


## WCSD Secretary Academy

<b>Date:</b>	<b>Monday, June 23rd, 2025</b>	 <p><b>Fun, Engaging Sessions!</b></p> <p><b>Raffle Prizes!</b></p> <p><b>End Of Year Celebrations!</b></p>
<b>Location:</b>	National Automobile Museum - Theater 1 Museum Drive, Reno NV	
<b>Invited Guests:</b>	School Site & Department Administrative Secretaries School Site & Department Administrative Assistants Executive Assistants	

### Monday June 23<sup>rd</sup>, 2025

Time	Location	Agenda
Doors Open 8:00 am	Theater	Registration – Please check in at the Welcome Table
8:30 - 9:00 am	Theater	Welcome and Keynote Dr. Katie Louise Weir, Director Talent Development WCSD Mr. Phil MacDougall, CEO National Automobile Museum
9:00 – 9:30 am	Theater	Intro to Customer Service Guest Presenter: Lise Baker, Visitor Services Coordinator, The Discovery Museum
9:30 – 10:00 am	Theater	Adult De-escalation Techniques Presenter: Michael Perry, School Safety Specialist, WCSD
10:00 – 10:15 am	Break	
10:15 – 10:45 am	Theater	Volunteer Services Raptor Update Presenter: Nicole Vazquez, Coordinator Volunteer Services, WCSD
10:45am - 11:30 am	Theater	Emergency Management Updates Presenter: Roy Anderson, Emergency Manager, WCSD
11:30 am – 1:00 pm	Off-Site - Lunch on your own / Scavenger Hunt	
1:00 – 1:45 pm	Theater	Red Rover “NEW” Substitute System Training Presenter: Camille Druitt, Staffing Specialist WCSD
1:45 – 2:30 pm	Theater	2025 Health Benefit Requirements & Changes / HR Updates Presenter: Xiomara Interiano, Benefits Supervisor WCSD
2:30 – 3:00 pm	Theater	End of Year Celebrations, Raffle Drawings, Scavenger Hunt Winners