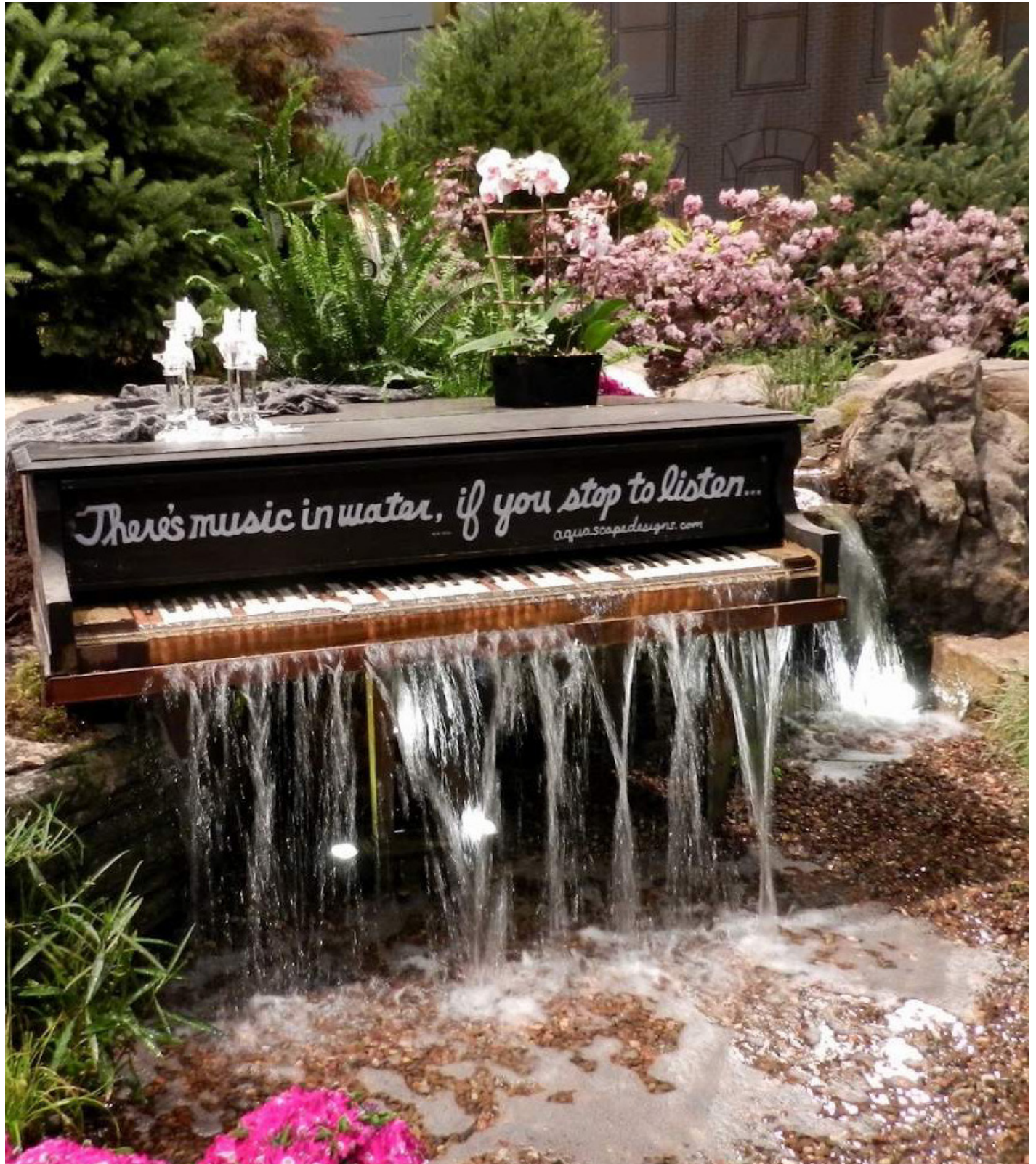


VOLUME LXVI, NUMBER 3 - SPRING 2016

# *the* TESA CONNECTION

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



# President's Message



Dianne Lemons  
TESA President

Welcome to the Spring Edition of the TESA Connection. It may be winter outside (but in my Heart It's Spring) remember that song? Spring is my favorite time of the year. Colors of every shade are appearing and the birds and butterflies seem very happy to be flying around in the warmer air. Springtime always makes me want to refresh myself, my house gets a good spring cleaning and I love to open up the windows and listen to the birds sing and smell the incredible scents of spring. I also start recalling all the music I've listened to over the years about spring. See if you remember any of these? Cherry Pink and Apple Blossom White, Flowers Mean Forgiveness, Lemon Tree; Don't Let the Rain Come Down, The Birds and the Bees, Garden Party, Dandelion and Daisy Petal Pickin'. Music always brings a smile to my face and puts joy in my heart.

Our SWC and STEM committees have been working so hard with President Elect Lisa Gonzalez and myself to make sure your experience at the summer conference in June will be incredible. We want you to have fun, while learning some new things in education as well. Our SWC chairman, Deana Ross, has resigned and moved to Tennessee. They had the opportunity to move closer to their kids and grandkids and God opened up a job right away for her. We will really miss her but wish her the best of memories with her new job and her family. In her absence, her SWC mentor, Past President Sue Hand has agreed to step in as the chairman and Past President MaryAnn Hollingsworth has agreed to assist her. I am so thankful for these two ladies offering to help us out. Where would we be without all our past presidents and their willingness to always step in and lend a hand?

SWC Registration is online. We hope you will sign up for STEM classes, breakout sessions, Harmony at the Hop President's luncheon, Grand Slam Banquet and Name that Tune Brunch. We will all have a wonderful time and hope you join us in a great time together. We want you to have a fantastic experience this summer at these events and to leave the conference refreshed, excited and eager to share the things you have learned with your co-workers.

It has been my pleasure to serve you this year. Lisa and I along with the executive board have had to make some tough financial decisions for TESA, but we know it will help TESA to remain strong for our current members, new members and leadership to come. What a wonderful association we have and I appreciate Melissa in our office for the hard work she does and for all of you helping in different areas to keep TESA strong.

May your heart and life be renewed this spring and may you share love with everyone you meet during this season.

Your grateful leader,  
Dianne





# Letter from the Editor & Table of Contents

## From the Editor

Happy spring! Since we do live in Texas, our experience with spring is probably hit-n-miss right now!

In this issue, you will find feature articles as well as news from our affiliates. Our theme for this issue was “Spring Cleaning”, so you will find a few tips within the articles and affiliates submissions. You will also find

information pertaining to the 2016 TESA Summer Work Conference to be held June 21st – 25th in Austin, Texas at the Omni Austin Hotel at Southpark. Take time to review this information and register early as we want you to come and learn from our great presenters and get reenergized for a new school year.

Spring is a time for growth and renewal. Please take full advantage of opportunities to renew yourself through your district, TESA or NAEOP. You are never too old to grow and learn something new. Challenge yourself!

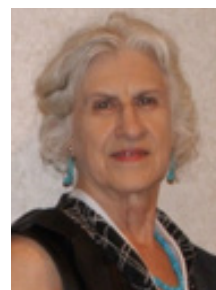
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### FEATURED ARTICLE

Springtime in Texas .....	3
2016-17 Executive Board .....	7
2016 TESA Summer Work Conference .....	10-27
Affiliates in Action .....	32

# Springtime in Texas

by Shari Halpin



Shari Halpin

It's that time of year again – time to open up the winter-worn windows and let the sunshine in once more. The onset of spring evokes images of freshly mowed lawns, trimmed bushes, and Saturday afternoons sweeping out garages and planting those

perennials. Consider this: students from all over the state will all sit down at the end of March, number two pencils in hand, and face one of academia's most fierce challenges – the standardized test.

As a 9th grade English teacher, I never fear this moment – it's the one we've been waiting for. The tiny seeds we plant in pre-k programs all across the state blossom and bloom as they grow through each season of their young scholarly lives. Each year, we appreciate the harvest time, when we fill our storehouses with the previous year's gains. We pull up, we plant, and we take stock of the soil and nurture the land to keep the crop strong. We experience the onset of winter, when the plant's maturity is difficult to measure. We wait patiently, knowing that under the frozen surface, beautiful, magical work is going on.

