

# TESA Area Workshop

Hosted by the Lamar Consolidated Educational Support-Staff Association (LCESA)



Saturday, March 29, 2025  
 (doors open at 7:00 am)  
 Phelan Elementary  
 1600 Great Blue Heron Lane  
 Richmond, TX 77469

Name: \_\_\_\_\_ District: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

TESA MEMBER: YES  NO

Mailing Address: \_\_\_\_\_

TESA MEMBER # \_\_\_\_\_

LCESA MEMBER: YES  NO

TESA AREA WORKSHOP FEES – Select One:	Fee	Amount
Workshop Only (includes meals and 4 Breakout Sessions)	\$50.00	\$
3 hr. TPEP Class <b>ONLY</b>	\$35.00	\$
Lunch	\$10.00	\$
6 hr. TPEP Class <b>ONLY</b>	\$45.00	\$
Workshop/TPEP Package ( 3hr TPEP class, 2 breakout sessions + meals)	\$65.00	\$
<b>TOTAL REGISTRATION FEE(S) PAID</b>		\$ <b>TOTAL HERE</b>
<b>Payment Options:</b>	<input type="checkbox"/> <b>VENMO: @LCESA2024</b>	
	<input type="checkbox"/> <b>CHECKS PAYABLE TO LCESA</b>	

Choose either one 3-hour session or two 1.5-hour sessions.			Choose two 1.5-hour sessions.		
MORNING SESSIONS			AFTERNOON SESSIONS		
<b>8:30am – 11:30am</b>	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	<b>12:30pm – 2:00pm</b>	1 <sup>st</sup> choice	2 <sup>nd</sup> choice
TPEP 3hr - Time Management			Becoming a Dynamic Duo		
			Home Ownership 101		
<b>8:00am – 9:30am</b>	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	<b>2:10pm – 3:40pm</b>	1 <sup>st</sup> choice	2 <sup>nd</sup> choice
TRS this time slot only			Artificial Intelligence		
Artificial Intelligence			Canva		
<b>9:40am – 11:10am</b>	1 <sup>st</sup> choice	2 <sup>nd</sup> choice			
Becoming a Dynamic Duo					
Canva					
<b>6 hour TPEP</b>			<b>If paying by Venmo, you must still send in your registration so we can create your schedule.</b> Purchase orders and credit cards are <b>NOT</b> accepted.		
<b>8:30am – 3:30pm</b>	1 <sup>st</sup> choice	2 <sup>nd</sup> choice			
TPEP - Effective Workplace Practices			<b>CANCELLATIONS:</b>		
			Prior to March 21, 2025	100% Refund	
			March 21, 2025 or after:	No Refund	

Send registration form and payment PAYABLE TO LCESA to:

Jacky Ortega, Registration Chair  
 Lamar CISD  
 3911 Avenue I Rosenberg, TX 77471  
 jortega@lcisd.org

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## Workshop Session Descriptions

### **TPEP – Effective Workplace Practices – 6 hour**

*TESA TPEP Chair/Committee*

This session focuses on essential techniques for workplace success, including writing composition and mechanics, grammar, workplace management strategies, and creating an effective procedures manual. Build a strong foundation for professional excellence!

### **TPEP – Time Management – 3 hour**

*Barbara Jennings, Retired, TPEP Chair*

In this session, participants will explore practical, time saving techniques and learn strategies for making the most of their time. Unlock the secrets to greater efficiency and productivity!

### **TRS Teacher Retirement System – 1.5 hour**

*Texas Teacher Retirement*

TRS will provide participants a brief overview of TRS benefits available to TRS active members, with a focus on retirement information, such as eligibility, tiers, calculation of benefits, retirement plans, death benefits, employment after retirement, and health insurance. Q&A at the conclusion of the session.

### **Artificial Intelligence - 1.5 hour**

*Paul Wagner, Digital Learning Coordinator, Lamar CISD*

Join this session to explore the global phenomenon of AI and discover how it can revolutionize your workflow. Learn how to work smarter, not harder, with cutting-edge tools and techniques!

### **Becoming a Dynamic Duo – Maximize the Power between You and Your Supervisor - 1.5 hour**

*Dr. Jon Maxwell, Executive Director of Enrollment Management, Lamar CISD*

*Jacqueline Ortega, Admin. Asst. to Dr. Maxwell*

This session, inspired by Chapter 13 of *The Together Leader*, will explore how to build a strong and efficient partnership between an administrative assistant and their supervisor. Unlock the potential of collaboration!

### **Let's Get Creative with Canva - 1.5 hour (laptop or similar device suggested)**

*Dusty Roden, Digital Learning Specialist, Lamar CISD*

Participants will learn how Canva can help you create eye-catching flyers, graphics, presentations and more. Learn tips and tricks to create professional-looking content with ease!

***LAMAR CISD employees can access Canva through ClassLink.***

***NON-LAMAR CISD employees will use or create their own personal Canva account at [canva.com](https://www.canva.com)***

### **Home Ownership 101 - 1.5 hour**

*Zayda Benitez, Realtor, KW Southwest Realty, Former Lamar CISD employee and LCESA member*

Thinking about buying your own home but unsure where to start? Join local realtor and former LCESA member, Zayda Benitez, for an informative session on the home buying process. Learn about the steps involved and explore assistance programs available for educators and others.

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## **HOTEL INFORMATION**

### **SpringHill Suites by Marriott**

6815 Reading Road, Rosenberg, TX 77471  
(832) 595-2220



TESA Conference (mention TESA Workshop  
LCISD or group block code: TWGG  
Check In Date: Friday, March 28, 2025  
Check Out Date: Sunday, March 30, 2025  
**Last Day to Book: Friday, March 14, 2025**

Hotel offering your special group rate:

- The booking code for **King Suites** and **Double Queen Suites** is specified as **TWGG** in which the **discount rate of \$94.00 per night (\$100.58 after city tax) will apply to either suite size booked (all suites include a sleeper sofa).**

**Here's your reservation link your guest can use to make reservations:**

- [Book your group rate for Tesa Workshop LCISD](#)
- **DO NOT CLICK ON THE BUTTON THAT SAYS 'TESA WORKSHOP LCISD'**
- **USE THE 'CHECK AVAILABILITY' BUTTON**

**\*Should you encounter any technical difficulties with the booking link above, I always advise using Microsoft Edge as the browser to view it as this is Marriott's preferred engine.**

**Scan QR code Below to  
Reserve Your Hotel Room**



## **TESA Spring Executive Board Meeting**

Friday, March 28, 2025, 7:00 p.m.  
Spring Hill Suites - Conference Room  
(All TESA members are invited to attend)

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## WORKSHOP INFORMATION

Maxine Phelan Elementary School

1600 Great Blue Heron Ln  
Richmond TX 77469

Doors open at 7:00 am

