-Plainsboro Regional School District,
President, CJPRIDE

Patrick Duncan, Special Assistant for Labor Relations
West Windsor-Plainsboro Regional School District

Dr. Kenneth King, Assistant Superintendent (Retired)
East Orange Public Schools

Dr. Jennifer Sharp, Director of Personnel
Freehold Regional School District, Vice President, CJPRIDE

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