

VOLUME LXVI, NUMBER 1 - FALL 2015

the TESA CONNECTION

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



TESA President 2015-16

**DIANNE
LEMONS**

President's Message



Dianne Lemons
TESA President

It is such a joy that you have put your trust in me to be your president this year. Each year I am increasingly excited about TESA, love what it stands for, and appreciate what it continually teaches me. Your president-elect, Lisa Gonzalez, has been fantastic, as she helps me so much. With my health issues during this past month, I really do appreciate how she has really “stepped up to the plate” and has been such a team player.

I have chosen as my theme this year, “TESA – The Keys to Professional Harmony.” Something you may not know is that I play the piano by ear. No, I don’t play using my ears! But God gave me a special talent to be able to play the piano without reading music. Believe me, when I play the wrong note, my ear starts screaming to let me know the harmony is not there. So what is harmony? The dictionary says it comes from the Greek word *harmonia*, meaning *joint agreement that does not alter the pitch*. Comparatively speaking, it is the same when people are getting along together and being nice to one another. It is similar to the flow of life or the sounds that go together well. As members, we all should be in total harmony for the advancement of TESA. For the last couple of conferences, as I have been looking around and listening, it seems that some of us have gotten in a rut. We are out for the good of our own agenda – no matter who we have to step on to get it done. We may say “I don’t like this or that member,” or “I certainly don’t like that past president,” and we all beat them to death with our tongues, attitudes and actions. This reminds me of a story my dad used to tell:

This very critical lady who was known as the town gossip came to the pastor and said, “Pastor, I want to confess about my gossiping and I want to lay my tongue on the altar.” The pastor looked at her and said, “Ma’am I don’t think our altar is long enough for that!”

Is this how some of us are viewed as TESA members, especially by first-timers when they come to conference and hear us talking about others? As members, we need each other daily. To me, the friendships made in TESA are lifelong friends, and that’s how I want to be remembered. Recently, several members have lost loved ones – and we have even lost one of our very own – Dottie Pearle from Houston. I want to challenge all of us to really watch what we say and to show sincere love for each other. None of us is perfect, but we can try our very best to treat each other with dignity and respect.

I read a story the other day about a whale and the teamwork that was involved in saving this whale. A female humpback whale had become entangled in a spider web of crab traps and lines. She was weighed down by hundreds of pounds of traps. She had lines wrapped around her body, her tail, her torso, plus a line through her mouth. A fisherman spotted her just east of the Golden Gate Bridge and radioed for help. Then, the rescue team arrived and began to try to free her. Within a few hours they determined they could not free her unless they dove in to untangle her – which was very dangerous, because one slap of her tail would kill the rescuers. They worked for hours with curved knives and eventually freed her. When she was free, the divers said she swam in joyous circles. She then came back to each diver, one at a time, nudged them, and pushed gently, thanking them. They said it was the most incredible, beautiful thing they had ever experienced. The guy that cut the rope from her mouth said her eye followed him the whole time, and he will never be the same again.

May we all be so fortunate to be surrounded by people who will help us get untangled from the things of life that weigh us down, and may we always know the joy of giving and helping others. How long has it been since we have truly helped someone who needs it so desperately, without them having to ask for help?

Each morning I pray for all the TESA members. I ask God to give us all guidance and understanding, that we will be a shining light for someone else each day. Please keep each other daily in your thoughts and prayers. I tell you...I need your prayers each day. I love you all and want you to know I am so honored to serve with you this year.

Dianne



Letter from the Editor & Table of Contents

From the Editor

I am excited to serve as your editor this year. Assistant Editor Yvonne Smeltzer and Advertising Manager Wanda Honeycutt and I make up *The TESA Connection* team.

We are working “in harmony” to bring you important information and interesting articles.

We love hearing from our affiliates and

seeing what wonderful things are going on throughout the great State of Texas! Please keep them coming! Once we finish one magazine, we immediately start to work on the next issue. We would also like to include more advertisers for our magazine. If you have a vendor who would like to advertise in *The TESA Connection*, please contact Wanda Honeycutt.

Many thanks to everyone who contributed to the fall issue!

The TESA Connection team is here to serve you. We welcome your thoughts and ideas as we strive for “The Keys to Professional Harmony”!

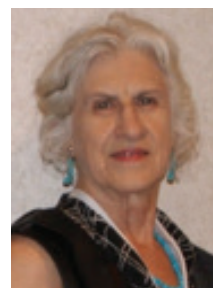
Blessings-
Teena



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nsmeltzer@mesquiteisd.org
Assistant Editor



Wanda Honeycutt
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Advertising Manager

Ben Albers - Graphic Designer

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FEATURED ARTICLE

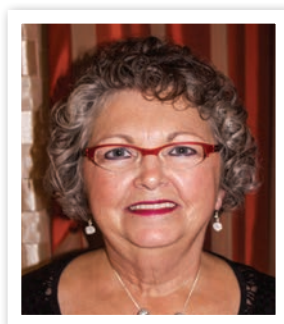
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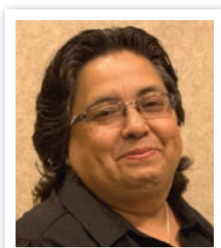
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TESA 2015-16 Executive Board



