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

WEDNESDAY, AUGUST 9, 2023

(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–10:15 am | Critical Tasks to Start the School Year <ul style="list-style-type: none">* Certification/Onboarding for New Staff* Recent NJDOE Training-Fingerprinting and Certification Amendments* Upcoming Required Reporting* Time Management |
| 10:15 am–10:50 am | Amendments to Statutory Sick Leave <ul style="list-style-type: none">* Guidance and some direction |
| 10:50 am–11:00 am | Open discussion with panel and attendees <ul style="list-style-type: none">* 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

“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 effecting educational policy, regulations and legislation; and by maximizing the capacity and effectiveness of school leaders through professional development programs and support services.