

VOLUME LXIV, NUMBER 3 - SPRING 2014

the TESA CONNECTION

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



TESA - Your "Ride" to Professional Success!

President's Message



Patti A. Walling
President

TESA President-Elect, Debbie McFadden, and I have been very busy operating as ex-officio members of the very exuberant TESA SWC 2014 Committee to assist with continuing our "Ride to Professional Success" into Austin in June. The conference will happen June 24-28, 2014. Registration is now available on the TESA website, and don't forget your hotel reservations! Please take note that there is an offering of a "Mini-STEM Consultant Training" opportunity; please contact Shirley Haswell, STEM Chair; Sandra Curry or Debbie Wade, STEM Committee, for clarification or questions.

I would like to take this opportunity to specifically thank Paula Lambright, Web Advisor; Darcy Blackstock, SWC Chairman; and Bob Mantlo, Web Developer, Uplink Technology Group, Columbia, Missouri; for the multitude of long hours they have spent both on the weekend and in the evenings on their precious personal time to insure that the on-line SWC registration process is a go!



I now would like to share with you that I have been going through some serious health issues since September 2013. One day my life was humming along in a certain direction, and then the very next day, the rug seemed to be pulled right out from underneath me. I can see the path that the Lord chose for me so vividly now, and understand His plan. Being TESA President this year has helped so very much to keep my mind occupied and focused and to remain positive, which is of utmost importance in progressing through cancer. As in most areas of life, attitude is everything!

If you or a family member has dealt with breast cancer, I would love to hear from you: patti.walling@sjcd.edu. It did not take long for me to discover that sharing experiences is fabulous therapy. An amazing connection exists among breast cancer survivors. After surgery, extended chemo sessions, and upcoming radiation, I am definitely headed in the right direction to be one of those! I consider this a slight detour that has taught me so much about myself that I desperately needed to know, and has in many ways enhanced my quality of life as a true blessing. The timing is perfect as I will be finished with all treatments just in time for SWC Conference!

If it had not been for the love, encouragement, concern, and prayers of my fabulous office team at San Jacinto College lead by George Gonzalez plus my local SJC Association of Educational Office Personnel, coupled with the multitude of the TESA Executive Board and members, I feel sure that I would not be doing as well as I am today. What I am saying is that is what local affiliate associations and our great TESA organization are all about.

In closing, always remember that each of you are very essential to our TESA organization, that life is short and we must enjoy every single day, that helping others is the very best way to help ourselves, and that your health is the top priority to achieve your goals. Be sure to get your Well Woman Exam and mammogram yearly as it could save your life! It certainly did in my case.

The TESA Executive Board and Committee Members want to help you and your associations in any way possible. Please contact us.

Sincerely,

Patti A. Walling

TESA President 2013-2014



Letter from the Editor & Table of Contents

From the Editor

This year has moved by so fast, can you believe we just had the first day of spring? I know a lot of our friends up North don't believe it's spring when they continue to get snow. Here in Texas we see signs everywhere. Just outside my office door is a Red Bud tree covered in pink buds, and our grounds crew recently planted pansies out front

in pots. I love this time of the year. Spring is a time of new beginnings for everything and everyone. Let's start off on our Ride to Professional Success by reading all about STEM in the Spring Connection. Maybe some of you have not yet taken STEM classes. Please take the time to look at what is offered, and consider starting classes to become a

CEOP. They will help you on your "Ride" so come and join us. Hope to see you at the Summer Conference. Registration information is available online at www.tesatexas.org.



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TESA Past Presidents Association

by Gerald Wharton, Grapevine – Colleyville ISD



Many of us traveled to Brenham on February 8, 2014, to celebrate Nelda Van Dyke's 95th birthday. Nelda was TESA President from 1979-80. We honor Nelda each year by selecting one TESA member for the Nelda

Van Dyke Award, as our Employee of the Year recipient.

We met at Volare and had a most enjoyable lunch. Fellowship and food are always a great combination, and it was good to see everyone. We traveled by car from the Austin, Dallas-Fort Worth, and Houston areas. Attending the luncheon were TESA Past

Presidents Willetta House, 1997-98; Debbie Wade, 2001-02; Peggy Hudson, 2002-03; Linda Sockwell, 2004-05; Jana Worthington, 2005-06; Barbara Jennings, 2006-07, Gerald

Wharton, 2009-10, Wendy Klentzman, 2011-12, and Sue Hand, 2012-13.

Unfortunately, Nelda was unable to join us due to a sudden but brief illness. We were able to visit with her in the emergency room following our lunch. She was feeling much better, and was happy and joking. Soon after we departed Nelda was released from the hospital. That was great news!

We are all looking forward to the Summer Work Conference. Plans are being made for our theme basket, the TESA President's luncheon, and our annual meeting. All of us hope to see you in Austin.

Purpose Statement

We the members of the Texas Educational Support Staff Association, 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 2,000. Subscription rate for libraries and nonmembers is \$10 per year. Send request for subscriptions to: TESA Central Office, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613

Please send information for the Summer Edition to:

Bonnie Tomczyk

Killeen ISD

110 North WS Young Dr., Killeen, TX 76543 - (254) 336-0074

FAX: (254) 519-5901 - bonnie.tomczyk@killeenisd.org

Awards/Scholarship/Journalist Committee



TESA EDUCATIONAL SUPPORT STAFF ASSOCIATION, INC.

Awards/Scholarship/Journalist Committee



Join us in Austin for the TESA Summer Work Conference
"Your Ride To Professional Success" at the Omni Austin Southpark

The TESA Awards/Scholarship/Journalist Committee will be cruising their way to the Omni Southpark to raise money for TESA Scholarships. So, cruise right on in with **your theme bag/basket** stuffed to win and raise money for a good cause.

Awards for "Biker Bag Themes" will be given in the following categories:

- Cutest Biker bag/basket
- Biker bag/basket best representing Conference Theme
- Most unusual Biker bag/basket
- Biker bag/basket representing Texas



Use your imagination!



Don't forget the SPIRIT AWARD for your Affiliate, so bring the spirit and make your team proud. Entries will be judged overall in creativity and originality. Members are encouraged to wear their "Spirit" item to the Opening General Session.

- Eligible participants must be current active TESA members or affiliates
- Spirit items must be items that can be worn (shirts, hats, vest, visors, etc.)
- Entries must be at the TESA booth by Wednesday, June 25th at 4:00 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, have all been submitted and will be awarded at the Summer Work Conference.

If you have any questions, please contact any of the committee members listed below:

Teena Hancock, CEOP, CEOE
Chairman
Garland ISD
tlhancoc@garlandisd.net

Ofelia Barron, CEOP
Committee
Donna ISD
obarron@donnisd.net

Donna Sears
Committee
Cedar Hill ISD
Donna.sears@chisd.net



Consultant Training Information

AREA I		Managing Change	Effective Office Practice	Basic Communication	Interpersonal Comm.	Profile for Success	Agenda for Per/Org. Im.	Business Grammar	Assertiveness Training	Customer Service	Professional Image	Professional Growth Plan	Assisting Difficult People	Stress Management	Telephone Skills	Rules for Spelling	Dialogue of Diversity	Leadership Team Building	Time Management
Debbie	Faires		X				X					X		X				X	
Cheryl	Gregory	X		X	X	X		X	X		X					X	X		
Shirley	Haswell			X	X	X		X	X	X		X		X			X	X	
Diane	Hogg	X				X			X		X					X			
Paula	Lambright							X											
Dianne	Lemons	X		X	X		X	X	X		X	X	X		X			X	
Sandy	Salazar											X	X					X	
Linda	Sockwell	X		X		X		X	X		X		X	X	X	X		X	
Jana	Worthington	X		X	X	X		X	X		X		X		X		X	X	

AREA II		Managing Change	Effective Office Practice	Basic Communication	Interpersonal Comm.	Profile for Success	Agenda for Per/Org. Im.	Business Grammar	Assertiveness Training	Customer Service	Professional Image	Professional Growth Plan	Assisting Difficult People	Stress Management	Telephone Skills	Rules for Spelling	Dialogue of Diversity	Leadership Team Building	Time Management
Darcy	Blackstock						X				X		X						
MaryAnn	Hollingsworth		X			X		X				X	X					X	
Wanda	Honeycutt	X	X		X		X	X	X			X	X		X	X	X	X	
Peggy	Hudson		X					X				X		X				X	
Phyllis	Hyden	X					X				X					X	X		
Barbara	Jennings	X	X		X		X	X		X		X				X	X	X	
Wendy	Klentzman																		
Debbie	McFadden	X		X	X	X	X			X		X					X	X	
Debbie	Wade	X	X		X		X	X		X		X		X		X	X	X	

Class On Hold

HEAR YE! HEAR YE! HEAR YE!