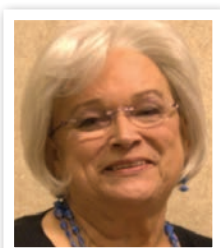
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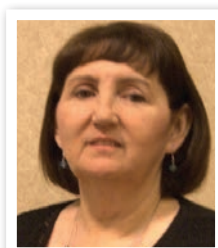
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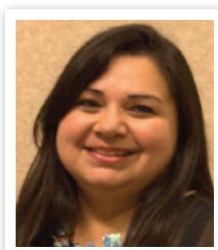
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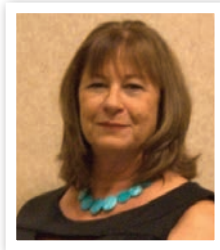
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Secretary/Treasurer
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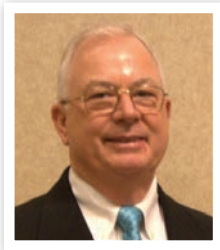
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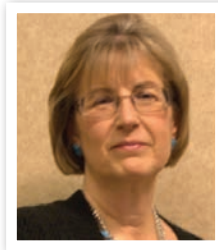
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Member-At-Large
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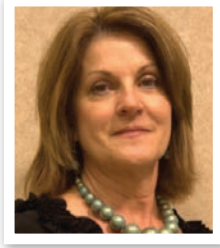
Debbie McFadden
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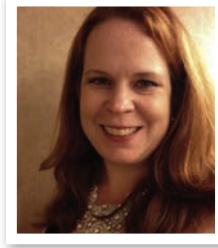
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Deana Ross
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Melissa Davis
TESA Central Office –
Administrative Assistant
info@tesatexas.org

TESA 2015-16 Committees



TESA Connection (l to r): Yvonne Smeltzer, Teena Hancock and Wanda Honeycutt



Membership Committee (l to r): Felipe Campos, Donna Cubstead, Laura Cabrera, Becky Melendez (Not pictured: Meg Elmore)



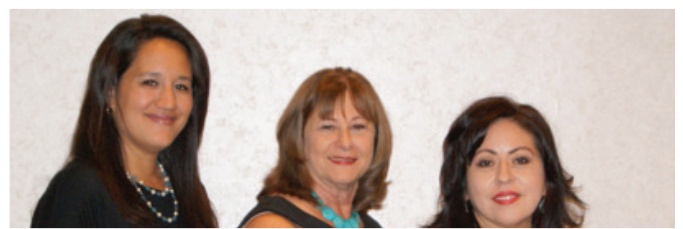
Advisory Committee (l to r): Debbie Wade, Wendy Klentzman, Linda Sockwell, and Peggy Hudson



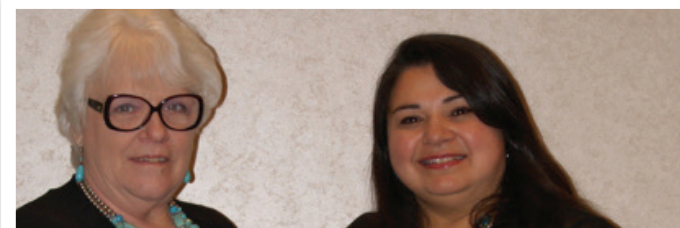
Affiliates Committee (l to r): Donna Cubstead and Kendra Ramirez (Not pictured: Patsy Gilliland)



Area Workshop Committee (l to r): Dorinda Bustamante and Melissa Rodriguez (Not pictured: Mary Ann Gallegos)



Awards/Scholarships/Journalist Committee (l to r): Lisa Acosta, Marie Enax and Patty Garcia (Not pictured: Rhonda Parrott)



Legislative Committee (l to r): Sherry Gray and Melissa Rodriguez



Nominations Committee (l to r): Pat Crawford, Lisa Gonzalez, Marie Enax, and MaryAnn Hollingsworth

TESA 2015-16 Committees



STEM Committee (l to r): Debbie Faires, Darcy Blackstock and Eva Zamora



Summer Work Conference Committee (l to r): Deana Ross, Ofelia Barron, Kay Riggs, and Darla Hernandez



Mentors (top row, l to r): Gerald Wharton, Debbie Wade, Phyllis Hyden, Patti Walling, Sue Hand, Wendy Klentzman, Pat Crawford, Linda Sockwell, and MaryAnn Hollingsworth
(bottom row, l to r) Irma Ford, Jana Worthington, Barbara Jennings, Peggy Hudson, and Marilyn James



Paula Lambright, TESA webmaster



TESA Retirees Join TESA Now!

Texas Retired Educational Secretaries Association Membership Form

2016 MEMBERSHIP DUES - \$5.00
(January 1, 2016 – December 31, 2016)

NAME: _____

ADDRESS: _____

CITY & STATE : _____ ZIP : _____

BIRTHDAY: Month _____ Day _____ PHONE: () _____ - _____

EMAIL: _____

- ☐ New Membership ☐ Membership Renewal
- Are you a member of TESA? ☐ Yes ☐ No
- Are you a member of NAEOP? ☐ Yes ☐ No

Make checks payable to: **TESA**
Return form with your dues to Treasurer –
LORAS JONES
23707 Hawkins Creek Ct. – Katy, TX 77494

TESA Dates to Remember

NOVEMBER

15	NAEOP Affiliate Newsletter Deadline
20	The TESA Connection (Winter Issue) Deadline
23-27	Office Closed (Thanksgiving Holiday)

DECEMBER

21-31	TESA Office Closed (Christmas Holidays)
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JANUARY

1-5	TESA Office Closed (New Year's Holiday)
18	TESA Office Closed (Martin Luther King Day)
20	NES Connector Deadline
30	The TESA Connection (Spring Issue) Deadline

FEBRUARY

1-2	TESA Office Closed
15	Online Voting Begins
15	NAEOP Affiliate Newsletter Deadline
16	TESA Office Closed (Presidents' Day)
25	Deadline for submission of Awards & Scholarships

