

Superintendent's Weekly Calendar

Monday, December 7 to Friday, December 11

****Please be aware that the Superintendent's Calendar may change due to unplanned meetings or district business. The calendar is very fluid because of the District's ongoing response to COVID-19. Please note all below meetings will be held virtually via phone, Zoom, Teams.***

Monday, December 7

- **8:00 a.m.-** Duty/Sub Coverage if needed at schools
- **9:00 a.m.-** Meet with Deputy Superintendent Debbie Biersdorff
- **10:00 a.m.-** Meet with Interim Chief Communications Officer Megan Downs
- **10:30 a.m.-** Attend the Academic Leadership Team meeting
- **12:00 p.m.-** Meet with Legal Counsel Sara Montalvo, Interim Chief Communications Officer Megan Downs, and Advanced Certified Paralegal Breanne Read
- **1:00 p.m.-** Attend meeting with the Office of the County Manager (OCM), Washoe County Health Department (WCHD) and Washoe County School District (WCSD) personnel collaboration discussion with all three agencies
- **2:00 p.m.-** Attend the Safe and Healthy Schools Commission Meeting
- **4:00 p.m.-** Meet with Washoe School Principals' Association (WSPA) Representatives, Deputy Superintendent Debbie Biersdorff, and Chief Human Resources Officer Emily Ellison

Tuesday, December 8

- **8:00 a.m.-** Meet with Chief Financial Officer Mark Mathers, Director of Labor Relations Virginia Doran, Chief Human Resources Officer Emily Ellison, General Counsel Chris Reich, Deputy Superintendent Debbie Biersdorff, Area Superintendent Joe Ernst, Employee Services Human Resources Manager Deshawn Reed, and Labor Relations Specialist Anthony Spotts
- **8:30 a.m.-** Meet with Trustee Sharon Kennedy
- **9:00 a.m.-** Meet with Trustee Andrew Caudill
- **10:00 a.m.-** Meet with Trustee Katy Holland
- **10:30 a.m.-** Meet with Trustee Jackie Calvert
- **11:00 a.m.-** Meet with Board President Malena Raymond
- **12:30 p.m.-** Meet with Trustee Ellen Minetto
- **2:00 p.m.-** Attend the Board of Trustees meeting at Reno HS

Wednesday, December 9

- **9:00 a.m.-** Attend the Board Leadership Team Meeting
- **11:00 a.m.-** Attend the WCSD COVID Task Force meeting
- **12:30 p.m.-** Meet with Chief Financial Officer Mark Mathers
- **1:30 p.m.-** Meet with Chief Human Resources Officer Emily Ellison
- **2:00 p.m.-** Media interview
- **3:00 p.m.-** Meet with Government Affairs Officer Lindsay Anderson

Thursday, December 10

- **8:00 a.m.-** Attend the Great City Schools' Superintendent COVID-19 Check-in weekly meeting
- **9:00 a.m.-** Attend the Equity and Diversity Task Force Meeting
- **10:00 a.m.- 2:00 p.m.-** Attend and speak at the State Board of Education meeting
- **12:00 p.m.-** Meet with Midtown Law
- **2:00 p.m.-** Meet with Chief Operations Officer Pete Etchart
- **3:00 p.m.-** Meet with Leadership Team

- **5:30 p.m.**- Conduct Family Interactive Virtual Forum

Friday, December 11

- **8:00 a.m.**- Conduct Press Briefing with media outlets
- **9:00 a.m.**- Duty/Sub Coverage if needed at schools
- **12:30 p.m.** Follow up planning meeting with Dr. Doug Reeves
- **2:00 p.m.**- Attend the WUSD COVID Task Force meeting
- **4:30 pm.** KTVN Share Your Christmas Food Drive-Drop off food donation