So when we enter the fullness of spring, I am eager to see what all our work, all our waiting, all our tenacity, despite even harsh weather, brings us. And I am never disappointed. Every year, this springtime assessment comes right when we need

it. Like a heavy rain, it arrives, allowing us to show, once again, we can weather any weather if our roots are strong and our limbs have been tended. And it offers us an opportunity to become seasoned caretakers, year after year, learning, changing, and growing as educators.

For the last ten years, I have arrived at summer knowing I played a part in building a better, stronger world.

We have the distinct honor to share this great hope, together: that we are serving this great purpose. And the season? We have a chance to show that springtime is beautiful in Texas.

*"The only person you are destined to become  
is the person you decide to be."*

~ Ralph Waldo Emerson

## Dates to Remember

### 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

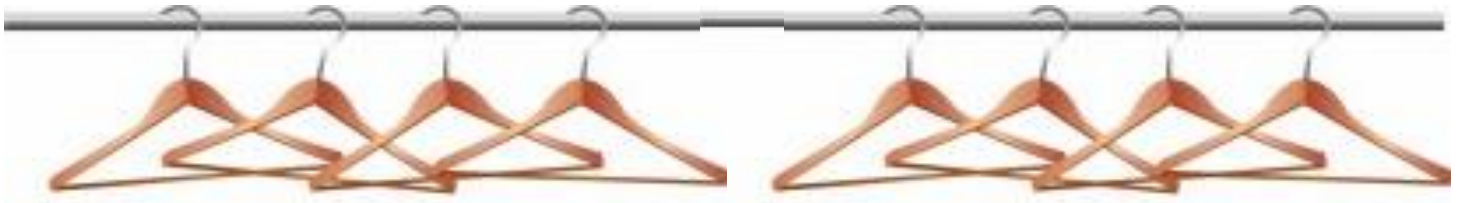
## Purpose Statement

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:  
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Highland Park ISD  
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Phone: (214)780-3049 Fax: (214) 780-3099  
hancoct@hpsid.org



# Spring Cleaning



## WHAT IS THE BEST PROCESS FOR CLEANING OUT YOUR CLOSET?

*I hook all my clothes hangers on the rod in my closet backwards. Once I wear something I then put it back in the closet hung the correct way. Then once a year, I go through and evaluate all the items that are still hung backwards. My theory, if I haven't worn it in a year...then it needs to be donated to someone that will.*

**Karen Vacek  
Lamar CESA**

*Have a keep pile, a donate pile, and a trash pile. Start in one corner or on one side and work your way through.*

**Susan Evans  
Lamar CESA**

A photograph of a hand holding a black smartphone. The screen of the phone displays a white rectangular box containing text. The text is centered and includes a title, a paragraph, and a signature.

### HOW DO YOU TAKE A BREAK FROM SOCIAL MEDIA NOTIFICATION?

I don't have my social media apps set to allow notifications. I don't have time to look at the apps throughout the day. I try to log-in in the evening and catch up on what my friends have been up to ☺

Susan Evans, Lamar CESA

# Administrative Professionals' Day

## PROCLAMATION

Whereas, Administrative Professionals contribute greatly to the education vitality of the State of Texas with their talent, discipline, and skill, which provide a strong base for the smooth operation of any office; and,

Whereas, Administrative Professionals perform not only clerical tasks, but are often responsible for administrative and public relations duties as well; and,

Whereas, Without their wealth of knowledge and keen awareness of procedure in the workplace, efficiency and effectiveness would drop dramatically; and,

Whereas, The annual observance of Administrative Professionals' Week and Administrative Professionals' Day is an excellent opportunity for employers and fellow employees in all office settings to recognize the countless contributions made by administrative professionals throughout the year; and now therefore be it,

Resolved, That I, Dianne Lemons, CEOP, CEOE, President of the Texas Educational Support Staff Association, Inc., hereby proclaim the week of April 24- 30, 2016, be known as Administrative Professionals Week and April 27, 2016, as Administrative Professionals' Day in Texas and I encourage all citizens to recognize the vital role that administrative professionals play in the workplace and to extend appreciation to them during this week and throughout the year.





## MEET THE



## YOUR

### 2016 - 2017 TESA EXECUTIVE BOARD

President .....Lisa Gonzalez

President-Elect .....Teena Hancock

Vice-President .....Bonnie Tomczyk

Secretary/Treasurer.....Marie Enax

Member-at-Large Positions:

Affiliate Services & Membership .....Felipe Campos

Area Workshops & Legislative.....Ofelia Barron

Awards/Scholarship/Journalist & Nominations .....Lisa Acosta

**Congratulations and best of luck in the upcoming year!**







## 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"**



- Professional growth STEM classes
- Area Workshops and Summer Work Conference
- Four (4) issues of TESA Connection, the official publication of TESA
- TESA website at [www.tesatexas.org](http://www.tesatexas.org) for up-to-date information
- Meeting other individuals who work in the same field/department as you, sharing ideas, and building lasting relationships

*Donna Cubstead, CEOP*

**Affiliate Services and Membership Chairman**

San Jacinto College – [donna.cubstead@sjcd.edu](mailto:donna.cubstead@sjcd.edu)

### Committee Members:

Laura Cabrera – [lcabrera@irvingisd.net](mailto:lcabrera@irvingisd.net)



Meg Elmore – [mselmore@garlandisd.net](mailto:mselmore@garlandisd.net)

Felipe Campos – [felipe.campos@springbranchisd.com](mailto:felipe.campos@springbranchisd.com)

Becky Melendez – [rmelendez@lcisd.org](mailto:rmelendez@lcisd.org)



# TESA Membership

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	
<b>Complete form and mail with your payment to:</b>		
<b>TESA, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613</b>		
<b>Renew online at: <a href="http://www.tesatexas.org">www.tesatexas.org</a></b>		
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.



# 2016 TESA Summer Work Conference



2016 TESA Summer Work Conference

June 21-25, 2016

Omni Austin Hotel at Southpark – Austin, Texas



Are you ready for conference time **TESA style** in Austin? President Lemons, along with President Elect Lisa Gonzalez have worked together with the 2016 SWC committee to provide you with ***“The Keys to Professional Harmony”*** at the 64<sup>th</sup> annual TESA Summer Work Conference.

You will find all of the conference and hotel information posted on the TESA website at [www.tesatexas.org](http://www.tesatexas.org). Check out the Conference Schedule Overview to assist with your plans for the entire conference. *Tune* up your conference and hotel reservations quickly before the deadline disappears. We plan to keep you dancing to the *beat*...

## Tuesday, June 21

### **GREAT BALLS OF FIRE**

An assortment of STEM classes have been *arranged* for Tuesday through Friday. A total of five 6-hour and eight 3-hour STEM classes for your choosing. Make plans to join us in CELEBRATING the CEOP Graduates on Friday at the Awards Celebration.

## Wednesday, June 22

### **WE ARE Family**

TESA *harmony* kicks off with Registration and Vendor Hall opening at 11:00 a.m. The first of our three-hour breakout sessions will be held from 1:00 p.m. to 4:00 p.m. The three-hour credit from these classes can be used towards CEOP self-directed or six-hour re-certification hours. If you are a board or committee member, check the schedule for the times you will be meeting today.

## Thursday, June 23

### **ROCK AROUND THE CLOCK**



Are you a FIRST-TIMER at a TESA conference? Make sure to sign up for the First Timers' session hosted by TESA Past Presidents. Our beautiful flag ceremony is always a highlight of the opening session and this year will be no exception. There is one bit of a change this year...the business meeting will follow the Keynote Speaker today. Then we will be ready for *“Harmony at the Hop”* President's Luncheon...a sock hop with a couple of special visitors.

## Friday, June 24

### **Celebrate GOOD TIMES....COME ON!**

This will be the day for *celebrations*! After the morning breakout sessions, make your way to the *“Harmony of TESA”* Awards Celebration. Presentations will consist of Scholarships, Administrator of the Year, Nelda Van Dyke Educational Office Professional of the Year, and the CEOP Graduation Celebration. The celebration continues into the evening with our *“Grand Slam”* banquet, installation, and reception for in-coming president, Lisa Gonzalez.

