

VOLUME LXV, NUMBER 3 - SPRING 2015

the TESA CONNECTION

A close-up photograph of a single yellow carnation flower with a green stem and leaves, resting on the pages of an open, old book. The book's pages are yellowed with age, and the text is printed in a classic serif font. The flower is positioned in the center of the frame, slightly to the right. In the background, several other books are stacked, their spines in various colors like pink, blue, and brown, creating a sense of a library or a collection. The lighting is soft, highlighting the delicate petals of the flower and the texture of the book pages.

President's Message



Debbie McFadden
TESA President

Finally, spring has arrived! The Texas bluebonnets and paint brushes are blooming alongside the road, roses are budding, and of course the weeds are trying to take over the grass in our yards. But after a long, cold, and wet winter, I'll take the weeds.

Be sure to read the TESA Connection for motions the board passed at the spring board meeting held on March 20 in Richardson; Summer Work Conference registration; feature articles, and much more. Editor Lisa Gonzalez would love to receive an article about your local association so all our members will know what is going on in your area.

Have you thought about becoming a STEM Consultant? Now is your chance, consultant training will be held in Mesquite on April 25, 2015. Registration and information can be found on the website under the STEM tab.

TESA's first cookbook, *Cooking Connection*, is available only by pre-order sale until April 15, 2015. Pat Crawford, TESA Past President, is busy at work combining more than 300 recipes you will certainly want to try, all contributed by TESA members and retirees. The cost is only \$15 for each book and will be delivered to you at Summer Work Conference in Austin; or, for an extra \$5, Pat will mail the book to you. But don't buy just one, buy several and use for wedding gifts, birthdays, Christmas, etc. The order form can be found on the TESA website and in this issue of the magazine.

The Summer Work Conference Committee has been busy planning for an exciting and rewarding conference for you. All breakouts will be in three-hour sessions allowing for credit to be used for CEOP certification or recertification, NAEOP PSP certification and recertification, or credits needed for your district/college training requirements. Come to the President's Luncheon and browse through the Book Mobile and take home a book or two, bring money to shop our vendors, and be ready to dance on Friday night at the installation banquet. I look forward to seeing you there. The National Association of Educational Office Professionals (NAEOP) annual conference will be held in Buffalo, NY, on July 16-20, 2015. The NAEOP conference offers another opportunity for professional growth and networking with peers from across the United States. If you are interested in enhancing your professional growth, check out the certification program (PSP) NAEOP offers. Hope to see you there.

I encourage you to find a good book, sit back and enjoy the sunshine. Spring is the time to renew yourself by Dreaming of the things to come, Challenging yourself to grow professionally, and Achieving those dreams.

Debbie



Letter from the Editor & Table of Contents

From the Editor

Spring is finally HERE! I think I can speak for everyone in saying that we are all happy to put this crazy winter weather behind us. Seems that TEXAS weather is still offering up surprises to everyone throughout the state.

You will notice that this issue is packed with timely Summer Work Conference (SWC) information. This year's conference, as those in the past, is filled with educational and exciting sessions that will help you in your personal life as well as in the workplace. Remember that SWC is a great time to renew friendships that were made at past conferences and to make new friendships this year.

I ask each one of you to take time to read all the

information in this and all issues of the TESA Connection. Our writers have taken a great deal of time offering many beneficial articles for you, providing us with vital information that can be used both in our workplace and in our personal lives...from health and exercise, to professional development and training, timely work tips, and much more!

With only one issue of the TESA Connection left for us to prepare for you, I ask you to take pictures along with short write-ups, include your experience at SWC this June; of your association's year-end activities; and of your professional and personal development and growth. Mark your calendars to get these off to me as soon as you get back from SWC – as I will need

your pictures and short articles by June 30. I challenge you to help me pack our Summer Issue highlighting your SWC and other experiences – and look forward to receiving something from you!

As TESA President Debbie McFadden stated: "Spring is the time to renew yourself by Dreaming of the things to come, Challenging yourself to grow professionally, and Achieving those dreams." Spring is the time for new beginnings – so let's "make it happen!"

Lisa

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Dates to Remember

APRIL - 2015

3	TESA Office Closed (Good Friday Easter Holiday)
15	Deadline to order TESA Cookbook
25	Consultant Training – North (Mesquite)

MAY - 2015

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

JUNE – 2015

16-20	TESA Summer Work Conference – Austin, TX
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JULY – 2015

4	TESA Office Closed (July 4th Holiday)
22-25	NAEOP Annual Conference – Buffalo, NY

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.

