

To: Charter Superintendent Addressed

From: Rodney Watson, PhD

Date: March 18, 2025

Re: Superintendent Secretaries Seminar

Please reserve Wednesday, April 16, 2025, for the Superintendent Secretaries Seminar. These seminars are designed to provide administrative assistants with timely and beneficial instruction as well as an opportunity to network with colleagues from other school districts.

Seminar topics will include best practices and useful tips regarding AI tools so support staff can work with their superintendents more effectively and efficiently. Lunch will be provided. Session details are as follows:

Date: Wednesday, April 16, 2025
Time: 10:00 a.m.–12:30 p.m.
Location: Region 4 McKinney Conference Center
7200 Northwest 100 Drive
Houston, Texas 77092
Room: MCC 100DEF
Fee: \$60; lunch included
Session ID: [1862779](#)

To register, visit https://www.escweb.net/tx_esc_04/default.aspx

If you have any questions regarding this event, please contact Stephanie Noriega, Chief of Strategic Communications and Engagement, at 713.744.6851 or stephanie.noriega@esc4.net.

SN/ag

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