

To: Superintendent Addressed

From: Rodney Watson, PhD

Date: September 2, 2025

Re: Expanded Superintendent Secretaries Seminar

We have expanded our Superintendent Secretaries' Seminars. Please encourage your secretaries and executive assistants to join us for our Administrative Assistants Leadership Network. This group will now meet four times a year (Sep. 24, Nov. 12, Feb. 11, and Apr. 15). These seminars are designed to provide administrative assistants with timely and beneficial professional learning as well as an opportunity to network with colleagues from other school districts.

Fee: \$60; lunch included

Sept 24, 2025 – Session ID: [1920560](#)
November 12, 2025 – Session ID: [1920561](#)
February 11, 2026 – Session ID: [1920562](#)
April 15, 2026 – Session ID: [1920563](#)

For additional information, please contact Stephanie Noriega, Chief of Strategic Communications and Engagement, at stephanie.noriega@esc4.net or 713.744.6851.

SN/ag

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