**CALLING ALL
WORKING STEM CONSULTANTS
AND
CONSULTANTS IN TRAINING**

**A "MINI" CONSULTANT TRAINING
WILL BE A PART OF SWC**

**ATTENDANCE WILL SATISFY
THE BI-ANNUAL TRAINING REQUIREMENT**

**DON'T MISS THIS UNIQUE OPPORTUNITY
REGISTER FOR CONSULTANT TRAINING AND SWC ON THE SAME FORM**



Membership Services



Yes, **YOU**, did you forget?

TESA needs you to join or renew your membership **NOW!**

Join us on a **"Ride" to Professional Success!**
and help make a difference in TESA.

**It's not too late!
TESA needs YOU**

Please take a moment to renew your TESA membership.

If you are not a member – **DON'T WAIT! JOIN NOW!**

Membership year is August 1, 2013 – July 31, 2014

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

Get out there and



a new TESA member!

Recruit a new member or an inactive member (2 or more years) and be entered in a drawing for a chance to win a 2-night stay at the OMNI Corpus Christi hotel. (Your name will be entered as many times as the number of recruits you have [1 recruit - 1 chance, 3 recruits – 3 chances, etc.])

Eligibility requirements:

- New or inactive members must renew by

March 31, 2014 in order for you to qualify for this raffle.



Lisa E. Gonzalez, CEOP

2nd Vice President, Membership Chairperson

Donna ISD

lgonzalez@donnaisd.net

Wanda Honeycutt, CEOP, Higher Education Council, Retired UHCL – honeycutt@uhcl.edu

Barbara Johnson, Administrative Council, Lamar CISD – bajohnson@lcisd.org



Ruth Lyday, CEOP, Education Service Center Council, Region 10 ESC – ruth.lyday@region10.org

Ernestina "Tina" Martinez, - Secondary Council, Killeen ISD – ernestina.martinez@killeenisd.org

Bettye Ruth Wilson, CEOP, Elementary Council, Lubbock ISD – bwilson@lubbockisd.org

Application for membership can be found on the next page or you can renew online at : www.tesatexas.org.

Membership Application

Texas Educational Support Staff Association, Inc.		
Membership Application		
2013-2014		
		
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 (\$35)	<input type="checkbox"/> Renewal (\$35)	<input type="checkbox"/> Associate (\$35)
<input type="checkbox"/> Retired (\$17.50)	<input type="checkbox"/> Institutional	
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Education Service Center	<input type="checkbox"/> Administrative
<input type="checkbox"/> Secondary	<input type="checkbox"/> Elementary	<input type="checkbox"/> Other (_____)
Referred by:		
Name change/Address Change Information:		
Are you a member of NAEOP? : <input type="checkbox"/> Yes <input type="checkbox"/> No		
Complete form and mail with your payment to:		
TESA, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613		
Renew online at: www.tesatexas.org		
Dues paid to Texas Educational Support Staff Association, Inc. are not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as an ordinary and necessary business expense. Consult your tax advisor.		

REASONS for Joining TESA

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

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

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

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

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

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





Your "Ride" To Professional Success by affiliating with TESA

The following Affiliates have renewed their Affiliation for 2013-14

Birdville Educational Support Staff Association
Channelview Educational Support Staff Association
College Office Professionals Association
El Campo Clerical Paraprofessional Association
Galena Park Educational Paraprofessional Association
Garland Educational Support Staff Association
Harlandale Educational Support Association
Harlingen Educational Support Association
Irving Association of Educational Office Professionals
Killeen Educational Secretary/Support Staff Association
Lamar Consolidated Educational Secretaries Association
Lubbock Educational Support Association
Mesquite Educational Paraprofessional Association
North East Educational Support Personnel Association
Odessa Association of Educational Support Personnel
Pasadena Association of Educational Office Personnel
Richardson Educational Support Staff Association
Rio Grande Valley Educational Support Staff Association
San Antonio ISD Support Staff Association
San Jacinto College Association of Office Personnel
Spring Branch Educational Support Association
TESA Past Presidents Association
Texas Retired Secretaries Association
Tomball Educational Support Staff Association
University of Houston-Clear Lake Educational Support Staff Association
Weatherford Educational Support Association

Thank you to all our affiliates for your continued support!

If your affiliate name is not listed or interested in forming an association please contact a member of the Member-at-Large Affiliate Committee listed below:

Marie Enax, CEOP
Lamar CISD
enax@lcisd.org

Kristin Hiney
Mesquite ISD
khiney@mesquiteisd.org

Deana Ross
Comal ISD
Deana.ross@comalisd.org



TESA Summer Work Conference

TESA Summer Work Conference 2014!



Omni Austin Hotel at Southpark

• 4140 Governor's 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 2014 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 23 - Friday, June 27, 2014.
Special Rates for TESA have been provided for you to stay at the Omni Southpark.

• \$115 Single/\$115 Double/\$125 Triple/\$145 Quad •

Make sure to book your rooms by June 1st in order to take advantage of the special rates!

Click the link below to book your room now!

<http://www.omnihotels.com/FindAHotel/AustinSouthpark/MeetingFacilities/TESA2014AnnualConference6.aspx>



Summer Work Conference 2014 Menus

• President's Lunch •



Chips & Salsa

Chicken Fajitas with Tortillas, Peppers, Onions, and Sour Cream (on the side)

Rice & Beans



• Dessert •

Warm Sopapilla with Honey

• Black and Pink Gala •

Baby Spinach Salad with Shaved Red Onions, Candied Pecans, Tomatoes
with Honey Dijon Vinaigrette or Ranch Dressing

• Menu A •

Pork Loin with Apple Cider Reduction Sauce

Seasonal Vegetables

Garlic Mashed Potatoes

• Menu B •

6 oz Filet with Red Wine Shallot Sauce

Seasonal Vegetables

Cheesy Mashed Potatoes

• Dessert •

Chocolate Cake or Mini Pecan Pie



• Continental Breakfast •

Enjoy A Variety of Delicious Pastries
As You Sit Back And Prepare To
Get Your Motor Running During Closing Session
And Stick Around To
Grab An On-The-Go Sweet Surprise For Your Journey Back Home
After Closing!



Summer Work Conference 2014 T-Shirt!



**Limited Availability At On-Site Registration,
So Reserve Yours Now As You Register!**

Pre-Order By Marking The Appropriate Box Under
The "Optionals" Section Of Your Registration Form.

\$15

100% Cotton Organic Fabric

TESA Summer Work Conference



TESA Summer Work Conference
June 24-28 2014
Omni Austin Southpark

Conference Schedule Overview

Tuesday, June 24, 2014

STEM Sessions	8:30 a.m. to 4:00 p.m.
2013-2014 TESA Board Meeting	7:00 p.m. to 9:00 p.m.

Wednesday, June 25, 2014

STEM Sessions	8:30 a.m. to 4:00 p.m.
Registration	11:00 a.m. to 5:00 p.m.
Extended Sessions	1:00 p.m. to 4:00 p.m.
Exhibit Hall	11:00 a.m. to 4:30 p.m.
CEOP Practice	5:00 p.m. to 5:30 p.m.
CEOP Celebration	5:30 p.m. to 6:15 p.m.
2014-2015 Executive Board & Committee Planning Meeting	7:30 p.m. to 10:00 p.m.

