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EXECUTIVE ADMINISTRATIVE ASSISTANT; A CRITICAL PROFESSIONAL ROLE
SESSION #2
TUESDAY, November 10, 2026

(ALL REGISTRANTS WILL RECEIVE A ZOOM INVITATION)

TO REGISTER FOR THIS PROGRAM, CLICK HERE.

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 **Joseph J. Annibale, NJASA Director of Professional Development**
9:35 am–10:00 am	**State Reporting Requirements** • Timelines • NJHomeroom • County Offices • Entering Incidences in SSDS **NJSLEDS (Year 1 Takeaways)** • Submission Timelines **Communication Between the Superintendent and the Executive Administrative Assistant (EAA)** • Building a Strong Professional Partnership • Characteristics of an Exceptional Executive Administrative Assistant • Professional Judgment and Confidentiality
10:00 am-10:15 am	**NJQSAC (New Jersy Quality Single Accountability Continuum)** • Understanding NJQSAC Requirements and Evaluation Areas: Five key components of NJQSAC, including instruction and program, personnel, fiscal management, operations, and governance. • Preparing for NJQSAC and Addressing District Readiness

10:15 am–10:55 am	**Human Resources** • Excessive Absenteeism • Personnel Files **Robert Cloutier, Esq** • FMLA and Recent Updates to NJFLA **Open Discussion with Panel Presenters & Attendees** • A confidential interaction of Q/A
10:55 am–11:00 am	Closing Comments – **Joseph J. Annibale, NJASA Director of Professional Development**
Panel Members:	**Dr. Mitzi Morillo,** Superintendent Mendham Borough School District **Elizabeth Juliano,** Executive Administrative Assistant Mendham Borough School District **Suzanne May**, Executive Administrative Assistant Lumberton Township School District **Joseph Isola**, Superintendent, Howell Township Public Schools **Kaity Gray**, Director of Personnel, Howell Township Public Schools **Terri Vedutis,** Executive Administrative Assistant, Howell Township Public Schools **Robert S. Cloutier, Esq.,** Comegno Law Group

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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.