

VOLUME LXI, NUMBER 1 - FALL 2010

the TESA CONNECTION



*Pearls of
Wisdom
&
Knowledge*
2010 ~ 2011

THE OFFICIAL PUBLICATION OF THE TEXAS EDUCATIONAL SUPPORT STAFF ASSOCIATION, INC.

President's Message



Wendy Klentzman
President

The school year has gotten off to a grand start! The beginning of a school year is such an exciting time! Some students are beginning their education and young adults are approaching the finish line of theirs. I can see the excitement in the faces of the students on our campus. As things begin to settle into a routine, I always begin to compare this year with previous years. Do you ever do that? The students we see today will be our leaders of tomorrow. Everyone they come in contact with influences their outlook on life. We must strive to give them a positive impression. Do you remember a teacher or adult who influenced your life? We are the ones who have the opportunity to influence a life. We must not take that responsibility lightly. Every contact with a student is an important one.

TESA Board Orientation was held August 6-8 in Alvin. TESA board members give their time and energy to promoting and working for TESA. You have elected a very excited, high-energy group. I hope you get a chance to meet these wonderful board members at some point during the year and hear their inspiring stories of why they joined TESA and then committed to running for a position on the board.

The phones are ringing and people are interested in TESA and what we are all about. Sue Hand has had the opportunity to speak at TASPA, Texas Association of School Personnel Administrators. I will be speaking to the Katy ISD Athletic Secretaries this month. These groups are interested in what TESA has to offer. Sue and I are excited about sharing information with them about TESA programs and inviting them to attend our work conferences.

I look forward to seeing you at the Fall Work Conference in November in San Marcos. The conference is November 5-7. STEM classes will be offered beginning on Thursday, November 4. Helen Kettler and her committee have been hard at work to make this a great conference. Conferences offer the opportunity to grow in knowledge and friendship. I encourage you to not only attend but be an active part of the conference.

TESA continues to grow with your support. Spread the word across your campuses about all that TESA has to offer.

Wendy Klentzman



Letter from the Editor & Table of Contents

From the Editor



Debbie McFadden
Editor

What a wonderful year this will be under the direction of TESA President Wendy Klentzman and President-elect Sue Hand. Wendy and Sue started the year at board orientation in August with plans, goals and ideas for TESA and its members that will be shared during the year at fall conference (November 5-7, 2010), summer conferences (June 22-25, 2011) and through the TESA Connection.

The TESA Connection team members are Patti Walling, assistant editor, Marylu Parvis, advertising manager, and myself, as editor. Our goals this year are to provide you with four issues, two online and two printed, of the magazine that will be full of wisdom and knowledge with upcoming TESA events and affiliate news from across the state. We have picked four themes for the year: fall is Renewal, winter will be Wisdom and Knowledge, spring is Technology and the summer issue will be Volunteers and Heroes. If you or someone you know would like to write a feature article or one highlighting your local affiliate association for one of the three remaining issues, please contact me or Patti Walling.

We would like you to join us in an attempt to attract more advertisers for our magazine. If you have a vendor(s) at your school or college that you use extensively, please consider asking them to advertise in the TESA Connections. The magazine goes out to TESA members across the state, providing wide-scale coverage for a minimal price. If you know of any business that might be interested, please contact Marylu Parvis. She will be more than happy to send information on the prices and sizes of ads as well as the deadline dates for submission. In addition, your local association, school or college can show support for TESA by placing an ad in the magazine. Increasing our advertising income will help defray the cost of producing our great magazine.

Additionally, your questions and comments are important for us to provide the best magazine possible. Let us hear from you!

Debbie McFadden
mcfadden@uhcl.edu

Patti Walling
patti.walling@sjcd.edu

Marylu Parvis
mparvis@alvincollege.edu



Patti Walling
Assistant Editor



Marylu Parvis
Advertising Manager

Feature Article by Debbie Wade

Hurricane Ike Hits Home - But We Survived!.....20

Feature Article by Linda Perez

Renewal.....25

Feature Article by Lisa E. Gonzalez

Summer Has Ended, School Has Begun...Are You Ready?.....27-29



Dates to Remember

November 5 -7, 2010	TESA Fall Work Conference – San Marcos
November 22 -26, 2010	TESA Office Closed – Thanksgiving Holiday
December 20 – 31, 2010	TESA Office Closed – Christmas Holidays
January 10, 2011	NES Connector Deadline
January 15, 2011	TESA Connection Deadline, Spring Issue
January 17, 2011	TESA Office Closed - Martin Luther King's BD
February 1 – 2, 2011	TASA 2011 Midwinter Conference – Austin
February 7 – 9, 2011	TESA Office Closed
February 14, 2011	TESA Office Closed - President's Day
February 15, 2011	Online Voting Begins
February 28, 2011	TASBO Annual Conference – Austin
March 1 – 4, 2011	TASBO Annual Conference – Austin
March 11-13, 2011	South Central Area Professional Development Days Overton Hotel & Conference Center – Lubbock, TX
March 14 – 18, 2011	TESA Office Closed – Spring Break
March 15, 2011	Online Voting Ends
March 15, 2011	Awards / Scholarship Applications Deadline
TBA	Executive Spring Board Reports Due
April 10, 2011	NES Connector Deadline
April 22, 2011	Office Closed – Good Friday
TBA	Spring Executive Board Meeting
TBA	Committee Reports Due to the Chairman
May 15, 2011	TESA Connection Deadline, Summer Issue
May 30, 2011	TESA Office Closed – Memorial Day
TBA	Executive Board Reports Due
June 3, 2011	TESA Office Closed
June 19 – 25, 2011	2011 Summer Work Conference
July 4, 2011	TESA Office Closed – July 4th Holiday
July 18 – 22, 2011	NAEOP Annual Conference, Charleston, SC



“You never know when a moment and a few sincere words can have an impact on a life.”

~ Zig Ziglar



2010-2011 TESA Executive Board



Wendy Klentzman
President
wklentzman@alvincollege.edu



Sue Hand
President-Elect
lhand@lcisd.org



Debbie McFadden
1st Vice President
mcfadden@uhcl.edu



Pat Crawford
2nd Vice President
pat.crawford@risd.org



Karen Turner
Secretary/Treasurer
kturner@lubbockisd.org



Robin Pool
Member-At-Large Affiliate Services
rpool@pasadenaisd.org



Darcy Blackstock
Member-At-Large Area Workshop
darcy.blackstock@channelview.esc4.net



Dianne Lemons
Member-At-Large Awards/
Scholarships/Journalism
dlemons@mesquiteisd.org



Ruth Lyday
Member-At-Large Nominations
lydayr@celesteisd.org



Jana Worthington
Parliamentarian
jworthin@weatherfordisd.com



Gerald Wharton
Immediate Past President/Legislative
Consultant/Marketing Chair
gerald.wharton@gcisd.net



Janie Giddens
Web Advisor
jgiddens@saisd.net



Cheryl Gregory
STEM Chair
cdgregory@mesquiteisd.org



Christine R. Ortiz
Summer Work Conference Chair
christine.ortiz@region10.org



Helen Kettler
Fall Work Conference Chair
hkettler@alvincollege.edu



Melissa Davis
TESA Central Office
tesa@austin.rr.com

TESA Executive Board and Committee Chairs

THE TESA CONNECTION Debbie McFadden, Chairperson	
Patti Walling, Assistant Editor patti.walling@sjcd.edu	Marylou Parvis, Advertising Manager mparvis@alvincollege.edu
MEMBERSHIP Pat Crawford, Chairperson	
Angelia Brooks, ESC Council angelia.brooks@region10.org	Teena Hancock, Administrative Council tlhancoc@garlandisd.net
Denise McHaney, Elementary Council Virginia.mchaney@killeenisd.org	Sylvia Martinez, Secondary Council smartinez@mesquiteisd.org
Karen Morgan, Higher Ed Council kmorgan@alvincollege.edu	
AFFILIATE SERVICES Robin Pool, Chairperson	
Phyllis Hyden phyden@galenaparkisd.com	Sherry Gray sherry.gray@sjcd.edu
AREA WORKSHOPS Darcy Blackstock, Chairperson	
Lynn Andrews lynnandrews@irvingisd.net	Debbie Faires dfaires@mesquiteisd.org
AWARDS / SCHOLARSHIP / JOURNALIST Dianne Lemons, Chairperson	
Maria McNease Maria.E.McNease@lonestar.edu	Danelle Schara dschara@esc7.net
Sylvia Flores slflores@mcisd.org	Jennifer Lamb jlamb@mesquiteisd.org
NOMINATIONS Ruth Lyday, Chairperson	
Linda Sockwell linda.sockwell@risd.org	Debbie Wade debbie.wade@sjcd.edu
Sue Hand lhand@lcisd.org	