Thursday, June 26, 2014

Registration	7:30 a.m. to 9:00 a.m.
Exhibit Hall	8:00 a.m. to 4:30 p.m.
First Timer's Welcome	8:15 a.m. to 9:15 a.m.
Flag Ceremony Practice	9:15 a.m. to 9:30 a.m.
Opening Session	9:30 a.m. to 11:00 a.m.
"The President's Ride to Success" Luncheon	11:30 a.m. to 1:00 p.m.
Registration	1:00 p.m. to 4:00 p.m.
STEM Session	1:00 p.m. to 4:00 p.m.
Extended Session	1:00 p.m. to 4:00 p.m.
Breakout Sessions	1:00 p.m. to 2:20 p.m.
Breakout Sessions	2:40 p.m. to 4:00 p.m.
Austin Adventure Time	4:00 p.m.

Friday, June 27, 2014

Registration	7:30 a.m. to 9:00 a.m.
Exhibit Hall	8:00 a.m. to 1:30 p.m.
Breakout Sessions	8:30 a.m. to 9:50 a.m.
Business Meeting	10:00 a.m. to 11:30 a.m.
Past President's Meeting	1:00 PM
Breakout Sessions	1:00 p.m. to 2:20 p.m.
Breakout Sessions	2:40 p.m. to 4:00 p.m.
Extended Sessions	1:00 p.m. to 4:00 p.m.
Rev It Up! Banquet and Installation	6:00 p.m. to 11:00 p.m.

Saturday, June 28, 2014

On the Road Again! Closing Session	8:30 a.m. to 10:30 a.m.
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TESA Summer Work Conference

Summer Work Conference 2014!



TESA

Session Tickets

Be sure to choose a 1st, 2nd, and 3rd choice for breakout sessions when registering. Session tickets are required to attend sessions.



Awards

Business Meeting
Nelda Van Dyke Member of the Year
Administrator of the Year
Brunch
Newsletter of the Year
Yearbook of the Year
Scholarships

Rev It Up Gala

Friday night will be an elegant evening with everyone dressed in Business Casual Black & Pink. After dinner and the installation of officers, we will dance the night away.



EXIT 1A

Flag Ceremony

If you plan to carry a flag in the Flag Ceremony during Opening Session please check the appropriate box on your registration form. Flagpoles are available to rent for \$5 upon your arrival by 9:15 Thursday morning. You will be given instructions at that time and then all will proceed to line up for the Opening Session Parade of Flags.

!GRAND PRIZE GIVEAWAY!

Saturday Morning.
Must be Present to Win.

YOU COULD WIN
One of two 2-night vouchers!

Good to use at ANY
Omni Hotel in the
Continental US!

Grand Prize Provided by Omni Hotels.

First Timer Welcome

Everyone is invited on Thursday! Come help us welcome and greet our first time attendees. This come and go event is sponsored by our TESA Past Presidents Association. Stop in to introduce yourselves!

EXIT ↓ NOW

Registration Bag

When you check-in with registration, make sure you get your bag full of goodies!

Conference t-Shirts

Shirts can be pre-ordered during registration by selecting the appropriate box on your registration form.

Very limited sizes will be available on site.

\$15



BRING DOOR PRIZES!

CEOP Celebration

Everyone is welcome to gather Wednesday evening to celebrate our newest CEOP recipients. Please contact Shirley Haswell, STEM Chairman, at danh7@att.net if you will be receiving your CEOP at this time.

TESA Summer Work Conference

2014 Summer Work Conference Breakout Session Information



Wednesday – June 25, 2014

*Extended Breakout Sessions – 1:00 pm to 4:00pm

*All Extended Sessions are available for STEM Credit with a \$10 fee.

101 – Excel is Essential

Paula Lambright, Mesquite ISD

In this interactive session, you will learn basic formulas, special formatting, sorting, filters, linking, and how to create a basic chart using Office 2010. A participant is encouraged to bring a laptop but is not required to attend.

102 – Attitudes are Contagious. Is Yours Worth Catching?

Dianne Lemons, Mesquite ISD

In our jobs and our lives, we can become stagnant and lose our zeal to be the person at work or home we need to be. Does your attitude need a tune up?

Thursday – June 26, 2014

Breakout Sessions – 8:30 am to 9:50 am

200 – TESA 1st Timers Welcome

Hosted by the TESA Past Presidents Association

We encourage all 1st time TESA Conference attendees and all other conference attendees to join in a time of networking, learning TESA history and meeting your TESA family.

201 – Singing TESA Melodies

If you love to sing and have fun, then join the TESA Stars Choir. We practice on our own before the summer conference then practice as a group together at the hotel during the conference. If you are interested in joining us, please email Dianne Lemons @ dlemons@mesquiteisd.org before SWC for a copy of the music. We welcome everyone.

*Extended Breakout Session – 1:00 pm to 4:00 pm

*All Extended Sessions are available for STEM Credit with a \$10 fee.

202 – Strategies for Creating Success in Life

Ann Tate, Director, and Ann Pearson, Asst. Director, San Jacinto College

Come join us in a highly interactive, entertaining and educational workshop as you begin a journey to greater personal and professional success. **Participants may attend one or both days.** Handouts will be available.

Part 1: Getting on course to your success while accepting personal responsibility and working with others.

Part 2 is on Friday!



TESA Summer Work Conference

2014 Summer Work Conference Breakout Session Information

Thursday – June 26, 2014

Breakout Sessions – 1:00 pm to 2:20 pm

203 – *Gangs 101*

Cpl. Lance Cox and Cpl. Travis Pickford, Austin ISD Police Department
An in depth look at the current trends of today's youth and juvenile members. We will cover gang signs, symbols, dress, tattoos, and current social media trends.

204 – *Successful Women Think Differently*

Wendy Klentzman, Retired Senior Adm. Asst., Alvin Community College
A presentation on a book by Valorie Burton. Valorie is a certified personal and executive coach. Successful women make decisions differently, set goals differently, and bounce back from failure and adversity differently. Are you ready to make changes that will leave you happier, healthier, and more resilient?

205 – *Staying Professional in the "Heat" of Things*

Robin Pool, Pasadena ISD
We will discuss the many symptoms of menopause, including the history, and changes that you can expect, how they will affect your job and your life, and how to stay professional in the "heat" of things.

206 – *Presidents/Presidents Elect*

Patti Walling, TESA President, San Jacinto College District
Debbie McFadden, TESA President-elect, University of Houston-Clear Lake
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.

207 – *Low-Impact Zumba Fitness*

Irma Ford, Retired, Comal ISD
The Zumba® program is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating an effective fitness system. A Zumba class – known as a Zumba Fitness Party™ – combines fast and slow rhythms using an aerobic/fitness approach to achieve a unique blend balance of cardio and muscle-toning benefits. Dancers and non-dancers will enjoy this party-like atmosphere, "exercise in disguise."

TESA Summer Work Conference

2014 Summer Work Conference Breakout Session Information

Thursday – June 26, 2014

Breakout Sessions – 2:40 pm to 4:00 pm

301 – *How Tweet It is!*

Jana Worthington, Weatherford ISD

What is a Twitter and why would I want to tweet? “Follow” me as we learn more about this interesting social media tool.

302 – *Gangs 101*

Cpl. Lance Cox and Cpl. Travis Pickford, Austin ISD Police Department

An in depth look at the current trends of today’s youth and juvenile members. We will cover gang signs, symbols, dress, tattoos, and current social media trends.

303 – *Successful Women Think Differently*

Wendy Klentzman, Retired Senior Adm. Assistant, Alvin Community College

A presentation on a book by Valorie Burton. Valorie is a certified personal and executive coach. Successful women make decisions differently, set goals differently, and bounce back from failure and adversity differently. Are you ready to make changes that will leave you happier, healthier, and more resilient?

304 – *Understanding Texas Immunization Requirements*

Wes Hodgson, MPA, Immunization Branch, Compliance Coordinator; Texas Department of State Health Services

Goal is to provide participants with information to be able to address and assess Texas Immunization Requirements for public/private schools, child-care facilities, and colleges/universities/ public junior colleges.

305 – *Basic Zumba Fitness*

Irma Ford, Retired, Comal ISD

The Zumba® program is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating an effective fitness system. A Zumba class – known as a Zumba Fitness Party™ – combines fast and slow rhythms using an aerobic/fitness approach to achieve a unique blend balance of cardio and muscle-toning benefits. Dancers and non-dancers will enjoy this party-like atmosphere, “exercise in disguise.”