MARCH

1	Online Voting Ends
14-18	TESA Office Closed (Spring Break)
25	TESA Office Closed (Good Friday - Easter Holiday)

APRIL

10	NES Connector Deadline
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MAY

8	Committee Reports due to Chairman
15	Summer Executive Board Reports Due
15	NAEOP Affiliate Newsletter Deadline
30	TESA Office Closed (Memorial Day)
30	The TESA Connection (Summer Issue) Deadline

JUNE

22-25	TESA Summer Work Conference – Austin, TX
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JULY

4	TESA Office Closed (July 4th Holiday)
13-16	NAEOP Annual Conference – St. Louis, MO

Purpose Statement

We the members of the Texas Educational Support Staff Association, Inc., hold that the primary purpose of the educational support staff association 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 1,200. Subscription rates for libraries and nonmembers is \$10 per year. Send requests for subscriptions to: TESA Central Office, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613.

Please send information for the Winter Edition to:

Teena Hancock, CEOP, CEOE

Highland Park ISD

7015 Westchester Dr. – Dallas, TX 75205

Phone: (214)780-3049 Fax: (214) 780-3099

hancoct@hpsid.org

General Business Meeting Minutes



Texas Educational Support Staff Association, Inc.

Minutes for the Summer Work Conference General Business Meeting

Omni Hotel Southpark in Austin, Texas

June 19, 2015

Call to Order: The meeting of the Texas Educational Support Staff Association, Inc. was called to order by President Debbie McFadden at 10:03 a.m. on Friday, June 19, 2015 at the Omni Hotel Southpark in Austin, Texas.

Parliamentarian: Gerald Wharton proclaimed that a quorum was established.

Minutes: The minutes of the Summer Work Conference Business Meeting held on June 27, 2014 were approved as presented.

Correspondence: None

Reports: Officer reports are in the packet for everyone to read.

Second Vice President Membership - Marie Enax reported that membership is as follows:

Active	744
Retired	14
Associate	1
Honorary	60
Total:	819

Treasurer's Report: The treasurer's report was presented and filed for audit.

Reports, continued: Area workshops - Bonnie Tomczyk
Awards, Scholarships, Journalism - Deana Ross

Old Business: None

Motion One: Motion made by Executive Board. We move that Article II, Section 4, Paragraph 2 of the TESA By-Laws be changed to read: All educational support personnel working in a public, private, charter school, Educational Service Centers or higher education (colleges and universities) in the State of Texas shall be eligible for membership. Motion carried.

Motion Two: Motion made by Executive Board. We move that a change be made to the By-laws, Article VI – dues to state – the annual dues for the active and associate member shall be \$40.00. Motion carried.



General Business Meeting Minutes

Motion Three: Motion made by Executive Board. We move that Article IV, Section 1, paragraph 2, 1st and 2nd sentences of the TESA By-laws be changed to read: Ballots shall be posted electronically on February 15, with a March 1 deadline. Names of the elected shall be provided to the executive board at Spring Board meeting, making them a permanent part of the minutes. Motion carried.

Motion Four: Motion made by Executive Board. We move that the prepared 2015-2016 budget be approved as presented. Motion carried.

Announcements: Summer Work Conference Chair- Kay Riggs announced there had been 242 members that registered, 8 were unable to attend, and 22 STEM only.

President Debbie McFadden adjourned the TESA 2015 Business Meeting at 10:35 a.m.

Submitted by:

Robin Pool

Robin Pool, CEOP, CEOE TESA
Secretary/Treasurer

Approved by:

Debbie McFadden

Debbie McFadden, CEOP, CEOE
TESA President 2014-2015
Date approved:

“Every day holds the possibility of a miracle.”

~ Elizabeth David

2015-16 Budget

Texas Educational Support Staff Association 2015-2016 Budget

Revenue:

Summer Work Conference	\$ 44,000.00
STEM	\$ 50,000.00
Affiliate Services	\$ 1,500.00
Affiliate Dues	\$ 1,000.00
Member Dues	\$ 29,750.00
Area Workshops - Registrations	\$ 1,000.00
Sales - Pens / Patches / Novelties	\$ 200.00
Advertising	\$ 350.00
Miscellaneous Income	\$ 1,550.00
Awards / Scholarships / Journalist	\$ 500.00
TOTAL BUDGETED REVENUE	\$ 129,850.00

Expenses:

Summer Work Conference	\$ 23,500.00
STEM	\$ 18,200.00
Area Workshops	\$ 400.00
Affiliate Services	\$ 500.00
Salaries & Wages	\$ 24,000.00
Employee P/R Taxes / Retirement	
P/R taxes	\$ 1,500.00
Medicare	\$ 300.00
Social Security	\$ 1,200.00
Retirement - \$ 0	\$ -
Insurance - Employee Health	\$ -
Insurance - Workers Comp.	\$ 300.00
President	\$ 2,500.00
President Elect	\$ 1,000.00
Secretary / Treasurer	\$ 50.00
Board Travel	\$ 5,000.00
NAEOP Conference	\$ 4,000.00
NAEOP Officer / Marion Wood	
NAEOP Officer Travel	\$ 250.00
Marion Wood Scholarship	\$ 50.00
NAEOP Membership Dues	\$ 125.00