TESA Executive Board and Committee Chairs

STEM Cheryl Gregory, Chairperson	
Debbie Wade debbie.wade@sjcd.edu Paula Lambright plambright@mesquiteisd.org	Cindy Bright cindy@brownsboro.k12.tx.us
SUMMER WORK CONFERENCE Christine Ortiz, Chairperson	
Kay Riggs, Registration Chair kriggs@pasadenaisd.org Sandy Salazar, Exhibits Chair ssalazar@mesquiteisd.org	Teena Hancock, Social Chair tlhancoc@garlandisd.net
Fall Work Conference Committee Helen Kettler, Chairperson	
Lisa E. Gonzalez, Registration Chair lgonzalez@donnaisd.net Wanda Honeycutt, Exhibits Chair honeycutt@uhcl.edu	Bonnie Tomczyk, Social Chair bonnie.tomczyk@killeenisd.org

“Without purpose, passion, and a sense that we are making a difference, what meaning does our life really have, and why should we strive to do our best work? The beauty of appreciation is that we can each give it to anyone we choose. It cost nothing, except a few moments of our time.”

TESA Area Workshops

The TESA Area Workshop Committee encouragingly invites TESA Affiliates to host an Area Workshop at your district, university or service center! Area Workshops are a great way to provide valuable professional development, recruit members and raise funds for your local association, and offer positive networking opportunities to all participants. Contact a TESA Area Workshop Committee member today for more information.

Darcy Blackstock

Darcy Blackstock, Chairman
Channelview ISD
darcy.blackstock@channelview.isd.esc4.net
281.452.8008

Lynn Andrews

Lynn Andrews, Member
Irving ISD
landrews@irvingisd.net
972.600.5228

Debbie Faires

Debbie Faires, Member
Mesquite ISD
dfaires@mesquiteisd.org
972.882.7321

TESA AREA WORKSHOPS

- *Channelview ESA ~ February 5, 2011*
- *Mesquite EPA ~ March 5, 2011*

Whe the members of the Texas Educational Support Staff Association, hold that the primary purpose of the educational secretary is to assist, as a team member, in developing citizens who will safeguard, strengthen, and improve America. The TESA Connection is published four times a year - fall, winter, spring, and summer. Membership in TESA entitles the individual to an annual subscription to The TESA Connection magazine, circulation approximately 2,000. Subscription rate for libraries and nonmembers is \$10 per year. Send request for subscriptions to: TESA Central Office, PO Box 1565, Austin, TX 78767.

Please send information for the Winter Issue to:

Debbie McFadden

UHCL, 2700 Bay Area Blvd., Houston, TX 77058

Email: mcfadden@uhcl.edu



SWC Business Meeting Minutes



Texas Educational Support Staff Association, Inc.

Minutes of the Summer Work Conference General Business Meeting
Embassy Suites
Frisco, Texas
June 25, 2010

Call to Order: The Texas Educational Support Staff Association, Inc. Summer Work Conference Business Meeting was called to order by President Gerald Wharton at 9:38 a.m. on June 25, 2010, at the Embassy Suites in Frisco, Texas.

Invocation: Invocation was given by Phyllis Hyden.

Parliamentarian: Sue Hand proclaimed that a quorum was established.

Minutes: Minutes were approved as presented.

Correspondence: None.

Treasurer's Report: The budget was presented and will be filed for audit.

Reports: Debbie McFadden, 2nd Vice President, reported the following membership numbers; Active – 1,295; Retired – 31; Associate – 0; Honorary – 58; Total – 1,394.

President Wharton, on behalf of the Affiliate Services Committee, presented Mesquite ISD with an award for the highest number of TESA members.

Old Business: None

New Business:

President Wharton presented a motion from the Executive Board meeting of June 22, 2010, that the 2010-2011 Proposed Budget be approved as presented. Motion carried.

Jana Worthington, on behalf of the Past President's Association, presented a donation of \$300.00 to TESA.

President Wharton adjourned the Summer Work Conference Business Meeting at 9:58 a.m.

Submitted by:

Approved by:

Sue Hand, CEOP, CEOE

TESA Parliamentarian / Legislative Consultant

For

Patti A. Walling, CEOP, CEOE

TESA Secretary/Treasurer

Gerald Wharton

Gerald Wharton

2009-2010 TESA President

Date Approved: July 21, 2010

P.O. Box 1565 Austin, Texas 78767-1565 Phone : (512) 477-0724 Fax: (512) 477-1848
www.tesatexas.org



2010-2011 STEM Calendar

November

11/04/10 TESA FWC	Time Management	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/04/10 TESA FWC	Assertiveness Training	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/05/10 TESA FWC	Managing Change	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/05/10 TESA FWC	Effective Office Practices	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/05/10 TESA FWC	Interpersonal Communication	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/05/10 TESA FWC	Profile for Success	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/06/10 TESA FWC	Professional Growth Plan	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/06/10 TESA FWC	Telephone Skills	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/06/10 TESA FWC	Stress Management	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/06/10 TESA FWC	Professional Image	Cheryl Gregory	972-882-7702	cdgregory@mesquiteisd.org
11/13/10 Mesquite ISD	Assisting Difficult People	Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
11/13/10 Fort Worth ISD	Basic Communication	Stephanie McBride	817-814-3001	Stephanie.McBride@fwisd.org
11/16/10 Garland ISD	Telephone Skills	Toni Williams	972-675-3080 (ext. 83039)	TMWillia@garlandisd.net
11/18/10 Keller ISD	Professional Image	Kevin Hood	817-744-1018	Kevin.hood@kellerisd.net
11/18/10 Spring Branch ISD	Interpersonal Communication	Becky Wuerth	713-464-1511 (ext. 2401)	Becky.Wuerth@springbranchisd.com

December

12/04/10 Garland ISD	Effective Office Practices	Toni Williams	972-675-3080 (ext. 83039)	TMWillia@garlandisd.net
12/09/10 Spring Branch ISD	Customer Service	Becky Wuerth	713-464-1511 (ext. 2401)	Becky.Wuerth@springbranchisd.com
12/11/10 Fort Worth ISD	Effective Office Practices	Stephanie McBride	817-814-3001	Stephanie.McBride@fwisd.org

January

01/03/11 Spring Branch ISD	Professional Image	Becky Wuerth	713-464-1511 (ext. 2401)	Becky.Wuerth@springbranchisd.com
01/13/11 Garland ISD	Leadership Training and Team Building	Toni Williams	972-675-3080 (ext. 83039)	TMWillia@garlandisd.net
01/15/11 Fort Worth ISD	Professional Growth Plan and Customer Service	Stephanie McBride	817-814-3001	Stephanie.McBride@fwisd.org
01/20/11 Spring Branch ISD	Effective Office Practices	Becky Wuerth	713-464-1511 (ext. 2401)	Becky.Wuerth@springbranchisd.com
01/22/11 Mesquite ISD	Professional Growth Plan	Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
01/22/11 Mesquite ISD	Customer Service	Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
01/25/11 Mesquite ISD	Stress Management	Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
01/29/11 Mesquite ISD	Interpersonal Communication	Debbie Faires	972-882-7321	DFaires@mesquiteisd.org

February

02/12/11 Mesquite ISD	Managing Change	Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
02/19/11 Fort Worth ISD	Managing Change	Stephanie McBride	817-814-3001	Stephanie.McBride@fwisd.org
02/24/11 Spring Branch ISD	Profile for Success	Becky Wuerth	713-464-1511 (ext. 2401)	Becky.Wuerth@springbranchisd.com

March

03/01/11 Garland ISD	Dialogue of Diversity	Toni Williams	972-675-3080 (ext. 83039)	TMWillia@garlandisd.net
03/05/11 Fort Worth ISD	Stress Management and Time Management	Stephanie McBride	817-814-3001	Stephanie.McBride@fwisd.org
03/05/11 Mesquite Area Workshop		Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
03/05/11 Mesquite Area Workshop		Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
03/24/11 Spring Branch ISD	Assisting Difficult People	Becky Wuerth	713-464-1511 (ext. 2401)	Becky.Wuerth@springbranchisd.com
03/26/11 Mesquite ISD	Basic Communication	Debbie Faires	972-882-7321	DFaires@mesquiteisd.org
03/26/11 Fort Worth ISD	Assisting Difficult People	Stephanie McBride	817-814-3001	Stephanie.McBride@fwisd.org

April

04/12/11 Spring Branch ISD	Professional Growth Plan	Becky Wuerth	713-464-1511 (ext. 2401)	Becky.Wuerth@springbranchisd.com
04/16/11 Garland ISD	Profile for Success	Toni Williams	972-675-3080 (ext. 83039)	TMWillia@garlandisd.net

May

05/19/11 Keller ISD	Stress Management	Kevin Hood	817-744-1018	Kevin.hood@kellerisd.net
---------------------	-------------------	------------	--------------	--------------------------

June

06/16/11 Keller ISD	Professional Growth Plan	Kevin Hood	817-744-1018	Kevin.hood@kellerisd.net
---------------------	--------------------------	------------	--------------	--------------------------





Texas Educational Support Staff Association, Inc.

