

VOLUME LXI, NUMBER 3 - SPRING 2011

the TESA CONNECTION

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



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President's Message



Wendy Klentzman
President

The end of the school year is approaching. We have watched as the students on our campuses have matured and grown. The little ones who were in primary and elementary school are excited about going on to the next grade. We will be saying goodbye to some as they go on to colleges and universities. Those of us who work in higher education will watch as the students we have gotten to know begin their careers out in the world. It is a happy time and a sad time. Some of these students are very close to our hearts and we think of them as “our” children. We wish all of them the very best.

The State of Texas has a budget deficit. School districts, service centers, universities and colleges are preparing for how this will affect their operations this next school year and in years to come. There is an uncertainty of whether or not some of us will have jobs for the next school year. Some of us will be taking on additional jobs and learning new skills and continuing to do the work we are currently doing. Yes, we will all have to change and adapt to whatever will happen.

TESA is planning a wonderful Summer Work Conference in Frisco this June. We hope to see many of you at the conference. Christine Ortiz and her committee have worked very hard to have the sessions and speakers that will not only inspire us but help us to be better at whatever our jobs in our school districts may be. The STEM committee is busy planning the CEOP graduation. This graduation ceremony is a very moving event. I encourage you to attend. All of the TESA committees have been working hard to meet the needs of our members. Your TESA officers will be there to welcome and guide you at the conference.

Challenges lay ahead for all of us, but I know we can overcome anything that comes our way with the help of our TESA friends.

Continue to grow in “Pearls of Wisdom and Knowledge.”

“Tell me and I forget; show me and I remember; involve me and I understand.”
~ Anonymous



Letter from the Editor & Table of Contents

From the Editor



Debbie McFadden
Editor

Spring has arrived! The flowers and trees are blooming, birds are singing their beautiful songs and nature is showing us her warm and beautiful weather. But this is Texas, so be sure to keep the sweater out for the cool days and your warm weather clothes for those hot days.

Patti, Marylu and I hope you enjoy the spring issue of the TESA Connection featuring some Pearls of Wisdom and Knowledge in the articles on technology, news from local affiliates, and information from the various TESA committees.

The magazine's final issue for the 2010-2011 year will be on Volunteers and Heroes, and we'd like to hear from you. Send your pictures and information about your local affiliate's volunteers and heroes to Patti at patti.walling@sjcd.edu. Want to see your favorite vendor in the magazine? Email Marylu at mparvis@alvincollege.edu with their name and contact information.

Be sure to look for the 2011 Summer Work Conference (SWC) section and go to the TESA website at www.tesatexas.org for more information. The SWC committee has planned an exciting event with opportunities for you to gain more wisdom and knowledge for your professional and personal careers. Hope to see you there!

Debbie McFadden
mcfadden@uhcl.edu

Ben Albers
Graphic Designer

Patti Walling
patti.walling@sjcd.edu

Corey Benson
Special Assistant to the Editor

Marylu Parvis
mparvis@alvincollege.edu

Cover Page
Stock Photos



Patti Walling
Assistant Editor



Marylu Parvis
Advertising Manager

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2010-2011 TESA Executive Board & Committees

EXECUTIVE BOARD

Wendy Klentzman, President
Alvin Community College
wklentzman@alvincollege.edu

Sue Hand, President Elect
Lamar CISD
lhand@lcisd.org

Debbie McFadden, First Vice-President
University of Houston-Clear Lake
mcfadden@uhcl.edu

Pat Crawford, Second Vice-President
Richardson ISD
pat.crawford@risd.org

Karen Turner, Secretary/Treasurer
Lubbock ISD
kturner@lubbockisd.org

Robin Pool, Member-At-Large
Affiliate Services Chairperson
Pasadena ISD
rpool@pasadenaisd.org

Darcy Blackstock, Member-At-Large
Area Workshops Chairperson
Channelview ISD
darcy.blackstock@channelview.isd.esc4.net

Dianne Lemons, Member-At-Large
Awards/Scholarship/Journalist Chairperson
Mesquite ISD
dlemons@mesquiteisd.org

Ruth Lyday, Member-At-Large
Nominations Chairperson
Celeste ISD
lydayr@celesteisd.org

Gerald Wharton, Immediate Past President
Grapevine-Colleyville ISD
gerald.wharton@gcisd.net

Jana Worthington, Parliamentarian
& Legislative Consultant
Weatherford ISD
jworthin@weatherfordisd.com

Cheryl Gregory, STEM Committee Chairperson
Mesquite ISD
cdgregory@mesquiteisd.org

Janie Giddens, Web Advisor
San Antonio ISD
jgiddens@saisd.net

Helen Kettler, Fall Work Conference
Committee Chairperson
Alvin Community College
hkettler@alvincollege.edu

Christine Ortiz, Summer Work Conference
Committee Chairperson
Region 10 Education Service Center
christine.ortiz@region10.org

Melissa Davis, Administrative Assistant
TESA Central Office
tesa@austin.rr.com

THE TESA CONNECTION

Debbie McFadden
Editor
University of Houston-Clear Lake
mcfadden@uhcl.edu

Patti Walling
Assistant Editor
San Jacinto College District
patti.walling@sjcd.edu

Marylu Parvis
Advertising Manager
Alvin Community College
mparvis@alvincollege.edu

MEMBERSHIP COUNCIL COMMITTEE

Pat Crawford
Chairperson
Richardson ISD
pat.crawford@risd.org

Sylvia Martinez
Secondary Council Chair
Mesquite ISD
smartinez@mesquiteisd.org

Angelia Brooks
ESC Council Chair
Region 10 ESC
angelia.brooks@region10.org

Denise McHaney
Elementary Council Chair
Killeen ISD
virginia.mchaney@killeenisd.org

Karen Morgan
Higher Education Chair
Alvin Community College
kmorgan@alvincollege.edu

Teena Hancock
Administrative Council Chair
Garland ISD
tlhancoc@garlandisd.net

AFFILIATE SERVICES COMMITTEE

Robin Pool, Chairperson
Pasadena ISD
rpool@pasadenaisd.org

Phyllis Hyden
Galena Park ISD
phyden@galenaparkisd.com

Sherry Gray
San Jacinto College District
sherry.gray@sjcd.edu

AREA WORKSHOP COMMITTEE

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

Lynn Andrews
Irving ISD
lynnandrews@irvingisd.net

Debbie Faires
Mesquite ISD
dfaires@mesquiteisd.org



2010-2011 TESA Executive Board & Committees

AWARDS/SCHOLARSHIPS/JOURNALIST COMMITTEE

Dianne Lemons, Chairperson
Mesquite ISD
dlemons@mesquiteisd.org

Danelle Schara
Region 7 ESC
dschara@esc7.net

Jennifer Lamb
Mesquite ISD
jlamb@mesquiteisd.org

Maria McNease
Lone Star College-Kingwood
Maria.E.McNease@lonestar.edu

Sylvia Flores
Mission CISD
slflores@mcisd.org

NOMINATIONS COMMITTEE

Ruth Lyday, Chairperson
Celeste ISD
lydayr@celesteisd.org

Linda Sockwell
Richardson ISD
linda.sockwell@risd.org

Debbie Wade, Retired
San Jacinto College District
wadesinlp@sbcglobal.net

Sue Hand
Lamar CISD
lhand@lcisd.org

STAFF TRAINING FOR EFFECTIVE MANAGEMENT (STEM) COMMITTEE

Cheryl Gregory, Chairperson
Mesquite ISD
cdgregory@mesquiteisd.org

Debbie Wade, Retired
San Jacinto College District
wadesinlp@sbcglobal.net

Cindy Bright
Brownsboro ISD
cindy@brownsboro.k12.tx.us

Paula Lambright
Mesquite ISD
plambright@mesquiteisd.org

SUMMER WORK CONFERENCE COMMITTEE

Christine Ortiz, Chairperson
Region 10 Education Service Center
christine.ortiz@region10.org

Sandy Salazar, Exhibits Chair
Mesquite ISD
ssalazar@mesquiteisd.org

Kay Riggs, Registration Chair
Pasadena ISD
kriggs@pasadenaisd.org

Teena Hancock, Social Chair
Garland ISD
tlhancoc@garlandisd.net

FALL WORK CONFERENCE COMMITTEE

Helen Kettler, Chairperson
Alvin Community College
hkettler@alvincollege.edu

Bonnie Tomczyk, Social Chair
Killeen ISD
bonnie.tomczyk@killeenisd.org

Lisa E. Gonzalez, Registration Chair
Donna ISD
lgonzalez@donnaisd.net

Wanda Honeycutt, Retired
Exhibits Chair
University of Houston-Clear Lake
honeycutt@uhcl.edu

DATES TO REMEMBER

May

30 TESA Office Closed – Memorial Day
TBA Executive Board Reports Due

June

3 TESA Office Closed
19 – 25 2011 Summer Work Conference

July

4 TESA Office Closed – July 4th Holiday
18 – 22 NAEOP Annual Conference, Charleston, SC



2011 TESA Summer Work Conference

TESA 2011 Summer Work Conference

June 22-25

TASBO classes will be offered on Tuesday 6/21/11, and Wednesday 6/22/11

STEM classes will be offered Tuesday 6/21/11 through Thursday 6/23/11.