TESA Summer Work Conference

2014 Summer Work Conference Breakout Session Information

Friday, June 27, 2014

Breakout Sessions – 8:30 am to 9:50 am

401 – *Serv”itude” – Service with a Smile*

Phyllis Hyden, Retired from Galena Park ISD

Does it seem people are more demanding in today’s world? Sometimes it feels as if we are dealing with people that live in a “ME” world where their thinking is “I come first” and “I am always right!” Patience is no longer valued as a virtue to some. In this session, we will explore some attitude techniques for dealing with “challenging” individuals, in a way that will not hinder our own attitudes.

402 – *Greetings & Salad Dressing!*

Debbie Wade, Retired from San Jacinto College District

“Mix it up” with a fun approach to work. Learn how to add new “ingredients” to your workday and guarantee less stress and more “zest” in your life and in the life of your customers.

403 – *Want To Play On Our Team?*

Sue Hand, Lamar CISD and Gerald Wharton, Grapevine-Colleyville ISD

Which position do you “play”? Did you know that in today’s TEAMS of employment there are FOUR generations *playing* together? So which team are you on? Join us as we explore the unique personalities of each generation and how that uniqueness sets us apart, yet brings us together!

404 – *STOP! No Excuses*

Barbara Jennings, Retired from San Jacinto College

In this session, we will look at the excuses we use when we fail to be responsible, ways to empower ourselves and how to improve the decisions we make. In addition, we will learn how to live life wisely without excuses.

*Extended Breakout Session – 1:00 pm to 4:00 pm

*All Extended Sessions are available for STEM Credit with a \$10 fee.

500 – *Strategies for Creating Success in Life*

Ann Tate, Director, and Ann Pearson, Asst. Director, San Jacinto College

Come join us in a highly interactive, entertaining and educational workshop as you begin a journey to greater personal and professional success. . Handouts will be available.

Part 2: Adopting lifelong learning, understanding emotional intelligence, and strengthening relationships

501 – *ABC’s Of Domestic Violence*

Thecia Jenkins, Education Director, The Bridge Over Troubled Waters, Inc.

One in three women experience domestic violence every nine seconds. This interactive presentation provides an overview of the dynamics of domestic violence, its impact on the victim, children and the community and strategies to prevent domestic violence.

TESA Summer Work Conference

2014 Summer Work Conference Breakout Session Information

Friday, June 27, 2014

Breakout Sessions – 1:00 pm to 2:20 pm

502 – *Campus Safety – Intruder Awareness*

James Hyden, Retired from Houston Police Department
“WHO” is responsible for campus safety? “YOU” are! In this session, you will learn the basics of campus safety techniques used to assist in implementing a safe campus environment for students and staff. You hear GUN SHOTS! LOCKDOWN is announced! Seconds count, do you RUN, HIDE, or FIGHT?

503 – *Office Productivity, Ergonomics, and Cost Saving*

Diane Henry, Consumer Specialist, Ambassador Management Group
Increase productivity in the workplace. Become informed of new products that will improve efficiency in job performance. Learn of new green and cost cutting products

504 – *Singing TESA Melodies*

If you love to sing and have fun then, join the TESA Stars Choir. We practice on our own before the summer conference then practice as a group together at the hotel during the conference. If you are interested in joining us, please email Dianne Lemons @ dlemons@mesquiteisd.org before SWC for a copy of the music. We welcome everyone.

505 – *Let’s Dance Our Way To Fitness!*

Cindy Freeland, Bangs ISD
Line dances for all ages, sizes and abilities for everyone that wants to dance and have fun.

Breakout Sessions – 2:40 pm to 4:00 pm

602 – *Campus Safety – Intruder Awareness*

James Hyden, Retired from Houston Police Department
“WHO” is responsible for campus safety? “YOU” are! In this session, you will learn the basics of campus safety techniques used to assist in implementing a safe campus environment for students and staff. You hear GUN SHOTS! LOCKDOWN is announced! Seconds count, do you RUN, HIDE, or FIGHT? questions, and be prepared to preside at your next meeting.

603 – *Office Productivity, Ergonomics, and Cost Saving*

Diane Henry, Consumer Specialist, Ambassador Management Group
Increase productivity in the workplace. Become informed of new products that will improve efficiency in job performance. Learn of new green and cost cutting products

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Register at www.tesatexas.org by selecting the News & Events tab!



STEM at Summer Work Conference

STEM - SWC 2014

DAY/DATE	CLASS	CONSULTANT
TUESDAY, JUNE 24		
8:30AM – 4:00PM	Managing Change	Jana Worthington
8:30AM – 4:00PM	Profile for Success	Debbie McFadden
8:30AM – 11:30AM	Professional Growth Plan	Debbie Wade
1:00PM – 4:00PM	Time Management	Debbie Wade
WEDNESDAY, JUNE 25		
8:30AM – 4:00PM	Business Grammar/Letter Writing	Wanda Honeycutt
8:30AM – 11:30AM	Customer Service	Dianne Lemons
8:30AM – 11:30AM	Dialogue of Diversity (Rewritten)	Sandra Curry/Friend
1:00PM – 4:00PM	Stress Management	Barbara Jennings
THURSDAY, JUNE 26		
1:00PM – 4:00PM	Assertiveness Training	Linda Sockwell

“MINI” CONSULTANT TRAINING

WEDNESDAY, JUNE 25		
1:00PM – 4:00PM	Professional Image	Shirley Haswell
THURSDAY, JUNE 26		
1:00PM – 4:00PM	Presentation Skills	Debbie Wade Shirley Haswell

Limited to current consultants, consultants-in-training, and those who wish to become STEM consultants.
A minimum of 10 participants will be required.
Participants are required to attend both sessions.
Consultant Training fee - \$50.00

My Ride to Professional Success Through STEM

by Debbie McFadden, STEM Consultant



Debbie McFadden
STEM Consultant

My ride to professional development in TESA started in 1997 when a co-worker told me about some classes she was taking in an organization for educational support staff. I have

always loved to learn and take any opportunity to improve my job skills that comes my way, so I joined TESA too.

There was not a lot of opportunity for professional development for support staff back then, but a group of us at the University of Houston-Clear Lake (UHCL) went to our current President, Dr. Staples and Human Resources Director, Ms. Justice, to ask for their support in starting a TESA affiliate and offering STEM courses on campus for UHCL

employees. Both of them were very supportive of our request so UHCL Educational Support Association (ESA) was formed (with the help of Debbie Wade and Barbara Jennings) and STEM classes were brought to campus in 2000-2001!

What an exciting time for staff, a chance to take classes during office hours and earn a certification in a field designed for educational support staff and taught by consultants who knew and worked some of the same jobs we did. The first group from UHCL, including myself, received our CEOP in 2001.

With encouragement, and lots of convincing from consultants, I attend the next consultant training, went through the training process and was allowed to start teaching STEM classes. Wow, this was not something I ever thought I could do, get up in front of my peers and teach! But I soon realized the training I received from Consultant Training and

the experience I learned through my “work” years, brought the knowledge I could pass on to others.

With each STEM class I take, and for those I now teach, I feel my confidence grow. But I also keep learning through you, the members, with the feedback during each of my sessions. Over the last fourteen years, I’ve had the opportunity to expand the list of STEM classes I teach and I plan to take more and pass on the knowledge to others. But for STEM to continue, we need you to start training to be consultants. Never say “I can’t teach”, because you can! Share the knowledge you have from your professional development with others across the state.

A special thank you to all the consultants who have taught me and others through the years.

*Words that soak into your ears
are whispered...not yelled.*

STEM History

by Debbie Wade



Debbie Wade

TESA's Staff Training for Effective Management (STEM) is a well-respected and nationally-recognized professional development program designed for educational

support personnel in Texas. During the 28-year history of the STEM program, thousands of office and support staff members have been trained throughout the state – from Houston to Dallas, Beaumont to El Paso, Harlingen to Lubbock, and all areas in between. Many of these participants have become STEM consultants and continued the long-standing tradition of professionalism, excellence, and information-sharing.