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YOUR 2015 - 2016 TESA EXECUTIVE BOARD

PresidentDianne Lemons

President-ElectLisa Gonzalez

Vice-PresidentTeena Hancock

Secretary/TreasurerBonnie Tomczyk

Member-at-Large Positions:

Area Workshops & LegislativeMelissa Rodriguez

Nominations & Awards/Scholarship/JournalistMarie Enax

Membership & Affiliate ServicesDonna Cubstead

Congratulations and best of luck in the upcoming year!



Proposed By-law Changes

In accordance with the TESA Bylaws – Article 3, Section 5 – The TESA Executive board will bring the following motions before the TESA membership at the annual business meeting, Friday, June 19, 2015, from 10:00 a.m. to 11:30 a.m., Austin, Texas at the Omni Southpark Hotel.

Motion 1 – The TESA Executive Board moves, that Article II, Section 4, Paragraph 2 of the TESA Bylaws be changed to read: All educational support personnel working in public, private, charter schools; Educational Service Centers or higher education (Colleges or Universities) in the State of Texas shall be eligible for membership.

Rationale: With the decline in membership over the past years, we are proposing the change in wording for who is eligible to be a TESA member so that we can be “open” for more individuals to join.

Motion 2 – The TESA Executive Board moves, that Article VI of the TESA Bylaws be changed to read: The annual dues for active & associate members shall be forty dollars (\$40.00).

Rationale: With increased costs to operate and maintain services for TESA members, at the same level, dues need to be increased. The last time dues were increased was June 2009.

Motion 3 – The TESA Executive Board moves, that Article IV, Section 1, paragraph 2, 1st & 2nd sentences be changed to read: Ballots shall be posted electronically on February 15, with a March 1, deadline. Names of the elected shall be provided to the Executive Board at Spring Board meeting making them a permanent part of the minutes.

Rationale: With electronic voting, ballots can be cast quicker. Past trends show that majority of the members vote as soon as the ballots are available. This would provide the incoming President time to complete her committees before districts spring breaks begin.

Minutes for the 2014-2015 Executive Board Meeting at SWC



Texas Educational Support Staff Association, Inc.

Minutes for the Executive Board Meeting at SWC
Omni Hotel Southpark in Austin, Texas
June 25, 2014

Call to Order: The meeting of the Texas Educational Support Staff Association, Inc. Executive Board was called to order by President-Elect Debbie McFadden at 9:49 p.m. on Wednesday, June 25, 2014 at the Omni Hotel Southpark in Austin, Texas.

Parliamentarian: Gerald Wharton proclaimed that a quorum was established.

Roll Call: Executive Board

Debbie McFadden	1406	Teena Hancock	611
Dianne Lemons	1412	Sherry Gray	108
Lisa E Gonzalez	1415	Gerald Wharton	1420
Marie Enax	106	Patti Walling	1400
Robin Pool	807	Paula Lambright	
Deana Ross	300	Sandra Curry	826
Bonnie Tomczyk	1408	Kay Riggs	221

Absent: Paula Lambright

Minutes: None

Correspondence: None

Old Business: None

Motion One: Motion made by Dianne Lemons, seconded by Kay Riggs, that the honorarium for 2014-2015 board members be \$75.00. Motion carried.

Motion Two: Motion made by Nominations Committee, no second needed, that effective August 1, 2014, the President is authorized to sign the VoteNet contract for the 2015 ballot. Motion carried.

Announcements: Board orientation retreat will be 1st weekend in August
2015 SWC will be week of June 15th, 2015

President-Elect Debbie McFadden adjourned the Executive Board Meeting at 10:09 p.m.

Submitted by:

Approved by:

Robin Pool

Robin Pool, CEOP, CEOE
TESA Secretary/Treasurer

Debbie McFadden

Debbie McFadden, CEOP, CEOE
TESA President 2014-2015
Date approved: March 20, 2015



Administrative Professionals' Day Proclamation

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, Deborah McFadden, CEO, CEOE, President of the Texas Educational Support Staff Association, Inc., hereby proclaim the week of April 19-25, 2015, be known as Administrative Professionals Week and April 22, 2015, 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.