Flag Ceremony:

Come join us and honor your affiliate by signing up to be a part of TESA's traditional flag ceremony. Flag practice will be 6/22/11 at 4:30 pm, and the Flag ceremony will be 6/23/11 at 10:00am both to be in Frisco#2. Flag pole rentals will be available for you to rent as well.

Hotel information:

Embassy Suites Dallas-Frisco Hotel, Conf. Center & Spa
7600 John Q. Hammons Drive
Frisco, Texas 75034
Group/Convention code: TEX or
Texas Educational Support Staff Association, Inc.
Or call 1-800-Embassy

Room Rate: \$139.00 room rate includes, Spacious Suites with a microwave, refrigerator and a pull out sofa! Made to order Breakfast, Nightly Manager's Reception, Fitness room, Indoor swimming pool, Shuttle to the mall and many restaurants within 3 miles. Starbucks on site.

Parking: They do offer covered parking for \$6 per day, \$8 overnight, and \$14 for Valet. They also have limited free parking.

* We would like to encourage affiliates to please donate a minimum of 2 or more door prizes. We truly appreciate you for this.

Table Decorating Contest

Theme
"Celebrating 60 years of
TESA in Black and White"

Dress for the President's Luncheon will be Business Casual. Banquet will be Black/White and don't forget to wear your pearls!

Categories:

1. Most Creative
2. Fits Theme
3. Most Unique

Contest Rules:

Table decorations should be no taller than 2' high
One table decoration per affiliate will be judged
No decorations on unoccupied tables
Must be able to eat at the table
No candles or open flames
Two people may setup the decorations on the table between 5:00pm – 5:30 pm

Christine Ortiz, Chairman
Kay Riggs, Registration Chairman
Teena Hancock, Social Chairman
Sandy Salazar, Exhibits Chairman

Region 10 ESC christine.ortiz@region10.org
Pasadena ISD kriggs@pasadenaisd.org
Garland ISD tlhancoc@garlandisd.net
Mesquite ISD ssalazar@mesquiteisd.org

- Please visit www.tesatexas.org to register. -



2011 TESA Summer Work Conference



TESA 2011 Summer Work Conference

Conference Schedule

"Harvest Pearls of Wisdom & Knowledge"



Tuesday, June 21, 2011

STEM Sessions	9:00 a.m. to 12:00 p.m.
TASBO class	9:00 a.m. to 4:00 p.m.
STEM Sessions	1:15 p.m. to 4:15 p.m.
Executive Board Meeting	7:00 p.m. to 9:00 p.m.

Wednesday, June 22, 2011

STEM Sessions	9:00 a.m. to 12:00 p.m.
TASBO class	9:00 a.m. to 4:00 p.m.
Registration Opens	11:00 a.m. to 6:00 p.m.
Exhibit Hall Opens	11:00 a.m. to 6:00 p.m.
STEM Sessions	1:15 p.m. to 4:15 p.m.
Extended Sessions	1:30 p.m. to 4:30 p.m.
Facilitator Meeting/Flag Practice	4:30 p.m. to 5:00 p.m.
CEOP Graduation Practice	5:00 p.m. to 5:30 p.m.
CEOP Graduation Ceremony & Reception	6:00 p.m. to 7:00 p.m.
"Movie Night on the Cruise"	8:00 p.m. to 10:00 p.m.

Thursday, June 23, 2011

Registration Opens	7:30 a.m. to 9:30 a.m.
Exhibit Hall Opens	7:30 a.m. to 5:30 p.m.
Breakout Sessions	8:30 a.m. to 9:45 a.m.
General Session/Flag Ceremony/Keynote	10:00 a.m. to 11:30 a.m.
"Port O' Call" President's Luncheon	11:45 a.m. to 1:00 p.m.
TESA Past President Meeting	1:00 pm to 2:45 pm.
Registration Opens	1:30 p.m. to 3:30 p.m.
Breakout Sessions	1:30 p.m. to 2:45 p.m.
STEM Sessions	1:30 p.m. to 4:30 p.m.
Extended Sessions	1:30 p.m. to 4:30 p.m.
Breakout Sessions	3:00 p.m. to 4:15 p.m.
10-11 – 11-12 Joint Board Meeting	8:00 p.m. to 10:00 p.m.

Friday, June 24, 2011

Registration Opens	7:30 a.m. to 8:30 a.m.
Exhibit Halls Opens	7:30 a.m. to 1:30 p.m.
Breakout Session	8:30 a.m. to 9:45 a.m.
Business Meeting /NVD, Admin. of the Yr., Scholarship Awards	10:00 a.m. to 11:30 a.m.
TRESA Luncheon	12:00 p.m. to 2:00 p.m.
Breakout Session	1:30 p.m. to 2:45 p.m.
Breakout Session	3:00 p.m. to 4:15 p.m.
Table Decoration Setup	5:00 p.m. to 5:30 p.m.
"Pearls of Wisdom & Knowledge" Installation and Banquet (Frisco 1-2)	6:00 p.m. to 10:30 p.m.
Dinner	6:00 p.m. to 7:00 p.m.
Installation	7:00 p.m. to 8:30 p.m.
Dance	8:30 p.m. to 10:30 p.m.
Reception: Sue Hand, 2011-2012 President	9:00 p.m. to 10:00 p.m.

Saturday, June 25, 2011

Closing Session/Awards	9:00 a.m. to 10:30 a.m.
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Table Decoration Contest

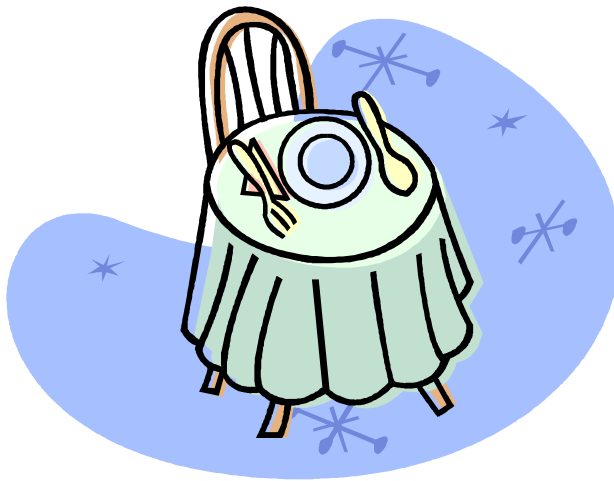


“Table Decorating Contest”



At

“Celebrating 60 years of TESA in Black & White”
Friday Night



Categories

1. Most Creative
2. Fits Theme
3. Most Unique



Contest Rules:

- Table decorations should be no larger than 2' high
- One table decoration per affiliate will be judged
- No decorations on unoccupied tables
- Must be able to eat at table
- No candles or open flames
- Two people may place the decorations on the table between 5:00 and 5:30 p.m.



~TESA~ PASHMINA (SCARF)

Order with Summer Work
Conference Registration



\$20 each

Traveling the Yellow Brick Road of Professional Learning Communities

By: Debbie Johnson, Brian Prewitt and Kim Ramsey

"Toto, I don't think we're in Kansas anymore."

Like Dorothy, we sometimes find ourselves in Oz, alone and in unfamiliar territory. Do you ever wish that the Munchkins would appear and show you how to get home? Dorothy solved her problem by communicating to find the path, creating a plan, and collaborating with friends. While your goal may not be to get home, it may be to develop professional relationships. You can follow the Yellow Brick Road to meet people and reach your professional goals. That pathway is comprised of the 3 C's of a Professional Learning Community - Communicate, Create, and Collaborate.