## Saturday, June 25

### **LAST DANCE**



We need everyone to join us as we continue our CELEBRATION at the *“Name That Tune”* brunch. Yes, we have more awards to celebrate, door prizes to give away, and a sneak peek at the 2017 SWC!



# 2016 TESA Summer Work Conference

## TESA 2016 Summer Work Conference Conference Schedule Overview

***"TESA...the Keys to Professional Harmony"***



### **Tuesday, June 21**

#### **STEM Sessions**

2015-2016 Executive Board Meeting

### **Great Balls of Fire**

8:30 a.m. to 4:00 p.m.

7:30 p.m. to 9:00 p.m.

### **Wednesday, June 22**

#### **STEM Sessions**

Registration Open

Exhibit Hall Open

#### **Extended Sessions**

2016-2017 Executive Board and Committee Orientation

2015-2016 and 2016-2017 Joint Board Meeting

2016-2017 Executive Board Meeting

### **We Are Family**

8:30 a.m. to 4:00 p.m.

11:00 a.m. to 5:00 p.m.

11:00 a.m. to 5:00 p.m.

1:00 p.m. to 4:00 p.m.

1:00 p.m. to 4:00 p.m.

7:00 p.m. to 8:00 p.m.

8:15 p.m. to 9:15 p.m.

### **Thursday, June 23**

Registration Open

Exhibit Hall Open

#### **Breakout Sessions**

Flag Practice

General Session/Flag Ceremony/Keynote/Business Meeting

*"Harmony at the Hop"* President's Luncheon

TESA Past Presidents' Meeting

Registration Open

#### **STEM Session**

#### **Extended Sessions**

#### **CEOP Practice**

*"Rock With Your Friends"* (FREE NIGHT)

### **Rock Around The Clock**

7:30 a.m. to 9:30 a.m.

8:00 a.m. to 5:00 p.m.

8:00 a.m. to 9:20 a.m.

9:25 a.m. to 9:40 a.m.

9:45 a.m. to 11:30 a.m.

11:45 a.m. to 1:15 p.m.

1:30 p.m. to 4:30 p.m.

1:30 p.m. to 3:30 p.m.

1:30 p.m. to 4:30 p.m.

1:30 p.m. to 4:30 p.m.

4:45 p.m. to 5:15 p.m.

### **Friday, June 24**

Registration Open

Exhibit Hall Open

#### **Breakout Sessions**

*"Harmony of TESA"* Awards Celebration

*CEOP Graduation Celebration*

Newsletter Award

Yearbook Award

Award Presentations: Scholarships

Administrator of the Year

Nelda Van Dyke Educational Office Professional of the Year

### **Celebrate Good Times...Come On!**

7:30 a.m. to 8:30 a.m.

8:00 a.m. to 12:00 p.m.

8:00 a.m. to 9:20 a.m.

9:30 a.m. to 11:00 a.m.

Theme Basket Drawings

TRESA Luncheon

#### **STEM Session**

#### **Extended Sessions**

*"Grand Slam Banquet"*

Installation of 2016-2017 TESA Board,

Incoming President's Reception, Dance

11:00 a.m. to 11:30 a.m.

11:30 a.m. to 1:00 p.m.

1:00 p.m. to 4:00 p.m.

1:00 p.m. to 4:00 p.m.

6:30 p.m. to 11:00 p.m.

### **Saturday, June 25**

*"Name That Tune"* Brunch

Spirit Award; Vendor Door Prizes

### **Last Dance**

8:30 a.m. to 11:00 a.m.





# 2016 TESA Summer Work Conference



**TESA 2016 Summer Work Conference**  
**Omni South Park Austin, TX**  
**June 21 – 25, 2016**

## BREAKOUT SESSIONS

<b>WEDNESDAY, JUNE 22, 2016</b>		<b>1:00 PM – 4:00 PM</b>
<b>Extended Sessions</b>		
<b>101</b>	<b>“LAUGH LINES FOR THE BETTER HALF OF LIFE”</b> <b>Wendy Klentzman, Alvin Community College, Retired, TESA Past President</b> Let’s get together and laugh! We are going to get out of that dark place and explore ways to move on in positive ways. Along the way we will travel along a highway cluttered with stories we can identify with and laugh at and with each other. Laughter is the best medicine.	
<b>102</b>	<b>“GET GOING WITH GOOGLE”</b> <b>Marie Paullus, Comal ISD, Coordinator for Instructional Technology</b> Participants will learn how to utilize the products within Google including: Gmail, calendar, sites, and Drive. Within Drive we will focus on apps such as docs, sheets, slides, and forms to help create, share, and organize content.	
<b>103</b>	<b>“TAKING THE PUZZLE APART AND PUTTING IT BACK TOGETHER”!</b> <b>Debbie Wade, San Jacinto College, Retired, TESA Past President</b> We’ll take our jigsaw puzzle apart first and learn a little bit about ourselves: Our similarities and differences; our likes and dislikes, our unique qualities; our work habits. Then we’ll learn how our puzzle pieces fit together with others to create successful relationships in our work places, professional organizations, and personal lives. Come ready to explore, learn, and create in a most fun and puzzling way!	
<b>THURSDAY, JUNE 23, 2016</b>		<b>8:00 AM – 9:20 AM</b>
<b>201</b>	<b>“PRESIDENT / PRESIDENT ELECT”</b> <b>Lisa Gonzalez, TESA President Elect, Donna ISD</b> This session will be an open discussion and idea-sharing time. We will share hints and tips for increasing local association membership, ideas for programs and fundraisers, and other helpful information. This session is for local association presidents, presidents elect, and anyone who would like to join in the discussion.	
<b>202</b>	<b>“FIRST TIMERS SESSION”</b> <b>Past Presidents</b> All TESA Summer Work Conference first timers are invited to attend to learn more about TESA’s rich history as well as TESA programs and benefits. Session is sponsored by the TESA Past Presidents Association.	



# 2016 TESA Summer Work Conference

<b>203</b>	<b>“HOW TO HELP OUR STUDENTS AND WORK WITH OUR PEERS WHO ARE STRUGGLING”</b> <b>Gail Ward, Pasadena ISD Assistant Principal</b> <b>Ishmael Muhammad, Pasadena ISD Teacher / Educational Consultant</b> <b>Brain Power Today Co-Founders</b> Adults and students struggle throughout the school system. How can I better assist students and work with peers for our students to reach success.
<b>204</b>	<b>“HO, HO, HO FOR HEALTH”</b> <b>Shirley Haswell, Alief ISD, Retired</b> This session focuses on the healing properties of laughter. If you or someone you know experiences tiredness, stress, or trauma, you will not want to miss this session.
<b>205</b>	<b>“HIGH TECH &amp; HIGH TOUCH: FIRST CLASS SUPPORT FOR THE 21<sup>ST</sup> CENTURY”</b> <b>Constance Fullerton, Business Development Manager, Office Depot</b> We are so much more than office supplies...we are your logistics partner AS WE MOVE INTO THE 21 <sup>ST</sup> CENTURY. We're people, products and solutions to help your campus succeed in engaging students and inspiring success. Come learn the latest from our specialists in instructional materials, resources, and technology. Find out how we can partner with you from an ease of use platform coupled with high touch service and integrity. Meet the “school business” team.