Volunteering for TESA for 2011-2012

TESA needs candidates who are enthusiastic about the association, have effective leadership qualities, and are interested in serving on a committee. Please complete the following questionnaire and return to Ruth Lyday, Nominations Committee, 5644 County Rd. 1043, Celeste, TX 75423, lydayr@celesteisd.org Committee Members: Linda Sockwell, Debbie Wade and Sue Hand.

Please Print or Type Form

Name: _____

Address: _____

City/Zip: _____

District/College/University: _____ ESC#: _____

Current Job Position (District/College/University): _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Fax: (_____) _____ Cell Phone: (_____) _____

Email: _____

Number of Years TESA Member _____

I would prefer to be contacted or receive information at ☐ home address ☐ work address.

I would like to serve TESA because: _____

I would bring the following expertise to TESA: _____

Favorite Quote: _____

I would be interested in serving:

☐ On a committee (specify) _____

☐ As a committee chairman (specify) _____

☐ As an elected officer (specify) _____



Volunteering Form CONTINUED



Volunteering for TESA for 2011-2012 (Continued)

TESA Events Attended

Number Date

Area Workshop

Summer Work Conference

Fall Work Conference

Please enter the number of events attended and the date of the most recent.

TESA Committee(s) Served

Year Committee Name Year Committee Name

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESA Committee(s) Chaired

Year Committee Name Year Committee Name

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESA Office(s) Held – Elected and Appointed

Year Position Name Year Position Name

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAEOP Office(s) Held and Committee(s) Chaired and/or Served

Year Committee Name Year Committee Name

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Staff Training for Effective Management (STEM)

Yes or No

Yes or No

Training Started?

Completed?





**Volunteering for TESA for 2011-2012
(Continued)**

Travel Information

Once elected and traveling for TESA would you most likely drive or fly? _____

In flying, which airport is most acceptable to you? _____

Supervisors

Superintendent/President/Chancellor/ESC Director: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Immediate Supervisor: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Additional Supervisor: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Please complete and forward the entire form to:

**Ruth Lyday
Member-At-large (Nominations)
5644 County Rd. 1043
Celeste, TX 75423
Or
P.O. Box 67
Celeste, TX 75423**

Phone: 903-217-2308

Fax: 903-568-4115 lydayr@celesteisd.org



TESA Committee Requirements

OFFICER, COMMITTEE CHAIRMAN AND COMMITTEE MEMBER QUALIFICATION REQUIREMENTS

President-Elect Qualifications:

All officers shall be active members in good standing with

- a) three (3) years membership in the Association;
- b) two (2) years of service as an elected member of the Executive Board of the Association. (Only one year as an elected member-at-large will qualify as one of the two (2) years of service);
- c) hold the CEOP certification and
- d) membership in the National Association of Educational Office Professionals.

The chairman and committee members of STEM or Summer Work Conference may be allowed to count that service as one year of election to the Executive Board as a member-at-large. This is a one-year credit regardless of the times served on these committees. (A working knowledge regarding: STEM, *The TESA Connection*, Summer Work Conference, etc.)

Vice-President Qualifications:

All officers shall be active members in good standing with

- e) two (2) years membership in the Association;
- f) one (1) year of service on the Executive Board of the Association;
- g) hold the CEOP certification and
- h) membership in the National Association of Educational Office Professionals.

The chairman and committee members of STEM or Summer Work Conference may be allowed to count that service as one year of election to the Executive board as a member-at-large. This is a one-year credit regardless of the times served on these committees.

Secretary / Treasurer Qualifications:

All officers shall be active members in good standing with

- i) One (1) year of membership in the Association;
- j) hold the CEOP certification and
- k) membership in the National Association of Educational Office Professionals.

The chairman and committee members of STEM or Summer Work Conference may be allowed to count that service as one year of election to the Executive Board as

a member-at-large. This is a one-year credit regardless of the times served on these committees.

Other Elected Officer Qualifications:

All officers shall be active members in good standing with

- l) one (1) year of membership in the Association;
- m) hold the CEOP certification or be currently pursuing (within the last 12 months) the CEOP certification.

The chairman and committee members of STEM and Summer Work Conference may be allowed to count that service as one year of election to the Executive Board as a member-at-large. This is a one-year credit regardless of the times served on these committees.

Committee Chairmen:

All committee chairmen shall be active members in good standing and should have previously served as a committee member.

Committee Member:

All committee members shall be active members in good standing. No prior experience is required.

MEMO

TESA is the only professional association for educational support personnel in public schools, education service centers, and colleges and universities in Texas.

TESA represents all educational support staff advocating the interest of officer personnel in all areas of education. **TESA** is a collective voice for educational office personnel in all levels of education – public school districts, education service centers, colleges and universities, and private educational agencies.

TESA is dedicated to providing educational support staff the opportunities for professional membership, professional development, and the benefits of a professional association.

WE NEED YOU! Please consider active involvement and complete the Volunteering for TESA form.





TESA Scholarships!

Are you or a family member continuing your education?

TESA members are eligible for the:

[Lorene Roby Rogers](#) or [Dr. Michael Zolkoski Technology](#)

Family members could be eligible for the:

[Founders Scholarship](#)



TESA Awards!

Is your affiliate interested in sending in a nomination for the:

[Nelda Van Dyke](#) or [Administrator of the Year](#)

Or how about entering your [Newsletter](#) or [Yearbook](#)

For information regarding descriptions, qualifications, and guidelines, contact one of the committee members or visit the website at : www.tesatexas.org

Dianne Lemons
dlemons@mesquiteisd.org
972-882-7320

Maria McNease
Maria.E.McNease@lonestar.edu
281-312-1640

Jennifer Lamb
jlamb@mesquiteisd.org
972-882-8757

Danelle Schara
dschara@esc7.net
903-988-6813

Sylvia Flores
slflores@mcisd.org
956-323-460

REASONS For Joining TESA

Responsibility - It is your personal responsibility to see that our profession goes forward in education. Education is changing as our work is. We need to accept this responsibility of adapting to these changes

Expectation - We can reach our expectations through our united efforts. Our goal to be recognized as professionals can best be reached through our Association

Advancement - Our advancement in professional status can best be pushed through joint effort. Other associations have demonstrated the need to have a strong association. Only through your efforts can we have a strong Association.

Satisfaction - TESA creates wider horizons and broader views for all members. The personal satisfaction a member can find in working with such a group is beyond measure.

Opportunity- There is an opportunity for YOU, each and every one of YOU, to help TESA reach its goals. ONLY YOU have the opportunity to do this.

Need - TESA has a very definite need for you, for your help, and you have a definite need for TESA. Never let it be said that you as an educational secretary or office personnel, are allowed to cry and weep over your position and status if you do not put forth the effort to move –

Texas Educational Support Staff Association, Inc.