OUR YELLOW BRICK ROAD: PROFESSIONAL LEARNING COMMUNITIES:

A Professional Learning Community (PLC) is a collection of people with whom you engage and exchange information. PLCs have always been around; 20 years ago, your friends, family, and co-workers were all a part of your PLC. With the Internet and Web 2.0 tools being a part of our lives, PLCs can now include people from your community, state, or around the world. They are as close as clicking your heels together and saying, "There's no place like home."

There are a variety of tools to help develop and connect people through a PLC, and more tools are constantly being developed. These tools can be accessed through any device with Internet access. We only discovered a limited amount of resources for paraprofessionals. Therefore, we are encouraging all

paraprofessionals to communicate, create, and collaborate to form their own Professional Learning Community through the use of Twitter, blogs, and wikis. One of the keys of a PLC is to communicate with peers.

A CALL TO COMMUNICATE:

Do you meet regularly with other paraprofessionals to share ideas? Are you too busy with family, friends, and work? Technology allows you to connect with others in your field without removing your ruby-red slippers. Your travels down the yellow brick road of communication will enhance your work, promote professional growth, and build a network of peers that can provide you with invaluable support.

The Scarecrow is a model for communication as we journey along the Yellow Brick Road. In order to develop a PLC, a person has to get off the post and out of isolation. Paraprofessionals are experts in supporting others. Everyone has knowledge to share, but paraprofessionals are often isolated and cut off from others with similar positions. The key to getting off the post is found in fostering and maintaining communication with others in your field, and one way of doing this is by using technology.

A CALL TO CREATE:

In order to be fully free from the post of isolation you have to follow the ways of the Tin Man and pick up your ax. You need to choose the size of your ax for the information you are creating. You are going to need one of the following tools: Twitter, blogs or

wikis to create your PLC.

Twitter is the smallest ax and can be used when you need to build a small fire of communication with your peers. Twitter allows you to follow people and be followed. You can send and receive short bursts of information in a bite-sized format.

If you need a larger fire of communication, use a medium ax, blogs. A blog is a website similar to a live bulletin board that is maintained by an individual or group. It can contain entries of commentary, events, or materials such as graphics or video.

Using the largest ax, Wikis, provides the largest fires of communication. Wikis are a storehouse of information similar to an encyclopedia. They allow a multitude of users to add, edit, and share vast amounts of information. Wikis allow users to freely create and edit web page content. Users can add new pages and hyperlinks to other websites. This tool will enable users to create a bonfire of communication!

No matter what the size of fire you need, Twitter, blogs, and wikis can get you off the post of isolation and light your fire of communication.

A CALL TO COLLABORATE:

Once you have lit your fire of communication, listen to the roar echoing from the forest, and become the courageous lion of collaboration. A courageous paraprofessional fosters collaboration, stays in touch with his



or her learning network, and contributes to the Professional Learning Community. If you are courageous, you will be able to face any mountain using your voice to communicate and the tools to connect you with others.

Are there questions that people nearby you cannot answer? Are there solutions that you have discovered that make your work flow easier? Are there situations that you need help with or you have found a unique solution? Collaborating with others can help you grow and develop your skills to more effectively support your school or office

team. Sometimes you have to either hold on to someone's tail or let someone hold on to yours so you can all make it up the mountain.

BEGIN THE JOURNEY ON YOUR YELLOW BRICK ROAD:

The peak of the mountain has come into view as we have followed the Yellow Brick Road of PLCs -Communicate, Create, and Collaborate. When we travel a difficult road, it is much easier, as Dorothy discovered, to travel with others. Now, professional relationships do not seem so far away because

you can click your heels and collaborate with peers. If you follow the models of the Scarecrow, Tin Man, and Lion, you will acquire the voice, tools, and courage to utilize a Professional Learning Community. By utilizing PLCs, you can climb any mountain in your path. We look forward to seeing you make a difference in your community as you begin your journey on your Yellow Brick Road.



Debbie Johnson, Brian Prewitt and Kim Ramsey are Elementary Instructional Technology Specialists for Richardson Independent School District. Together they support teachers in 41 elementary schools. Debbie, Brian and Kim have a combined 40 years of experience in education.

“The great thing about getting older is that you don’t lose all the other ages you’ve been.”

~ Madeleine L’Engle



Professional Learning & Networking in 140 Characters or Less

By Chris Duke, Director of Curriculum Development, Innovation & Assessment at San Jacinto College

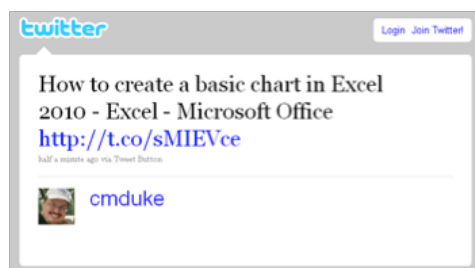
Twitter is the most useful professional development, learning and networking tool I have. Yes... Twitter. Through Twitter, I have a professional/personal learning community (PLC) that spans the globe and includes hundreds of colleagues and news sources relevant to my career field. Given the massive number of Twitter users (over 200 million users posting 1200 messages per second on a daily basis, <http://t.co/azs3yfS>), that same type of professional learning network is possible for any individual, and for an existing professional network like TESA, it can greatly enhance communication and networking among the membership.

Two videos, one by ABC News ("Tweet Like a Bird: Your Guide," <http://goo.gl/9Q2ew>) and one by Common Craft ("Twitter in Plain English," <http://youtu.be/ddO9id-max0o>), offer an overview of what Twitter is and does. Those are recommended, but to summarize Twitter as briefly as possible:

Twitter allows you and others to mutually share what you're doing, thinking, reading, discussing, learning, watching, etc. in 140 characters or less.

What might that mean in a professional context? Tips on the mechanics of using Twitter will be mixed in throughout the article and noted in italics, but the focus is on "How

can Twitter help you and your TESA colleagues?"



Learn from TESA Colleagues. If each of your TESA colleagues were to learn one new skill or bit of information each day and you were able to find and use the same resource, how much might you be able to learn in a day? in a week?

For example, I was looking at online training materials from Microsoft on how to use charts in Excel; since it only takes a few seconds to post a tweet, I shared it via Twitter (<http://goo.gl/flrEQ>). Anyone that "follows" me on Twitter would have an opportunity to read that "tweet" in their timeline and click on the link to access the same resource I was using to learn more about Excel. If that one message by one person is informative, how much information might you come across if there were 50 or more messages like it per day?

Tip #1

How to Sign Up on Twitter,
<http://goo.gl/iQSD3>

Tip #2

What is Following?
<http://goo.gl/r15yW>

Tip #3

Follow me via
<http://www.twitter.com/cmduke>

Tip #4

What is a Timeline?
<http://goo.gl/gzqQk>

Ask TESA Colleagues for Help. Have you ever had a question about how to accomplish a certain task? Or have you ever needed or wanted a recommendation for a resource about a particular topic? Once you have established your Twitter account and worked to develop your TESA network in Twitter – by following your colleagues and them following you – it is possible to ask the entire group of colleagues a question. If the group is active on Twitter, you are almost certain to get a reply within minutes.

I was considering upgrading my version of the Firefox internet browser to the latest version, but I was not sure and could not easily find information about whether the new version worked well with another tool on which I rely quite heavily; so, I asked my Twitter network for help. I posted a simple message via my Twitter account (<http://goo.gl/cf9mS>) and received a helpful reply within a matter of minutes (<http://goo.gl/6h4Ns>). Imagine being able to post a question and get the right question back from a colleague working five hours away. What better way is there to get answers to questions that are specific to your role as an educational support staff professional?