Five Steps to Better Professional Development

by Jamie Vincek, Staff Development Director, Lamar Consolidated Independent School District, Rosenberg, Texas



Jamie Vincek
Staff Development Director
Lamar Consolidated ISD

If you're the smartest person in the room, you're in the wrong place. This bit of wisdom was shared with me by a friend as a reminder that we are never too experienced or too good at what we do to not be willing or able to **learn something new**. I have spent the last 15 years of my

professional career in education as a teacher and working with educators in professional development. I have learned a lot about professional growth, professional development, and training sessions. The more I watch, learn and participate, the more I want to know. Here are five strategies for making the most out of professional learning time.

Have a goal –

Find **something to be better at** in your professional life, write it down and purposefully pursue it. No matter how long you've sat in the same office, at the same desk, in the same chair, **there is something new to learn**. Find what excites, motivates, or encourages you to be a better person and a better employee. Sometimes those goals are hard skills such as learning a new program or function. Other times, goals can focus more on soft skills like building a stronger working relationship with a specific someone or learning to communicate more professionally over the phone. Sometimes the goals are small tasks, and sometimes they are so big, they can rock your world. Set a professional goal that's meaningful and **purposefully pursue** it.

Make time –

We all have the same 24 hours in a day, but it's only 24 hours. With limited time each day, be protective and **purposeful in how this time is spent**. I recently wanted to learn to do pivot tables in Excel. In the 20/20 lens of hindsight, I didn't think I had time to learn this new skill, however, I spent hours and hours doing extra work that could have been so much quicker with a simple pivot table. One hour of specific, focused time on learning the skill of pivot tables has since saved me days and days of work. Sometimes, all it takes is **one hour of purposeful time**. Sometimes, committing to a professional goal

may mean attending a webinar at lunch, a conference in another city or even enrolling at a university. Make time to learn something new.

Be open minded and actively participate –

The only thing worse than a bad professional development session is a bad session with bad participants. I have been to some really bad sessions. I have been to some really great sessions – and I have learned from both. More often than not, those who are determined to learn something new, will. And, **those who aren't willing to learn will eventually be left behind** by those of us who are. Be **open minded and participate**.

Commit to one thing –

When participating in professional development, whether it be online, a face-to-face class or a book, decide from the **start that there will be at least one nugget of knowledge** from the session that can be implemented into your job or life. One thing. That **one thing may be a specific skill, a quote from the author, a new idea that you hadn't considered before or maybe even another book or class to attend**. When finished with the session, have at least **one thing written down to do differently** as a result

of the time in the session.

Reflect and activate –

This is the easiest and yet hardest part of learning something new. Often, I find myself excited and energized after reading a great professional book or leaving an exciting professional development session. But, as soon as I get back to the real world, I'm hit with emails, phone calls, deadlines and to-do lists. **Take time to reflect. Talk about what you learned with a friend or co-worker, write about it, or schedule time on your calendar in a few days to go back through your notes**. Knowing is **not enough unless we apply**. Reflect on and activate something new that was learned.

In summary, set your goals – choose from the many styles and formats to **learn and grow** in the professional work setting. Whether you prefer webinars, book studies, classes, small cohort groups or a combination of the styles, **set professional goals and make time to learn something new**. After all, the smartest people may not need professional learning, but it's the wisest ones that won't ever be without it!

Professional Development – Be all that you can be!!

Take Classes to learn more and BECOME a TESA Certified Educational Office Professional (CEOP)

- CEOP Course requirements and class descriptions are available on the TESA website (www.tesatexas.org) under STEM Program
- TESA-directed classes hosted by TESA Affiliates, Area Workshops and the TESA Summer Work Conferences!

Start **NOW** – check out the STEM classes available at the TESA Summer Work Conference: June 16-18, 2015
For information on STEM Classes for 2015-2016, check the TESA website or watch for the Fall 2015 Issue of the TESA Connection.

For more information please contact:

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TESA 2015 Summer Work Conference

2015 TESA Summer Work Conference June 16-20, 2015 Omni Southpark Hotel - Austin, Texas

It won't be long now and we will all be back together in Austin! Conference material information is posted on the TESA website at www.tesatexas.org.

