

ASAH 3rd Annual Symposium  
for Business Office and  
Human Resources Personnel

Friday, May 13, 2016

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



ASAH Symposium – Friday, May 13, 2016

Renaissance Woodbridge Hotel - Iselin, New Jersey

8:00 am – 2:30 pm

Please join us for ASAH's 3rd 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. This is a great opportunity to network with your PSSD peers!

Schedule:

8:00 – 8:50 - Registration with Continental Breakfast/Exhibitors Open

8:50 – 9:00 - Welcome/Opening Remarks  
- Gerry Thiers, Executive Director - ASAH  
- Michael Haney, SBA – East Mountain School

9:00 – 9:30 - Keynote – New Jersey Department of Education

9:30 – 9:40 - Break/Exhibitors Open

9:40 – 10:40 - Session 1

Session 1A - Disallowance Issues  
David Rubin, Esq.

Hear about general findings in cases where PSSDs have litigated with the DOE. What are the schools being cited for? What are the outcomes? What's trending now? In addition, a general discussion concerning the DOE appeals process.

Session 1B - Affordable Care Act Update  
Gregory Grimaldi  
Connor Strong & Buckalew

The ACA has had a monumental impact on both employers and their employees. There have been numerous delays and thousands of pages of regulations that employers must understand to be compliant with the legislation. 2016 is an important year as it is the first year that employers must report both to their employees and the Internal Revenue Service via "W-2 like" forms. These forms provide the necessary information for employers to demonstrate their compliance with the Employer Mandate, and for individuals to demonstrate their compliance with the Individual Mandate. The Cadillac Tax provision has been delayed until 2020, and while it is likely that it could ultimately be repealed, all employers need to understand the potential impact that it will have on their organizations and their respective employees.

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Schedule Continued

10:40 – 10:50 - Break/Exhibitors Open

10:50 – 11:50 - Session 2

**Session 2A**

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**NJDOE Compliance Letters and Responses**  
**James F. Anderson, Anderson & Company, PC**  
**Mary Bawarski, School Acctg Professionals LLC**

PSSD auditor Jim Anderson, along with PSSD consultant Mary Bawarski, will discuss compliance letters issued by the NJDOE. They will also share their audit experiences and provide insight on what PSSDs should expect during an on-site audit visit.

**Session 2B**

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**Anatomy of an HR Lawsuit, Crazy Cases and What You Learn from Them**  
**David B. Lichtenberg, Partner**  
**Fisher & Phillips LLP**

There is a simple reason that employment lawyers across the country are busy. Employment laws have become so complex that non-attorneys forced to administer them often fall into traps where logic and law separate. This presentation will break down the facts from several recent employment lawsuits where small changes in approach could have saved the companies involved time, effort and money. If your job involves handling HR related issues this is an invaluable opportunity to learn how to limit your school's potential legal exposure.

11:50 – 12:20 - Lunch - Provided for ALL

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12:30 – 1:15 - Roundtable Discussions/Exhibitors Open

**Roundtable** **Partlow Insurance Agency, Inc.**

**John M. Markwood, Brian S. Partlow**

**TOPIC: Workers' Compensation and Private Schools: Why's and How's**

In their work with New Jersey private schools, Partlow Insurance Agents have found that one of the most vexing insurance issues centers on Workers' Compensation. They find wide variances between schools with similar programs serving similar populations. The session will focus on some of the reasons for the wide variations in costs and some of the ways organizations have been successful in reducing and stabilizing costs. Handouts of resources will be provided.

**Roundtable** **Strauss Esmay Associates, LLP**

**Philip W. Nicaastro**

**TOPIC: School Policy Update**

ASAH schools are subject to many of the same laws, exposures and DOE regulations as public schools in New Jersey. Unlike most public schools, many private schools do not have a regular policy development / benchmarking / documentation process. PSSDs have policies, in various handbooks and manuals, but are they current and comprehensive? Are they as valuable as they could be to help keep us current, and limit exposure?

Philip Nicaastro, Esquire - President of Strauss-Esmay Associates, a leading policy advisory firm, will discuss the components of a model policy manual for ASAH schools, the model will include policy topics covering all aspects of operations: students, staff, parents/community, facilities, operations, finance, by-laws and Board governance.

**Roundtable** **The Tarpey Group, LLC**

**Suze Risteski, Jeff LePage**

**TOPIC: Cost Containment & Benefit Education Strategies to Consider to Remain Benefit Competitive**

Despite all the challenges created by the Affordable Care Act, agencies and schools shouldn't lose sight of rising health care costs. The importance of providing quality benefits at a competitive price continues to be the goal for ASAH members. To be prepared for your renewal means understanding what alternatives exist. In this session Suze and Jeff will review benefit trends and product changes, consumer driven health plans, alternate funding arrangements and contribution strategies. Attend this session and leave with a well planned strategy that will result in greater cost control and a best practices on educating faculty and staff.

1:15 – 1:30 - Break/Exhibitors Open

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1:30 – 2:30 - Session 3

**Session 3A** - **Employment Law 101: How to Draft PSSD Employee Contracts and How to Handle Health Benefits during Medical and Family Leaves**  
**Kerri Wright and Janelle Edwards-Stewart**  
**Porzio, Bromberg & Newman, P.C.**

Join us for an interactive seminar in which you will learn how to lawfully and effectively handle a variety of leave issues raised by your employees when they take family or medical leave. Litigation can be costly to your business, but so can providing benefits to your employees that are above what the law requires you to provide. Learn the practical do's and don'ts in this area of the law. In addition, during this session you will learn cutting edge techniques to help you draft solid and enforceable employee contracts.

**Session 3B** - **Addressing Threats of Violence in the Workplace, What Can Employers Do Before a Threat Turns into Violence?**  
**Ayse Saziman**  
**The Tarpey Group**

Incidents of workplace violence are on the rise, and oftentimes before a violent act takes place an employee will make threats or do harm to co-workers or property. The results are sometimes catastrophic. Threats often go unnoticed or employers may be uncertain how they can legally respond when they sense that a threat of violence exists in their workplace.

Dealing with threats of violence requires prompt, sometimes immediate action, yet many organizations are not prepared for these situations. The ADA "direct threat standard" and other laws offer some guidance when it comes to how an employer can respond when they believe a threat of violence exists in their workplace. Being prepared to act also requires that employers have in place the policies, training, and understanding of the overall practices and processes which can be used to prevent, identify, act and deal with threats and violent acts before they occur, and be prepared to deal with crucial follow-up issues.

REGISTRATION FORM  
ASAH Symposium – Friday, May 13, 2016

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>Disallowance Issues  | _____ <b>1B</b><br>Affordable Care Act Update   |
| Session 2: | _____ <b>2A</b><br>NJDOE Compliance Letters<br>and Responses  | _____ <b>2B</b><br>Anatomy of an HR Lawsuit, Crazy<br>Cases and What you Learn from<br>Them   |
| Session 3: | _____ <b>3A</b><br>Employment Law 101: How to Draft<br>PSSD Employee Contracts and How to<br>Handle Health Benefits during Medical<br>And Family Leaves | _____ <b>3B</b><br>Addressing Threats of Violence<br>in the Workplace, What Can<br>Employers Do Before a Threat<br>Turns into Violence? |

**All session handouts will be made available in the ASAH Symposium Program and distributed at Symposium.**

**COST TO ATTEND IS \$130. Please complete the registration form and return WITH CHECK no later than Monday, May 2, 2016 to:**

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

**PLEASE NOTE REFUNDS WILL NOT BE ISSUED AFTER MONDAY, MAY 2, 2016.**

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 13<sup>th</sup>.