Tip #5

How to Post a Tweet
<http://goo.gl/jPFlf>



Tip #6

What are @Replies and Mentions?
<http://goo.gl/Bozu>

Engage TESA Colleagues. How useful would it be to have informal discussions among the TESA membership on a regular basis? What about impromptu opportunities to discuss a topic with TESA colleagues? Through what Twitter calls “hashtags,” it is possible to find and track a discussion on a particular topic or by a particular group. If anyone in TESA wanted other TESA members to easily find a message, they only need to include something like #TXESA in the message when they post it to Twitter; anyone searching Twitter for #TXESA would find any posts that include that tag: <http://goo.gl/Xxsqz>

Tip #7

What are Hashtags (“#” Symbols)?
<http://goo.gl/dara>

Conferences and different interest groups often use hashtags to make it possible to



have group discussions via Twitter. The discussions may be planned for a specific time or span of time, or they can occur spontaneously. At the end of March, the Sloan Consortium hosted a Blended Learning Conference; attendees included the hashtag #blend11 in each of their posts to identify their messages with the conference (Twitter Search “#blend11” - <http://goo.gl/VIsR7>). There is almost always discussion – sched-

uled and impromptu – occurring with the #edchat hashtag (Twitter Search “#edchat” - <http://goo.gl/AdXTc>).

What next? To begin using Twitter effectively for professional learning, the challenge is to find about 50 people to follow who will regularly post messages relevant to you, as an educational support staff professional. Of course, you do not have to find 50 to follow before posting your own thoughts, ideas, and activities relevant to your profession. As you network with TESA colleagues, share your Twitter username and connect with them in a whole new way.

If you need help, remember the Twitter Help Center at <http://goo.gl/MTQ5>, and feel free to contact me via <http://www.twitter.com/cmduke> or cmduke1972@gmail.com. Be sure to let me know you are with TESA.



2		4	1	5	8	7	6	
	6							
9		5		6	7		4	8
			4	9				2
		2				9		
3				8	6			
7	2		8	4		5		6
							2	
	9	3	6	7	2	8		4

SUDOKU

Each Sudoku has a unique solution that can be reached logically without guessing. Enter digits from 1 to 9 into the blank spaces. Every row must contain one of each digit. So must every column, as must every 3x3 square.

View solution on page 18.

We 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 summer issue to:

Debbie McFadden

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

Email: mcfadden@uhcl.edu



TESA SWC COMMITTEE INVITES YOU

TO

**COME JOIN US FOR A NIGHT OF
RELAXATION WITH A**

MOVIE NIGHT ON THE CRUISE!!!!

WHEN: JUNE 22, 2011

TIME: 8:00 pm-10:00 pm

WHERE: Embassy Suites Atrium

**Enjoy a night with friends while watching
a movie!**

**Popcorn!
Popcorn!**

FUN!

**Soft
Drinks**

Starting an Access Database – Creating Tables

By Dave Valdez, University of Houston-Clear Lake, Support Center Coordinator



Dave Valdez
University of Houston-Clear Lake

This Article will go over a 5 step process in developing a basic Access Database. It is designed for the beginning user and gives tips on the process that is used by most basic database designers.

you to make data entry more intuitive. The following is just a short list of the type of data that can be “masked” in access:

- Dates
- Phone Numbers
- Addresses
- Names (capitalization)

In addition to developing your “masking” fields, this step is also the best time to determine if your Text entry will need to be a “Text” field or a “Memo” field. Text fields are for short descriptive words or phrases. In comparison, Memo fields are for longer descriptions that may be stretched over many sentences or other information separation.

Step 3- Build your tables in Access using the Design mode. After you have laid all your information out and all the development has been done, you can create your tables in Access with much more ease. For each of the tables you will need at least one field. It is always a good idea to include one of the fields as a primary key that can be used for searches and/or indexing of your database. If your information consists of individual and unique entries, you can use that field as the primary key. As you type in new fields in the Design view you can determine what type of field it is with the pull down menus. In addition you can put a limit on the size of the field in the General Tab.

Step 4- Designing your Forms- For the beginner user, the best way to design forms is to use the Form Wizard. If it is not readily available to you when you look in the Create Tab in your version of Access, you can find it under the “More Forms” pull down button. The Wizard works best because it will walk you through what fields you want on the form, how you want your form to be laid out, and automatically goes through the process of building the fields, data entry points, and spacing without having to know how to add them by hand. Of all the steps, this tends to be the easiest to complete.

Step 5 (optional) - Time to build your relationships. In a relational database, relationships enable you to prevent redundant data. For example, if you are designing a database that will track information about books, you might have a table called Titles that stores information about each book, such as the book’s title, date of publication, and publisher. There is also information you might want to store about the publisher, such as the publisher’s phone number, address, and zip code. If you were to store all of this information in the titles table, the publisher’s phone number would be duplicated for each title that the publisher prints. A better solution is to store the publisher information only once in a separate table, Publishers. You would then put a pointer in the Titles table that references an entry in the Publishers table. To make sure that your data is not out of sync, you can enforce referential integrity between the Titles and Publishers tables. Referential integrity relationships help ensure that information in one table matches information in another. For example, each title in the Titles table must be associated with a specific publisher in the Publishers table. A title cannot be added to the database for a publisher that does not exist in the database. Relationships can be created by going to the Database Tools tab and clicking on Relationships. For basic relationships, you simply drag and drop fields from one table to the matching field on another table.

This is the basics on developing your new database. You can now use the forms you created in step 4 to do your data entry as well as reviewing the data you have already entered. You can also go directly to the tables to see all the data that has been entered in a table format as well as add data the same as you would in an Excel Spreadsheet. Databases take time to develop and there are many, many more things you can do with them, but by following this 5 step process, you will have the ground work to get you started on your way.

Step 1 - First and foremost before creating a new database in Access it is important to determine how your database will be laid out. It is not uncommon to sit down with pen and paper and determine relationships between tables and how they will interact with each other. By utilizing diagrams such as flow charts, “spider webs” and other layouts, you can visually see how your database will be designed to best suit your needs. This process is often missed and users go directly into Access and decide to develop the database “on the fly” with limited success. By laying out your design before you begin, you limit the amount of “tweaking” you will need to do while applying the design in Access. This step should include any fields that will be needed for data entry and any tables that will house “fixed” data that will be used to fill other forms though pull downs or other validation processes.

Step 2 – Develop your Data entry restrictions and “masking.” In Step 1 you developed how your data is going to be recorded and how it will relate to one another. While developing your tables you will need to make sure that any fields that will interact with each other have the same names for ease of relationship building. Also during this step, you should determine what type of information will be entered in each field. “Masking” allows the data to be in a consistent entry structure to make the database more uniform. In addition it will allow

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"/> Secondary		<input type="checkbox"/> Educational Service Center	
<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 Chair, Killeen ISD - virginia.mchaney@killeenisd.org,
Sylvia Martinez, Secondary Chair, Mesquite ISD - smartinez@mesquiteisd.org
Teena Hancock, Administrative Chair, Garland ISD - tlhancoc@garlandisd.net
Karen Morgan, Higher Education Chair, Alvin Community college - kmorgan@alvincollege.edu
Angelia Brooks, Education Service Center Chair, Region 10 ESC - angelia.brooks@region10.org

Office Technology Through the Years

By John Evans, Chief Technology Official, Killeen ISD



The more things change, the more they stay the same. Have you ever heard this phrase? It is an oxymoron to have such statements combined. For many things this statement could simply not be further from the truth. One such example is the way that we conduct business in our offices and work places each day. While some business operations have made very little changes through the years, the way we conduct business has changed significantly. Very few of our typical office procedures have not been affected in a significant way by the implementation and utilization of technology. From support to communications to the way we track records – almost without exception our business processes have changed.



Not so many years ago our office environments were full of the latest and greatest resources for day-to-day work requirements.

During this time office equipment would include, with almost no exception, typewriters, carbon paper, 10-key machines, steno pads, typewriter ribbons, correction ribbons, recording equipment, budget books, call boxes with intercom speakers, along with the indispensable bottle of white out.

For a couple of generations, our country ex-

perienced very little change in office equipment or procedures. Company secretaries were the jack-of-all-trade who gave the company a voice on the phone and ensured correspondence was professional. Make no mistake about it; this was a full-time job. In our larger organizations, it was multiple full-time jobs. Large companies would have several staff managing the switchboard to receive incoming calls and direct them to the correct office. In the good ol' days large companies would have full departments who handled incoming mail. There are many examples of typical business operations that required large amounts of staff to handle the workflow. The common denominator during this time in our history was physical staff, laborious processes, and human interaction.

