



Support Staff Conference 2025

Teamwork & Purpose:
Administrative Professionals Making the Difference

Friday, June 6
Clovis Veterans Memorial District

Proudly Presented by



Welcome



Dr. Michele Cantwell-Copher
Fresno County Superintendent of Schools

Dear Administrative Professionals,
Welcome to the 2025 Support Staff
Conference!

We're so glad you're here, and after a
few years away, it feels extra special to
be back together again!

At the Fresno County Superintendent
of Schools, we know that behind every great school,
department, and student success story, there's an incredible
team of administrative professionals making it all happen.
Whether you work within FCSS or at one of our partner
districts, your dedication, leadership, and behind-the-scenes
magic make a difference every single day.

This year's theme, "Teamwork & Purpose: Administrative
Professionals Making the Difference", is all about celebrating
YOU. Your collaboration, your heart, your hustle... it all
matters, and it's all worth honoring.

So today, lean in. Make new connections. Laugh, learn, and
maybe even win a raffle prize or two. Most importantly, take
a moment to be proud of the work you do and the difference
you make.

Thank you for everything, we're thrilled to celebrate you
today!

Sincerely,
Dr. Michele Cantwell-Copher
Superintendent
Fresno County Superintendent of Schools



**Fresno County
Superintendent of Schools**
Dr. Michele Cantwell-Copher, Superintendent

Welcome



Teresa Martinez-Treviño

Executive Assistant To The
Superintendent

Welcome Back to the 2025 Support
Staff Conference!

It's been a while... but we're finally
back! This is our first Support Staff
Conference since before COVID,
and we couldn't be more excited
to celebrate you, the incredible
administrative professionals who keep our schools, programs
and offices running strong.

This year's theme, "Teamwork & Purpose: Administrative
Professionals Making the Difference," is all about recognizing
your dedication, your impact, and the heart you bring to
everything you do.

Today, you'll:

- Learn from inspiring speakers
- Reconnect and network with colleagues
- Explore fresh resources at our lively SSC Expo

You've earned this moment to grow, to recharge, and to be
reminded just how much you matter. Let's make it a comeback
to remember!



Morning Agenda

Support Staff Conference

Friday, June 6

Clovis Veterans Memorial District

7:30 AM

Doors Open

7:45 – 8:15 AM

Registration, Continental Breakfast, Entertainment, Networking,
SSC Expo, Photo Ops & Step and Repeat
(Independence Room)

8:15 – 8:30 AM

Welcome & National Anthem

8:30 – 8:45 AM

Sponsor Recognition

8:45 - 9:15 AM

AM Icebreaker

9:15 – 10:00 AM

Morning Session

AI in Action: Practical Tools for Today's Administrative Professionals
(Liberty Ballroom)

10:00 – 10:30 AM

SSC Expo, Networking, Photo Ops & Step and Repeat, Prize Drawing
(Independence Room)

10:30 – 11:30 AM

Panel Discussion

Mastering the Role: Insights from Top Executive Assistants
(Liberty Ballroom)

11:30 AM – 12:00 PM

Invocation, Luncheon, Prize Drawing

Afternoon Agenda

Support Staff Conference

Friday, June 6

Clovis Veterans Memorial District

12:00 – 12:30 PM

Keynote Speaker: Dominic Syracuse

The Power of Purpose:
YOU Make a Difference – Teamwork is Key
(Liberty Ballroom)

12:30 – 1:30 PM

Administrative Professional of the Year

1:30 – 1:45 PM

Break, SSC Expo, Networking, APY Photo Op, Prize Drawing
(Independence Room)

1:45 – 2:45 PM

Afternoon Session

Supporting Success: Embracing Core Values
for Teamwork and Growth
(Liberty Ballroom)

2:45 – 3:00 PM

Snack Break, SSC Expo, Networking,
Photo Ops, Prize Drawing
(Independence Room)

3:00 – 3:30 PM

From Burnt Out to Fired Up!
(Liberty Ballroom)

3:30 – 4:00 PM

Final Prizes
Closing Remarks

Morning Session

9:15 - 10:00 AM

“AI in Action: Practical Tools for Today’s Administrative Professionals”

Presenters:



Mike Pronovost
Technology Officer
IS&T Department



Blake Fullerton
Software Engineer Analyst
IS&T Department

Discover how artificial intelligence is transforming the way administrative professionals work—streamlining tasks, improving efficiency, and enhancing day-to-day operations. In this engaging session, attendees will explore real-world AI tools that can support calendar management, data organization, email drafting, meeting prep, and more.

