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**EXECUTIVE ADMINISTRATIVE ASSISTANT;
A CRITICAL PROFESSIONAL ROLE
SESSION #3**

TUESDAY, FEBRUARY 25, 2025

(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)

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

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 | Welcome – Program Overview-Vision-Introduction of Panel –
Frank Borelli, NJASA Director of Professional Development |
| 9:35 am–10:05 am | Survey Feedback
Topics of interest requested in feedback survey
* Creating BOE Meeting Agendas
* NJ EdCert –
~Changes
~Provisional Teacher Process
~Substitute Credentials, Limits
* Prioritizing Tasks, Managing Deadlines
* AI |
| 10:05 am–10:30 am | Insights into Transitioning into EAA Role when Predecessor Remains In-District
* Guest Panel Discussion – Howell Township School District |
| 10:30 am–10:50 am | Student Registration
* 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 |

In an effort to make our next session as productive and beneficial as possible, we invite you to submit questions in advance of the meeting using this [FORM](#). Please submit your questions no later than Thursday, February 20, 2025.

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

Terri Vedutis, Executive Administrative Assistant
Howell Township Public Schools

Kaitly Gray, Human Resource Director
Howell Township Public Schools

Jeffrey Caccese, Esq., Comegno Law Group

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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.