Years ago many larger communities had trade schools that offered programs in office equipment, office management, and secretarial support. These schools experienced record enrollment through the 1960's, the 1970's, and even in to the 1980's. As business was booming and women were entering the workplace at record numbers, trained staffs to support increased sales and increased demands for documentation and data were needed just to keep pace with the business growth. This resulted in the United States having one of the lowest unemployment rates in history.

All of the equipment examples above were critical elements of office equipment. And not far behind these items were completely new inventions that would revolutionize our work processes: the IBM type-element and



the answering machine. While the answering machine had varied degrees of deployment based on business models, there can be no doubt of the value and simplicity that was gained with the golf ball sized IBM type-element. For the first time one typewriter could type in different fonts and even different languages. Even with the benefits and advantages that these tools provided, they truly pale in comparison to the automation and efficiency provided with today's technological marvels.

During the late 1970's and early 1980's two of the significant examples of office improvements provided through technical inven-



tions and improvements came in the form of telecommunications improvements. It was during this time that the PBX (private branch exchange) phone systems and fax machines began to acquire significant market share in offices. These phone systems offered advanced feature sets that provided new and

more efficient switching capabilities. Additionally, the voice messaging features in these systems afforded more consistent and automated messaging capabilities. System users were empowered with establishing their own message for voice mail messages as well as call forwarding capabilities, simple and efficient conference calling, and improved quality and clarity in speakerphones. These systems have continued to advance and appreciate considerable research and development. Today's common phone systems are IP based systems commonly referred to as VoIP, or, Voice over Internet Protocol. These systems benefit businesses through reduced infrastructure costs and lower overhead. IP based systems run on businesses computer cabling, allowing for more efficient systems implementation, reduced capitol outlay, and streamlined maintenance and support cost.

Many other areas in business services experienced exponential growth through technological advancement. During this time alone, entire industries were revolutionized through the acquisition and expanded use of technology. Printing, multimedia equipment, and communications all benefited from these advancements. One of these markets, cellular telephones, enjoyed considerable advancements in the communications industry. Dr. Martin Cooper introduced the first handheld mobile phone in 1973. In 1985 there were 340,000 cell phone subscribers in the United States. By 1990 that number had grown to over five million in the United States, and in excess of 12.4 million worldwide. As of 2010, there are over 300 million cell phone subscribers in the United States and in excess of 4.6 billion worldwide. In July of 2006 the Washington Post reported that there are an additional 1,000 new cell phone subscribers added every minute.

Although computers were in operation in the late 1960's and early 1970's, long before they became an office staple, it was not until the early 1990's that they truly started to become prevalent in business offices and work places. As automation began to make office environments much more efficient, office staff began to take on new responsibilities. Department secretaries became more and more involved in day-to-day office operations and often for multiple departments. As this efficiency has provided an environment where less staff is required to manage phones and offices, more staff is needed in newly developing areas with highly complex processes and programming. How data and communications were managed during this time improved significantly.



Initially, computers took the form of what was referred to as dumb terminals. These terminals were directly connected to mainframe systems that provided basically all of the processing. The terminals were wholly dependent on the mainframe and were not operational without this connection. Printers were also connected to the mainframe. In this architecture, the mainframe was the sole source of the computing power. From the mid 1980's through early on in the 1990's the personal computer became the new order for technological advancement. Although the capacity for these resources to serve in networked environments took some time to develop, they had instant appeal with consumers. The development of these, the first personal computers, laid the groundwork for personal tech devices for the next generation.

As the personal computer developed, business solutions developed as well. The per-



sonal computer rapidly became a common workplace resource. Software publishers, especially Microsoft, developed tools as well to provide for network connectivity, network services such as printing and electronic mail, and collaboration utilities. This development necessitated the installation of large server farms to provide all these services. While the mainframe was being replaced, many smaller servers that were aligned to perform specific tasks in the overall operation of the business were replacing it. This was a significant shift in how services were provided and how businesses would function. Another significant development during this time was the laptop computer. This new tool provided a new mobility to business professionals unlike any previous computer or business equipment.

While all of these technology advancements have made significant improvements to our business environment, the most recent developments have focused on personal computing and media. During the past decade the advancements in wireless infrastructure and personal computing devices such as tablets, MP3 players, and new smart phones have once again revolutionized how many professionals conduct business. There is a much greater dependency on our digital resources than ever before. Not that long ago it was inconvenient to work without your com-

Feature Article

puter for a week or two, but not impossible. Today, even a disruption of a few hours can seriously affect an individual's ability to conduct business and communicate with colleagues and clients. These new resources are all connected seamlessly together through our cellular and wireless infrastructure. This infrastructure has fueled the use of these personal devices during this time. Businesses and industries alike have joined together to offer wireless 'hot spots' and service locations that provide connectivity.



There can be little argument as to the drastic affect that personal media devices have had on the American marketplace. These devices truly originated with items such as

the Sony Walkman, but have improved and made considerable advancements through the years. When the Sony Walkman was introduced, it truly changed the way that we could use media. And as incredible as that device was, today's iPods and MP3 players, with the ability to carry literally thousands and thousands of songs, movies, pictures, and other media content are a far cry from those original traveling media tools. You could certainly not clip a Sony Walkman to your shirt sleeve and go for a jog. That is an easy task with today's iPod shuffle. As this



industry experienced explosive growth, it changed the direction and development in other related industries. Cell phone manufacturers quickly realized where the industry was heading and immediately began to produce smaller, thinner, more compact cellular devices that incorporated digital cameras and media players. Long gone were the days of going to the local library to surf the web. Now all that you needed to do was pull out your Internet enabled phone.

One of the ironic and more interesting recent changes in the industry has been host based computing. Terms such as virtual and 'the cloud' have become often heard catch phrases. While not exactly the same, this is an interesting development. In a large way, this is moving back toward the formerly



popular mainframe architecture. To support these new virtual resources, systems connect back to powerful server solutions that are providing the majority, if not all, of the actual computing and processing. In addition, individual computers are also capable of 'hosting' multiple virtual machines through shared processing, storage, networking, and browsing. In these scenarios, users connect

via a terminal or workstation that actually provides little to no actual computing. The users files are stored in a central location and not on the local machines hard drive. Applications run on the back end and simply display on the local terminal. In essence, all of the actual processing takes place on the back end server, or servers and data pools.

With the latest changes in technology, where virtual is becoming the next hot item, it brings us back to our initial thought. The more things change, the more they stay the same. It seems as though we are coming full circle. Although today's virtual resources are much more powerful than the mainframes and dumb terminals of old, we have in many ways come full circle. And all of these changes occurred in a relatively short period of time. In the global industries of today, it will be an exciting time to see where we go next!

"Breathe. Let go. And remind yourself that this very moment is the only one you know you have for sure."

~ Oprah Winfrey



2011

CEOP STEM GRADUATION



*You are cordially invited
to share in the joyous celebration
of our 2011 CEOP STEM Graduates*



*TESA Summer Conference
Wednesday, June 22, 2011
6:00 p.m. - 7:00 p.m.
Frisco 2
Embassy Suites in Frisco, Texas*

TESA Area Workshop Committee

2011

TESA AREA WORKSHOP COMMITTEE

It has truly been an honor and a gem of a year serving TESA as the Area Workshop Committee. Together, with TESA, local associations, and most importantly, our precious members, the TESA Area Workshops Committee offered several fantastic opportunities to achieve valuable "Pearls of Wisdom and Knowledge."

Area Workshops are unique opportunities to provide professional development, recruit members and raise funds for your local association, and offer positive networking opportunities to all participants. A very special thank you to the members of the University of Houston-Clear Lake ESA, Channelview ESA, and Region 10 Stars for hosting a TESA Area Workshop this year. We are immensely grateful for your commitment and determination in providing outstanding learning possibilities.



Darcy Blackstock

Chairman

Channelview ISD

darcy.blackstock@channelview.isd.esc4.net

281.452.8008



Lynn Andrews

Member

Irving ISD

landrews@irvingisd.net

972.600.5228



Debbie Faires

Member

Mesquite ISD

dfaires@mesquiteisd.org

972.882.7321

"It's more important to listen to another person's point of view than to express your own always. Don't waste your time trying to be like somebody else. Only they can do that. Just be who you are."

~ Donna Adams, 1998 - 1999



The TESA PEARL Award

President Klentzman's theme for this year is "Pearls of Wisdom and Knowledge." As members, we are the Pearls of TESA and need to share our wisdom and knowledge with support staff in our home districts, colleges, universities and educational service centers around Texas.