The hotel link is posted on the website as well as a Conference Schedule Overview to help you with arrival and departure dates and times. Hurry and get your conference registration and hotel reservations in before the deadline. Your novel awaits you...

Here is a condensed Overview of the conference:

The Prologue and Chapter 1- June 17 and June 18

STEM classes will be offered all day Tuesday and Wednesday. A three-hour session will be offered on Thursday afternoon. All afternoon sessions during the conference will be three-hour credit classes which can be used towards CEOP self-directed or six-hour re-certification hours. Wednesday evening will be a special time of recognition at our CEOP Celebration.

Chapter 2- June 18

On Thursday there will be a special morning reception/session just for First Timers to a TESA conference. Then we will have our Opening session with an inspiring TESA flag ceremony including Past Presidents and the many associations represented. The General session will end with a special keynote speaker. Following the General session, make your way to the President's Luncheon for a scrumptious lunch as you "*Escape with a Good book.*" Enjoy a "Free Book Study" with your friends on Thursday evening.

Chapter 3- June 19

During the Business meeting on Friday morning, the Nelda Van Dyke Educational Office Employee of the Year, Administrator of the Year and Scholarship Awards will be announced. The always anticipated "Everybody Loves a Theme Basket Drawings" will be held just before lunch. Then the "*Dreams and Challenges to Achieve Professional Harmony*" banquet, board installation, incoming president's reception, and dance will all be an evening to write home about.

The Final Chapter- June 20

Finally, Saturday morning will be the perfect ending to the perfect book when yearbook and newsletter awards, and the Spirit award will all be announced during a delicious brunch. The vendor door prizes will be given away and the much awaited skit for the 2016 Summer Work Conference will be performed. Oh yes, a special guest will make an appearance to close the final chapter our 2015 TESA Summer Conference book!

See you in June!



TESA 2015 Summer Work Conference



TESA 2015 Summer Work Conference Conference Schedule Overview *"Dream, Challenge, Achieve"*

Tuesday, June 16

THE PROLOGUE

STEM Sessions

2014-2015 Executive Board Meeting

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

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

Wednesday, June 17

CHAPTER 1

STEM Sessions

Registration Open

Exhibit Hall Open

Extended Sessions

2015-2016 Executive Board and Committee Orientation

CEOP Celebration Practice

CEOP Celebration Ceremony

2014-2015 and 2015-2016 Joint Board Meeting

2015-2016 Executive Board Meeting

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.

4:30 p.m. to 5:00 p.m.

5:00 p.m. to 6:00 p.m.

7:30 p.m. to 8:30 p.m.

9:00 p.m. to 10:00 p.m.

Thursday, June 18

CHAPTER 2

Registration Open

Exhibit Hall Open

Breakout Sessions

Flag Practice

General Session/Flag Ceremony/Keynote

"Escape with a Book" President's Luncheon

TESA Past Presidents' Meeting

Registration Open

STEM Session

Extended Sessions

"Book Study" with your friends (**FREE NIGHT**)

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.

9:15 a.m. to 9:30 a.m.

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

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

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

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

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

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

Friday, June 19

CHAPTER 3

Registration Open

Exhibit Hall Open

Breakout Sessions

Business Meeting

Award Presentations: Nelda Van Dyke Educational Office Professional of the Year,

Administrator of the Year, Scholarship Awards

Theme Basket Drawings

TRESA Luncheon

Extended Sessions

Dreams and Challenges to Achieve Professional Harmony

Banquet and Installation of 2015-2016 TESA Board,

Incoming President's Reception, Dance

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.

10:00 a.m. to 11:30 a.m.

11:30 a.m. to 12:00 p.m.

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

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

6:00 p.m. to 10:00 p.m.

Saturday, June 20

THE FINAL CHAPTER

Closing Session with Surprise Guest

Awards: Yearbook and Newsletter, Vendor Door Prizes,

2016 TESA SWC Skit

8:30 a.m. to 10:30 a.m.



TESA 2015 Summer Work Conference



TESA 2015 Summer Work Conference
Omni South Park Austin, TX
June 16 - 20, 2015

BREAKOUT SESSIONS

WEDNESDAY, JUNE 17, 2015 **1:00 PM – 4:00 PM**

Extended Sessions

101 "WHEN, WHERE, AND HOW TO WEAR IT"

Wendy Klentzman, Retired, Alvin Community College

It may seem unfair to judge someone by appearance and behavior rather than exclusively on performance, but judgments ARE made about people on their appearance. In this session, we will explore When, Where, and How to Wear It.