2010-2011 Membership Application

Last Name		First Name	MI	Member ID #
Address			City / Zip	
Daytime Phone		Evening Phone		
Work Email Address		Home Email Address		
Employed by		Local TESA Affiliate		
<input type="checkbox"/> New Membership \$35	<input type="checkbox"/> Renewal \$35	<input type="checkbox"/> Associate \$35	<input type="checkbox"/> Retired \$17.50	
Name Change/Address Change information				
<input type="checkbox"/> Elementary	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Educational Service Center		
<input type="checkbox"/> Secondary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Other		
Referred by _____				
Are you a member of NAEOP? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Complete form and mail with your payment to TESA, P.O. Box 1565, Austin, TX 78767
Renew online at www.tesatexas.org

Dues paid to Texas Educational Support Staff Association, Inc. are not tax deductible as charitable contributions for federal income tax purposes. However, they may be Tax deductible as an ordinary and necessary business expense. Consult your tax advisor.

Pat Crawford,
2nd Vice President, Membership Council
Richardson ISD
pat.crawford@risd.org

Denise McHaney, Elementary Council, Killeen ISD – Virginia.mchaney@killeenisd.org
Sylvia Martinez, Secondary Council, Mesquite ISD – smartinez@mesquiteisd.org
Teena Hancock, Administrative Council, Garland ISD – tlhancoc@garlandisd.net
Karen Morgan, Higher Education Council, Alvin Community College – kmorgan@alvincollege.edu
Angela Brooks, Education Service Center Council, Region 10 ESC – angelia.brooks@region10.org



Save the Date - Summer Work Conference



TESA 2011 Summer Work Conference

June 22-25, 2011



The Embassy Suites Dallas-Frisco Hotel
Convention Center & SPA
7600 John Q. Hammons Drive
Frisco, Texas 75034

Christine R. Ortiz
Kay Riggs
Teena Hancock
Sandy Salazar

SWC Chairman
SWC Registration Chairman
SWC Social Chairman
SWC Exhibitor Chairman

christine.ortiz@region10.org
kriggs@pasadenaisd.org
tlhancoc@garlandisd.net
ssalazar@mesquiteisd.org



NAEOP Membership Form

Membership Form for the National Association of Educational Office Professionals

Membership Type:		<input type="checkbox"/>	Active - \$45	<input type="checkbox"/>	Retired - \$25
<input type="checkbox"/>	Associate - \$45	<input type="checkbox"/>	Institutional - \$80	<input type="checkbox"/>	Corporate - \$55

Membership Application Continuous Membership (12 full months)

☐ New Membership ☐ Renewal Membership Membership Number:

☐ Magazine Annual Subscription - \$25 ☐ Magazine Annual Subscription (Retired) - \$10

-All fees must be paid in U.S. Dollars

-Outside of U.S. special postage and handling charges apply. Please add an additional \$15.

-Active membership fees include a one-year subscription to the associate magazine.

- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:

Job description:

☐ Elementary ☐ Middle School/Junior High ☐ Secondary/High School

☐ Higher Education ☐ State Department ☐ Administration

☐ Career & Technical Education ☐ Retired ☐ Other:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home phone:	Office phone	Ext.
-------------	--------------	------

Fax: _____ Email: _____

Recruited by (Name):

Method of Payment: ☐ Check ☐ MasterCard ☐ Visa ☐

Cardholder's Name:

Card Number: _____ Expiration Date: _____

Signature:

Mail or Fax to:

NAEOP
PO Box 12619
Wichita, KS 67277-2619
Fax: 316-942-7100



2010-2011 Budget

REVENUE SOURCE - 2010-2011

Summer Work Conference	\$50,000
STEM	\$70,000
Fall Work Conference	\$31,250
Affiliate Services	\$3,000
Membership Dues	\$42,000
Affiliate Dues	\$1,300
Area Workshop - registrations	\$1,500
Sales - pens/patches/novelties	\$200
Advertising	\$600
Interest income	\$750
Fee income - MBNA	\$1,250
Miscellaneous income	\$500
Total Budgeted Revenue	\$202,350

EXPENSE SOURCE - 2010-2011

Summer Work Conference	\$40,000
STEM	\$30,000
Fall Work Conference	\$21,000
Area Workshop	\$1,000
Affiliate Services	\$500
Salaries and Wages	\$25,500
Employee P/R taxes/retirement	\$3,000
P/R taxes -	\$3000
Retirement -	\$0
Insurance - employee health	
Insurance - workmans comp	\$300
Income Tax	\$4,000
President	\$3,000
President Elect	\$2,000
Secretary/Treasurer	\$50
Board Travel	\$12,000
NAEOP Conference	\$4,000
NAEOP Officer/Marion Wood	\$500
NAEOP Officer Travel -	\$250
Marion Wood Scholarship -	\$50
Nominating/Election Verificaton	\$1,995

Nominations Committee -	\$1,995
Election Certification -	\$0
Membership Expenses	\$1,000
Magazine/Newsletter	\$12,500
Content/Bond Insurance	\$750
Content Insurance -	\$650
Bond Insurance -	\$100
Capital Outlay	\$500

EXPENSE SOURCE - 2010-2011

TASA/NAEOP Affiliation	\$450
TASA -	\$250
NAEOP -	\$200
Central Office Expense/	
Stationary/PO Box Rental	\$3,800
Central Office Expenses -	\$1500
Stationary -	\$1000
PO Box Rental -	\$200
Internet -	\$1100
Rent - Central Office	\$9,500
Rent - Equipment	\$3,600
Bank/Credit Card Fees	\$100
Employee Training	\$400
Audit and Accounting	\$5,000
Marketing Committee/Booth	
Website Maintenance	\$3,150
Telephone	\$2,000
Postage	\$3,000
Property/Sales Tax	\$500
Property -	\$250
Sales Tax -	\$250
Repairs and Maintenance	\$500
Novelties - TESA pins/patches	\$50
Miscellaneous Expenses	\$100
Awards/Scholarships	\$250
Total Budgeted Expenses	\$195,995



TESA 2010-2011 Board Orientation



President-elect Sue Hand providing training



Board members hard at work



2010 – 2011 TESA Board Members



Board members enjoying dinner at Joe's BBQ



Discussing TESA business at the board meeting

Hurricane Ike Hits Home – But We Survived!



THE BEGINNING:

September 8-12, 2008

The week started out like any week of preparing for your son's wedding – craziness and chaos. We were to host his rehearsal dinner on Thursday, September 11, with the wedding the following night, Friday, September 12, in Houston. We had just moved all of Craig's stuff to his new apartment the weekend before and had moved our daughter, Jennifer, to her dorm in Houston two weeks before for the beginning of her college life. During that week, we were also closely monitoring a little storm brewing in the Gulf of Mexico which soon became Hurricane Ike. By Wednesday, we were trying to persuade our son to make a decision about the wedding. Some of the wedding party had begun to evacuate and we urged our out-of-town guests to cancel their flights. On Wednesday night, we switched from wedding mode to evacuation mode and got into high gear! On Thursday, we packed, prepared to evacuate, and took pictures of the house just in case. My sister was already in town for the wedding so she helped us pack then helped my parents pack. On Friday morning at 10,

we backed out of our driveway in two vehicles filled to the brim with boxes of what we thought were our most valuable possessions, our dog and cat, clothes, and food. My eyes filled with tears because I just had a feeling we were going to get water in our house. As we made the loop at the end of our street past Galveston Bay, we saw that the fishing pier was already covered with water . . . and I knew we would be getting water in our house.

We didn't go far to evacuate – just 10 miles away to my father-in-law's house but far enough to avoid evacuee traffic but close enough to get back to our house easily. Jennifer had left college with some friends. Craig was with his fiancé and future in-laws. The night of September 12 and early morning of September 13 was scary – lots of rain and wind and nervousness. Sometime in the wee hours of the morning, a huge, old Sycamore tree in my father-in-law's front yard was basically laid over by the strong wind. As we opened the front door, all we could see was the underside of the tree, the roots and the dirt still attached to them. The tree

was so tall it fell across the front yard and into the yard across the street. Thank goodness it didn't hit anything else in its path!

THE MIDDLE:

Sept 15, 2008 – May 8, 2010

Jeff and I were SO close to having our "empty nest" after our son's wedding but Hurricane Ike presented us with a little change of life challenge!! We were not able to get back to our house until Monday, September 15. The outside looked perfectly normal but inside we found that 3 feet of water had come in along with mud and gunk from the bay. Everything had floated, turned over, was soaked, mud-covered, stinking, a really yucky mess. It looked like a scene from a war movie . . . like someone had ransacked our entire house then sprayed mud everywhere. It truly was the most awful and unbelievable thing I have ever seen in my entire life!! We cried as we walked from room to room and saw our stuff scattered literally everywhere inside our house. Things had floated from one room to another. Huge wooden pieces of furniture had floated and turned over or had toppled just enough for the boxes we

Featured Article

had safely placed on top of them to fall off into the water. We lost so much - all our furniture, appliances, and lots and lots of "stuff" below three feet. So many things were ruined yet we had so much left plus many memories . . . but we had so much to be thankful for. Fortunately, we still had our house - as many in our neighborhood did not have much left.