<b>THURSDAY, JUNE 23, 2016</b>		<b>1:30 PM – 4:30 PM</b>
<b>Extended Sessions</b>		
<b>206</b>	<b>“BRIDGING THE GAP”</b> <b>Gail Ward, Pasadena ISD Assistant Principal</b> <b>Ishmael Muhammad, Pasadena ISD Teacher / Educational Consultant</b> <b>Brain Power Today Co-Founders</b> Energizing, motivating and exciting communication strategies presented by the BRAIN POWER TODAY Team.	
<b>207</b>	<b>“TEACHER RETIREMENT SYSTEM BENEFITS”</b> <b>TRS representative, Larry Abrahamson</b> TRS benefits including membership, retirement eligibility, tiers, retirement calculations, retirement plans, employment after retirement, and insurance.	
<b>208</b>	<b>“GET GOING WITH GOOGLE”</b> <b>Marie Paullus, Comal ISD, Coordinator for Instructional Technology</b> Participants will learn how to utilize the products within Google including: Gmail, calendar, sites, and Drive. Within Drive we will focus on apps such as docs, sheets, slides, and forms to help create, share, and organize content. <i>Repeat of Session 102.</i>	



# 2016 TESA Summer Work Conference

<b>209</b>	<p><b>“HARMONY CAN ONLY BE POSSIBLE WHEN THERE IS A CHOIR SINGING!”</b>  <b>Ann Tate, San Jacinto College, Dean, Liberal Arts Division</b></p> <p>By working through a series of activities, participants will better understand themselves and their co-workers in order to improve relationships. Don't let a few loud voices diminish the harmony that can be achieved in your workplace. This will be a very interactive presentation.</p>
<b>210</b>	<p><b>“THE BAD, THE GOOD, AND THE GREAT – BUILDING AND MAINTAINING EXCELLENT CUSTOMER SERVICE”</b>  <b>Candace Ahlfinger, PR Consultant/Trainer</b></p> <p>Work has become increasingly busy, but that doesn't mean customer service should not be a priority. Learn fun tips to provide excellent customer service to all customers and develop strategies to maintain it.</p>

<b>FRIDAY, JUNE 24, 2016</b>		<b>8:00 AM - 9:20 AM</b>
<b>301</b>	<p><b>“PARLIAMENTARY PROCEDURES FOR THE NOVICE”</b>  <b>Gerald Wharton, Grapevine-Colleyville ISD, TESA Past President</b></p> <p>Parliamentary procedures – Don't be Afraid! This will be a broad brush presentation of parliamentary procedures that are typically used in every day association meetings. This will be an opportunity to receive basic information, share experiences, ask questions, and be prepared to preside at your next meeting.</p>	
<b>302</b>	<p><b>“IF YOU DON'T “C” SHARP, YOU MAY JUST “B” FLAT</b>  <b>Debbie Wade, San Jacinto College, Retired, TESA Past President</b></p> <p>Learn how to <b>SHARPEN</b> your people skills and work skills so you are <b>COMPOSED</b> enough to handle anything that comes your way. Be part of the <b>STAFF</b> who makes beautiful <b>MUSIC</b> together – one <b>NOTE</b> at a time!</p>	
<b>303</b>	<p><b>“LET'S LINE DANCE FOR CARDIO FITNESS!”</b>  <b>Cindy Freeland, Bangs ISD</b></p> <p>This session is a fun way to get our bodies moving and increase our cardio! Learn line dances and get a workout at the same time. Let's get rid of that stress and move! This class is for everyone, dancers and non-dancers. Come join us for lots of fun, fitness, and laughter.</p>	
<b>304</b>	<p><b>“HIGH TECH &amp; HIGH TOUCH: FIRST CLASS SUPPORT FOR THE 21<sup>ST</sup> CENTURY”</b>  <b>Constance Fullerton, Business Development Manager, Office Depot</b></p> <p>We are so much more than office supplies...we are your logistics partner AS WE MOVE INTO THE 21<sup>ST</sup> CENTURY. We're people, products and solutions to help your campus succeed in engaging students and inspiring success. Come learn the latest from our specialists in instructional materials, resources, and technology. Find out how we can partner with you from an ease of use platform coupled with high touch service and integrity. Meet the “school business” team.</p> <p><i>Repeat of Session 205.</i></p>	



# 2016 TESA Summer Work Conference

## **305 “THE VOICE....ARE YOU ON MY TEAM OR NOT?”**

**Patti Walling, San Jacinto College, TESA Past President**

**Sue Hand, Lamar CISD, TESA Past President**

Based on the format of the popular TV show, this session will explore the ways we judge people based on what we see. Join us as we brainstorm ways to break away from these misinterpretations.

## **306 “DON’T BE FLAT, BE SHARP--BUILDING SELF ESTEEM”**

**Barbara Jennings, San Jacinto College, Retired, TESA Past President**

This session will cover the seven steps to self-esteem. How to fight the blames, defining low self-esteem, healthy self-esteem, and how to build a solid foundation for positive self-esteem.

**FRIDAY, JUNE 24, 2016**

**1:00 PM - 4:00 PM**

### **Extended Sessions**

## **307 “BASS OR TREBLE...WHICH ONE ARE YOU?”**

**MaryAnn Hollingsworth, Texas State University, TESA Past President**

Is your attitude that of a *BASS* or that of a *Treble*? In this session we will look at both sides of the spectrum when it comes to not only our attitudes but the attitudes of those around us and how we can make both attitudes come in *harmony* together.

## **308 “ELECTRONIC COMMUNICATION ETIQUETTE”**

**Dr. Kathleen Bowen, Chief Human Resources Officer, Lamar CISD**

Join us as we explore electronic communication and social media in the professional world and more. Bring along your cell phone, iPad or notebook computer to be used during this inter-active session.

## **309 “I’M NOT FOR SALE! MODERN DAY SLAVERY”**

**Lance Cox, Sergeant, Austin ISD Police Department**

This is a comprehensive overview of human trafficking and how it affects the students of school districts all across the country and the State of Texas.





# 2016 TESA Summer Work Conference

**Come Join Us!**

The Rio Grande Valley Educational Support  
Staff Association (VESA)  
cordially invites you to a reception honoring

**Lisa E. Gonzalez**  
**2016-2017 TESA President**

Friday, June 24, 2016  
Omni Southpark  
Grand Ballroom Foyer  
Immediately following the Installation

Come and congratulate your incoming TESA President!

*“People who say it cannot be done should  
not interrupt those who are doing it.”*

~ Confucius

# 2016 TESA Summer Work Conference

## 2016 TESA SUMMER WORK CONFERENCE



### Harmonize with STEM

<u>Time</u>	<u>Tuesday, June 21</u>	<u>Session Length</u>	<u>Consultants</u>
8:30 - 4:00*	Business Grammar & Letter Writing	6 hr.	Wanda Honeycutt
8:30 - 4:00*	Profile for Success	6 hr.	Debbie McFadden
8:30 - 11:30	Assertiveness Training	3 hr.	Paula Lambright
1:00 - 4:00	Rules for Spelling	3 hr.	Paula Lambright
8:30 - 11:30	Professional Growth	3 hr.	Darcy Blackstock
1:00 - 4:00	Leadership Training & Team Building	3 hr.	Debbie Wade

#### Wednesday, June 22

8:30 - 4:00*	Managing Change	6 hr.	Jana Worthington
8:30 - 4:00*	Basic Communication	6 hr.	Debbie McFadden
8:30 - 4:00*	Effective Office Practices	6 hr.	Barbara Jennings
8:30 - 11:30	Time Management	3 hr.	Debbie Wade
1:00 - 4:00	Customer Service	3 hr.	Wanda Honeycutt

#### Thursday, June 23

1:30 - 4:30	Dialogue of Diversity	3 hr.	Diane Hogg
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#### Friday, June 24

1:00 - 4:00	Professional Image	3 hr.	Diane Hogg
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\*Includes 1 ½ hour lunch on your own

#### 2015-2016 STEM Committee

Darcy Blackstock, CEOP  
STEM Chairman  
Channelview ISD  
[darcy.blackstock@cvisd.org](mailto:darcy.blackstock@cvisd.org)

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

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



# 2016 TESA Summer Work Conference

## TESA Summer Work Conference 2016

### Omni Austin Hotel at Southpark

4140 Governors Row Austin, Texas 78744  
Phone: 512.448.2222 Fax: 512.442.8028

**Reserve your room today!**

The Omni Austin Hotel at Southpark welcomes attendees of the  
TESA 2016 Annual Conference.

All bookings for group attendees may be made online to receive your  
special negotiated rate or call the number listed above.

Room Block Dates will only cover Monday, June 20 – Friday, June 24, 2016.

Special Rates for TESA have been provided for your stay at the Omni Southpark.

\$108 Single/\$108 Double/\$108 Triple/\$108 Quad

**Make sure to book your rooms by May 23<sup>rd</sup> at 5:00 p.m.**  
**in order to take advantage of the special rates!**

Click the link below to book your room now!