To help our current TESA members have a better understanding of the history of the STEM program, I have gathered information from several sources including the "Educational Secretaries and Support Staff Training Program, An Executive Summary of the 1986 Pilot Training Program in Texas" (quoted material is from this source) and various STEM brochures and TESA magazines. While this may be a bit lengthy to read, it will definitely explain how and why the STEM program was born. You will note that STEM did not just happen overnight but took several years to be fully functional. Success was a direct result of the participation and collaboration of many, many people. So grab a cup of coffee, your reading glasses and get ready to learn a bit of history about our own 28-year old STEM program.

With the emphasis in Texas on the building principal as the instructional leader which grew out of the Educational Reform Act of 1984 (House Bill 72, 68th Texas Legislature, Second Called Session), the Texas Education Agency (TEA) conducted interviews by phone and in person to gather suggestions that would help administrators face the new challenges of productivity and efficiency. Most of the principals responded that their secretaries and other office employees would confront enough change, adjustments, and new challenges to justify a training program for them.

The results of this TEA survey were given to the Texas Educational Secretaries Association (TESA) who agreed that there was a need for this kind of training. The TESA officers were interested in the program. They suggested that the most effective type of training would have to be delivered in more than one session with follow-up material to keep trainees in an extended mode of training instead of a one-shot "revival" format in which a large volume of material is covered and soon forgotten. Their recommendation was that a phase-in program should be delivered over a three year period.

An advisory committee built the framework of the Educational Secretaries and Support Staff Training Program (ESSSTP). The advisory committee members represented the following:

- Texas Educational Secretaries Association (TESA)
- Texas Elementary Principals and Supervisors Association (TEPSA)
- Texas Association of School Administrators (TASA)

- Regional Education Service Center Executive Directors Advisory Council (RESCEDAC)
- Colleges and Universities
- Texas Association of Community Schools (TACS)
- Texas Association for Supervision and Curriculum Development (TASCD)

After the advisory committee defined the direction of the program, TEA staff conducted research for the content of the training sessions. This research included an ERIC search, a review of professional literature, and the curriculum of a national professional secretarial training program. A survey was conducted of those Texas school districts which had already been giving some standardized secretarial training. Dr. William Rutherford, Association Professor, College of Education, The University of Texas at Austin, was asked to glean information from his effective administrator research concerning what a 'good secretary' does to make a campus or district more efficient.

Once this information was collected, the advisory committee proposed a three-part curriculum for Phase I, which consisted of Texas School Reform, Effective Office Practices, and Communication Skills. An ad hoc committee developed the curriculum for these three content areas. All content and format recommendations were subject to the advisory committee's review and approval. Out of all these efforts emerged the Phase I Pilot of the ESSSTP. The Phase I Pilot consisted of an 18-hour program:

- Day 1 (6 hours) – Overview of Texas School Reform
- Day 2 (6 hours) – Effective Office Prac-

STEM History continued -

tices

- Day 3 (6 hours) – Educational Office Personnel Communication Training

TEA staff collaborated with officers of TESA in the selection of the pilot sites. They considered demographics, school district size, and the availability of pilot participants. School districts were contacted and asked for their participation on a voluntary basis. Fifteen Texas school districts asked to be considered as pilot sites and, because of funding limitations, only five districts could be accommodated. The following five school districts were chosen: Carrollton-Farmers Branch ISD, Corpus Christi ISD, Cypress-Fairbanks ISD, El Paso ISD, and Longview ISD. The TESA Executive Board agreed to participate in the pilot program at their 1986 summer conference.

All pilot participants took pretests and posttests. Training was delivered in three training modules so there were sets of tests administered in each one. Pretests were given prior to the delivery of any content material and posttests were given at the conclusion of each module. The testing was done for the purposes of diagnosing entry level skills, prescribing refinement of the training program beyond the pilot stage, and assessing the need for remediation. The tests were scored on site, feedback was given immediately to participants and results were discussed in group sessions.

Certificates of completion were awarded to the participants. The rationale for testing and certifying the participants was for the sake of uniformity and consistency with the Texas-mandated instructional leadership program for administrators and the advanced academic training program for teachers.

A total of 103 trainees participated in the five pilot training sessions held at the school

districts. There were school secretaries, school district central office secretaries, and other support staff members who participated. At each site, six or seven local school district administrators attended portions of the training as well.

When the training in the five school districts was finished, the entire program was formally evaluated. There were also written, anonymous evaluations from the participants at the end of each training day. The site-based process research or follow-up study gave the evaluators the opportunity to gather information from conversations with participants and from on-site observation of techniques and skills being applied 'back home' in the work place two to three weeks after the training. Approximately one-half of the participants were visited. A written survey measured the usefulness of the training material; comments and observations made during the visits and group feedback sessions were recorded. As viewed by those who attended the three-part workshop, this was a highly successful training program.

Although the emphasis in the ESSSTP is on the development of a good working relationship between support staff and administrators, the precepts of the training are equally applicable to the working relationships among teachers, support staff, and administrators. The advisory committee discussed the outcomes of the pilot program and made the following recommendations: (not all are listed here)

- Educational Secretaries and Support Staff Training should be made available to as many secretaries and support staff members as possible
- It is important to the success of this training that it is delivered by effective presenters and that great care is taken to maintain the quality of it
- Participants should make their leaders

aware of the content of the training program in cases where the leader is unable to participate

- Secretaries and support staff members who have participated in the ESSSTP should encourage their peers to attend future workshops

Phase I of the STEM program was funded through an ECIA, Chapter 2, Section 577 grant during the 1986-1987 school year. After Phase I was successfully implemented, TESA took over the administration of Phase I and further developed and implemented Phases II and III. For many years, STEM was a three-phase program designed to enhance technical and job-specific skills for educational support personnel and participants were required to take sessions in a certain order. In 1998, the STEM program was remodeled to allow participants to take classes in any order. Now, participants progress through the program requirements of attending 60 hours of training (42 hours of required and choice STEM classes combined with 18 hours of self-directed study) to achieve the Certified Educational Office Professional (CEOP) certification. An annual six-hour certification update is also included for those who wish to keep their certification current.

A highlight for the STEM program occurred during the 2001-2002 year. The first STEM graduation ceremony was held at the TESA Summer Work Conference in June 2002. A total of 91 participants completed their CEOP certification that year and 15 participants were recognized during the graduation ceremony. STEM graduates have been recognized in a number of ways throughout the years but none so important as the ability to put CEOP behind their names.

Many other changes and upgrades have been made to STEM throughout the years to improve the program. To the delight of

many, the removal of pretests and posttests from the STEM classes was exciting! Classes are continually added, deleted, and updated as needed. Monetary stipends for STEM certification completion were offered by a number of school districts in the past but few provide this incentive now. STEM Consultant Training has evolved and changed during the years just as much as the STEM program. In the early years, Consultant Training was held at least two times per year in different parts of the state with many consultants and prospective consultants in attendance for two full days of training. Consultant Training has taken on many forms – one day, two days, full weekends, once per year, twice per year, every other year, mini training weekends – and attendance has grown and shrunk as the needs of the program have done the same. Numbers of participants in the STEM program has also blossomed and faded throughout the years with a variety of factors contributing to the fluctuation including economy, school district support, interest, and family and job obligations. For many years, much of the STEM training was held at regional educational service centers throughout Texas with the training rooms busting at the seams. After a while, though, we apparently saturated the market and trained everyone possible. Training is now primarily hosted by local school districts and affiliates in various parts of the state.

In 1989, I was asked by TESA President Sandra Walker to serve on the very first STEM Committee (1989-1990) with Willetta House and Chairman Pat Suber. Of course I said “yes” but I had no idea what I was getting into or what STEM was for that matter. Together, we learned all about STEM, paved a direction for the program to grow, and became life-long learners in a program we all truly believed in and came to love. We have really come a long way from those early days of making many trips to the TESA Central Office in Austin to record STEM participants’ informa-

tion on index cards by hand and doing very little by computer. Record-keeping is now computerized in the TESA Central Office. I continued as a member of the STEM committee for a second year in 1990-1991 and was then handed the reins as chairman for the next two years (1991-1993). I must have been crazy for doing that, right? Actually, I was given a wonderful opportunity to impact thousands of people for years to come through an amazing program. I have fond memories of those two years. I would shut my office door at lunch, pull out my STEM box, and during one quick hour, approve, disapprove, and record STEM information for hundreds of STEM participants. I learned the ins and outs of traveling across the state to promote STEM and meet with prospective hosts. I even began my love of being a STEM consultant during those early years while under the guidance of my dear friend, Willetta House. I learned a great deal about people and leadership and responsibility and decision making. I learned how to not lay awake at night wondering if the STEM materials arrived at the site and if the consultant remembered to go to the session that day. I learned that STEM never ends while working on STEM during lunch hours, after work, on weekends, on planes, in cars and vans, during holidays and school breaks, on vacation, while awake, while asleep.