Nominations	
VoteNet	\$ 2,050.00
Membership Expenses	\$ 150.00
Magazine / Newsletter	\$ 9,700.00
Content / Bond Insurance	
Content Insurance	\$ 750.00
Bond Insurance	\$ 100.00
Capital Outlay	\$ 2,000.00
TASA / NAEOP Affiliation	
TASA	\$ 250.00
NAEOP	\$ 160.00
C/O Expense / Stationery / PO Rental	
Central Office Expenses	\$ 1,000.00
Stationery	\$ 1,000.00
PO Box Rental	\$ -
Rent - Office	\$ 11,150.00
Rent - Equipment (Copier)	\$ 2,750.00
Bank / Credit Card Fees	\$ 2,500.00
Employee Training	\$ 400.00
Audit & Accounting	\$ 4,000.00
Marketing Committee / Booth	\$ -
Website Maintenance	\$ 2,200.00
Telephone	
AT & T	\$ 2,000.00
Time Warner	\$ 1,100.00
Postage	\$ 2,000.00
Property / Sales Tax	
Property	\$ 150.00
Sales	\$ 200.00
Novelties - TESA Pins / Patches	\$ 50.00
Miscellaneous Expense	\$ 250.00
Employee Travel	\$ 400.00
Awards / Scholarship / Journalist	\$ 665.00
TOTAL BUDGETED EXPENSES	\$ 129,850.00



Birds of a Feather

by Lisa Porter



Lisa Porter
Benefits Manager
Mesquite ISD

Birds of a feather flock together. Nothing ventured, nothing gained. Busy as a bee. Even though these are clichés to describe a para-professional, there is nothing cliché about us. We are the backbone for our industry. We support teachers and

administrators who educate today's students.

Whether you are in a classroom or office setting, you are trained to assist a teacher or a professional. You work side by side with someone to make his or her job more efficient. You are the one who makes sure the assignments get copied, the phone calls get an-

swered, and the paperwork gets filed where it needs to go for future reference.

You make sure the students get restroom breaks, and you provide supervision on the playground during recess. Sometimes you decorate a bulletin board or read a book during story time. You wear many hats, and your role is constantly changing to adapt to the situation.

No matter how insignificant a task may seem, it is part of the solution. You may not hear praise all the time from the person that you support, but if you look at the smile on a student's face, that might be all the accolade you need. When you realize that the child can read or solve that math problem, then you know you are making an impact on that young person's life. And watching that student cross the stage to receive his or her high school diploma will bring tears to your eyes.

I work in a busy office with three paraprofessionals. We support the entire district with their insurance needs. We thrive on taking care of our educators and making sure that they don't have to worry about their insurance because, we assist them with enrolling in insurance, answer questions, emails and phone calls. We create newsletters to explain how their insurance works. Whatever it takes to make their job easier, we are committed to doing it.

It is important to continue to learn, network, and share ideas with peers. Attend a meeting for para-professionals. Enroll in staff development class. Go to lunch with a co-worker. Listen and learn. Learn and share. Share and enrich the lives of others. Make a difference.

2016 TESA SUMMER WORK CONFERENCE

Omni Southpark Austin
Austin, Texas

June 22-25, 2016



**Come join us for informative sessions, STEM classes,
breakout sessions, vendors and much more – but most of all,
FUN and FELLOWSHIP!**



Deana Ross
2016 SWC Chairman

Ofelia Barron
2016 Social Chairman

Kay Riggs
2016 Registration Chairman

Darla Hernandez
2016 Exhibits Chairman





Member Services



Has your TESA membership lapsed?
Have you always wanted to join TESA and never did?
Well, what's stopping you? Join **NOW!**
Become a TESA member now and join us while we follow
"The Keys to Professional Harmony in 2015-2016"

What's in it for YOU?

Website: <http://www.tesatexas.org/>

- ◆ Professional growth through STEM classes, Area Workshops and Summer Work Conference
- ◆ Four (4) issues of the *TESA Connection*, the official publication of TESA
- ◆ Up-to-date information through the TESA website at www.tesatexas.org
- ◆ Meet other individuals who work in the same field/department as you, share ideas and build lasting relationships



Join or renew by **December 1, 2015** and your name will be put into a drawing for a chance to win one of three (3) 2016-2017 memberships:

- ⇒ A new member
- ⇒ Recruit a new member who joins
(Your name will be entered as many times as the number of your recruits:
1 recruit = 1 chance, 2 recruits = 2 chances, etc.)
- ⇒ TESA member who renews his/her membership

Names will be drawn at the TESA Summer Work Conference in June.

All TESA members who join or renew their membership by **February 1, 2016** will have their names entered into a drawing for a chance to win a 2-night stay at the OMNI Southpark Austin hotel.



Donna Cubstead, CEOP

Affiliate Services and Membership Chairman San
Jacinto College — donna.cubstead@sjcd.edu



Committee Members

Laura Cabrera — lcabrera@irvingisd.net

Becky Melendez — rmelendez@lcsd.org

Felipe Campos — felipe.campos@springbranchisd.com

Meg Elmore — mselmore@garlandisd.net

Texas Educational Support Staff Association, Inc.	
Membership Application	
2015 - 2016	
	
Name (Last/First/Middle): _____	Membership #: _____
Name of Institution (if seeking Institutional Membership): _____	
Current mailing address: _____	
City/State/Zip Code: _____	
Work Phone #: _____	Home Phone #: _____ Cell Phone #: _____
Work e-mail address: _____	
Personal e-mail address: _____	
Employed by: _____	
Name of Local TESA Affiliate: (if applicable) _____	
<input type="checkbox"/> New Membership (\$40)	<input type="checkbox"/> Renewal (\$40) <input type="checkbox"/> Associate (\$40)
<input type="checkbox"/> Retired (\$20)	<input type="checkbox"/> Institutional (\$150)
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Education Service Center <input type="checkbox"/> Administrative
<input type="checkbox"/> Secondary	<input type="checkbox"/> Elementary <input type="checkbox"/> Other (_____)
Referred by: _____	
Name Change/Address Change Information: _____	
Are you a member of NAEOP? : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete form and mail with your payment to: TESA, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613 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.	