<http://www.omnihotels.com/hotels/austin-southpark/meetings/tesa-2016-annual-convention>



# 2016 TESA Summer Work Conference



## 2016 TESA SWC Meals



**Thursday, June 23<sup>rd</sup>**

### *Harmony at the Hop President's Luncheon*

Fruit Plate

Gourmet Hamburger Or

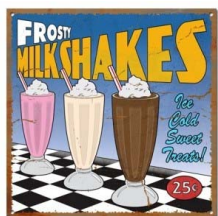
Grilled Chicken on Ciabatta Bun

Potato Wedges

Lemonade

**Dessert**

Old Fashioned Shake



**Friday, June 24<sup>th</sup>**

### **GRAND SLAM BANQUET**

**Salad**

Mixed green salad

**Choice A**

Grilled Chicken Pasta

**Choice B**

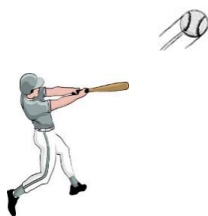
Beef Medallions

Boursin Whipped Potatoes

Seasoned Vegetables

**Dessert**

Banana Pudding / Chocolate Cake



**Saturday, June 25<sup>th</sup>**

### **Name That Tune Brunch**

Breakfast Sandwich

Fruit

Coffee

Juice





# 2016 TESA Summer Work Conference

**Order your 20 oz. RTIC Cooler with TESA logo decal  
for only \$23.00**



## 20 oz. RTIC Cooler and lid with TESA logo decal

20 oz. RTIC Tumblers are stainless steel, double wall vacuum insulated. Keep your drinks ice cold longer - works great for hot beverages. The crystal clear lid lets you know exactly how much drink you have. Easy to clean. Not dish washer safe (Hand wash only!)

- Easy Grip Base
- Narrow and tall design to fit most car cup holders
- Keeps ice longer
- Air Tight Seal
- No sweat exterior

*“I can give you a six-word formula for success:  
Think things through - then follow through.”*

~ Edward Rickenbacker

# 2016 TESA Summer Work Conference



## Summer Work Conference June 21 - 25, 2016



### Exhibit Hall The Omni Rooms A & B

Bring your shopping  and help support our vendors during the conference.

A nice variety of items for your shopping enjoyment.

No driving needed; shop right at the Omni at your own convenience.

### Exhibit Hall will open:

Wednesday, June 22nd - 11:00 am to 5:00 pm

Thursday, June 23rd - 8:00 am to 5:00 pm

Friday, June 24th - 8:00 am to 12:00 pm



Don't forget the theme basket ticket drawing.

Come see all of the great baskets donated for this raffle and purchase as many chances as you like...Good Luck!



# 2016 TESA Summer Work Conference



## TESA FLAG CEREMONY

**Thursday, June 23, 2016**



Each Affiliate/Association is invited to join us in this special time of reflection.

One representative will carry your Association's flag.

Pole rental is only \$5.00 payable on-site.

Practice will be held at 9:25 a.m.

Ceremony begins at 9:45 a.m.



# 2016 TESA Summer Work Conference



## 2016 TESA SUMMER WORK CONFERENCE REGISTRATION FORM



Member # \_\_\_\_\_ Registration Date: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Please check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Non-Member               | <input type="checkbox"/> CEOP                      |
| <input type="checkbox"/> First time to attend SWC | <input type="checkbox"/> Flag Ceremony Participant |
| <input type="checkbox"/> Past President           | <input type="checkbox"/> Session Facilitator       |
| <input type="checkbox"/> Retired                  |  |

### REGISTRATION PACKAGES

	Type 1 in appropriate box	Fees
<b>All Inclusive - <u>Member</u></b> (Includes all conference activities plus President's Luncheon, Banquet and Complimentary Breakfast) Luncheon Menu Choice*: <input type="checkbox"/> A - Grilled Chicken Sandwich <input type="checkbox"/> B - Gourmet Hamburger Banquet Menu Choice*: <input type="checkbox"/> A - Chicken Pasta <input type="checkbox"/> B - Beef Medallions	\$230.00 <input type="text"/>	_____
<b>All Inclusive - <u>Non-Member</u></b> (Includes all conference activities plus President's Luncheon, Banquet and Complimentary Breakfast) Luncheon Menu Choice*: <input type="checkbox"/> A - Grilled Chicken Sandwich <input type="checkbox"/> B - Gourmet Hamburger Banquet Menu Choice*: <input type="checkbox"/> A - Chicken Pasta <input type="checkbox"/> B - Beef Medallions	\$300.00 <input type="text"/>	_____
<b>Registration Only - <u>Member</u></b> (Includes conference activities with the exception of meal functions)	\$175.00 <input type="text"/>	_____
<b>Registration Only - <u>Non-Member</u></b> (Includes conference activities with the exception of meal functions)	\$225.00 <input type="text"/>	_____
<b>STEM Registration Only</b> - (Does not include conference activities or meal functions) Please complete STEM section below.	\$35.00 <input type="text"/>	_____
<b>Guest Meal Tickets</b> <u>Luncheon Menu Choice</u> *: <input type="checkbox"/> A - Grilled Chicken Sandwich <input type="checkbox"/> B - Gourmet Hamburger	Quantity <input type="text"/>	_____
<u>Banquet Menu Choice</u> *: <input type="checkbox"/> A - Chicken Pasta <input type="checkbox"/> B - Beef Medallions	<input type="text"/>	_____
	\$40.00 <input type="text"/>	_____
	\$60.00 <input type="text"/>	_____
<b>Total Registration/Meals</b>		_____

\* Please contact Kay Riggs, SWC Registration Chair at KRiggs@pasadenaisd.org if you have special dietary needs.





# 2016 TESA Summer Work Conference



## Optionals



### TESA Membership

Type 1 in appropriate box

**TESA 2015-2016 Dues** - If you have not already paid your 2015-2016 membership dues that expire July 31, 2016, please include in this registration.

ACTIVE \$40.00  \_\_\_\_\_

RETIRED \$20.00  \_\_\_\_\_

### TESA 2016-2017 Dues

ACTIVE \$40.00  \_\_\_\_\_

RETIRED \$20.00  \_\_\_\_\_

20 oz. RTIC Tumbler with TESA logo Decal



Quantity  
\$23.00  \_\_\_\_\_

Total Optionals \_\_\_\_\_

## STEM Registration

Type 1 in appropriate box

### Tuesday, June 21, 2016

Business Grammar & Letter Writing - 8:30 am - 4:00 pm \$45.00  \_\_\_\_\_

Profile for Success - 8:30 am - 4:00 pm \$55.00  \_\_\_\_\_

Assertiveness Training - 8:30 am - 11:30 am \$35.00  \_\_\_\_\_

Professional Growth - 8:30 am - 11:30 am \$35.00  \_\_\_\_\_

Rules for Spelling - 1:00 pm - 4:00 pm \$35.00  \_\_\_\_\_

Leadership Training & Team Building - 1:00 pm - 4:00 pm \$35.00  \_\_\_\_\_

### Wednesday, June 22, 2016

Managing Change - 8:30 am - 4:00 pm \$45.00  \_\_\_\_\_

Basic Communication - 8:30 am - 4:00 pm \$45.00  \_\_\_\_\_

Effective Office Practices - 8:30 am - 4:00 pm \$45.00  \_\_\_\_\_

Time Management - 8:30 am - 11:30 am \$35.00  \_\_\_\_\_

Customer Service - 1:00 pm - 4:00 pm \$35.00  \_\_\_\_\_

### Thursday, June 23, 2016

☐ Dialogue of Diversity - 1:30 pm - 4:30 pm \$35.00  \_\_\_\_\_

### Friday, June 24, 2016

☐ Professional Image - 1:00 pm - 4:00 pm \$35.00  \_\_\_\_\_

TOTAL STEM SESSION FEES \_\_\_\_\_



# 2016 TESA Summer Work Conference



## Breakout Sessions



Check Only One Session Title Per Time Slot

### Wednesday, June 22, 2016, 1:00 pm - 4:00 pm

	CHOICE	1st	2nd
101 - "LAUGH LINES FOR THE BETTER HALF OF LIFE"		<input type="checkbox"/>	<input type="checkbox"/>
102 - "GET GOING WITH GOOGLE"		<input type="checkbox"/>	<input type="checkbox"/>
103 - "TAKING THE PUZZLE APART AND PUTTING IT BACK TOGETHER"		<input type="checkbox"/>	<input type="checkbox"/>