In doing research for this, I ran across a Reflections article I had written on index cards for the Texas Secretary at the end of my two years as STEM Chairman. Here are some of my honest and heartfelt thoughts from July 1993 that still have the same meaning today as they did back then.

On August 1, 1991, I stepped into an adventure that would change my life forever. I became chairman of the TESA Staff Training for Effective Management (STEM) Committee. . . . I have learned many valuable lessons, one

of which is ‘it’s okay to enjoy your success, but you should never quite believe it.’ The STEM program has grown like no one ever thought it would and has soared to heights that even I never imagined. It has done so because of the efforts of many dedicated people who came before me to begin this program and because of the dedication of so many educational support personnel who value the STEM program as part of their professional development. It is such a wonderful feeling to belong to an organization such as TESA whose members believe in their capabilities and know that STEM can aid them in achieving their goals. I was fortunate to have been given the opportunity to continue the program’s success and the charge to keep it moving in the right direction.”

Throughout the past 28 years, many people have served on the STEM Committee and as STEM Committee Chairmen and have been instrumental in the success of the STEM program. Each brought her own ideas, style, and creativity to the table but one thing has been consistently the same: each did what they felt was absolutely the best for the STEM program.

Thanks to the dedication of these committee members and chairmen and the thousands of current and past STEM participants, the TESA STEM program is still a valuable and important piece of professional development for educational support staff all across the State of Texas in public school districts as well as in colleges and universities. Twenty-eight years is a long time to keep a program of this magnitude going but I’m proud to say that we have. And I believe we will continue to do so because, in addition to all we have learned in our STEM classes, we have learned perseverance, determination, and pride. Keep up the GREAT work!! Long live STEM!!

Becoming a STEM Consultant by Dianne Lemons, STEM Consultant



Dianne Lemons
STEM Consultant

I have always wanted to be a teacher. Unfortunately I was never able to pursue that dream. Instead of going to college to become a teacher, I chose marriage as did many other girls

during that time. Even though I am thankful for my decision to marry my husband of 30+ years, I often regret my decision of not going to college to become a teacher. Through the years, I have had the privilege to teach many women's Bible studies, however, I still long to learn more and teach on the educational level. I thought this dream was over until I told a fellow co-worker, Cheryl Gregory, about it. She suggested that I attended a TESA STEM consultant training. If you love teaching becoming a STEM consultant may be perfect for you. I attended my first STEM Consul-

tant Training in 1998. I had such a blast and learned so much that weekend. It wasn't long until Cheryl and I started co-teaching a class called Assertiveness Training. She provided me with so many helpful pointers. When I started receiving positive comments from everyone in the class, I knew that I was hooked for life. My life has been forever changed due to the results of teaching in the STEM program. I would recommend this program to anyone who loves to learn and has a burning desire to share your knowledge with others. During my 15 years as a STEM consultant, I have met so many wonderful, lifelong friends all over the great state of Texas.

I believe that every district should provide educational training for their paraprofessionals. Every year there are opportunities to take classes during staff development for teachers and principals. It is my desire to see all paraprofessionals offered training as well. We are a very important part of our districts and colleges who deserve training too.

I am trained to teach every STEM class TESA offers, however, like most people I do have my favorites. I have had the privilege of writing one of the STEM classes after I went through a very difficult time in my life. It was great therapy for me. I love teaching "Assisting Difficult People" the most because I can really relate to that class. I am in the process of co-teaching the class "Profile for Success" and I am really excited.

If you love to learn and share your knowledge with others, then I invite you to become a part of our special group of TESA STEM consultants. You will never look back once you start teaching. You won't believe the professional knowledge you will gain or the friends you will make and most of all the rewards you will enjoy. Becoming a consultant is the best thing I have ever done.

Having a Blast in a TESA STEM Class by Dianne Lemons, STEM Consultant

I taught the STEM class "Basic Communication" at Garland ISD this year. I wanted to try something different to help each group in my class see how many ways everyone communicates. I brought a large package of toilet tissue to the class. People were curious as to why I brought this to class. I told them we were going to break out later into several groups and do an activity. Finally, it was time to split them up into groups. I instructed each group to, without talking, use the toilet tissue to make an outfit for work. They had so much fun and it showed so many different styles of communication that day. Join us in a STEM class and you can learn and have a great time too.



An Incredible Journey by Diane Hogg



Diane Hogg

Being a STEM consultant has been an incredible journey! If my calculations are correct, I attended my first STEM Consultant Training in 1997. I co-taught

Managing Change with Mary Blackwood shortly after that and haven't looked back. I have seen the STEM program grow as new classes were developed and classes were revised and updated to meet the needs of the 21st Century. I have made many friends and met many TESA members across the state in my 16 years as a STEM consultant. I had the honor of teaching two STEM classes at the NAEOP conference when it came to Dallas in July 2006, and accompanied a team of four consultants to Region 7 ESC in Kilgore where we did a two-day STEM marathon. Each

consultant taught a class four times (two times each day). One of my funniest experiences is when I went to Kilgore in September 2008. Hurricane IKE came through and cut our session short. I went back in October to teach the second class I was supposed to teach in September. As with all the consultants, we all have our stories to tell.

I believe that all support staff personnel can gain from the wide variety of STEM classes offered by TESA. To those who attend STEM classes, I say, you will get out of a class what you put into a class. I know all the consultants have their favorites; mine are Professional Image, Dialogue of Diversity, Managing Change, Leadership Skills and Teambuilding, Telephone Skills, and Customer Service. I believe the professional standards I've learned through STEM and my 18 years of serving on the Board in my local association, Mesquite Educational Paraprofessional Association (MEPA), and serving on the STEM com-

mittee and various other TESA committees through the years, have helped me on my journey. This journey has taken me from cafeteria monitor/parent volunteer, classroom assistant, secretary to the Associate Superintendent of Instruction, to my new position as Executive Assistant to the Superintendent.

If you have completed your STEM and are interested in teaching, don't hesitate; stop saying you can't. Share your love of STEM with others. At consultant training you will go through sessions on how to present, how to set up your Powerpoint presentations and consultant notes, how to start and end a class, and most of all you will have the support of your STEM Committee to help you get started. It just requires you to do one thing - take that first step. If you are like me, you will enjoy the journey and never look back.

*Remember that silence is
sometimes the best answer.*

STEM... My Ride to Professional Success by Darcy Blackstock, CEOP



Darcy Blackstock
CEOP

My Staff Training for Effective Management (STEM) ride began many years ago when I attended my very first STEM session, Professional Growth Plan,

which encourages participants to set goals and make a plan of action. That is exactly what I did. I went to my first STEM Consultant Training the following year while serving on the STEM Committee. It was a match made in heaven, and I could not think of a better way to give back not only to TESA but also to my district by motivating other paraprofessionals to continue striving for professional success.

It is extremely rewarding to know as a paraprofessional that an organization exists to represent my profession and one that provides staff development training. So many of our education institutions restrained by financial inequities are unable to provide the resources needed to offer training for all employees. TESA, through our STEM program, offers a wide variety of professional development to enhance existing skills, provide effective training applicable to many positions, and an opportunity for paraprofessionals to earn the distinction of a Certified Educational Office Professional (CEOP). I am extremely blessed to be able to encourage co-workers to achieve their CEOP certification, as it is a most worthwhile experience. It has also been my privilege to teach sessions that many of our TESA members have attended while working toward their CEOP.

For those that know me it is no surprise that my favorite session to present is Professional Growth Plan but I have also presented and/or trained in many of our STEM offerings. This particular session is very near and dear to my heart as it has afforded me the courage and motivation to embark on my ride to professional success. I encourage YOU to begin today with the TESA STEM program on a magnificent journey that you will never regret.