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 forward.



Texas Educational Support Staff Association, Inc.

Assisting TESA in 2016-2017

TESA needs members who are enthusiastic about the Association and are willing to give of their time and talents by helping behind the scenes. Let us know what you would like to do by completing the following information below and returning to Marie Enax, Nominations Committee Chairman (contact information below).

Please Print Clearly or Type Form

Name: _____

Address: _____

City/Zip: _____

District/College/University/ESC: _____

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

☐ Elementary ☐ Secondary ☐ Administrative ☐ Higher Education ☐ Education Service Center (ESC)

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

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

Work Email: _____ Home Email: _____

Number of Years TESA Member: _____ CEOP: Yes / No _____

I would prefer to be contacted or receive information at: ☐ Home address ☐ Work address

Tell us where your talents lie and how/where you would like to assist TESA: creating flyers/forms, presenting a session at SWC, facilitator at SWC, making phone calls, sending emails/letters.

Please complete and forward:

Marie Enax

Member-at-Large, Nominations

enax@lcisd.org

Volunteering for TESA



Texas Educational Support Staff Association, Inc. Volunteering for TESA for 2016-2017

Insert
Photo
Here

TESA needs candidates who are enthusiastic about the Association, have effective leadership qualities, and are interested in serving as an officer or on a committee. Please complete the following questionnaire and return by November 13, 2015 to Marie Enax, Nominations Committee Chairman, email: enax@lcisd.org

Please Print Clearly or Type Form

Name: _____

Address: _____

City / Zip: _____

District/College/University/ESC: _____

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

☐ Elementary ☐ Secondary ☐ Administrative ☐ Higher Education ☐ Education Service Center (ESC)

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

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

Work Email: _____ Home Email: _____

Number of Years TESA Member: _____ CEOP: Yes / No _____

I would prefer to be contacted or receive information ☐ 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 for TESA

Volunteering for TESA

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

Local Association Office / Committee Served

<u>Year</u>	<u>Committee Name</u>	<u>Year</u>	<u>Committee Name</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESA Committee(s) Served

<u>Year</u>	<u>Committee Name</u>	<u>Year</u>	<u>Committee Name</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESA Committee(s) Chaired

<u>Year</u>	<u>Position Held</u>	<u>Year</u>	<u>Committee Name</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESA Office(s) Held – Elected and Appointed

<u>Year</u>	<u>Position Held</u>	<u>Year</u>	<u>Position Held</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>Year</u>	<u>Position Held</u>	<u>Year</u>	<u>Position Held</u>
_____	_____	_____	_____
_____	_____	_____	_____

Staff Training for Effective Management (STEM)

Yes / No Yes / No

Training Started? _____ Completed? _____



Volunteering for TESA

TRAVEL INFORMATION

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

If 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 no later than November 13, 2015 to:

Marie Enax
Member-at-Large, Nominations
enax@lcisd.org

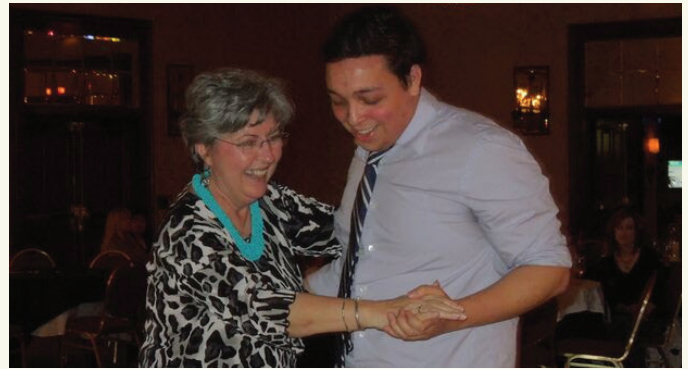
“Great minds have purpose, others have wishes.”

~ Washington Irving

2015 Summer Work Conference



2015 Summer Work Conference



Staff Training for Effective Management



Staff Training for Effective Management (STEM)

TESA Members,

In an effort to meet the needs of a majority of our members, changes approved to the STEM program regarding the number of hours for the choice and self-directed study requirements became effective August 1, 2015.

The choice session requirements were increased to 12 hours and the self-directed study hours were reduced to 15 hours. There were no changes to the required course section.

We understand this new structure could affect members mid-way through the process of earning their CEOP certification. The president and STEM Committee agreed to use this rule of thumb for those members affected by the new structure, which is:

- ◆ Members who have earned 30 clock hours or more can choose to continue following the previous plan.
- ◆ Members who have earned 30 clock hours or less will follow the new plan with the required courses, 12 hours from the choice section and 15 hours of self-directed study.

There are always unique situations that occur when making this type of program structure change. The president and STEM chairman will review extenuating circumstances on a case-by-case basis.

We appreciate your continued support of the STEM program, and please do not hesitate to contact us should you have any questions or concerns.

Sincerely,

Darcy Blackstock, CEOP	Debbie Faires, CEOP	Eva Zamora, CEOP
STEM Chairman	Area I Coordinator	Area II Coordinator
Channelview ISD	Mesquite ISD	Lamar CISD
darcy.blackstock@cvisd.org	dfaires@mesquiteisd.org	ezamora@lcisd.org

Choose twelve (12) hours of training from the following classes:

3 hour classes

Assertiveness Training
Customer Service
Dialogue of Diversity
Leadership Training and Team Building

6 hour classes

Business Grammar and Letter Writing
Assisting Difficult People
Professional Image
Rules for Spelling and Proofreading
Stress Management
Telephone Skills
Time Management

A minimum of fifteen (15) clock-hours of self-directed study must meet the following criteria:

- At least 3 hours in length for total class
- In a classroom setting or online*
- Job related
- Taught by a qualified instructor
- STEM classes not taken for credit in the last three (3) years
- STEM classes recently re-written

Participants must be enrolled in the STEM program (have taken a STEM class) prior to taking classes for self-directed study credit.



