



# **ASAH 6th Annual Symposium**

## **for Business Office and Human Resources Personnel**

**Friday, May 3, 2019**

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



**Event Schedule and  
Registration**

ASAH Symposium – Friday, May 3, 2019

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

Please join us for ASAH's 6th 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 – 8:45** - Registration with Continental Breakfast/Exhibitors Open

**8:45 – 9:00** - Welcome/Opening Remarks/Keynote Introduction  
- Gerry Thiers, Executive Director - ASAH  
- Josephine Hammond – Alpha, Harbor & Gateway Schools

**9:00 – 9:30** - Keynote – Dr. Teena Cahill - *Humorist, Speaker, Author, TV and Radio Show Host*

*"Resilient," "passionate," "inspiring," and "fun" are words often used to characterize Teena Cahill, Psy.D., respected expert, educator, speaker, humorist, and author. Dr. Cahill brings a uniquely empowering perspective to issues such as...managing change, seeing adversity as a learning tool for resilience, busting the myth of balance, understanding that true leadership is about developing others, increasing personal and institutional productivity, the value of contribution and the joy of "living wide"...at work and at home! Her insight and expertise stem from ideas based in evidence-based research in cognitive behavioral psychology, positive psychology, leadership and the new science of wellness, plus hands-on experience in all parts of life.*

**9:30 – 9:45** - Break/Exhibitors Open

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Schedule Continued

**9:45 – 11:00 - Session 1**

Session 1A - **APSSD Budget & Audit System**  
Mary Bawarski - School Accounting Professionals LLC  
Bernadette Dimitui - School Accounting Professionals LLC

*This session will walk the audience through a live version of input into the 2019-2020 budget system. The presentation will include tips on entering the budget data which will have an input deadline of May, 2019. All tabs will be reviewed in detail.*

Session 1B - **School Safety Planning: Special Considerations for Students with Disabilities**  
David C. Hespe, Esq. - Porzio Bromberg & Newman, PC  
Liz Shea, Esq. - Porzio Bromberg & Newman, PC

*This session will focus on best practices and case studies in order to guide administrators in the development and implementation of school-wide safety plans that effectively accommodate special needs students. The presenters will discuss medical and behavioral considerations as well as accommodations during drills and actual security situations. The role of the family and other professionals in developing these safety plans will also be addressed.*

Session 1C - **Update on Recent Developments in Employment Law**  
David Rubin, Esq.

*This session will focus on recent developments in employment law of interest to the ASAH community, including paid sick leave, the minimum wage, equal pay, employment discrimination, the impact of #MeToo on the workplace, and more!*

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

ASAH Symposium – Friday, May 3, 2019

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Schedule Continued

11:15 – 12:30 - **Session 2**

Session 2A

**POWER SHOTS!**

**5 Topics – 15 minutes each**

- 1) NJDOE Reporting Deadlines For APSSDs
- 2) Skills for Networking
- 3) Cyber Security
- 4) Legislative Update
- 5) How to Initiate Community Involvement with Police, Neighbors & Legislators

Mary Bawarski – School Accounting Professionals  
Brenda Considine - Considine Communication Strategies  
George Mach - Apex IT  
Barbara DeMarco - Porzio Governmental Affairs LLC  
  
Brenda Considine - Considine Communication Strategies

Session 2B

- **The Implementation of NJAC 6A:23A-18 One Year Later: What We Have Learned from the First Year of Independent Audits**

James Anderson - Anderson & Company  
Lee Boss - The Mercadien Group  
Christopher Perrotta - Nisivoccia  
Susan White – Smolin Lupin

*This session will focus on the implementation of the July 1, 2017, NJAC Chapter 23A, Subchapter 18, Tuition for Private Schools for Students with Disabilities. This resulted in an extremely difficult year for the APSSDs, independent auditors and the NJDOE. Unfortunately, there were more questions than answers available during the audits for the year ended June 30, 2018. With a year of experience under our belts, all parties hope that the June 30, 2019 audits will go a bit smoother. In preparation for the 2019 audits, ASAH will be sponsoring a panel of four independent audit firms; each with a great deal of experience auditing APSSDs. The panel will answer questions related to the independent audits performed for the APSSDs. In addition, the auditors will discuss, in further detail, issues which were encountered during the 2018 audits and how they were resolved. Be prepared for 2019 and attend this fact filled session.*

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

ASAH Symposium – Friday, May 3, 2019

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Schedule Continued

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

1:15 – 2:30 - **Session 3**

**Session 3A** - **Retirement Plans and the  
Rolls/Responsibilities of the Plan Sponsors**  
**Tom Lopusznick – Red Bank Pension**  
**Chris Switaj – Planned Retirement Consultants and  
Administrators**

*This session will focus on the various types of company sponsored retirement plans, the roles and responsibilities of the schools as the plan sponsor of these plans, and common problems that can occur with qualified retirement plans.*

**Session 3B** - **DOE Pitfalls – 7 Hot Topics You Need To  
Know That Cause Non-Allowables**  
**Christopher Perrotta – Nisivoccia**  
**Susan White – Smolin Lupin**

*This session will focus on the recent expansion of regulations within the New Jersey administrative code governing approved private schools for students with disabilities (APSSDs) and how it poses additional exposure to non-allowable costs. In this segment, we will define and assess seven of the most common non-allowable costs incurred and how these expenses can be avoided in order to stay compliant.*

**Session 3C** - **DOE Certifications**  
**Bernie Polatschek – Collier Youth Services**  
**with Patti Murray – CPNJ Horizon Schools &  
Paulette Honeyghan – New Road Schools**

*This session will focus on DOE certifications and will begin with a review of the basics – the process to follow for provisional licensing, understanding and obtaining the correct certifications, the mentoring process and administrative certifications. In addition, an update on current DOE Certification issues facing all APSSD teaching staff will be discussed with solutions currently in place at fellow APSSD schools.*

REGISTRATION FORM

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

**Registration is on a first-come first-served basis and closes at 200 participants**  
**Registration will not be accepted without completed form and payment**

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

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

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

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

Please indicate ONE CHOICE PER SESSION by placing an “X”.

Session 1:                   **1A**           **1B**           **1C**  
APSSD Budget & Audit System                      School Safety Planning                      Update Employment Law

Session 2:                   **2A**           **2B**  
PowerShots!    The Implementation of NJAC 6A:23A-18

Session 3:                   **3A**           **3B**           **3C**  
Retirement Plans    DOE Pitfalls    DOE Certifications

**Handouts for ALL SESSIONS will be made available and distributed at Symposium**

**Fee includes continental breakfast and lunch**

**Members/Affiliates - \$150**

**Non-Members = \$250**

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

**PLEASE NOTE REFUNDS WILL NOT BE ISSUED AFTER MONDAY, APRIL 22, 2019**

Any questions, please contact Theresa Hornberger, ASAH Business Manager, at (609) 890-1400 ext. 13 or [TheresaH@asah.org](mailto:TheresaH@asah.org).

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