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**EXECUTIVE ADMINISTRATIVE ASSISTANT; A CRITICAL PROFESSIONAL ROLE**  
**SESSION #1 / THURSDAY, AUGUST 8, 2024**  
**(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)**  
**<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–  
**Frank Borelli, NJASA Director of Professional Development**
- 9:35 am–10:15 am **Critical Tasks to Start the School Year**  
\* Welcoming New Staff/New Staff Induction  
\* NJDOE Training-Fingerprinting and Certification  
\* State Mandated Reporting, Timelines & Required Board Motions  
\* Management/Organizational Resources
- 10:15 am–10:50 am **Statutory Sick Leave**  
\* Guidance and some direction
- 10:50 am–11:00 am Open discussion with panel and attendees  
\* A confidential interaction of Q/A
- Closing Comments – **Frank Borelli, NJASA Director of Professional Development**

**Panel Members:**

**Dr. Mitzi Morillo**, Superintendent  
Mendham Borough School District  
**Elizabeth Juliano**, Executive Administrative Assistant  
Mendham Borough School District  
**Dr. Colleen Murray**, Superintendent  
Lumberton Township School District  
**Suzanne May**, Executive Administrative Assistant  
Lumberton Township School District  
**Joseph Isola**, Superintendent, Howell Township Public Schools  
**Mrs. Kaity Gray**, Executive Administrative Assistant  
Howell Township Public Schools  
**Jeffrey Caccese, Esq.**, Comegno Law Group