If you find yourself in a hole, the first thing to do is stop diggin'.

Staff Training for Effective Management by Peggy Hudson, CEOP



Peggy Hudson
CEOP

Life changing best describes how I felt after attending my first STEM classes. From that first class I was “hooked on STEM” and I still love to attend

and teach classes. Leander ISD paid for all secretaries to attend Phase 1 at the Region XIII Educational Service Center in Austin. I took classes taught all over Texas to complete the other two phases and received my Certified Educational Office Professional (CEOP) certification in 1994.

Each STEM class I attended prepared me to be a better employee and person. Every day as a principal’s secretary the information gained from these classes was put to good use. Effective Office Practice was and is my favorite class. The things taught in this class

are crucial because it is an all encompassing class that covers many aspects of working in an educational setting. For me the most important part of EOP are the things we learned to help us with the written work that we produce. Many times before ever meeting someone in person we have communicated with them in writing. This is often the first impression a parent, teacher, another district or vendor has of our district. The remarkable thing about STEM classes is that they are taken to improve our work on the job, but they also are relevant to our daily life at home. So much of the information is totally interchangeable. Stress Management and Time Management are prime examples of information that we can use at work and at home. Interpersonal Skills is so important to help us communicate not only in our duties as an educational support staff person but also to help enhance our ability to communicate with our family members and friends.

The most significant feature for me is that STEM classes are invaluable because most of the classes were written by and are taught by Paraprofessionals. These are the folks who have lived our lives and understand paraprofessionals and their duties within the educational setting. What an impressive resource of information available to us! Please consider taking advantage of this most beneficial program, it will change your life both on the job and at home. After you take a STEM class or break out session at Summer Work Conference remember to share with your employer and fellow employees when you utilize something you have learned at a TESA event; it will help them know that your time and money was well spent.

I encourage you to begin your “Ride to Professional Success” by taking STEM classes and begin to work toward completing your CEOP. Your life will be blessed professionally and personally.

*Live simply. Love generously.
Care deeply. Speak kindly.*

My Two Years as STEM Chairman by Barbara Jennings, TESA President 2006-2007



Barbara Jennings
TESA President 2006-07

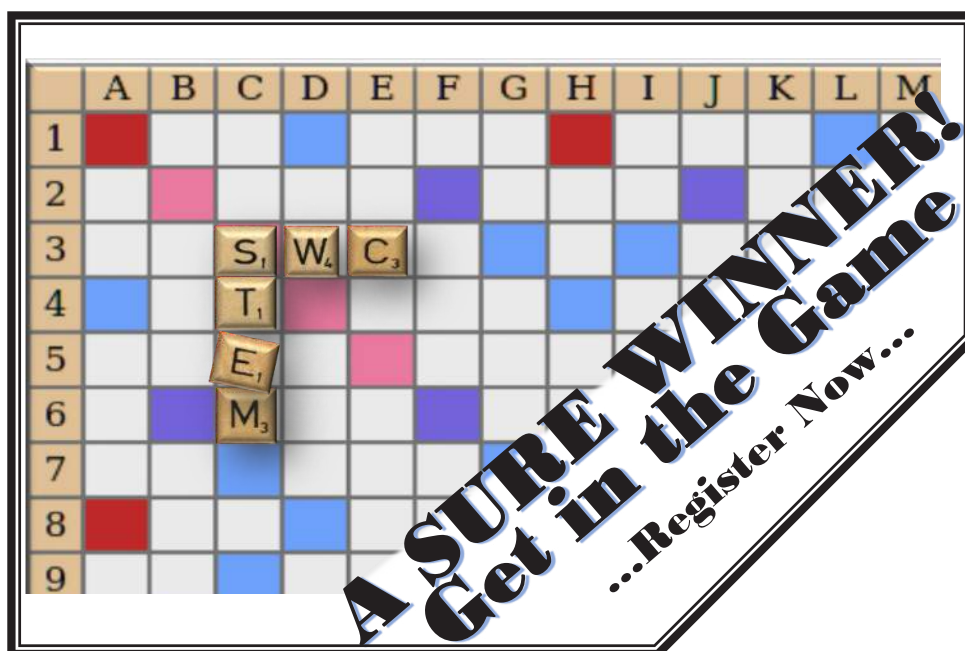
As I think back on my first year as STEM Chairman I have to be thankful to Debbie Wade during her year as TESA President for believing in me. Debbie took a leap of faith and appointed me as her STEM Chairman. I had the most amazing committee members. They were Phyllis Hyden, Cheryl Gregory and Yolanda Gonzalez.

From the moment we came together there was a bond that will never be broken. We had the most amazing year. Each time we met that

bond grew stronger and the committee grew stronger. Our focus was how could we make the program better and stronger for TESA? At our first meeting I was sharing how much my high school and college graduation meant to me. WOW! The light went on and the STEM Graduation was born. I was nervous at first thinking the committee would think I was nuts but they too thought it would be a great idea. It was so exciting that the committee wanted to have the first of many graduation ceremonies. Pride was abundant as the first STEM graduates marched in. I remember one of the graduates stated she was unable to participate in her high school graduation and this graduation meant so much to her. We all held each other and cried. As the year came to a close we began to expe-

rience sadness that we would no longer be the STEM Committee. To my amazement, Peggy Hudson, President Elect asked if I would be her STEM Chairman. I was so excited and my emotions were all over the place. Finally, my breathing caught up with my heart beat and I said, "I will be your STEM Chairman if and only if I can keep Phyllis, Cheryl and Yolanda." Peggy said yes, and thankfully they all agreed to serve a second term.

It's true that "it is better the second time around." I will always be grateful for the opportunity to have served under these two amazing ladies.



Staff Training for Effective Management (STEM)

Course Descriptions

Required Courses

Managing Change (6 hrs)	Change is all around us, and our ability to adapt, manage, and facilitate change has an impact on both our professional and personal lives. Through this workshop participants learn skills that will help turn the challenges of change into possibilities for success.
Effective Office Practices (6 hrs)	Participants learn and review essential office techniques including composition and mechanics of written communications, grammar, office management, and the development of a procedures manual.
Basic Communication (6 hrs)	An overview of communication including a survey of the communication process of verbal and non-verbal skills within the professional context.
Interpersonal Communication (6 hrs)	Participants are taught an awareness of the listening process as well as identification and utilization of appropriate levels of response to the messages of others.
Profile for Success (6 hrs)	Participants will complete a Personal Profile. Communication styles are analyzed and skills are developed for better communication.
Professional Growth Plan (3 hrs)	Participants discuss the goal-setting process and develop personal plans of action for specific goals.

Other STEM Courses

3-hour courses

Assertiveness Training	Establishes the difference between assertive and aggressive behaviors. By discussion and role-play, participants are taught to use their abilities and self-image to protect their rights and the rights of others in a positive manner.
Customer Service	This class is about creating positive perceptions with internal and external customers as well as improving customer service techniques.

STEM Courses

Dialogue of Diversity

An examination of stereotypes and prejudices regarding culture, ethnicity, and gender. Participants learn to appreciate the differences and deal effectively with all individuals.

Leadership Training & Team Building

This class is a discussion of leadership qualities, the relationship between personality types and leadership styles, and communication and goal setting as they relate to leadership.

Professional Image

Creating and maintaining a professional image is discussed. Workshop includes public relations, time management, attitude, communication, and dress.

Rules for Spelling/Proofreading

Reviews basic spelling rules and correct word usage. Teaches techniques of a successful proofreader.

Stress Management

Reviews causes of stress in daily life and discusses methods for adjusting attitudes and/or environment for a less stressful life.

Telephone Skills

Covers the evolution of the phone and how that affects the manner in which we answer the phone. Discusses techniques to use with different types of callers and how to take accurate messages. Teaches good listening skills and lists different approaches to handling a call.

Time Management

Covers timesaving techniques and a guide to better utilization of time.

6-hour courses

Business Grammar/Letter Writing

This class is an in-depth review of business grammar and techniques of business letter writing.

Assisting Difficult People

Participants develop techniques for problem-solving and communication skills for managing conflict.



BESSA – Birdville Educational Support Staff Association

by Sandy Graham, BESSA President

Birdville Educational Support Staff Association (BESSA) has been off to a busy start with our focus on fundraisers to support business education scholarships.