Find the new STEM information and forms at www.tesatexas.org



Texas Educational Support Staff Association, Inc.

STEM Calendar

<u>Date</u>	<u>Session</u>	<u>Consultant</u>	<u>Host</u>
November 14, 2015	Managing Change	Diane Hogg	Mesquite ISD
December 3, 2015	Professional Image (am)	Barbara Jennings	UHCL
December 3, 2015	Professional Growth Plan (pm)	Debbie McFadden	UHCL
January 14, 2016	Professional Growth Plan	Dianne Lemons	Garland ISD
January 19, 2016	Dialogue of Diversity (am)	Wanda Honeycutt	UHCL
January 19, 2016	Stress Management (pm)	Debbie McFadden	UHCL
January 23, 2016	Interpersonal Communication	Dianne Lemons	Mesquite ISD
February 2, 2016	Leadership Training & Team Building	Diane Hogg	Mesquite ISD
February 6, 2016	Assisting Difficult People	Wanda Honeycutt	Lamar CISD
February 16, 2016	Assertiveness Training	Paula Lambright	Mesquite ISD
February 23, 2016	Interpersonal Communication	Debbie Wade	UHCL
March 4, 2016	Mini Consultant Training	TESA Consultants	Prior to Lamar CISD Area Workshop
March 17, 2016	Stress Management	Dianne Lemons	Garland ISD
March 22, 2016	Effective Office Practices	Barbara Jennings	UHCL
March 26, 2016	Profile For Success	Dianne Lemons	Mesquite ISD
April 7, 2016	Time Management	Dianne Lemons	Garland ISD
April 12, 2016	Rules for Spelling (am)	Wanda Honeycutt	UHCL
April 12, 2016	Telephone Skills (pm)	Debbie McFadden	UHCL
April 16, 2016	Assisting Difficult People	Dianne Lemons	Mesquite ISD

STEM Host Contacts

Debbie Faires, CEOP
Mesquite ISD
Ph.: 972.882.7321
E.: dfaires@mesquiteisd.org

Juliana Holmes
Garland ISD
Ph.: 972.494.8201
E.: jholmes@garlandisd.net

Sydney Kennedy
U of H-Clear Lake
Ph.: 281.283.3314
E.: KennedyS@uhcl.edu

Betsy Krevosky
Lamar CISD
Ph.: 832.223.0158
E.: bkrevosky@lcisd.org

Melissa Davis, CEOP
TESA Central Office
Ph.: 512.528.0046
E.: info@tesatexas.org

STEM Committee

Darcy Blackstock, CEOP
STEM Chairman
Channelview ISD
darcy.blackstock@cvisd.org

Debbie Faires, CEOP
Area I Coordinator (North)
Mesquite ISD
dfaires@mesquiteisd.org

Eva Zamora, CEOP
Area II Coordinator (South)
Lamar CISD
ezamora@lcisd.org



STEM Consultant Training **March 4 - 5, 2016** **SAVE THE DATE!**



**Want to learn the “KEYs” to becoming a
TESA consultant?**

Join TESA’s STEM Committee on March 4-5, 2016 in conjunction
with the Lamar CESA and SJC AEOP Area Workshop.

Details coming soon!

Darcy Blackstock, STEM Chairman

darcy.blackstock@cvisd.org

Debbie Faires, Area I Coordinator

dfaires@mesquiteisd.org

Eva Zamora, Area II Coordinator

ezamora@lcisd.org



TESA Affiliate Services



It's TIME to renew or join your TESA 2015-2016 Affiliate Membership
for the 2015-2016 school year.

The Membership Form may be found on the TESA website:

http://tesatexas.org/files/affiliates/Affiliation_Application.pdf

TESA thanks you for joining:

- ◆ Birdville Educational Support Staff Association
- ◆ Channelview Educational Support Staff Association
- ◆ Mesquite Educational Support Staff Association
- ◆ San Jacinto College Association of Educational Office Personnel
- ◆ TESA Past Presidents Association
- ◆ Texas Retired Educational Support Staff Association
- ◆ Tomball Educational Support Staff Association
- ◆ University of Houston Clear Lake/Educational Support Association
- ◆ Weatherford Educational Support Association



Donna Cubstead, CEOP

Affiliate Services and Membership Chairman

San Jacinto College — donna.cubstead@sjcd.edu

Committee Members Kendra Ramirez,

Lamar CISD — keramirez@lcisd.org

Patsy Gilliland, Garland ISD — pgillil@garlandisd.net

Awards/Scholarship/Journalist Committee

Texas Educational Support Staff Association, Inc.

TESA is looking for YOU!

TESA offers several opportunities for TESA members, administrators and children/grandchildren of TESA members to receive scholarships and/or awards. In addition, it also offers **YOUR** association opportunities to shine with your newsletters, yearbooks and submission of spirit items.

Awards/Scholarship/Journalist Committee

Administrator of the Year Award



Administrator from Current Affiliate

- Candidate must be employed as an educational administrator in the State of Texas, (5) year minimum.
- Candidate must be a member of the state professional association representing his/her administrative position.



Nelda Van Dyke Award

3 Year TESA Member

- Current TESA member, (3) consecutive years
- Employed in an Educational School System (5) year minimum.
- Other criteria: professional activity, education, workshop participation and community involvement.

