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**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
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Dr. Colleen Murray, Superintendent
Lumberton Township School District

Suzanne May, Executive Administrative Assistant
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Joseph Isola, Superintendent,
Howell Township Public Schools

Terri Vedutis, Executive Administrative Assistant
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Jeffrey Caccese, Esq., Comegno Law Group

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