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**EXECUTIVE ADMINISTRATIVE ASSISTANT;  
A CRITICAL PROFESSIONAL ROLE  
SESSION #1**

**TUESDAY, AUGUST 12, 2025**

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

**TO REGISTER FOR THIS PROGRAM, CLICK HERE: <https://www.njasa.net/domain/244>**

**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   | Welcome – Program Overview-Vision-Introduction of Panel –<br><b>Frank Borelli, NJASA Director of Professional Development</b>  |
| 9:35 am–10:35 am  | <b>“Tomorrow’s Tools Today: Empowering Executive Assistants”</b><br><br><b>Presenters: Dr. Raymond Gonzalez, Superintendent<br/>Westfield Public Schools</b><br><br><b>Carla Wolf, Executive Administrative Assistant<br/>Westfield Public Schools</b> |
| 10:35 am–10:50 am | <b>Critical Tasks to Start the School Year</b> <ul style="list-style-type: none"><li>* NJSLEDS</li><li>* PTP program – Fingerprinting and Certification</li><li>* State Mandated Reporting, Timelines</li><li>* Board agenda topics</li></ul>          |
| 10:50 am–11:00 am | Open discussion with panel and attendees <ul style="list-style-type: none"><li>* A confidential interaction of Q/A</li></ul><br>Closing Comments –<br><b>Frank Borelli, NJASA Director of Professional Development</b>                                 |

**Panel Members:**

**Dr. Mitzi Morillo**, Superintendent  
Mendham Borough School District

**Elizabeth Juliano**, Executive Administrative Assistant  
Mendham Borough School District

**Suzanne May**, Executive Administrative Assistant  
Lumberton Township School District

**Joseph Isola**, Superintendent, Howell Township Public Schools

**Kaity Gray**, Director of Personnel, Howell Township Public Schools

**Terri Vedutis**, Executive Administrative Assistant, Howell  
Township Public Schools

**Jeffrey Caccese, Esq.**, Comegno Law Group

**Dr. Raymond Gonzalez**, Superintendent, Westfield Public Schools

**Carla Wolf**, Executive Administrative Assistant, Westfield  
Public Schools

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**"One Vision – Our Voice"**

The mission of the New Jersey Association of School Administrators, the unifying professional association of school leaders, is to ensure a superior statewide system of education by influencing and affecting educational policy, regulations and legislation; and by maximizing the capacity and effectiveness of school leaders through professional development programs and support services.