On Tuesday, September 16, we began the cleaning out process. For the next 11 days straight for 12 hours each day, we cleaned out the entire house (even the good stuff that wasn't touched by the rising waters) and took out the wet sheetrock and insulation. Talk about an "empty nest" - literally! Yes, we had our crying moments but knew we just had to forge ahead and not quit. We were going to finish remodeling one of these days . . . it just came much sooner than we had planned. We had some tremendous help from family and friends . . . and lots of prayers and lots of angels!! People brought food, cleaning supplies, boxes, paper towels, and even sent money. Family, friends, and co-workers helped us dig out, clean, wash, box, store, tear out walls, cut down trees, and so much more. They let us shower at their homes and use their bathrooms, use their computers, and fed us meals. We made our daily trek to the city hall for bottled water and ice and sometimes even boxed meals that the Red Cross was providing. We waited in line outside under a tent for FEMA and SBA assistance. While accepting help from people, some total strangers, and governmental agencies was very awkward for us, we did it because we knew we had to in order to survive. Contrary to popular belief, we received no assistance from FEMA - no funds, no trailer - because we had insurance.

It was a very long two weeks and I got a lovely tan . . . working out in the hot sun every day sorting and trashing stuff kind of does it to you. It was not a fun process but it was necessary to keep going till we had it all out. I missed church for two straight weeks but I was praying that God would forgive me and give me the strength to keep going. The pile of trash in front of our house was no different than any of our neighbors in our little city that now looked like a war zone. The pile grew higher and wider as we piled our life's memories out on the front lawn for all to see -- childrens' books, clothes, shoes, board games, bedspreads, old school work, music, stuffed animals, movies, candles, food, carpet, craft supplies, boxes of Kleenex, baskets, furniture, refrigerator and freezer, hunting gear, teaching material, and so much more. Talk about an emotional roller coaster ride . . . we had plenty of tears, laughs, and even excitement as we uncovered, washed off, and shared memories about every treasure we found - especially when we found the kids' baby books and other baby items (which were stored in the

bottom of a closet). I cried again when the pile of our "stuff" was hauled away by the big trucks and we were left with an empty house and a pile of nothing in our front yard. We had to remind ourselves that we were only losing "stuff."

Since our house was more than 58% damaged and we wanted to stay in Shoreacres, Jeff and I made the difficult decision to tear down our house and rebuild on the same property - but 5 feet higher!! We qualified for an SBA (Small Business Administration) loan for \$240,000 at a very low interest rate. This was the only way we could even consider rebuilding even though it tripled our mortgage payments for another 30 years. On Friday, February 13, 2009, we watched as the big yellow muncher-cruncher tore our house down and hauled it all away. That day was bittersweet but we knew that better days were ahead of us. I finally got rid of that ugly early-1960 pink tile in my kitchen!! Jennifer just couldn't come home to watch - we were tearing down the only house she had known. We lived with my father-in-law for



6 weeks then bought a small 23-foot travel trailer from some friends. My husband and I lived in that lovely, little trailer in our side yard for 20 months while building our new house. Yep, just the two of us, our dog and cat, lasted through 2 Thanksgivings, 2 Christmases, 2 Easters, 2 birthdays for me, my husband's 50th birthday, the snow of 2008, my son's wedding, and my daughter's first 2 years of college!! Not only did we live there but we SURVIVED!! We had lots of stressful times but we made some new memories in that little trailer we called our "temporary home." I learned to be better organized as everything had to have its own place. We used paper plates, plastic cups, and plastic utensils since we had little storage space. When we had the time or the desire, we cooked in our trailer's "easy bake oven." We had a borrowed refrigerator on our little front porch. On the first anniversary of Ike (September 13, 2009), we bought a new mattress and used TV trays to eat on rather than converting the bed to the table daily. Our bathroom was so small . . . but it worked. Many times I had to decide if I needed to wash my hair or shave my legs . . . because I couldn't do both in the same shower time! Oh, that was the life indeed! We bundled up in the winter, burned up in the summer, and went through a ton of propane tanks! Our little closet had room for only one week's worth of clothes. I would go to my parents' once a week after church on Sunday for a nice, long, hot shower and to retrieve my week's worth of clothes. My sister commented that "this is just like camping!" After the first couple of weeks, we knew it was NOT like camping at all!!

After several months of trying to decide on a contractor AND dealing with every governmental entity and every branch of our insurance company you can imagine (FEMA,

SBA, Red Cross, City of Shoreacres, Harris County, State Farm Insurance), we finally dropped the first load of dirt for our new house on March 4, 2009. This was six months after Hurricane Ike ravaged through our little city. We really never had any free time during the entire process of waiting or building. There was always something to do – cleaning, sorting, and boxing household things; working on insurance and SBA paperwork; planning and preparing for the new house; going "shopping" at our storage building every day. Three months later, we fired our building contractor because he stopped working! We finally got tired of waiting on him. Jeff decided to be the general contractor (which we should have done in the first place) and on July 1, WE began to build our new house. We truly learned SO much along the way. My husband is a carpenter already and knew a lot (thank goodness) but I could probably be a building consultant with all I learned!! We figured we had one shot at this so we might as well build it exactly like we wanted! We hired sub-contractors to take care of most of the building and had trouble with some of them. We took care of other parts of the building to try to save some money: Jeff and Craig did the electrical work, built the front porch, and dug trenches; I installed 982 metal plates (I counted!) on the studs to cover electrical wires; my father-in-law built the back porch; Jeff built and stained all the cabinets and special shelves; and I did most of the interior painting (never again!) with help from my daughter, sisters, and husband. And these were just the big jobs! There are so many other parts to building a house that you don't realize until you do it.

We had our regular Friday night "date nights" at Lowes where we became regulars. There were lots and lots of decisions to be

made and Jeff and I made these together. This was OUR house and we were in this together from beginning to end. It was fun and frustrating but it was a huge learning experience. We realized that God has a definite sense of humor and is always in control. Others were in control of our lives too – SBA, the city, insurance – all wanted lots of paperwork, documentation, receipts while we wanted blessings, completion, and a final seal of approval. We finally received a mostly official go-ahead to move in on April 27, 2010, about 30 minutes before the Star Furniture truck backed into our driveway to deliver our houseful of furniture. Oh what a beautiful sight that was!! And I know Star was glad to get rid of our furniture they had been holding for a little over a year since we bought it on Easter weekend in 2009. We ate our first meal on our new dining table that very night!

THE END:

May 8, 2010 – Present

Mother's Day weekend 2010 was almost the best one ever . . . that was the weekend we moved into "the big house." It didn't take long to move our stuff across the yard from our little trailer. It took another couple of weekends to move the rest of our stuff from storage and my parents' house but that was okay – everything we owned was now back under one roof along with lots of new replacement stuff. We took a break from all the work and just lived in the house and enjoyed it for a couple of months. Life seemed to be back to semi-normal again – just in a different place. Jennifer finally had a house to come home to from college. Of course, it has taken the last few months to unpack most boxes, get organized, put everything in its new place, hang pictures, and decorate the house (which has been fun). Every time we open a box, it's just like Christmas – we

Featured Article



are either surprised that something made it through the storm or we bought something new, packed it away, and forgot about it. We still have a bit more to do before we can claim we are complete, mainly finishing the cabinets and shelves and hanging all 182 cabinet doors and drawer fronts. For a change, we are in no hurry because we are enjoying life in our new house!

Thanks to God's help and many prayers, we survived! We learned so much and we

grew so much as a couple and are closer than ever. Jeff and I went through this together; lived in cramped quarters together; cried and laughed together; planned and built together; and most of all, we have survived together. And through it all, we didn't kill each other! On July 19, 2010, we celebrated our 30th anniversary together and the beginning of our new "empty nest" – finally!!

If you're ever in the area, please stop by 318 Shoreacres Blvd. in Shoreacres, Texas, where

there's always tea in the frig and the tours are free – and you are always welcome!!

