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**HUMAN RESOURCE PROFESSIONAL SERIES**

**SESSION #4: END OF YEAR TASKS-**

**END OF SCHOOL YEAR HUMAN RESOURCE ISSUES**

**Wednesday, March 15, 2023/9:30 AM–12:00 PM**

**(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)**

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

**AGENDA**

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–Review of Zoom Protocols <b>Frank Borelli</b> – NJASA Director of Professional Development
9:35 am–9:45 am	NJASA Legislative Update– <b>Melanie Schulz</b> –NJASA Director of Government Relations

**Today's Theme: Springtime 2023: It's time for Hello (and Goodbye)**

9:45am–10:45 am	<p><b>"Non-Renewal of Staff-Making Tough Decisions and Moving On"</b> <b>Hello there!</b></p> <ul style="list-style-type: none"><li>• Transfers and the Request for Transfers (What if there was discipline?)</li><li>• <i>As one door closes, another one opens...</i>Saying "Hello" and welcoming new staff for a new year.</li><li>• Job Fairs, recruiting with retention in mind.</li></ul> <p><b>Is it time for goodbye?</b></p> <ul style="list-style-type: none"><li>• Understanding tenure, critical dates and timelines, procedures, and documentation.</li><li>• When is it ok to Write References for Non-Renewed Staff (Timing matters)?</li><li>• When saying goodbye-do not forget HR also stands for "Humanity and Respect", but what if they request reasons? What if they request a Donaldson Appearance? How do I prepare?</li><li>• Why all Non-Renewal decisions need data and documentation. Resignations and Retirement and sick day payouts, Importance of Exit Interviews.</li></ul>
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**Negotiations Update**—New Trends for a new year.

**Charity Comella, Dr. Jennifer Sharp, Patrick Duncan**

10:45 am—10:50 am

BREAK

10:50 am—11:15 am

Program Continues

11:15 am—11:35 am

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

**Dr. Kenneth King**

11:35 am—11:40 am

Closing Comments/Q&A—**Frank Borelli**

11:40 am –12:00 pm

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**, Director of Human Resources/  
Affirmative Action Officer

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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