TESA will be celebrating its 60th anniversary at the 2011 Summer Work Conference. This has been accomplished by actively recruiting new members throughout its 60 years. TESA has lead its members with our wisdom and knowledge in the past and can continue leading by providing professional growth through STEM training, Area Workshops, Fall and Summer Work Conferences and from the sharing of ideas and practices in like jobs.

In the past we have had the Golden Apple award, Sharon the Sheepdog and Rita the Retriever. Now I want to introduce the "TESA Pearl" award. With this award I am issuing a challenge to each of you to go out and recruit new members. This challenge is being issued to all TESA members and the TESA Executive Board. The grand prize winners – 1 member and 1 board member – will receive a beautiful 20" pearl necklace. And a pearl bracelet will go to the two 2nd place winners.

The rules are simple:

When you recruit new members make sure you have them put your name in the "referred by" space on the membership form. I will keep track of all recruits and their recruiters. Winners will be announced at Summer Work Conference in June.

Copies of the membership form can be found in the TESA Connection and online at www.tesatexas.org.

Sudoku Puzzle Answer Key

2	3	4	1	5	8	7	6	9
8	6	7	9	2	4	1	5	3
9	1	5	3	6	7	2	4	8
1	7	8	4	9	5	6	3	2
6	4	2	7	3	1	9	8	5
3	5	9	2	8	6	4	7	1
7	2	1	8	4	3	5	9	6
4	8	6	5	1	9	3	2	7
5	9	3	6	7	2	8	1	4

"Dare to Soar and challenge yourself to try new things.

Dream new dreams and set new goals.

Believe in yourself and in your abilities.

Achieve your dreams with help from others.

And finally, celebrate every success regardless of the size."

~ Debbie Wade, 2001 – 2002

Technology – Do You Love It or Hate It?

By Paula Lambright, Mesquite ISD

I recall the first day a computer was delivered to the classroom where I worked as a Title I classroom aide. It was a Macintosh Classic, one of the very first Mac desktop computers. It was so cute and compact with a screen size of about 9", but it was also the most terrifying piece of equipment I had ever seen.



When the teacher told me it was for me to use I said, "You hired me knowing I didn't know the computer, I'm not going to touch it." The computer sat in the box for almost two weeks. Remember the saying, "Curiosity killed the cat?" It was killing me too, so I decided it wouldn't hurt to just open it and look at it.

Over the next couple of days I looked through the paperwork and user guide. A funny thing happened...it dawned on me that some of it actually made sense to me. After that, the teacher and I discussed what project I could create to help me learn how to use it. We had a library of books in our small classroom containing a variety of titles, subjects and authors. The teacher suggested that I create a database of the books and start a digital library. (What the heck is a database?) We would catalog them by author, subject, and title, along with giving each book a unique number. When the project was complete we were able to check out any book to our students using this database on this very strange, scary piece of equipment. My first question to her, "What if I mess it up, forget to save something or lose it all?"

Her reply, "We don't have a digital library now, so we won't have lost anything, but think of everything you will learn."

Our digital library was a success and used as an example to other classrooms. I was sent to help others set theirs up and get them started. She was right...I did learn a lot. Mostly, I learned that I loved the computer!

Well, the rest is history. I've been in love with computers and technology ever since.

I decided a long time ago that some people learn what they have to just to get their job done; while others, like me, will click on anything and everything trying to see what choices is available to them.

I have been teaching/assisting adult night classes through our Mesquite ISD Community Education program for the past 15 years or so. We have had students that range in age from 13 years old to 82 years old in some of our classes.

Although I have taught for both our Mesquite ISD Staff Development Department and our TESA Summer Work Conferences, I have learned the most from working with the adult night classes in our MISD Community Education program.

It takes patience, curiosity and being a little fearless to tackle learning new technology. We teach the classes in a computer lab at one of our five high schools. I guess knowing that you are using someone else's computer with other people in the room, makes it in-

timidating. The one thing I hear the most is, "I'm afraid I will mess something up and ruin the computer."

Our classes start with the bare bone basics (this is a mouse, when you move it the arrow on the screen moves too) and we go all the way to advanced classes teaching mail merges and macros.

We've had people insert the old 3.5" floppy disks in the cd drive with the cellophane still on the disk. All you hear is a very quiet, "Oh no." Usually you can tell by the look on their faces that something is wrong. Sometimes you can hear them click around with the mouse and they get lost or get an error message. There are times when assistance is needed so we ask, "What did you do?" Their response is usually, "I didn't do anything, I was just sitting here and that popped up!" I know it seems like computers sometimes have a mind of their own, but it still takes a human to guide it along.

Here are some tips that might help you along your way to learning to love the computer!



1. One of the best ways to learn about a computer or software program is to start **SEARCHING** through all of the menu/tab options and see what choices are offered. Something I did to make the transition from MS Office 2003 to MS Office 2010 is to make a printout copy of each of the various tabs. I did this by clicking on one of the tabs, say the Home Tab. Then I

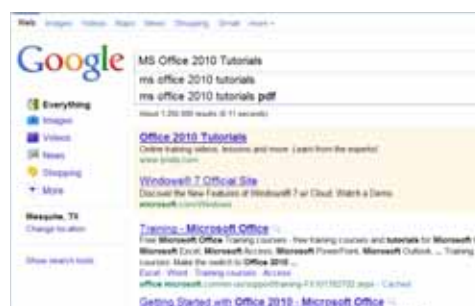
hit the Print Screen key on my keyboard and it takes a picture of your screen. I opened a new MS Office Word document and hit Paste. This pasted the picture of my screen on that document. I continued clicking on different tabs and pasting the picture of the screen in a Word document until I had a picture of all of the tabs. This eased some stress because you could look at the printed tab pictures and not have to click on everything to find what you needed.

2. A MISTAKE is another excellent way to learn. How many times have you done something and thought I won't do that anymore? The same holds true for learning a new computer program. Get in there and start creating a document, spreadsheet, database or whatever. You will try something and if it doesn't do what you expected, try something else. I have learned so much by trying to fix other people's mistakes.



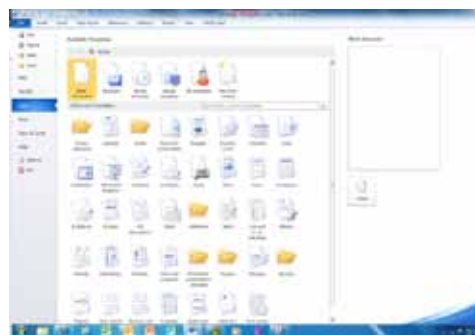
3. How many of you **Google** GOOGLE? I love to Google! I Google all the time for anything and everything. If you've ever tried the Help Feature in some of the MS Office versions, they aren't always very user friendly. You almost have to already know how to do it before you go to Help, which doesn't HELP ME AT ALL! So I GOOGLE! When I learned that our district was going to upgrade us from MS Office 2003 to MS Office 2010, I went straight to Google. I found a FREE 30 DAY TRIAL VERSION of MS Office 2010 that I could download to my home computer. It doesn't cost you anything and is the full version, but you won't be able to access the program after the 30 days.

It was a great way to learn the program. I even created all of the handouts for our next Community Ed classes.



4. You can learn many programs by using TUTORIALS. Go to www.google.com, in the search box, type in MS Office 2010 tutorials. You will get a listing of several different tutorials. Some are even videos and you can literally watch someone else on the computer while they are explaining and showing you how to do it. How handy is that? You don't have to just use Google, but it seems very user friendly to me and I'm a big fan.

5. Do you know anything about TEMPLATES? If you will go to FILE and NEW you will see a variety of templates that are available for you to use. You can make certificates, business cards, calendars, flyers, memos, letters, invoices, etc. When you find something you want to create, click on it and it will give you more choices. Finally you can download the template and it's completed.



You can use it as is or make changes to fit your needs.

6. ONLINE CLASSES is another way to go when trying to learn. To me, the best advantage to taking online classes is you can go at your own pace. If you're in a classroom you have to keep up or usually you get left behind. Not so in our Community Education classes. Our philosophy is no one is left behind. We only go as fast as the slowest one can go. If you are very advanced, you may get bored, but our classes are strictly for the beginners and they can't be pushed too fast or they are intimidated and will quit.