If you are interested in looking at a few or a few hundred pictures of our hurricane damage, house demolition, and house rebuilding, go to www.photobucket.com.

- In the white search box that says "search images," type: wadesvsike
- From the drop down arrow next to "search" (gray box), click on people
- Click the search button and you will enter our site.
- Click on the tab near the top that says "all albums" and view a list of all the albums.
- Choose the album you want to view and click on it.
- To view the pictures as a "slideshow," click the red button at the top right of the screen

Debbie Wade
wadesinlp@sbcglobal.net

"We have a duty to encourage one another. Many a time a word of praise or thanks or appreciation or cheer has kept a man on his feet. Blessed is the man who speaks such a word."

~ William Barclay



Rio Grande Valley Educational Support Staff Association (VESA)

Our association is blessed to have members from throughout the Rio Grande Valley. Our local association consists of members from the following school districts: Donna ISD, McAllen ISD, Mercedes ISD, Mission CISD, Rio Grande City CISD, South Texas ISD and Weslaco ISD. Having members from so many school districts is a blessing because not only does it increase our membership, but it brings to the association many different ideas and suggestions.

As I begin my last year as VESA President I can honestly say as I reflect back on my tenure in this position that our members are the best members that anyone could ask for. Vince Lombardi said: "The achievements of an organization are the results of the combined effort of each individual". What does that quote really mean? In VESA, each member has contributed their individual talent, their ideas, their time, their knowledge to make VESA the strong organization it is. As with any organization, it doesn't matter if you have the best leader in the world... what matters is that the individual members come together as one for the common good of the organization.

For this year I have chosen "VESA...Soaring with Pride" as my theme. This will be represented by an eagle flying in the sky. Why the eagle you may ask? Well, what does the eagle represent to you? When I looked up what an eagle stood for I found that it represents many things. It represents spiritual protection, strength, courage, wisdom, illumination of spirit, healing, creation, knowledge of magic, among other things. As we all face and try to overcome adversities, maybe we should keep the following Native America blessing in mind....

*"May you have the strength of eagles' wings,
The faith and courage to fly to new heights,
And the wisdom of the universe to carry you there."*

This Native American blessing seems to summarize it all. We need the strength of eagles' wings to carry us through our difficult times. We must have the faith and courage to take on new tasks, tackle a new assignment and believe that we will be okay. We must have the wisdom to produce optimum results with a minimum of energy and time.

VESA's travel this year began in Weslaco ISD in September. At this meeting, Janette Trejo, Staff Development Coordinator for Weslaco ISD spoke to us on the importance of our duties in our workplace and that without secretaries, things would not operate smoothly. She presented several video clips on office first impressions. A game activity was played and enjoyed by all members. VESA's travel will continue to South Texas ISD – Med High Campus in Mercedes in October.

I have challenged each VESA member to "Soar with Pride" and represent VESA in our community, in our school districts and in our everyday lives. I also challenge each one of you to do the same within your association. Remember if everyone does a small part....great things can be accomplished.

Sincerely,
Lisa E. Gonzalez, CEOP
VESA President



RENEWAL *By: Linda Perez, San Jacinto College*



Linda Perez

Usually, I hear this word in church around Easter time. Although the definition of the word when I looked it up on dictionary.com sounds redundant (the act of renewing), it just makes me think of making something new again. In writing this article, I thought of applying the word to making our jobs new and enjoyable even in times when it feels impossible.

At this time in society, so many people are unemployed who are willing to do anything to earn any kind of a paycheck. Also, the workforce is split into happy and unhappy people. For the sake of renewal, I will focus on the unhappy people. What is it that makes them unhappy in their job? Are they grateful for the paycheck but hate the day to day operation? Is someone else making them unhappy? If you are unhappy with your job and you still need a paycheck, maybe there is something you can do to renew your commitment to your job and, more importantly, yourself.

Decide that you want to keep your job. This may sound silly but many times when you are in a bad situation, you seriously think about quitting. Once you decide that you really want to keep your job, tell yourself that you are going to change how you view your day. Picture how you want your desk to look and change it to match the picture in your mind. Imagine how your attitude

can be better and make it happen.

Strive to become a positive energy. This is challenging to say the least. With negative people around you, there are a lot of challenges. Take on those challenges by “killing them with kindness”. (I am sure many of you have heard that quote at one time or another.) It really does work! When a person comes to work miserable, their negative energy permeates the office. All it takes is one positive person to say, “Oh, you are such a wonderful person!” to change that person’s perspective of their day. Positive energy is just as powerful as negative energy.

Promise yourself that you will work towards having a positive attitude every day. Try little tricks such as putting family pictures on your desk and reflecting on good times when you are not feeling so positive. Another trick may be just putting a positive quote taped to your computer screen. I used to have one that said, “You can do it!” for days when I felt like I just couldn’t get through a difficult task.

Look for humor in everyday happenings. So much of our days are filled with things that can be used in a comedy routine. I hate to admit it but shortly after I started my current job, the whole office was engulfed with a project that required a lot of manual work putting papers into notebooks. All of the paper needed to be hole punched and each book had several dividers that needed to be placed within the book. I was blessed with

the task of punching holes into big stacks of paper. We were all stressed and I had to do my part in the project. Mind you, I had not touched a hole-puncher in over 20 years! Someone took me to a large gadget, which was the hole-punching machine (I had never seen one before), and showed me how to put the paper in it so the machine would punch holes. I was totally amazed by the gadget! At the time I was extremely frustrated, but I knew I had to help my team. After I thought about it, I am sure my team mates probably thought I was crazy since I didn’t even know what an automatic hole-puncher looked like. Now, I think back and laugh about it since it was quite an experience to step out of my comfort zone.

Another time I was stressed, I drove up to the office building and just as I was stepping out of my vehicle, I heard a tear. It was my dress zipper! How embarrassing it was to call my boss and tell him I had to go back home to change because of my zipper! I learned not to buy dresses with cheap zippers or to have the zipper changed if I really wanted the dress. Humor makes things seem so trivial compared to how we feel when these things are happening to us. Strive to make light of stressful situations so that you can have fun in life and learn from the most challenging situations.

Recognize, enhance and utilize your strengths. Initially, when you got the job, there was something about it that attracted you – something that made you feel you

could make a contribution. What were the things that attracted you to the job? Are there things you can do well that can help make your job more enjoyable? A previous job, that I had at a college, required me to keep track of laptop orders from students who were entering our laptop program. I couldn't believe that I was tasked with such a job when I was supposed to be writing computer programs for reports. This was a job that was completely unrelated to my job but I decided to take on the challenge. I considered it turning my lemons into lemonade!

My desk quickly became filled with stacks of paper with individual orders for laptops from students. I decided to start by creating a database that would tie back to our administrative system. I could foresee a problem if we couldn't match things back to our system. My database started out very simple as just a place to record all of the orders for each student. My simple database ended up evolving into the main database to track laptop orders, serial numbers and models, and assignments of laptops to students for our help desk. I was really happy to know that

it became a great inventory system.

In conclusion, renewing your commitment to your job is a challenge but not impossible. Positive attitude, humor, and utilizing your strengths can help you to become a better person in your current situation. In life, I have learned that perception plays a huge role in how you deal with day to day issues. We are all very unique individuals and you can be all that you want to be if you set your mind to it!



Renew your
Association's affiliation
with TESA today!

Affiliate Services

What we can do for you!

- *Professional Staff Development Sessions
- *Assist with officer installations
- *Professional development advisory services
- *Provide information on all TESA functions

Application for affiliation can be found on the website: www.tesatexas.org under the Affiliate Services tab.

Affiliate Services Committee

Robin Pool, Chairman

Pasadena ISD

rpool@pasadenaisd.org

Phyllis Hyden

Galena Park ISD

phyden@galenaparkisd.com

Sherry Gray

San Jacinto College

Sherry.gray@sjcd.edu



Summer Has Ended, School Has Begun...

ARE YOU READY?

By: Lisa E. Gonzalez, CEOP, FWC Registration Chairman

For some people, the idea of new things is refreshing and exciting; while, for others, it brings stress, anxiety, and maybe even fear of the unknown. What lies ahead? Regardless of your feelings about new beginnings, one thing is certain – it is inevitable.