Designed specifically for executive assistants, clerical staff, district office teams, and support personnel, this session will break down the buzz around AI into approachable, practical strategies you can start using right away. Walk away with time-saving tips, tech confidence, and new ideas to bring back to your desk.

Panel Discussion

10:30 - 11:30 AM

“Mastering the Role: Insights from Top Executive Assistants”

Jennifer Brietigam will moderate the panel discussion, Mastering the Role: Insights from Top Executive Assistants. She'll guide the conversation, introduce panelists, and facilitate engaging dialogue focused on the experiences, challenges, and best practices of top executive assistants.

Panelists



Jennifer Brietigam (Moderator)
**Director, Communications
Strategy & Outreach
Fresno County Superintendent of Schools**

Jenny Brietigam leads the Communication Strategy and Outreach Department at the Fresno County Superintendent of Schools, where she oversees a talented team dedicated to media relations, public engagement, internal communications, and strategic messaging. With more than a decade of experience at FCSS, Jenny brings a deep understanding of education and a strong commitment to community partnerships. Before joining FCSS, she spent 12 years with a statewide nonprofit managing K–12 programs and leading communication initiatives. She holds a master's degree in public administration and is passionate about creative storytelling, building effective systems, and helping programs share their mission with clarity and impact.

Panel (continued)



Susan Wise

**Executive Superintendent
Clovis Unified School District**

Susan Wise has been the Executive Assistant to the Clovis Unified School District Superintendent since 2019. Previously, she served as the assistant to the CUSD Governing Board for five years and as CUSD's Communications Specialist for 10 years. Prior to Clovis Unified, she spent 15 years in writing, publishing, marketing, advertising and public relations. She is a graduate of Clovis West High School and UC Santa Barbara.



Teresa Trevino

**Executive Assistant to Superintendent
Fresno County Superintendent of Schools**

Teresa Martinez-Trevino is the Executive Assistant to Superintendent Yovino. In 1995, Trevino joined FCSS in a temporary position. She was promoted in 1998 to work with the Board of Education, later followed by a position as Administrative Assistant III to the Deputy Superintendent of Educational Services Division. She assumed her current position in 2005.



Tanya Seib

**Executive Assistant to CTO
Fresno Unified School District**

I've had the honor of serving in Fresno Unified School District for over 15 years and currently support the Information Technology Department as Administrative Assistant to the Chief Technology Officer. Throughout my career, I've worked at both school sites and district offices, which has given me a deep appreciation for the vital role support staff play in helping our schools thrive. I approach my work with a people-first mindset, a passion for uplifting others, and a strong belief in the power of relationships and collaboration. My husband and I are both proud Fresno natives, married for 37 years, and the parents of two amazing sons. Now empty nesters, we're embracing this new chapter of life and love traveling together whenever we can. It's truly a privilege to serve behind the scenes and contribute to the success of our students, staff, and schools and to stand alongside fellow support staff who make a difference every single day.

Panel (continued)



Sarah Ballard

**Executive Assistant to the Superintendent
Kingsburg Elementary Charter
School District**

Sarah Ballard has served in public education for over 17 years, all with Kingsburg Elementary Charter School District. She began her career as a Paraprofessional and now serves as Executive Assistant to the Superintendent, where she is a trusted partner in district leadership. Sarah supports executive operations, board governance, personnel processes, and high-level communication with professionalism, discretion, and precision. Known for her ability to anticipate needs, manage complex responsibilities, and foster strong relationships, Sarah's journey reflects a belief in the critical role support staff play in driving organizational excellence.



Susan Jones

**Executive Assistant to the Vice President
Clovis Community College under State
Center Community College District**

With nearly 15 years of experience as an executive assistant in higher education, Susan has worked at Fresno Pacific University, Stanford University, the State Center Community College District and at Clovis Community College supporting upper-level administrators such as a Dean, Chief of Staff, Vice Provost, Vice President and in the Chancellor's office. In her roles, she has appreciated the challenge of streamlining processes and looking for ways to optimize workflow. Susan has found that being a strategic partner is integral to being successful in an EA role and she really enjoys the variety that each day holds.

