

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**

Tuesday, November 7, 2023

(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–10:15 am | Survey Feedback
*Human Resources
NJEdCert - Certification
Substitutes
FMLA
*Agenda Creation
*Responding to and managing community and parental concerns
*Timelines/Time Management
*QSAC |
| 10:15 am–10:50 am | Community Relations/Branding/Social Media
*Managing the District’s Digital Presence
*Useful Tools |
| 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

Dr. Colleen Murray, Superintendent
Lumberton Township School District

Suzanne May, Executive Administrative Assistant
Lumberton Township School District

Joseph Isola, Superintendent,
Howell Township Public Schools

Kaity Gray, Executive Administrative Assistant
Howell Township Public Schools

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.