TESA members are in the field of education. The starting date for the 2010 – 2011 school year may vary between mid July to early August. Either way, summer has come to an abrupt end; and now you find yourself in the beginning of a new school year. Along with this new beginning come new school supplies, new clothes, new friends, and new teachers.

Have you noticed that the school supplies lists of today are not like the ones you used to have? If you are around my age, it was 2 pencils, 1 eraser, 1 ruler, a box of crayons, and don't forget the Big Chief writing tablet. That's it. Today's supplies list looks more like an inventory of available supplies.

One of the most common school supplies that you purchase for your children are pencils. There are different types of pencils: mechanical, colorful, recycled, nice smelling ones, biodegradable, and the yellow traditional pencils. Even if you decide to stick with the traditional yellow pencil, you still have one more decision to make. Are you

getting the unsharpened pencils so you can enjoy the sound and smell of pencils being sharpened? Or have you taken that brave step and purchased the box of pencils that have been pre-sharpened?

Mechanical and sharpened pencils are ready to go as soon as you purchase them. Regular, traditional #2 yellow pencils are not sharpened. In order for them to become useful they must be sharpened. The purpose of that pencil will depend on the hands that that pencil falls in. It may land in the hands of a preschooler learning to write his name, constantly breaking lead and getting frustrated. It may land in the hands of an artist who will draw a beautiful sunset. It may land in the hands of a student and assist in continued learning. It may land in the hands of a current or future musician who will use it as a drumstick to play out music (and drive a teacher insane). Or, it may land in the hands of a secretary who uses it to take notes at an important meeting, balance a budget or write an important letter. Each and every one of these purposes is important. The pencil once considered to be unworthy of much thought is now being seen as an important tool to be used as you strive to accomplish your tasks or goals.

For the remainder of this article, assume that you have opted to go with the purchase

of the box of unsharpened traditional pencils. What is the first step toward becoming useful? Yes, it must be sharpened before it can be put to good use.

If the pencil could talk, it might attempt to talk you out of putting it in the pencil sharpener. Why? Because of the "pain" of being sharpened. The last thing that pencil wants to do is be split from his fellow pencils and be stuck into a pencil sharpener to be sharpened. However, the sharpening is a process of change and preparation to make an impact on life. This sharpened pencil becomes a bridge between what you have inside your head and a piece of paper. By placing your ideas on a piece of paper, you are able to share them with other people.

So, by now you are probably wondering, "OK, so I understand the 'life' of the pencil". But, what does that have to do with my job; or better yet, what does that have to do with me?

Take a few moments to reflect on your work day yesterday. What tasks did you complete? Did you speak to anyone over the phone? Did you attend to visitors who came to your place of employment? As an administrative assistant, secretary or clerk you must go through this process of preparation in order to become useful. You help your boss pre-



pare materials for important staff meetings. You work late hours if called upon in order to accomplish a task. Why? Because you understand that you have something to contribute to the success of your organization. You may put in long hours in various organizations. During those long hours, you also must endure many adversities, challenges and frustrations. However, when you see your boss or organization succeed because of your talents...then you see that all your hard work and dedication is worthwhile.

Although you are not physically there at every presentation, you have helped your boss during the preparation process. You have chosen to play a vital part in making sure that your boss was well prepared for a presentation. The work you did in the scope of your job, or roll, facilitated the presentation in many ways (i.e., making copies, typing a PowerPoint presentation, etc.). When you decide to use your talents to take care of many things, you free up some time for your boss to concentrate and invest time on his/her respective work. No one person can do it all, but each of you can do something. And together, you can accomplish the goal you set for yourself to contribute your time and talents as an effective member of a highly productive team.

TESA members are touching the lives of children who are also preparing themselves for their future. I sincerely believe that there is no greater satisfaction than seeing that you have helped form the leaders of tomorrow. Kids are life's way of continuation and self-renewal. The children that sit in your classrooms today will touch your lives as they grow and begin to bring their new

ideas and new technologies to life. Who knows, they may even be the ones to find new cures for illnesses. The children that now sit in the classrooms may accomplish great things that help move our society into new directions.

You may have seen the movie based on a book by Dr. Seuss in which one of the characters states, "A person is a person no matter how small." What truth! In a similar fashion, your contribution is important regardless of how trivial you may consider it to be. Just like that sharpened pencil, you have proven yourself to be effective and essential to the completion of the task at hand.

Consider something else about the traditional yellow pencil. As useful as a pencil can be, there are some things that happen that may hinder, limit, or halt continued effectiveness.

When a pencil is used, the lead begins to dull. It can begin to break, crack, or thicken. So how does it keep its effectiveness? Yes, you're right! It needs to be re-sharpened. Once again it needs to go through that process of change or preparation. However, this time, it knows what it is capable of bringing to life, so the process is less painful and more worthwhile. This process is a period of renewal.

According to Daniel Webster, author of a commonly used dictionary, renewal is "the act or process of renewing"; and 2, "the quality or state of being renewed". So TESA members, you must also renew yourselves. When you re-sharpen your pencil, you must stop the work you are doing for

a few moments while you walk over to the pencil sharpener, sharpen the pencil, then walk back to your desk and resume the work at hand. It is impossible to say, "I am so busy working, I don't have time to stop to sharpen my pencil." As tempting as it may be to ignore the need to re-sharpen the pencil, if you continue writing or drawing you will soon find out that the pencil lead is so worn that it no longer serves its purpose.

In a similar fashion, there comes a time in your day, or life, in which you must allow yourself to step away from your job in order to dedicate some time to self-renewal. Renewal may come through many things, people, places or activities. The deciding factor in selecting which source or activity you engage in this process depends mostly on personal preference. You may choose to read articles; participate in formal conversations during conferences; participate in informal conversations with colleagues over lunch, dinner, or a walk, play a sport, etc. Once again, it is not critical that you select one form over another; you just have to take time for renewal in order to continue to be useful to other people.

Take time to renew yourselves in every facet of your being. Renew yourself physically through good nutrition, exercise, and routine doctor visits to monitor your health. Renew yourself socially/emotionally, by reconnecting with friends or family members for dinner or coffee. Perhaps you are the type of person who enjoys a pedicure, manicure, or massage. Take time for intellectual renewal as well. Browse through the pages of a good book at your nearest library or bookstore. Perhaps you enjoy reading

Featured Article

magazines or the newspaper. While it is good to keep up with current events in your community or the lives of the stars, include some readings on international affairs as well. Invest some time in developing your hobbies, setting goals, or sharing your ideas and dreams with a loved one. At times you may find that we have neglected an important part of our lives---the spiritual side. I am not speaking of a church or religion; I am saying that there is a part of you that seeks those things that go beyond the here and now. Read material that is in line with your beliefs, but don't be afraid of stepping out into unknown territory in an effort to better understand others around you. Just

because you learn about something, it does not mean you must change. It may just provide you with greater support for the choices you have already made.

When I have asked other people how they prefer to renew themselves; some of them have responded with something along the lines of, "are you kidding? With three kids and a spouse and work, I'm lucky to have enough time to get to the bathroom for a few minutes a day. Truth is that renewal takes much longer when you are so burned out. If you take a few minutes each day to renew some aspect of your life, you won't need a lot of time to bring about that re-

freshing feeling of renewal. And it doesn't have to be expensive. It could be as simple as sitting on a quiet bench at a park to enjoy a beautiful sunset.

Of all the writing tools in the world today, you chose to buy a traditional pencil because of the value and worth you saw in it. Likewise, of all the people who may be in line to fill your job, your boss chose you, because he/she saw how priceless your contributions are to the office.

Take care of your greatest investment... yourself!

If there are flaws they are in ourselves, and our task therefore must be one not of redesign but of renewal and reaffirmation, especially of the standards in which all of us believe.

~ Elliot Richardson



**LAKE WORTH
EDUCATIONAL
PARAPROFESSIONAL
ASSOCIATION**

OFFICERS FOR 2010-2011

1st Vice President
Lee Ann Hair

Treasurer
Karin Gandee

Secretary
JB McCauley

President
Jeannette Horn

Parliamentarian
Samantha Yocom

Historian
Michelle Earwood

2nd Vice President
Lissy Rife

President-Elect
Connie Stevens

LWEPA

2010 Summer Work Conference



Some of the TESA Advisory Board that attended the President's Luncheon included Ron Klinger from University of Houston, Clear Lake; Nancy Lambert, Region 7 ESC; and Elizabeth Abernethy, Region 7 ESC. (l-r)



2009-10 President Gerald Wharton even joined in the fun on Networking Night and created a very special, award winning centerpiece!