### Thursday, June 23, 2016, 8:00 am - 9:20 am

201 - "PRESIDENT / PRESIDENT ELECT"		<input type="checkbox"/>	<input type="checkbox"/>
202 - "FIRST TIMERS SESSION"		<input type="checkbox"/>	<input type="checkbox"/>
203 - "HOW TO HELP OUR STUDENTS & WORK WITH PEERS WHO ARE STRUGGLING"		<input type="checkbox"/>	<input type="checkbox"/>
204 - "HO, HO, HO FOR HEALTH"		<input type="checkbox"/>	<input type="checkbox"/>
205 - "HIGH TECH & HIGH TOUCH: FIRST CLASS SUPPORT FOR THE 21ST CENTURY"		<input type="checkbox"/>	<input type="checkbox"/>

### Thursday, June 23, 2016, 1:30 pm - 4:30 pm

206 - "BRIDGING THE GAP"		<input type="checkbox"/>	<input type="checkbox"/>
207 - "TEACHER RETIREMENT SYSTEM BENEFITS"		<input type="checkbox"/>	<input type="checkbox"/>
208 - "GET GOING WITH GOOGLE"		<input type="checkbox"/>	<input type="checkbox"/>
209 - "HARMONY CAN ONLY BE POSSIBLE WHEN THERE IS A CHOIR SINGING"		<input type="checkbox"/>	<input type="checkbox"/>
210 - "THE BAD, THE GOOD, AND THE GREAT -- BUILDING AND MAINTAINING EXCELLENT CUSTOMER SERVICE"		<input type="checkbox"/>	<input type="checkbox"/>

### Friday, June 24, 2016, 8:00 am - 9:20 am

301 - "PARLIAMENTARY PROCEDURES FOR THE NOVICE"		<input type="checkbox"/>	<input type="checkbox"/>
302 - "IF YOU DON'T 'C' SHARP, YOU MAY JUST 'B' FLAT"		<input type="checkbox"/>	<input type="checkbox"/>
303 - "LET'S LINE DANCE FOR CARDIO FITNESS"		<input type="checkbox"/>	<input type="checkbox"/>
304 - "HIGH TECH & HIGH TOUCH: FIRST CLASS SUPPORT FOR THE 21ST CENTURY"		<input type="checkbox"/>	<input type="checkbox"/>
305 - "THE VOICE....ARE YOU ON MY TEAM OR NOT?"		<input type="checkbox"/>	<input type="checkbox"/>
306 - "DON'T BE FLAT, BE SHARP -- BUILDING SELF ESTEEM"		<input type="checkbox"/>	<input type="checkbox"/>

### Friday, June 24, 2016, 1:00 pm - 4:00 pm

307 - "BASS OR TREBLE...WHICH ONE ARE YOU?"		<input type="checkbox"/>	<input type="checkbox"/>
308 - "ELECTRONIC COMMUNICATION ETIQUETTE"		<input type="checkbox"/>	<input type="checkbox"/>
309 - "I'M NOT FOR SALE! MODERN DAY SLAVERY"		<input type="checkbox"/>	<input type="checkbox"/>



# 2016 TESA Summer Work Conference



## Conference Deadlines & Cancellation Policy



Conference cancellation requests must be received in writing at the TESA office and postmarked on or before **May 30, 2016** to be entitled to a refund. Conference refunds are subject to a \$30 administrative fee. No refunds if postmarked after **May 30, 2016**. No refunds for no-shows.

STEM cancellation requests must be received **in writing** at the TESA office and **postmarked on or before prior to May 30, 2016** to be entitled to a refund. STEM refunds are subject to a \$15 administrative fee. No refunds if postmarked after **May 30, 2016**. No Refunds for no-shows.

Late registrations will be accepted through **June 7, 2016**. Late fee of \$30 for conference and STEM registrations after **May 30, 2016**.

On site registration will be accepted with a \$30 late fee, but meals may not be available.

## Total Fees

Type 1 in box below if late registration

Additional Fees: Late Registration after **May 30, 2016** - \$30.00

\_\_\_\_\_

Conference registration deadline is **May 30, 2016**. On site registration only after **June 7th** postmark.

## Method of Payment

### Purchase Orders are NOT accepted

Type 1 in appropriate box

I will send payment by check-no extra fee

\_\_\_\_\_

I will send payment by credit card - \$5.00 fee

\_\_\_\_\_

Name on Card: \_\_\_\_\_

Card# \_\_\_\_\_

Expiration \_\_\_\_\_

Signature \_\_\_\_\_

Registration/Meals \_\_\_\_\_

Total Optionals \_\_\_\_\_

Total STEM Session Fees \_\_\_\_\_

Credit Card Processing Fee \_\_\_\_\_

Late Registration \_\_\_\_\_

Total \_\_\_\_\_

TESA CENTRAL OFFICE  
1460 Whitestone Blvd. Ste. 175  
Cedar Park, TX 78613  
Phone: 512.528.0046 / Fax: 512.528.0271



# 2016 TESA Summer Work Conference



Texas Educational Support Staff Association, Inc.  
1460 E. Whitestone Blvd., Suite 175  
Cedar Park, TX 78613

Staff Training for Effective Management (STEM)



## CEOP GRADUATION CELEBRATION CEREMONY

The STEM Committee cordially invites CEOP recipients to participate in the **Harmony of TESA Celebrations** featuring the CEOP Graduation Celebration Ceremony at the 2016 TESA Summer Work Conference at 9:30 am on Friday, June 24, 2016 at the Omni Southpark Austin Hotel, 4140 Governor's Row, Austin, 78744. Guests are welcome to enjoy this special moment with you at the ceremony.

### Instruction

1. Participants are encouraged to purchase the royal blue cap and gown for \$26. Please use sizing chart below. However, if participant chooses not to wear regalia, we kindly ask you to wear professional black attire and please no flip-flops for safety reasons.
2. CEOP recipients participating must return this form by May 16, 2016 to the TESA Office along with payment if applicable.
3. Participant practice for the ceremony is from 4:30 to 5:00 pm on Thursday, June 23, 2016 in the Omni Ballroom. Please be prompt.
4. Participant must be a current member of TESA and has received the CEOP certification.
5. TESA pins are available to purchase for \$20 each. To purchase please include a check payable to TESA and you will receive it at the CEOP Celebration.



### Sizing Chart



Height & Weight Chart		
Height	Weight #1	Weight #2
4'10" - 5'0"	160 - 219	220 +
5'1" - 5'3"	180 - 239	240 +
5'4" - 5'6"	200 - 264	265 +
5'7" - 5'9"	230 - 294	295 +
5'10" - 6'0"	260 - 329	330 +
6'1" - 6'3"	285 - 354	355 +
6'4" - 6'6"	310 - 384	385 +
6'7" - 6'9"	330 - 404	405 +
6'10" - 7'0"	350 - 429	430 +



Participant \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_ Employed by \_\_\_\_\_

Received CEOP on \_\_\_\_\_

Purchasing Cap & Gown \_\_\_\_\_ Purchasing TESA pin \_\_\_\_\_ Total amount enclosed \$ \_\_\_\_\_

Please complete form and make a copy for your files before mailing.

Participant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor/Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_



## Legislative News



**ARTICLE I September 8, 2015 DentonRC.com**

### Fix school finance issues for good

The Texas Supreme Court is considering whether the way Texas funds its public schools is constitutional. The same question has been asked again and again in Texas with no permanent solution being found. School funding lawsuits have been filed six times in the past 30 years. Please follow the links below for the articles.

<http://www.dentonrc.com/opinion/editorials-headlines/20150908-fix-school-finance-issues-for-good.ece>

**ARTICLE II Sept. 8, 2015 SETexasRecord.com**

School funding has trapped state in cycle of laws and lawsuits; high court to decide whether to scrap or hold.

