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

**Monday, February 26, 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–<br><b>Frank Borelli, NJASA Director of Professional Development</b>  |
| 9:35 am–10:15 am  | <b>Relationships</b><br><b>Staffing</b><br>Planning for agenda approval<br>Preparing Contracts (Tenured vs. Non-Tenured)<br>Recruiting/Application Process<br>Updating connected systems<br><b>NJEdCert</b> |
| 10:15 am–10:50 am | <b>Timelines</b><br>Rice Letters<br>Reduction in Force (RIF)<br>Non-Renewals<br><b>Jeffrey Caccese, Esq.</b>  |
| 10:50 am–11:00 am | Open discussion with panel and attendees<br>* A confidential interaction of Q/A<br>*Organizational ideas from the group<br>*In-person meeting - late April/Early May  |
|                   | Closing Comments – <b>Frank Borelli, NJASA Director of Professional Development</b>   |

**Panel Members:**

**Dr. Mitzi Morillo**, Superintendent  
Mendham Borough School District

**Elizabeth Juliano**, Executive Administrative Assistant  
Mendham Borough School District  
[juliano@mendhamboroschools.org](mailto: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](mailto:SMay@lumberton.k12.nj.us)

**Joseph Isola**, Superintendent,  
Howell Township Public Schools

**Kaitly Gray**, Executive Administrative Assistant  
Howell Township Public Schools  
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**Jeffrey Caccese, Esq.**, Comegno Law Group

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***"One Vision – Our Voice"***

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