Susan received her AA from Fresno City College, BA from Fresno State and MA from Fresno Pacific University. When not at work, she enjoys spending time with her family and golfing.

Keynote Speaker

12:00 - 12:30 PM

“The Power of Purpose: YOU Make a Difference – Teamwork is Key”



Dominic Syracuse is an actor, standup comedian, and cognitive behavioral specialist. After receiving his Master's Equivalency in Acting and Performance in Los Angeles, Dominic began teaching acting and improvisation to inmates in maximum security prisons. It

was there that he became certified by the Cognitive Behavioral Institute of California to teach emotional management and the principles of positive psychology. Since then, he has led hundreds of workshops all over the world for such organizations as The United States Airforce, The Department of Health, and Federal coalitions on mental health. His work has also been recognized by The USC Master's of Social Work Program, UCLA Nursing Program, and UC Berkley's Bright Ideas Competition.

Finalists

Administrative Professional OF THE YEAR



Corrine Garcia

Program Assistant,
STEM Department

Nominated by
Jason Horsman, STEM

Corinne is a behind-the-scenes powerhouse. She co-developed a streamlined travel system, manages records with precision, and leads large-scale events with skill and care. Her thoughtful touches and operational excellence have transformed both process and culture.

Finalists

Administrative Professional OF THE YEAR



Thidavone (Pinky) Torres

Program Assistant,
Curriculum & Instruction Department

Nominated by
Allison Hernandez, Curriculum & Instruction

Pinky brings heart and innovation to everything she does—from designing onboarding tools and internal trackers to creating uplifting programs like “You’ve Been Mugged.” Her commitment to team spirit, professional growth, and service make her truly one of a kind.

Finalists

Administrative Professional OF THE YEAR



Laura Wascher

Student Services Administrative Support Supervisor
Student Services Division

Nominated by
Holly Rooks, All 4 Youth

Laura's 13 years of service at FCSS have been marked by her organizational excellence, mentorship, and solution-oriented leadership. She has streamlined internal systems, led onboarding efforts, and cultivated a collaborative team culture that empowers others to thrive.

Afternoon Session

1:45 – 2:45 PM

“Supporting Success: Embracing Core Values for Teamwork and Growth”

Liberty Ballroom

Presenters:



Charles Clancy
Program Coordinator
Regional Technical
Assistance Center



Charles Clancy
Program Coordinator
Regional Technical
Assistance Center

This session is designed to help support staff explore and understand the role of core values in their daily work. Participants will discover how identifying both personal and organizational values creates a more positive and focused environment. Through simple activities and discussions, they will see how shared values naturally strengthen collaboration and teamwork.

Afternoon Session

3:00 - 4:00 PM

“From Burnt Out to Fired Up!”



Presented by:
Dominic Syracuse

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2025

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celebrating our administrative professionals.**

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Chewy Vang
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¹Excluding observational, practice-based experiences and student teaching.

²MOU 9238: The Initial Teacher Licensure Scholarship for Undergraduate Students scholarship is only valid for applicants who are currently working for an accredited school or district, seeking initial teacher licensure, not already a licensed teacher and applying for one of the following bachelor's programs: Early Childhood Education, Early Childhood Education and Early Childhood Special Education, Elementary Education (any emphasis), Elementary Education and Special Education, Educational Studies, Secondary Education (any emphasis), Special Education (any emphasis). This scholarship cannot be used in conjunction with any other GCU scholarships. This scholarship will be applied toward your tuition only, and you will not receive funds in excess of your charges.

³MOU 9237: The Initial Teacher Licensure Scholarship for Graduate Students scholarship is only valid for applicants who are currently working for an accredited school or district, seeking initial teacher licensure, not already a licensed teacher and applying for one of the following Master of Education programs: Early Childhood Education, Early Childhood Education and Early Childhood Special Education, Elementary Education, Elementary Education and Special Education, Secondary Education (any emphasis), Special Education (any emphasis). This scholarship cannot be used in conjunction with any other GCU scholarships. This scholarship will be applied toward your tuition only, and you will not receive funds in excess of your charges.

⁴Candidates currently in paid education positions may be eligible to complete practicum/field experience hours, and/or student teaching in their paid role if the school district setting aligns with the setting required in the candidate's program of study/course, if the candidate has an appropriately certified mentor available at the accredited school site and if the candidate is able to fulfill all expectations, including the completion of all course assignments.

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