<http://setexasrecord.com/stories/510637105-school-funding-has-trapped-state-in-cycle-of-laws-and-lawsuits-high-court-to-decide-whether-to-scrap-or-hold>

[td@tasanet.org](mailto:td@tasanet.org)

The following information I have taken from the Texas Legislative Website. These are bills that passed during the 84th Session, 2015. I'm including some subjects but not the information due to the length of document. Here is the link that will take you to the page for bills that passed. <http://www.tasanet.org/site/Default.aspx?PageID=706>

### Bills passed during the 84th Texas Legislative Session 2015

#### **Assessment**

**HB 18**

**Aycock**

**Texas Success Initiative (TSI) Reports to School Districts.** Earliest effective date: Immediately. *Other provisions listed under [Curriculum](#), [Staff Development](#), and the [Texas High Performance Schools Consortium](#).*

**HB 743**

**Huberty**

**STAAR/TEKS Review**

Earliest effective date: Immediately

(NOTE: A [September 4 TEA letter to administrators](#) states that ONLY the redesigned writing tests will be ready for the spring 2016 administration.) *Other provisions (relating to TEKS review) listed under [Curriculum](#).*

**HB 1613**

**Guillen**

**High School End-of-Course (EOC) Assessment:** *Other provisions listed under [Curriculum](#).*

**SB 453**

**Seliger**

**Minimum Scores Needed for Credit by Exam for CLEP** Reduces from 60 to 50. Earliest effective date: Immediately

**SB 1776**

**Menéndez**

**Exemption from Texas Success Initiative (TSI) Assessment:** Earliest effective date: Immediately

**FROM TASA: CDC Warns of Dangers of E-Cigarette Advertising to Teens - See more at:**

<http://www.educationnews.org/parenting/cdc-warns-of-dangers-of-e-cigarette-advertising-to-teens/#sthash.0ggOiti6.dpuf>

**More days off from school possible under new Texas law**

*(Dallas Morning News © 01/03/2016)*

**During the 84th legislative session, the Texas legislature passed two gun laws – House Bill 910, more commonly known as the Open Carry law; and Senate Bill 11, more commonly known as the Campus Carry law.**

**From the San Jacinto College Website:**

**The following also applies to all Texas colleges, universities and community colleges**



# Spring Cleaning - “What’s in your clutter?”

by Wanda Honeycutt, TESA and UHCL staff retiree 2010



Wanda Honeycutt

We see lots of articles about spring time being clean-up time... I’m at the age, that’s about all I care to do as long as I can keep the clutter out of sight!

But what about the “hidden clutter?”

We know it’s there and we can put only so much

in boxes under the bed and in the back corners of the closet. But how much different is that than the personal things that are not so obvious...things we continually push to the back of our mind, as we say.

- Health –Inventory all your annual screenings: flu shot mammogram, EKG...etc...or “restart” the exercise or gardening project. Keep yourself “on the move!”
- Family – when did you last cook someone’s favorite meal or plan a vacation ...update the baby book, organize the family album, frame the most

recent school picture

- Friends – call, send birthday card, plan a lunch together, take over dinner when they’ve been in the hospital

We could go on and on with this spring-cleaning list, but each of us has our own specific list. I know that I do – some of the above and even more I don’t want to own! Hopefully this thought and short list will encourage you to do some clutter-searching of your own and start cleaning today!

## How Do You Attack Clutter in Your Inbox?

*I create folders and move my emails into the folder that it pertains to.*

Mary Rangel  
Lamar CESA

*I use the “follow-up,” “tasks,” and “calendar” features in Outlook to assign myself tasks from emails. Then I file the emails into folders with the name of the person sending me the email. This way, my inbox stays relatively clean from day to day and I have a running “to-do list” to keep me on track.*

Susan Evans  
Lamar CESA

# Awards/Scholarship/Journalist Committee

Texas Educational Support Staff Association, Inc.



Awards/Scholarship/Journalist Committee

# TESA



Join us at Austin's Omni Southpark Hotel for the 64<sup>th</sup> Annual  
Summer Work Conference

**Get ready to start the music!**

**Let's get together...Yeah, Yeah, Yeah!** It's time to gather the **KEYS** of success and **note** everyone's accomplishments.

The TESA Awards / Scholarship / Journalist Committee will be making their way to the Omni Southpark to **Celebrate Good Times** and **raise money for TESA scholarships.**

Award categories for the baskets will be:

Theme basket best representing the conference theme.

Theme basket with the most imagination.

Most unique music theme basket.

Theme basket best representing Texas.

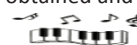


We thank you in advance for your participation and support. This year's theme basket influences the  
*Keys to Professional Harmony.*

Let's get creative and showcase your theme basket talents to support TESA Scholarships.

The **Spirit Award** for Affiliate – bring the spirit and make your team standout. Judging will be based on overall creativity and originality. Members are encouraged to wear their **"Spirit"** item to the Opening General Session on Thursday.

- Eligible participants must be current active TESA members or affiliates.
- Entry must be an article of clothing, i.e., (hat/visor, shirt, scarf, vest, etc.) and should represent the Summer Work Conference theme.
- Each entry article should be the same as the theme article worn by the Affiliate while at SWC.
- The Affiliate will also be judged by their attendance and participation at all events.
- Entries must be at the TESA booth by Wednesday at 5:00 p.m.
- An entry form must be obtained and completed at the TESA Booth.



Entries for yearbook, newsletter, scholarships, Nelda Van Dyke Award, Administrator of the Year Award, will be presented at the Summer Work Conference.

If you have any questions, please contact any of the committee members listed below or visit the TESA website at [www.tesatexas.org](http://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](mailto:enax@lcisd.org)

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

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

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



# Affiliate Services



You Association can enjoy the many benefits of renewing or joining TESA now. Do not delay any longer. Send in your 2015-2016 TESA Affiliate Membership dues today. The membership form may be found on the TESA website:

[http://tesatexas.org/files/affiliates/Affiliation\\_Application.pdf](http://tesatexas.org/files/affiliates/Affiliation_Application.pdf).

Special thanks to the following Affiliates for joining:

Birdville Educational Support Staff Association

Channelview Educational Support Staff

El Campo Clerical Paraprofessionals Association

Garland Educational Support Staff Association

Lamar Consolidated Educational Support Staff Association

Mesquite Educational Support Staff

Odessa Association of Educational Support Personnel

Rio Grande Valley 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 Staff Association

Donna Cubstead, CEOP

Affiliate Services & Membership Chairman

San Jacinto College//[donna.cubstead@sjcd.edu](mailto:donna.cubstead@sjcd.edu)

Committee Members

Kendra Ramirez//[keramirez@lcsd.org](mailto:keramirez@lcsd.org)

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TESA the keys to professional harmony





## Wild about MEPA



The Mesquite Education Paraprofessional Association (MEPA) has been busy raising money for scholarships. MEPA awards two \$750 student scholarships for each of our five high schools, one \$750 student scholarship to The Mesquite Academy and four \$500 Paraprofessional scholarships each year.

In October, the Pecan Fundraiser has always proven to be a great way to start. Employees all over the district are able to contribute to the fund by purchasing pecans, walnuts, almonds etc. just in time for the Thanksgiving holidays. It is a Win, Win!

On December 12, 2015, we held our annual MEPA Bazaar. The money collected from the vendors is set aside for scholarship awards. We had 110 vendors from near and far, the Poteet High School halls were filled with a plethora of merchandise. Many shoppers of all ages enjoyed the opportunity to purchase a few last minute Christmas gifts.



We also had a Theme Basket contest. MISD Schools and Facilities were very creative and provided 35 great baskets. Darla Hernandez, our MEPA President, announced that the winning basket was a collection of cash and gift cards valued at \$400, which sold 877 tickets! MEPA is very lucky to have such a dedicated liaison team to help coordinate and support our efforts.

MEPA has raised \$9,400 in the 2015-2016 school year! What an amazing testament to the Mesquite community and Mesquite ISD staff. We are grateful for such a wonderful place to work and grow!





# Affiliates in Action

## BESSA (Birdville Educational Support Staff Association)

Members of BESSA attended a professional development luncheon on December 1, 2015 where guest speaker and author Susan Thompson presented "The Art of Living". The luncheon was held at the Black Box Theatre. All of us enjoyed wonderful soups and desserts furnished by BESSA board members.

Susan Thompson presented her program to help attendees create a life of direction and meaning for themselves. She gave helpful tips on how to bring life in line with our talents, desires, skills and dreams. Everyone in attendance received helpful coping strategies that they can apply in their life.