7. PRIVATE TUTORING is something that I have offered in a few instances. I have a lady right now that will call me when she needs me to come for a 2-hour lesson. She is then given time to practice and fine tune what she's learned before she calls me back for another 2-hour lesson.

The best advice I can give anyone that has a new computer or needs to learn a new software program is DON'T GIVE UP! Nothing worth doing or learning can be learned in a matter of minutes. It takes time and practice. I think back now at how afraid I was of that little computer and it's hard to believe I was so intimidated. It's like second nature to me now. I love to learn and find new ways/shortcuts to doing something.

I guess to me, it's like a challenge. I'm not going to let it beat me. I will win! I will persevere! I will survive! I may not win the first round, or even every round, but I won't lose the fight to learn new technology!

Awards & Scholarships

*“Hop Aboard with your Wisdom filled Pearls
to help us
Raise Money for our Boys and Girls”*

The TESA Awards/Scholarships/Journalist Committee will be on board at the Summer Work Conference in Frisco, Texas raising money for TESA scholarships. Come aboard and donate a theme purse to benefit a high school senior this year.

Awards for “*Purse Themes*” will be given in the following categories;



Cutest Purse
Purse Representing Conference Theme
Most Unusual Purse
Purse Best Representing TEXAS



Suggestions: Purse with a beach theme filled with beach accessories; Pet Picture Purse filled with pet treats and accessories; a Purse Representing Cancer Survivors filled with pink ribbon items; an Evening Purse filled with a night on the town certificates.

A monetary donation to our scholarship fund will be greatly appreciated.

Check out the TESA website at www.tesatexas.org for a list of scholarships and awards that will be given at The TESA Summer Work Conference 2011.

Dianne Lemons, Chairman
Mesquite ISD
dlemons@mesquiteisd.org

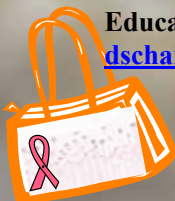
Jennifer Lamb
Mesquite ISD
jlamb@mesquiteisd.org

Sylvia Flores
Missions CISD
sflores@mcisd.org



Danelle Schara
Education Service Center 7
dschara@esc7.net

Maria McNease
Lone Star College – Kingwood
Maria.E.McNease@lonestar.edu



Texas School Financing

A COMPLEX AND PERPLEXING SITUATION



Gerald Wharton

Every day, we either read in newspapers, hear on the news, or receive information from our administration, that higher education and school districts are drastically reducing staff, cutting

programs, etc. All of us are concerned about the State of Texas education which was recently rated near the bottom in the United States. What will next year look like? Will we have a job? What duties will be added your job? I think we should all be very concerned and involved.

At the time I am writing this article, the Texas Senate and House are on slightly different paths regarding school finance. There is a \$6 billion difference in the bill passed by the Texas House and the Texas Senate's current proposal, which is ready for debate by the full Senate. The Senate seems to see a different picture for the state budget and how much money is available for the next biennium. Whether the Senate or the House has the best barometer for the state budget, education will be getting less. Both the House and the Senate proposals require dipping into the Rainy Day fund. The governor opposed using Rainy Day funds when the Legislature convened. He has recently signaled a willingness to use the funds but to what extent remains unknown. The other unknown, once the House and Senate reconcile their bills and pass a state budget, is whether

or not the governor will let it become law.

The 82nd Texas Legislative session began January 11, 2011, and will conclude its regular business May 30, 2011. The Legislature is attempting to deal with a very large budget shortfall, estimated to be \$18 to \$25 billion. Other hot button items are redistricting (redrawing) state and congressional electoral districts as well as issues regarding healthcare reform, Immigration/Voter ID, Sunset Review/Environmental Issues, and others. My focus is school finance.

House Bill (HB) 1 passed the Texas House on April 3, 2011. HB 1 provides \$164.5 billion for the state's budget for the next two years. This bill slashes funding for education by almost \$10 billion from current levels. The bill heads to the Texas Senate for consideration.

Senate Bill (SB) 1 was passed by the finance committee and will now go to the full Senate for debate. It represents a \$4 billion cut in education funding from current levels. SB 1, as currently written, will dig deeper into the state's Rainy Day fund than HB 1 proposes. Obviously, HB 1 and SB 1 will not be the same and will have to be negotiated.

HB 400 is another interesting proposal. It is supposed to provide needed spending flexibility which should save education jobs. However, teacher groups believe the bill will take away many teachers' rights. This bill would repeal current minimum salary sched-

ules for classroom teachers and other positions; eliminate salary steps; change class size mandates; lift requirements for the 187-day educator contract but continue the minimum 180 days of instruction, which would allow districts to furlough employees; and a myriad of other requirements. The furlough aspect would result in salary reductions. For instance, a one-day furlough of employees in the Dallas ISD would save the district \$4 million dollars. If the bill passes as currently proposed, districts could furlough up to six days. In my previous example, Dallas ISD would save \$24 million dollars in salary if they used all six furlough days. That kind of savings should result in preserving jobs. There will, of course, be restrictions regarding furloughs. Perhaps if a district were low performing, the state might not allow the district to use all six furlough days as some of this time should be used for staff training, etc.

The Legislature has recently begun the process of redistricting. Texas will have four additional seats in the United States House of Representatives. We will have to wait and see if this process moves smoothly through the Legislature or becomes a major battle.

Stay informed and active. Write your legislator about your concerns for Texas education.

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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

“Act as if it were impossible to fail.”

~ Dorothea Brande



SAN JACINTO COLLEGE AEOP

AEOP held our annual Half Day Seminar on February 17, 2011, on the Central Campus. 36 members attended this year and enjoyed an afternoon of professional development with four excellent speakers from our very own San Jac family.

Barbara Jennings – AEOP Retired Member
"When You Just Want to Pull Your Hair Out... Can We Talk STRESS!"

Barbara presented an exciting and relaxing presentation. She had everyone interacting with what causes them stress and tips of how to cope. She even brought along a massage chair!

Judy Harrison – Interim Director of Dual Enrollment South Campus

"How to Select Shoes with Good Support"

Wow! Did we ever need her advice! Judy also presented some great information on stress and how our shoes can affect us. Judy has a great deal of experience in what shoes are best for us; she has been in the athletic field for many years and has even participated at

the Olympics as a coach. Lots of great advice!

Dr. Jacque Darragh – Licensed Certified Nutritionist – Instructor for Massage Therapy on Central Campus

"The Stressed-out Person's Diet and the Dangers of Sugar Addition"

Dr. Jacque spoke to us on how our diets play a big role in stress! You would think sugar would give us a boost and help alleviate stress, not so. She explained how sugar is dangerous not only in other health areas but also in how it builds stress in our bodies.

Dr. Thomas Darragh – Doctor of Chiropractics – Instructor for Kinesiology on Central Campus

"Twelve Self-care Health-care Ways to Relax and De-stress Yourself"

Dr. Tom reminded us that exercise is a good way to relieve stress. He showed a several relaxing exercises to help us relieve daily stress and provided us with

information on pressure points of the body that helps relieve pain and stress in different parts of the body.

Throughout the afternoon during breaks between speakers, members browsed through a silent auction bidding on their favorites. Proceeds of \$467 will benefit our community service event which this year the American Cancer Society.



Dr. Jacque Darragh & Dr. Thomas Darragh



Mary Buyer, Rosemarie Munoz & Patsy Hinson



Kathy Miller

Channelview Educational Support Staff Association

The Channelview Educational Support Staff Association was the proud host of a Texas Educational Support Staff Association Area Workshop held on February 12, 2011. The CESA Area Workshop committee worked hard to ensure that the classes and break-out sessions were informative and lively. The Area Workshop hosted many paraprofessionals from all around the state who came to "Expand Their Wisdom through Knowledge."



The Channelview ESA Area Workshop Committee members: Rosie Ramirez, Maria Kramer, Yolanda Rosales, Linda Brewer, Angela Dawkins, Elizabeth Cormier, and Darcy Blackstock

The Channelview Educational Support Staff Association elected their candidates for the prestigious Nelda Van Dyke and Administrator of The Year awards. Ms. Linda Brewer is our 2011 candidate for the Nelda Van Dyke Award and Mr. Steven McCanless is our candidate for the honorable 2011 Administrator of the Year award.



