

**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 #1 / THURSDAY, AUGUST 8, 2024**  
**(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)**  
**<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– <b>Frank Borelli, NJASA Director of Professional Development</b>
9:35 am–10:15 am	<b>Critical Tasks to Start the School Year</b> <ul style="list-style-type: none"><li>* Welcoming New Staff/New Staff Induction</li><li>* NJDOE Training-Fingerprinting and Certification</li><li>* State Mandated Reporting, Timelines &amp; Required Board Motions</li><li>* Management/Organizational Resources</li></ul>
10:15 am–10:50 am	<b>Statutory Sick Leave</b> <ul style="list-style-type: none"><li>* Guidance and some direction</li></ul>
10:50 am–11:00 am	Open discussion with panel and attendees <ul style="list-style-type: none"><li>* A confidential interaction of Q/A</li></ul>
	Closing Comments – <b>Frank Borelli, NJASA Director of Professional Development</b>
<b>Panel Members:</b>	<b>Dr. Mitzi Morillo</b> , Superintendent Mendham Borough School District <b>Elizabeth Juliano</b> , Executive Administrative Assistant Mendham Borough School District <b>Dr. Colleen Murray</b> , Superintendent Lumberton Township School District <b>Suzanne May</b> , Executive Administrative Assistant Lumberton Township School District <b>Joseph Isola</b> , Superintendent, Howell Township Public Schools <b>Mrs. Kaity Gray</b> , Executive Administrative Assistant Howell Township Public Schools <b>Jeffrey Caccese, Esq.</b> , Comegno Law Group