

ASAH 4th Annual Symposium  
for Business Office and  
Human Resources Personnel

Friday, May 19, 2017

Renaissance Woodbridge Hotel  
515 US Hwy 1 South, Iselin, New Jersey



ASAH Symposium – Friday, May 19, 2017

Renaissance Woodbridge Hotel - Iselin, New Jersey  
8:00 am – 2:30 pm

Please join us for ASAH's 4th Annual Business Office/Human Resources one-day Symposium with workshop sessions geared towards Business Office and Human Resources personnel of New Jersey Private Special Education Schools.

Schedule:

8:00 – 8:50 - [Registration with Continental Breakfast/Exhibitors Open](#)

8:50 – 9:00 - Welcome/Opening Remarks  
- Gerry Thiers, Executive Director - ASAH  
- Michele Heinz, Business Manager – Garfield Park Academy

9:00 – 9:30 - Keynote - Christopher Emigholz, – Senate Republican Office Associate Executive Director, Budget & Research Director

9:30 – 9:45 - Break/Exhibitors Open

9:45 – 11:00 - **Session 1**

**Session 1A** - **NJDOE Legal & Government Affairs Update**  
**Janelle Edwards-Stewart, Esq. - Porzio Bromberg & Newman, P.C. and Barbara DeMarco, Vice President - Porzio Governmental Affairs, LLC**

*Education Funding Reform is front and center on the Governor, Senate and General Assembly agenda. What distinguishes one plan from another? How does the Governor's Budget proposal for Fiscal Year 2018 play into this? In an election year with the Governor and all seats in the General Assembly and Senate up for re-election, will anything actually get done? What is the current status of the proposed fiscal code? What impact has the federal district court action had on the code's development? What role is ASAH playing in all of these discussions, and what are its next steps? Presenters will provide you with the latest and best information as well as their assessment of the situation past, present, and future.*

**Session 1B** - **Health Policy Under the Trump Administration—What Will it Mean for Employers?**  
**Sara B. Tountas, J.D., Director of Health Reform and Benefits Compliance - Acrisure LLC-Tarpey Group**

*Join us as we look back at the first few months under the Trump Administration and explore what the future likely holds for the Affordable Care Act, employer-sponsored benefits, and employment obligations. We'll provide a legislative and regulatory update and offer insights and tips to prepare employers for the changes ahead.*

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Schedule Continued

11:00 – 11:15 - **Break/Exhibitors Open**

11:15 – 12:30 - **Session 2**

**Session 2A**

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**NJDOE Fiscal Code – Part 1**

**James F. Anderson - Anderson & Company, PC and**

**Mary Bawarski - School Accounting Professionals LLC**

*The proposed amendments to the administrative code governing private schools for students with disabilities are due to become effective July 1, 2017. The presenters will discuss all the ramifications of the changes that will affect your school's finances, operations and audits. This presentation will help attendees plan for the coming fiscal year. Part 1 of a 2 session presentation.*

**Session 2B**

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**Dealing with Employee Misconduct**

**David B. Rubin, P.C.**

*Legal issues abound when you are required to confront employee misconduct. This session will offer a nut-and-bolts discussion of the rights and responsibilities of the school and the employee when bad behavior occurs at school, in the community or on social media, and will address internal investigations, arrest-related issues and more.*

12:30 – 1:00 - **Lunch - Provided for ALL**

Schedule Continued

1:00 – 1:15 - **Break**/Exhibitors Open/Door Prize Drawings

1:15 – 2:30 - **Session 3**

**Session 3A**

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**NJDOE Fiscal Code – Part 2**

**James F. Anderson - Anderson & Company, PC and  
Mary Bawarski - School Accounting Professionals LLC**

*The proposed amendments to the administrative code governing private schools for students with disabilities are due to become effective July 1, 2017. The presenters will discuss all the ramifications of the changes that will affect your school's finances, operations and audits. This presentation will help attendees plan for the coming fiscal year. Part 2 of a 2 session presentation.*

**Session 3B**

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**Safeguarding Employee Personal  
Information with Consideration of New  
NJDOE Annual Disclosure Form and DOE  
Regulations**

**Kerri Wright, Esq.  
Janelle Edwards-Stewart, Esq.  
Porzio, Bromberg & Newman, P.C.**

*Exactly what should be kept in a 'personnel' file and for how long for current employees? For terminated employees? In addition to I-9s, should employee benefit information or other documentation be kept separate? Can employee certifications and contracts be kept in separate files? What is the DOE truly permitted to request and review in connection with employee files? What changes to employee contracts are being proposed in the new code and what impacts might they have? How should you safeguard personal employee data that may now be required by the DOE on the Annual Disclosure Form? Once you know what needs to be done, how do you have that all-important conversation with your staff regarding these and other relevant issues? Obtain answers to these and other questions related to personnel files and employee data in this interactive session.*

REGISTRATION FORM  
ASAH Symposium – Friday, May 19, 2017

Renaissance Woodbridge Hotel, 515 US Hwy 1 South, Iselin, New Jersey

**\*\*GPS ALERT\*\* ENTER THIS ADDRESS: 401 Gill Lane, Iselin, NJ 08830. Hotel is at corner US Hwy 1 South & Gill Lane**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Please indicate ONE CHOICE PER SESSION that you will attend by placing an “X”.

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|------------|--|--|
| Session 1: | _____ <b>1A</b><br>NJDOE Legal & Government Affairs Update | _____ <b>1B</b><br>Health Policy Under the Trump Administration – What Will it Mean for Employers?                                       |
| Session 2: | _____ <b>2A</b><br>NJDOE Proposed Fiscal Code – Part 1     | _____ <b>2B</b><br>Dealing with Employee Misconduct  |
| Session 3: | _____ <b>3A</b><br>NJDOE Proposed Fiscal Code – Part 2     | _____ <b>3B</b><br>Safeguarding Employee Personal Information With Consideration of New NJDOE Annual Disclosure Form and DOE Regulations |

All session handouts will be made available and distributed at Symposium.

**Registration is on a first-come first-served basis and closes at 200 participants.**  
**Fee includes continental breakfast and lunch.**

**\*The issuance of CPA CE credits has been requested, approval pending\***

**Members/Affiliates - \$150**

**Non-Members = \$250**

**Registration is not confirmed without completed form and check, therefore, please complete the registration form and return WITH CHECK no later than Monday, May 8, 2017 to:**

ASAH Symposium  
2125 Highway 33, Lexington Square  
Hamilton Square, NJ 08690-1740

**PLEASE NOTE REFUNDS WILL NOT BE ISSUED AFTER MONDAY, MAY 8, 2017.**

Any questions, please contact Theresa Hornberger, ASAH Business Manager, at (609) 890-1400 ext. 13 or [TheresaH@asah.org](mailto:TheresaH@asah.org). We look forward to seeing you on May 19<sup>th</sup>.