Scholarships



Lorene Roby Rogers Memorial Scholarship \$400

Scholarship is for any TESA member, i.e., clerical or instructional assistant, to help continue their education.



Dr. Michael Zolkoski Technology Scholarship \$150

Scholarship is for TESA members who would like to take computer enrichment classes.



Founders Scholarship \$400

Scholarship is for children, grandchildren and great-grandchildren of active TESA members. Recipients must be graduating high school seniors.

Awards



Newsletter

Current Affiliates

- Newsletter of the Year Award
 - Open to all current affiliates.
- Yearbook Award
 - Open to all current affiliates.
- Spirit Award
 - Open to all current affiliates.



If you have any questions, please contact any of the committee members listed below, or visit the TESA website at www.tesatexas.org; click on members tab, then forms for the appropriate forms, guidelines and eligibility.

Marie Enax, Lamar CISD
Chairman
3911 Ave. I
Rosenberg, TX 77471
(832) 223-0303
enax@lcisd.org

Lisa Acosta, Comal ISD
1404 IH 35 N
New Braunfels, TX 78130
(830) 221-2046
Lisa.acosta@comalisd.org

Patty Garcia, Weslaco ISD
306 N. Bridge
Weslaco, TX 78596
(956) 969-6593
pgarcia@wisd.us

Rhonda Parrott, Galena Park ISD
14705 Woodforest Blvd.
Houston, TX 77015
(832) 386-1160
rparrott@galenaparkisd.com



NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

"Put Your Best Foot Forward With NAEOP"



Professional Development

- Conferences
 - Area, State and National
- Educational Institutes and Workshops
- Leadership and Technology Skills
- Professional Standards Certification Program

Networking

- Newsletters
 - NES Connector
 - Keeping Affiliates Active
- Website (www.naeop.org)
- Pinterest (NAEOP)
- Facebook (facebook.com/NAEOP)
- Twitter (@NAEOP)
- Job Alike Connections

Membership Benefits

- Scholarships
- Term Life Insurance

Recognition Awards

- Olive T. Richie Educational Office Professional of the Year
- Educational Administrator of the Year



Lisa Morehouse, CEOE, Vice President, lmoreho@lps.org

NAEOP is waiting for you to.....

**JOIN or RENEW
your Membership**

Go to the NAEOP website: www.naeop.org.

PDF fillable Membership form available at:

<https://www.naeop.org/files/forms/2015%20NAEOP%20Membership%20Form.pdf>

Online Membership form available at: <https://www.naeop.org/membership-forms/membership-online-form.html>

For more information, a Membership Brochure is available at:

<https://www.naeop.org/files/forms/NAEOP%20Membership%20Brochure%202014%20revised.pdf>

NAEOP Membership

National Association of Educational Office Professionals Membership Form

Membership Application Continuous Membership (12 full months)

Membership Type:

- ☐ Active - \$50 New Membership
☐ Active - \$50 Renewal Membership- Membership Number: _____
☐ Retired - \$30 ☐ Associate - \$50 ☐ Institutional - \$85 ☐ Corporate - \$60
☐ Retired - \$50 Renew membership at Active Fee

Magazine Only Subscription:

- ☐ Magazine Annual Subscription - \$30 ☐ Magazine Annual Subscription (Retired Member) - \$15

- All fees must be paid in US Dollars.
- Outside of US special postage and handling charges apply. Please add an additional \$15.
- Active membership fees include 3 online issues of the association magazine and 1 issue (Winter issue) in print. If you wish to receive all 4 issues in print, you will need to request an annual magazine subscription in addition to your annual membership.
- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:

- ☐ Administrative ☐ High School/Career & Technical Education ☐ Retired
☐ Education Partners ☐ Higher Education ☐ Other: _____
☐ Elementary ☐ Middle School/Junior High

Name:			
Home Address:	City:	State:	Zip:
Home Phone:	Office Phone:	Ext.:	
Fax:	Email:		
Office Building:	Position:		
Office Address:			
City:	State:	Zip:	

For Informational Purposes Only:

Age group:	<input type="checkbox"/> 20-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 51-60	<input type="checkbox"/> 61+	<input type="checkbox"/> Prefer not to answer
Recruited by (Name):						
How did you hear about NAEOP? <input type="checkbox"/> Colleague <input type="checkbox"/> Sponsor/Vendor <input type="checkbox"/> Employer/Administrator <input type="checkbox"/> Website <input type="checkbox"/> NES Connector <input type="checkbox"/> NAEOP Event						
I would like to receive information on NAEOP Sampling Programs: <input type="checkbox"/> Yes <input type="checkbox"/> No						

Payment:

Method of Payment: <input type="checkbox"/> Check (*\$5.00 Convenience fee for all credit/debit cards)	
<input type="checkbox"/> MasterCard* <input type="checkbox"/> Visa* <input type="checkbox"/> Discover* <input type="checkbox"/> American Express*	
Cardholder's Name:	
Card Number:	Expiration Date:
Signature:	Security Code:

Mail or Fax completed form to:
NAEOP Attn: Membership
1841 South Eisenhower Court
Wichita, KS 67209
Fax: 316-942-7100





1st Place at

NAEOP

Convention

NAEOP Convention was held this year in Buffalo, New York in July.

The TESA Connection won 1st place for magazine! Congratulations to Editor Lisa Gonzalez from Donna ISD and her committee members: Assistant Editor Ruth Lyday from Region 10 ESC and Advertising Manager Wanda Honeycutt, retired from University Houston – Clear Lake, and Ben Alders, graphic designer. All of their hard work has paid off!