2011 Nelda Van Dyke Award nominee Linda Brewer



2011 Administrator of the Year Award nominee Steve McCanless

Greetings from Pasadena Association of Educational Office Personnel



My theme for 2010 - 2011 has been Bloom Again with PAEOP. Our first meeting of the year was in October. We started off this school year with a Pep Rally and invited Gail Ward and Emmitt Drumgoole from South Houston Intermediate School to be our cheerleaders. The members enjoyed lively music, activities, and some team building crafts. Their theme for the presentation was "Stay Motivated" and "How to Bloom.". They spoke of how to 'bloom' in reference to a bee colony and the 3 types of bees. To bloom successfully, "bees" need sunlight ~ what we bring to our work place; temperature or climate ~ to make conditions inviting for growth; and rain ~ representing our compliments to others. Everyone left excited, pumped up, and ready for a new year.

Our November meeting was a Stress Relief craft meeting with Robin Pool leading us in how to do appliqué on shirts, jackets, and aprons. Members brought their own

selected items for appliquéing and Robin provided us with patterns and paints. Robin had a power point running which provided us with stress relieving tips as we visited, laughed and worked on our crafting. We all left with beautiful appliquéed masterpieces and calmer nerves.

Our December meeting was our annual Caring and Sharing Christmas dinner. The PAEOP

board and committee members brought Taco soup ingredients and "cooked" at the meeting. Cornbread, chips, and Gingerbread also helped make a yummy meal for the membership. The membership was asked to bring money for a money tree which would be presented to Sarah's House, a local woman's shelter. The children at this shelter all go to Pasadena ISD. The children of the shelter are normally provided with second hand shoes. The money tree gift would go towards Sarah's House buying name brand shoes for the children who live there. We were happy to give the representative \$321.00 for children's new shoes.

Barbara Henderson from Inspiring Moments spoke at our February meeting. She encouraged us to "Bloom Where You Are Planted." Barbara is a local motivational speaker who speaks to many groups about building your own self esteem as well as inspiring, empowering and encouraging others. She says be-

ing grateful for what you have is important in good self esteem. She ended with a short video clip from Zig Ziglar that had some thought provoking words. "Be a Good Finder instead of a Fault Finder."

At our March meeting, Debbie McFadden of University of Houston - Clear Lake presented a one hour workshop on Workplace Etiquette. Your office manners are always being observed...."How good are they?" were the questions she was asking us as she gave us tips on how to improve our workplace emails, use of cell phones in the workplace, confidentiality, working with others, and general office etiquette. This was a great session!

Kelly Stallings, a licensed Professional Counselor and Motivational Speaker, was our April guest. She is 'one of our homegrown' who graduated from Pasadena High! In addition, Kelly was also a recipient of two of PAEOP's scholarship funds from back in the 1980's where she attended San Jacinto College. Her presentation focused on "Life is Mental" - "Positivity and Happiness". Kelly brought her enthusiasm to our meeting and invited our feedback and had us experimenting in an exercise to 'prevent someone from smiling'. It seems when you are upbeat and positive - it affects those around you. Kelly emphasized that we have the power to change, to connect quickly and simplify. She presents that life is a mental formula and positivity is a choice and we choose it. She asked us to review each day and identify 3 good things and list those in a

Affiliates in Action

personal journal – our “Happiness List”. She went on to encourage us to find some quiet space to relax and slow down our breathing. Also, visualize happy events and play them over in your mind, using all your senses and to practice 10-15 minutes before you fall

asleep. We all left smiling and happier.

May was our last meeting of the school year and we installed our 2011-2012 officers and committee chairmen. We had a catered dinner from Magnolia Cafe and entertainment

for our night of celebration. We were honored to have Darcy Blackstock from Channelview ISD to install our new board for next year. The following list is the Officers and Committee chairmen installed at our May meeting.



Kelly and Nell

President	Kay Riggs – Sparks ES
President-Elect	Genia Ripley – PISD Police
1st VP	Robin Pool – Admin Services
2nd VP	Roseann Reynoso – Tech Services
Treasurer	Alicia DeLeon - Accounting
Secretary	Carmen Dominguez – Pasadena HS
Historian	Letty Pena - ATCP
Parliamentarian	Al Bledsoe – Pasadena HS (first man to be on the board)
Ways & Means	Kathleen Larson – Assoc. Supt.
Courtesy	Esthela Serna – Library services
Scholarships	Helen Duclos and Connie Hobbs – Dobie HS

Sincerely,
Kay Riggs, PAEOP 2010 President

University of Houston-Clear Lake Educational Support Association



ESA Members touring the UHCL Environmental Institute (EIH) facilities.

Rio Grande Valley Educational Support Staff Association

VESA has had a busy school year. Since we have various districts participate in our association, we travel to a different city each month for our meetings. We started off at Weslaco ISD, where we had Janette Trejo speak to us on "Building Blocks for Building Better Energy". Our October monthly meeting brought us together at South Texas ISD. Members were asked to wear pink in support of breast cancer awareness month. Our speaker, Abby Vela, spoke to us on Breast Cancer awareness. Next was the TESA Fall Work Conference. VESA had 11 members attend the TESA Fall Conference in San Marcos, Texas, where several members worked the Registration booth. After FWC, our travels took us to Rio Grande City for our November meeting. Here we had Martie Garcia-Vela, Attorney at Law (daughter of Sylvia Garcia, member from Rio Grande City) speak to us on Domestic Violence. Our December meeting/social was held at the Executive Inn in Mercedes. After a brief meeting, members enjoyed a delicious

meal of tamales, rice, beans and buñuelos. President Gonzalez had all VESA members join together and sing Christmas Carols. This year, in lieu of donating Christmas gifts to the elderly in nursing homes, members opted to make donations to the McAllen Comfort House, a 10-bed homelike residence for persons in terminal stages of illnesses.

Our January meeting took us to McAllen ISD, where we had Mary Botello, Administrator of the Comfort House, come to thank us for our donations and speak to us about what the Comfort House provides for its residents. Our February meeting took us to Mission CISD, where our speaker was unable to make it to the meeting. We held our meeting and spent time socializing with each other. Our March meeting took us to Mercedes ISD where our speaker, Barbara Hinojosa, spoke to us about a book she wrote entitled: "Are You a 10? The Ten Characteristics of a Servant Leader". She briefly went over

the ten characteristics and encouraged us to examine where we are in each characteristic. Our April meeting will take us to Donna ISD, where Hiram Burgette from Mission CISD, will be speaking to us on TRS (Teacher Retirement System) changes and things we need to be aware of. Our year will end on May 6th when we will host our 44th Annual Bosses Banquet at the Social Club in Edinburg, TX. Here we will install our new officers for the 2011-2012 school year and present our award for the Outstanding Support Staff Member of the Year.

VESA also has members involved in TESA and NAEOP. This year we have 2 members who are serving on the TESA Executive Board: Sylvia L. Flores, CEOP, Awards/Journalist/Scholarship Committee and Lisa E. Gonzalez, CEOP, FWC Registration Chair. We also have Martin Saenz, CEOP, NAEOP Newsletter Editor for the South Central Area.



VESA Members at our December meeting/Christmas social



*VESA Members at the TESA FWC registration booth.
(L-R: Alicia Tamez, Donna ISD; Ofelia Barrón, Donna ISD; Lisa E. Gonzalez, FWC Registration Chair, Donna ISD; Sylvia Garcia, Retired-Rio Grande City CISD; Melba Garcia, Rio Grande City CISD)*

Texas Educational Support Staff Association, Inc.

TESA would like to wish all nominees the “BEST OF LUCK” on all of the following awards...



**Wear your local association “spirit” shirt
to our closing session on Saturday, June 25.
Come and get inspired by our Special guest speaker
Ron Klinger from University of Houston-Clear Lake**

Awards/Scholarship/Journalist Committee

For information regarding descriptions, qualifications and guidelines, please contact one of the committee members listed below or visit our website at

www.tesatexas.org

Dianne Lemons, Chairman
Mesquite ISD
dlemons@mesquiteisd.org

Jennifer Lamb
Mesquite ISD
Email: jlamb@mesquiteisd.org

Danelle Schara
Education Service Center Region 7
Email: dschara@esc7.net

Sylvia Flores
Missions ISD
Email: slflores@mcisd.org

Maria McNease
Lone Star College - Kingwood
Email: Maria.EMcNease@lonestar.edu