

**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 11, 2025  
(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)**

**TO REGISTER FOR THIS PROGRAM, CLICK HERE:**  
[https://portal.njasa.net/NJASA/Events/Event\\_Display.aspx?EventKey=MDS8122025](https://portal.njasa.net/NJASA/Events/Event_Display.aspx?EventKey=MDS8122025)

**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–10:30 am  | <b>State Reporting Requirements</b> <ol style="list-style-type: none"><li>1. Timelines</li><li>2. NJHomeroom</li><li>3. County Offices</li></ol><br><b>NJSLEDS</b> <ol style="list-style-type: none"><li>1. Transition Challenges</li><li>2. Submission Timelines</li></ol><br><b>Ever-Changing Role of the EAA</b> <ol style="list-style-type: none"><li>1. Things I Wish I Knew</li></ol><br><b>Communication Between the Superintendent and EAA</b> <ol style="list-style-type: none"><li>1. Levels of Communication</li></ol><br><b>AI Follow-Up</b> <ol style="list-style-type: none"><li>1. Practical Uses of AI for the EAA</li></ol> |
| 10:30 am–10:50 am | <b>Human Resources</b> <ol style="list-style-type: none"><li>1. Excessive Absenteeism</li><li>2. Personnel Files - Retention</li><li>3. Personnel Board Motion Requirements</li></ol>  |

**Jeffrey Caccese, Esq.**

10:50 am–11:00 am

Open discussion with panel and attendees

1. Supporting Administrative Assistants in the District
2. 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](mailto:juliano@mendhamboroschools.org)

**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

**Terri Vedutis**, Executive Administrative Assistant  
Howell Township Public Schools  
[tvedutis@howell.k12.nj.us](mailto:tvedutis@howell.k12.nj.us)

**Jeffrey Caccese, Esq.**, Comegno Law Group

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