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HUMAN RESOURCE PROFESSIONAL SERIES
SESSION #4: END OF YEAR TASKS-
END OF SCHOOL YEAR HUMAN RESOURCE ISSUES
TUESDAY MARCH 3, 2026/9:30 AM-11:30 PM
(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)

TO REGISTER FOR THIS PROGRAM CLICK HERE:

https://portal.njasa.net/NJASA/Events/Event_Display.aspx?EventKey=MDS8132025

AGENDA

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| 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 | Program Overview-Introductions- Frank Borelli , NJASA Director of Professional Development |
| 9:35 am-9:45 am | NJASA Legislative Update- Melanie Schultz , NJASA Director of Government Relation |
| 9:45 am-10:45 am | Overview of Timely Topics for School Leadership, including: <ul style="list-style-type: none">● Non-Renewal of Staff–Making the Tough Decisions<ul style="list-style-type: none">○ Understanding Tenure, Critical Dates, Timelines and Procedures○ Importance of Documentation○ Writing References for Non-Renewed staff○ Donaldson Appearance-What is it?○ Why all Non-Renewal Decisions need to have Data● Anticipating Staffing Needs for the Subsequent Year<ul style="list-style-type: none">○ Retirements, Transfer Requests, Changes in Enrollment and/or Funding● Contractual Entitlements upon Exiting the District <p>Charity Comella, Dr. Jennifer Sharp, Patrick Duncan Esq., Gary Hall</p> |
| 10:45 am—10:50 am | Break |

10:50 am-11:20 am Withholding Increments and Managing Employment Decisions
for Non-Certificated Staff within the framework of Chapter 66

**Dr. Kenneth King, Charity Comella, Dr. Jennifer Sharp
Patrick Duncan, Esq., Jesse Place, Garry Hall**

11:20 am-11:25 am Closing Comments/Q&A-**Frank Borelli**

11:25 am-11:30 am The program will continue, and the presenters will remain
available to the attendees for questions, discussions of different
challenges/issues they are facing.

PRESENTERS:

Charity Comella, Assistant Superintendent for Personnel
West Windsor-Plainsboro Regional School District
President, NJSTRIDE

Patrick Duncan, Special Assistant for Labor Relations
West Windsor-Plainsboro Regional School District

Dr. Kenneth King, Assistant Superintendent (Retired)
East Orange Public Schools

Dr. Jennifer Sharp, Assistant Superintendent for
Human Resources
Freehold Regional School District, Vice President, NJSTRIDE

Gary Hall, Director of Human Resources,
Bergen County Technical Schools

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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 affecting educational policy, regulations and legislation; and by maximizing the capacity and effectiveness of school leaders through professional development programs and support services.