## Weatherford ISD's Association (WESA) Gives Back



WESA is an educational organization made up of district paraprofessionals that has been in existence since 1969. We offer professional growth, networking, recognition of achievements, community support and respect to all WISD educational support staff. WESA members work very hard at giving back to our community with service projects such as Project Graduation, scholarships; as well as, donations to Parker County Senior Citizens, Animal Shelter, Storybook Summer and our very own Adult Ed GED program.



This year's WESA fall project was collecting gifts to donate to Parker County families in time for Christmas. WESA members collected over 100 items which were presented to Manna Warehouse of Parker County Committee Members at WESA's annual holiday luncheon.

Pictured are WESA Project Committee members Maudie Lionberger, Lisa Wulfjen, and Cathy Kosikowski. Cathy also serves on the Manna Storehouse Executive Board along with Janice Smith.



2015 WESA Administrator of the Year

During our February meeting we recognized two Weatherford I.S.D. employees with WESA Administrator and Member of the Year. We are so very proud of our "Roo" family.

Pictured on the left: Grant Priest, WISD Bridge Academy/Summer School Coordinator and Shari Morgan, WISD Maintenance Secretary and WESA 2015-16 Vice-President. Pictured on the right: LaDawna Raper, WISD Payroll Coordinator and WESA 2015-16 President and Shari Morgan WESA 2015-16 Vice-President.



2015 WESA Member of the Year

Believe you can and you're halfway there—Theodore Roosevelt



## **Harlingen Educational Secretaries Association (HESA)**

The Harlingen Education Secretaries Association (HESA) hosted VESA meeting on February 11th. The turnout was a success.

HESA has started the second fundraiser, selling raffle tickets for scholarships and bosses night. We are expecting to bring in a good return since items in our raffle were donated. We have our committee working on a location for bosses night and hope that we can come up with a location in our March meeting. Applications for our scholarships have been put on our website and expect to start receiving them for review.

There are also five HESA members who will be attending the Area Workshop that is taking place in Rosenberg. We are looking forward to attending and meeting up with our good friends from San Jacinto and Lamar CISD.

Our HESA members are working hard together to accomplish our goals. Our mission is to provide high level support to our educational families by maintaining our own professional growth, networking with other advocates in order to strengthen our vision and to develop common strong fellowships.



## University of Houston-Clear Lake (UHCL) UHCL Educational Support Association (ESA)

### “Spring has sprung...but are we ready for ‘Spring Cleaning?’”

Wanda Honeycutt, UHCL retiree 2010, active in TESA and ESA Training

The theme for this TESA Connection issue is “Spring Cleaning.” And I am making a call to our UHCL-ESA – and to other TESA Affiliate members: Spring cleaning can be a time for new beginnings, new life, and dreams!

At least in southeast Texas, spring is trying to arrive ...but at UHCL, the Support Staff seems already into spring...but are we really ready for “Spring Cleaning?” Well, to start – let’s try to get our “spring” back into action!

To many affiliates across the state, maybe your active group is small like ours – when participation begins to slack off or things just don’t seem “to happen” – then BOOM! Meetings are not attended, a STEM class gets cancelled, and oops... defeat creeps in! Defeat can be a good thing – much like “Change” – an opportunity for improvement – for “spring cleaning!”

But before we can “spring clean” and begin to “throw out” – we first need to check out all the things about our affiliates that are valuable to us. Over the past 15 years since UHCL-ESA was

established, we have remained “ESA proud.” It has not been uncommon to have people say to me what ESA means to them, such as:

- ESA builds relationships
- ESA develops – “makes me want to do better”
- ESA stipends help the members
- (Stipends to train, to attend conference, books for college, etc.)
- ESA encourages my overall professional growth
- ESA members show appreciation to our supervisors
- ESA provides professional development on our campus

These are the things we do not want to throw out. The things to “throw out” during Spring Cleaning: That which has become negative or ineffective –

work them over, rejuvenate, minimize, change, etc. If your meetings and events are bound by your bylaws, then “cleanup” the By-Laws to allow growth and change: Do anything but quit! It’s all about team work and coming together!

Note: This began as an internal “call to our own UHCL-ESA members.” But someone out there may just need encouragement in your affiliate as we currently need in ours!

Have a great spring – and support your local affiliate and TESA!!

Our UHCL ESA-hosted STEM schedule for spring 2016 is listed below:

### UHCL ESA hosted two STEM classes as follows:

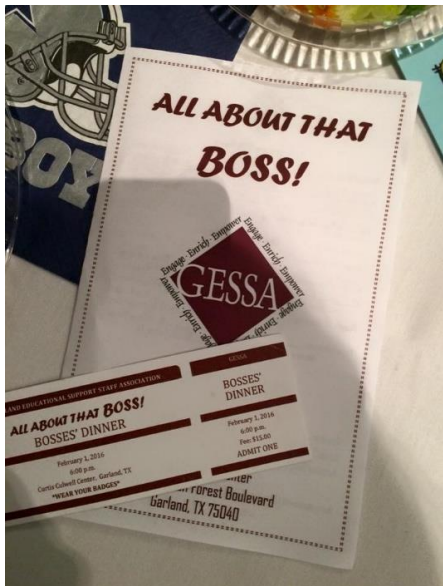
Jan 19 A.M.	Dialogue of Diversity	W. Honeycutt
Jan 19 P.M.	Stress Management	D. McFadden
Feb 23	Interpersonal Communication	(cancelled)
	<b>Classes scheduled:</b>	
Mar 22 6 Hrs.	Effective Office Practices	B. Jennings
Apr 12 A.M.	Rules for Spellings	W. Honeycutt
Apr 12 P.M.	Telephone Skills	D. McFadden

“No pressure, no diamonds.”

~ Mary Case



## Garland Educational Support Staff Association Bosses Dinner

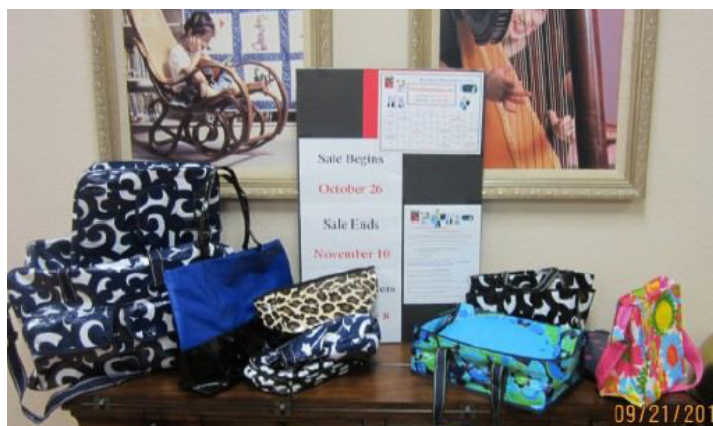


The evening of February 1<sup>st</sup> was "All About That Boss" for members of GESSA and their bosses. Tables were decorated to match the personality, hobby or department of each boss. Everyone enjoyed music while eating dinner and visiting with our many friends and co-workers from across the district. Mr. John Washington, Assistant Superintendent Student Services Community Relations, was our keynote speaker. After dinner and dessert, we all played a game of bingo featuring work related situations and phrases that everyone has heard from their boss at one time or another. Prizes were awarded to the winners. The evening was capped off with a drawing for several door prizes.



## RICHARDSON EDUCATIONAL SUPPORT STAFF ASSOCIATION

# RESSA It Starts With US



I cannot believe we are already one month into the new year. RESSA has been busy helping our community and each other.

The fall was filled with several RESSA events: The “Mixed Bags” fundraiser was exceptional with all

funds raised to go towards student scholarships which will be awarded in May. These scholarship recipients are children of RESSA members.

In September and October we collected food and clothing for our own Student Services Department. They help families in need within Richardson ISD. And in December

we collected Toys and Gifts for the Network of Community Ministries. They also help families out all year but especially during the holidays. It is very heart warming to see how kind and generous our RESSA members are.

We are also gearing up for two more fundraisers coming up soon – both of which will hopefully “sweeten the pot for the student scholarships.

In February we held our annual Bosses Event. It was once again fun preparing for this event whereby we take time to honor our bosses outside of the school environment, treating them to fun, fellowship, relaxation and prizes.

I don’t know about the rest of you but I am so looking forward to spring and longer days for sure!

Tracey Fincik  
RESSA President 2015-2016



Collecting for Student Services



RESSA Toy Drive

## 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