We have bought (Tupperware), sold (popcorn and pecans), eaten (Restaurant day at Jason's Deli), and drank (Golightly's High Tea) our way in the name of fundraisers; and loved, laughed and enjoyed every minute of it.

Our goal this year is to award up to three scholarships of \$500.00 each.

Birdville ISD, located in the DFW metroplex, has three outstanding high schools and a career center. Business students from Haltom, Richland and Birdville High Schools will have the opportunity to apply for these scholarships in the spring.



“The smallest change in perspective can transform a life. What tiny attitude adjustment might turn your world around?”

~ Oprah Winfrey

San Jacinto College AEOP Hosts TESA Area Workshop

by Sandra Curry

San Jacinto College AEOP hosted a TESA Area Workshop on Saturday, February 1, 2014 from 7:30am to 4:30pm. The workshop was held at San Jacinto College Central Campus in Pasadena Texas. The Theme for the day was "Set Your GPS on the Road to Success".

As participants entered the building they had the opportunity to Set Their GPS and move forward on the Road to Success with the help of the registration team. Forty-two participants set out on a road trip that began with a Continental Breakfast, Shopping at vendor booths and a Rest Stop for the Opening Session. Sherry Gray welcomed everyone to the Workshop, Sandra Curry gave the Invocation and the Pledge of Allegiance was given by Barbara Jennings.

Dr. Laurel Williamson, Deputy Chancellor and President of San Jacinto College, greeted the AEOP/TESA members. Dr. Williamson, a strong supporter of AEOP and TESA, motivated participants to continue to strive for excellence and to stay on the Road to Success. The Keynote Address was given by Deb Gallington, Owner of Mainly Drinks in La Porte, Texas. Mrs. Gallington discussed the importance of obtaining a college education and shared many humorous stories about her life journey. Debbie Wade, San Jacinto College Retiree and AEOP/TESA member, provided the

announcements for the day before leading the group to morning sessions and then off to the Kaleidoscope Room for a delicious lunch prepared by Jason's Deli.

The morning workshop sessions included the following:

Microsoft Excel: Becoming a Power User.

The class was taught by Detra Merino, Coordinator of Dual Credit at San Jacinto College South.

Identifying Your True Colors and Avoiding Conflict with Others. The class was taught by Ann Tate, Center for Excellence in Teaching and Learning Director, San

Jacinto College Central.

The ABCs of Domestic Violence: Recognizing, Intervening, and Preventing. The class was taught by Thecia Jenkins, Education and Human Resource Director, The Bridge Over Trouble Waters.

The afternoon workshop sessions included: Help, I'm On Fire! It's Burnout! The class was taught by Barbara Jennings, San Jacinto College Retiree.

Even a Superwoman Can't Do Everything! The class was taught by Donna Cubstead, Senior Administrative Assistant, Center for



Excellence in Teaching and Learning Director, San Jacinto College Central. Workplace Wellness. The class was taught by Judy Harrison, Physical Education Professor, San Jacinto College South.

The workshop committee included: Patti Walling, TESA President, Sherry Gray, SJC AEOP President, Donna Cubstead, Sandra Curry, Charlotte Jackson, Barbara Jennings, Kathy Miller, Bea Rodriguez, Mary Tunstall, Debbie Wade, Dedra White, and Linda Whitfield. A special thank you goes out to our vendors: Chelsie Robinson of Houston Health & Wellness Center, Lori Cochran of Lauren's Essentials, Ellen Laughlin of Miche Bags & Jewelry, Connie Gonzales of Scentsy, San Juana Zimmer of Tastefully Simple, Leslie Axel of Think

Pink Boutique, Andrea Maxwell of Thirty-One Gifts, Debbie Wade of Treasures from Home, and Emilie Jarcon & Anita Polvado of Two Broke Babes Crafts.

San Jacinto College AEOP and TESA members thank Dr. Brenda Hellyer and Dr. Laurel Williamson for their continued support.

“If you can’t change it, change the way you think about it.”

~ Mary Engelbreit

“I remind myself every morning: Nothing I say this day will teach me anything. So if I’m going to learn, I must do it by listening.”

~ Larry King



Affiliates in Action

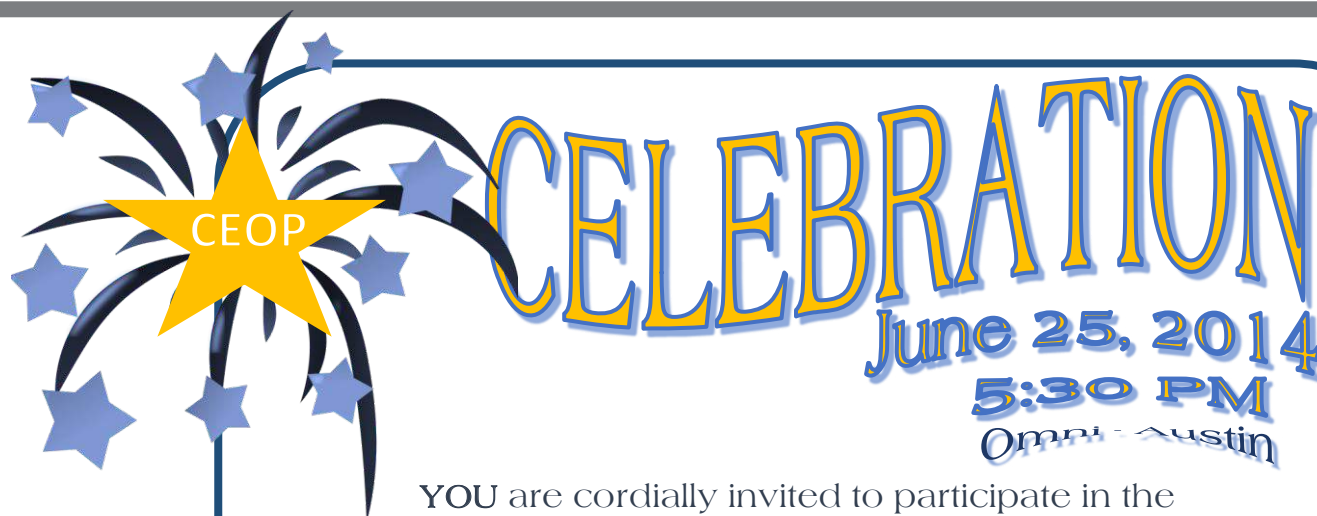
Pasadena Association of Educational Office Personnel



PAEOP members celebrated December with our 'Caring and Sharing' project, donating to Project Joy and Hope. This organization helps children with life-limiting conditions and their families in the greater Houston area. The founder, Jan Wheeler, was our guest speaker and she left with a car full of donations and several gift cards from PAEOP.

We are looking forward to a busy spring as we start off in February with our guest speaker from AXA Advisors. He shared some insight on financial planning and investing for the future. In March we will learn how to be a "Damsel in Defense"!

Pictured left: Linda Horodyski, 1st Vice –President, Dr. Jan Wheeler, founder and CEO-Project Joy and Hope, Robin Pool, President, and Nell Huffman, Secretary at Pasadena High School.



YOU are cordially invited to participate in the ceremony celebrating CEOP certifications earned between May 15, 2013 - May 15, 2014.

Contact the TESA office to RSVP
www.tesatexas.org

NAEOP Membership Form

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
☐ Yes, I wish to receive email renewal notices ☐ No, I do not wish to receive email renewal notices

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:

- ☐ Elementary ☐ Middle School/Junior High ☐ Secondary/High School
☐ Higher Education ☐ State Department ☐ Administrative
☐ Career & Technical Education ☐ Retired ☐ Other (please name): _____

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"/> 50-60	<input type="checkbox"/> 60+	<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
<input type="checkbox"/> *MasterCard <input type="checkbox"/> *Visa <input type="checkbox"/> *Discover <input type="checkbox"/> *American Express (*\$5.00 convenience fee applies)	
Cardholder's Name:	
Card Number:	Expiration Date:
Signature:	Security Code:

Mail or Fax completed form to:
NAEOP Attn: Membership
PO Box 12619
Wichita, KS 67277-2619
Fax: 316-942-7100