

920 West State Street • Trenton, New Jersey 08618-5328
609.599.2900 / Fax: 609.599.1893 or 609.599.9359 / website: <http://www.njasa.net>

**EXECUTIVE ADMINISTRATIVE ASSISTANT;
A CRITICAL PROFESSIONAL ROLE
SESSION #2**

Thursday, November 14, 2024

(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–
Frank Borelli, NJASA Director of Professional Development |
| 9:35 am–10:05 am | Survey Feedback- Critical Topics or Needs Shared by Members:
The panel will share thoughts, ideas, and suggestions of “how to handle” some of the issues presented in the survey.

<ol style="list-style-type: none">1. QSAC and HIB reporting hints2. NJSmart Updates3. HR Forms-including “Pass the Trash”4. Organizational Tools5. EEO-5 Report delayed but other required personnel reports6. Time Management: When having to submit multiple reports |
| 10:05 am–10:30 am | Insights into Transitioning from One Role to Another in Same District

*Guess Panel Speakers:
Melissa Stager Ed.D., Superintendent, Clinton Twp. Schools
Jennifer Biondi, Ex. Admin. Assistant, Clinton Twp. Schools |
| 10:30 am-10:50 am | Important Current Legal Areas an EAA Should Focus Upon:

<ol style="list-style-type: none">1. New OPRA issues2. Paternity Leaves with spouse (sick leave + NJFLI)
Jeffrey Caccese, Esq. |

10:50 am–11:00 am

Open discussion with panel and attendees

*Supporting Administrative Assistants in the District

*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
juliano@mendhamboroschools.org

Dr. Colleen Murray, Superintendent
Lumberton Township School District

Suzanne May, Executive Administrative Assistant
Lumberton Township School District
SMay@lumberton.k12.nj.us

Joseph Isola, Superintendent,
Howell Township Public Schools

Terri Vedutis, Executive Administrative Assistant
Howell Township Public Schools
tvedutis@howell.k12.nj.us

Jeffrey Caccese, Esq., Comegno Law Group

The information contained in this e-mail communication, including attachments, if any ("communication") is intended only for the personal and confidential use of the individual or entity to which it is addressed. For the safety and security of the participants in the remote meeting, the dissemination, distribution, or copying of this communication, including the meeting login information, is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

"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.