The other award announced was for, websites and we are proud to announce, Paula Lambright, our Web Advisor, won 1st place for our website.

Congratulations!



TESA Area Workshop



The TESA Area Workshop Committee encourages all 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, while offering a positive networking opportunity to all participants. Contact a TESA Area Workshop Committee member today for more information.

TESA will advertise your workshop by:

- TESA Connection Magazine
- Posting on the TESA calendar
- Posting on the TESA website
- Promoting at Summer Work Conference

Contact one of the members below for more information on how to host a TESA area workshop!

Melissa Rodriguez

Chairman

Lamar CISD

mrodriguez@lcisd.org

Dorinda Bustamante

Committee Member

Comal ISD

dorinda.bustamante@comalisd.org

Mary Ann Gallegos

Committee Member

Harlingen CISD

mary.gallegos@hcisd.org

MARK YOUR CALENDAR FOR THE FOLLOWING

TESA AREA WORKSHOP

- LAMAR CISD – Saturday, March 5, 2016



Lamar Consolidated Educational Secretaries Association (LCESA)

By Becky Melendez, LCESA President

As our new school year begins, LCESA held their Welcome Back Breakfast at Wessendorff Middle School. During our Welcome Back meeting, the LCISD Executive Cabinet joined us for a delicious breakfast; we also collected school supplies for Common Threads, a district community program that assists students in need within our district. Parents, student organizations and community members are all welcome to volunteer at Common Threads by washing, folding and sorting clothes. They fill orders and assist parents and students with clothing and school supply selections. LCESA presented Jill Duban, Common Threads Parent Involvement Facilitator, with a check for \$500.00 to assist with other items needed for the school year. Many other community service opportunities are coming forth. All of our members are looking forward to assisting in as many ways as we can.

We will now begin with our Butter Braid fundraiser for the 2015-2016 school year. Proceeds made from our fundraiser help give high school seniors a \$500.00 scholarship in May, as well as put together our Annual Bosses Banquet in March.



Treasurer Karen Jones and President Elect Eva Zamora welcome our returning LCESA members and collect school supplies for Common Threads.



LCESA Officers 2015-2016: Melissa Rodriguez, Parliamentarian; Becky Melendez, President; Karen Jones, Treasurer; Irene Salinas, Historian; Stephaney Davis, 2nd Vice President; Eva Zamora, President-Elect; Betsy Krevosky, 1st Vice President. (Not pictured - Kendra Ramirez, Secretary)



President Becky Melendez presents Jill Duban, Common Threads Parent Involvement Facilitator, a \$500.00 donation from LCESA to help towards school supplies needed for the school year.



Treasurer Karen Jones, Dr. Thomas Randle, Superintendent and LCESA President Becky Melendez

From our Association to all of you, we wish you a very wonderful and successful school year!

Affiliates in Action

Harlingen Educational Secretaries Association (HESA)

The Harlingen Education Secretaries Association (HESA) has held its first meeting for this semester, making plans for the coming year. Projects to be achieved in 2015-2016 include two fundraisers, the first beginning in October and the second to start in early December. Funds raised will go toward scholarships and also help HESA to hold our annual “Bosses Night.” This event is held to celebrate our bosses at the end of each year. For our community service, HESA members will also volunteer at the Ronald McDonald House (RMH) in November, when we will bake and provide cookies for those staying at the house during that time.

The HESA officers are working diligently to promote local members to join the Rio Grande Valley Educational Support Association (VESA) and to join TESA. HESA is off to a good start and will continue working together to accomplish these goals and have a great year!



2015-2016 HESA officers (left to right) Gabriela Borquez - Secretary, Linda Rodriguez - Vice President, Carol Saenz - President, and Esmeralda Rodriguez - Treasurer



RESSA – It Starts With Us

Richardson Educational Support Staff Association

RESSA held our annual Board Retreat in June for this coming school year. RESSA has some fabulous items on our agenda this year, such as fundraisers to fund our scholarships that we award to our members' children and our very own paraprofessionals; special projects to help our own students and families in need; some great speakers for our general meetings; and the BEST bosses banquet ever. Last year, our membership increased by 30 percent, and we hope to keep that trend going this year.

Several of us attended the TESA conference in Austin, Texas, and two of our members attended the NAOP conference in Buffalo, New York. We all came away with some wonderful ideas from other districts, not to mention a wealth of knowledge.



BESSA Installs New Officers for 2015-16 School Year



What does cereal have to do with an installation of officers? That's what the attendees at the Birdville Educational Support Staff Association (BESSA) found out on April 16, 2015.

Every attendee was asked to select from an assortment of cereal, each brand representing an office on the board.

Members were served refreshments made with cereal.

President Patrice Morrison then proceeded with the installation ceremony, and after much laughter, the officers for the 2015-16 year were duly installed.

2015-2016 Officers



Patrice Morrison – President

Brenda Ryan – 1st VP

Debbie Sledge – 2nd VP

Dora Thrash – 3rd VP

Flor Alegria – Treasurer

EJ Montgomery – Secretary

Kathy Handler – Parliamentarian

Donna Zimmerman – Fundraising Chair

Toni Powers – Care

“Educating the mind without educating the heart is no education at all.”

~ Aristotle

*The Mesquite Educational
Professional Association (MEPA)
Mesquite, Texas
Congratulates*

*Accounting Specialist
Dianne Lemons
as the 2015-2016
TESA President*



*Dianne and her family at her
Installation Reception, TESA SWC,
June 2015, Austin, TX*



*We love you and are proud of you,
Dianne...Your MEPA Members!*

www.mesquiteisd.org • 972-288-6411