Newly installed President Wendy Klentzman joins the members on the dance floor at the annual installation banquet and dance.



TESA members dancing the night away!

Mark your calendars now for the 2011 TESA Summer Work Conference!



Alvin Community College Association of Educational Office Professionals (ACCAEOP)

Alvin Community College Association of Educational Office Professionals (ACCAEOP) is excited to begin another academic year with our new president, Anna Oskerson, and with our own Wendy Klentzman as TESA President. We are very proud of Wendy who is the first member of ACCAEOP to become president of TESA.

In keeping with all of the excitement, our President Anna has chosen the theme “Shake, Rattle, and Roll.” This theme was very evident at our festive officer installation banquet in May at Buca di Beppo’s. Wendy Klentzman swore in our new

officers: Anna Oskerson, President; Teresa Hill-Sanford, Vice President; Julie Kellagher, secretary; Helen Kettler, Treasurer; Rhonda Myers, Program Coordinator; and Karen Morgan, Historian.

Anna has already started off the year with a bunco party, and she has plans for more events to keep the group “moving and grooving.” Of course, we will still have our regular fundraisers for ACCAEOP scholarships to ACC. Our booth at the ACC Fall Festival is a yearly favorite along with our fall and spring plant sales.

We all look forward to a great new year that will “shake, rattle, and roll” our organization.

San Jacinto College Association of Educational Office Personnel

Congratulations are in order for the San Jacinto College Association of Educational Office Personnel 2010-2011 officers: President Kathy Miller; 1st VP Carole Patterson, 2nd VP Angela Klaus, Secretary Roxana Sumrall, Treasurer Bonita Chavez-SanGennaro, Historian Sherry Gray, Chaplain Michelle Guidry, and Parliamentarian Bea Rodriguez. There are many plans in place for an exciting year. President Miller’s theme is “Shooting for the Stars”. This is Kathy’s second consecutive term as President, and she is raring to lead another rewarding year at San Jac.



One of the members of SJC AEOP, Ms. Dolores Cantu, has recently had her artwork showcased in the SJC Central Campus President’s office. Dr. Neil Matkin first noticed and admired her beautiful artwork during a faculty/staff art show. He says “they spoke to me”. Two of these paintings are now displayed in his office and rank among his favorites of all time. One is titled “Wait” which features a very close view of some cowboy boots and a vibrant yellow flower. The second is “Finally”, which depicts some wild horses running together. Recently, Dolores was honored for her achievements in art with a luncheon by Dr. Matkin in his office. Dolores and her co-workers were invited to attend. Dolores states that she paints as a hobby and has been since childhood. No one was aware of this “hidden” talent of Dolores, and the two paintings she gave to Dr. Matkin are shown in the pictures.

Affiliates in Action

Lamar CISD Welcomes Back Their Members

On August 10, 2010, Lamar Consolidated Independent School District's LCESA Organization held their annual Welcome Back Luncheon. Traditionally, LCESA holds this special luncheon to mark the beginning of the school year for all members and to hold a membership drive. LCESA honors their members with a time to get together for friendship, good food, and to enjoy a guest speaker. This year, we had the honor of having TESA's President, Wendy Klentzman, be our guest speaker. In keeping with our theme "Stepping out of the Box –Volunteer with Pride", Ms. Klentzman gave a presentation about volunteering in your organization. As with any group, volunteers play a significant role in the success of an organization. Stepping out of your comfort zone to lend your knowledge, skill, ideas, and time can also be a rewarding experience for the individual. Organizations continue to grow with the help of individuals who selflessly give of themselves and in return those volunteering can spread their wings and give back to a worthy cause. Here at Lamar CISD, we truly appreciate those who volunteer to make LCESA the best professional secretarial organization around! Our hats are off to all our volunteers!



Earlier in the year, new officers were elected by their peers and inaugurated. As with this year's luncheon theme, these officers volunteer their time to fulfill a variety of duties and are vital to making our organization a success.

A membership drive was also held during this time. LCESA currently has 53 returning members with 8 new members joining us for the 2010-2011 year.

Honorable mention at the luncheon was the fact that our past president, Sue Hand, will proudly serve as TESA's President Elect. Sue will serve under the leadership of Wendy Klentzman this year before taking over the reins for the 2011-2012 year. We are very proud of Sue and wish her much success in making both LCESA and TESA great organizations.

This year's luncheon was a great success. Now LCESA is off to a great start with many events, fundraising, and educational opportunities planned for its members. Welcome back everyone.....we hope you have a great year!



LCESA Officers from right to left: Mona Nino, Historian; Blanca Herrera, First Vice-President; Marie Enax, President; Betsy Krevosky, Treasurer; Julie Chapa, Secretary; and Sue Hand, Parliamentarian.



Pictured are: Sue Hand, LCESA Parliamentarian and TESA President Elect with Wendy Klentzman, TESA President



Congratulations to our SBESA Scholarship Winners!

Each year the Spring Branch Educational Support Association awards scholarships to six graduating seniors – one from each of our high schools. The scholarships are funded by the silent and live auctions at our annual Bosses' Night celebration. This year we earned enough to grant a \$500 scholarship to each recipient to help them continue their journey of life-long learning.



Pictured here are Carolina Rangel, Northbrook HS; Katherine Jeffers, Westchester Academy; Belinda Castro, School of Choice; Lillian Ward, Spring Woods HS; Anthony Koubek, Stratford HS; not pictured Erin Duffey, Memorial HS.

Also pictured, SBESA Scholarship committee members Pat Schulz (left), Sandy Hanks (chair, second from right) and Maria Campos (far right).



Welcome and congratulations to the 2010-2011 SBESA Officers!

From left to right – Diana Cummings, Parliamentarian; Violet Cano, Treasurer; Pat Schulz, Secretary; Syble Coleman, President; Vicki Kaiser, Vice President; Sandy Hanks, President-Elect; Maria Campos and Jan Lampart, Immediate Past Co-Presidents.

2010-2011 Executive Board for MEPA



From left to right: Paula Lambright, Parliamentarian and Webmaster; Jennifer Lamb, Historian; Marsha Baker-Treasurer; Diane Hogg-Secretary; Paula Hutchinson-2nd Vice President Membership (now Cris Hays holds that position); Debbie Faires-1st Vice President Programs; Sandy Salazar-President Elect; Dianne Lemons-President.

Affiliates in Action



The San Antonio Independent School District Support Staff Association (SASA) has been busy for the last two months planning a Back-To-School Workshop for its members. The workshop finally launched on Saturday, August 14 and was very successful. The sessions included "PowerPoint Tips"; "Proofreading 101"; "Understanding Difficult Customers" and "Spanish 101" taught by TESA Past President, Mary Ann Hollingsworth who also delivered a TESA Talk to the SASA Members during the opening session.

The new Kid-On-The-Block, SASA Association, hopes to include one STEM class at its next workshop during the 2010-11 school year.

Below are some pictures taken at the SASA Back-To-School Workshop on Saturday, August 14.



SAISD Board Member Olga Hernandez was the opening presenter. Looking on is SASA's Treasurer Mary Darilek



TESA Past-President Mary Ann Hollingsworth delivering a TESA Talk to SASA Members



"Proofreading 101 Session"
Presenter Ophelia Torres, SASA 1st Vice-President



"Understanding Difficult Customers"
Presenter, Janie Giddens, SASA President and TESA Executive Board Member

2010 - 2011 TESA EXECUTIVE BOARD MEMBERS



First Row – Left to Right: Karen Turner-Secretary/Treasurer, Debbie McFadden-1st VP, Wendy Klentzman-President, Sue Hand-President-elect, Pat Crawford-2nd VP, Jana Worthington-Parliamentarian
2nd Row – Left to Right: Cheryl Gregory-STEM Chair, Helen Kettler-FWC Chair, Dianne Lemons-Awards/Scholarships/Journalism, Robin Pool-Affiliate Services, Darcy Blackstock-Area Workshop, Ruth Lyday-Nominations, Christine Ortiz-SWC Chair, Gerald Wharton-Immediate Past President/Legislative Consultant/Marketing Chair, Melissa Davis-TESA Central Office. Absent: Janie Giddens-Web Advisor