102 "HOW TWEET IT IS"

Jana Worthington

What is Twitter and why would I want to tweet? "Follow" me as we learn more about this interesting social media tool. Please feel free to bring a laptop, tablet, etc.

THURSDAY, JUNE 18, 2015

8:00 AM – 9:20 AM

201 "LEARNING FROM THE BOOK OF C"

PART 1 Debbie Wade, Retired, San Jacinto College District

Our work place is full of opportunities to use the correct words and actions when working with our Customers. We'll look in THE BOOK OF "C" to learn about words like Challenge, Care, Cooperate, Communicate, and others...a have a little fun along the way! (Part 2 held on Friday, June 19th at 8:00-9: 20 am. Must attend both sessions to receive 3 hrs. credit)

202 "FIRST TIMERS SESSION"

Past Presidents

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 including STEM, Affiliate Services, scholarships, publications, workshops, conferences. Session is sponsored by the TESA Past Presidents Association. Special surprises await first timers who attend this session!

203 "WORKING WITH A POSITIVE ATTITUDE WHEN COLLEAGUES OR STUDENTS ARE FACING A CATASTROPHIC ILLNESS OR EVENT"

PART 1 Barbara Jennings, Retired, San Jacinto College District

Part 1 will cover how to help others handle the shock of the illness or event and not take on guilt for what has happened. (Part 2 held on Friday, June 19th at 8:00-9: 20 am. Must attend both sessions to receive 3 hrs. credit)



TESA 2015 Summer Work Conference

204 "INTRODUCTION TO PREZI"

PART 1 Cathy Garner, DeSoto ISD

This is a fun class for anyone interested in creating a "Basic" Prezi presentation. Prezi is a cloud-based presentation software and storytelling tool for presenting ideas on a virtual canvas. Everyone must bring their own laptop, fully-charged to participate and be engaged. At the end of the class, everyone will have created a Prezi. (Part 2 held on Friday, June 19th at 8:00-9: 20 am. Must attend both sessions to receive 3 hrs. credit)

205 "GENERATIONAL DIFFERENCES IN THE WORKPLACE"

PART 1 Ann Tate, Dean, Liberal Arts Division, San Jacinto College South Campus

You have them in the office next to your or on committees – Veterans, Baby Boomers, Gen Xers, and Millennials! We will take a look at the economic, historical, political, and cultural events experienced by each of these generations to discover patterns in their core values, communication skills and work environments. You will gain a better understanding of how each generation views work, what motivates them and what turns them off. (Part 2 held on Friday, June 19th at 8:00-9: 20 am. Must attend both sessions to receive 3 hrs. credit)

THURSDAY, JUNE 18, 2015

1:00 PM – 4:00 PM

Extended Sessions

301 "COMMUNICATION, MOTIVATION, AND BUILDING RELATIONSHIPS ARE THE KEYS TO A SUCCESSFUL LIFE"

Gail Ward, Ishmael Muhammad, Rob Cain, Pasadena ISD

Proper communication skills along with motivation will lead you to a successful life. Building relationships are the hardest skills to teach yet the most exciting for the energetic Brain Power Team and you will leave pumped up!

302 "TEACHER RETIREMENT SYSTEM BENEFITS"

TRS representative, Larry Abrahamson

TRS benefits – membership, service credit, creditable compensation, grandfathering, retirement eligibility, retirement benefits, social security, employment after retirement, insurance.

303 "LOGISTICAL SERVICES AND SOLUTIONS TO SUPPORT SUCCESS IN THE WORKPLACE"

Constance Fullerton, Tim Wetmore, and other Office Depot/Office Max Specialists

OFFICE DEPOT – We are so much more than office supplies...We are your logistics partner. 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 and resources, technology, facilities, copy/print/promo, and furniture. 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.

304 "EXCEL IS ESSENTIAL"

Paula Lambright, Mesquite ISD and Lisa Gonzalez, Donna ISD

In today's world, one computer program that is a necessity is Microsoft Excel. This class will cover a few basics including - formulas, special formatting, sorts, autofill, filtering, and charts. We will also cover some advance skills which include subtotals, linking, conditional formatting, pivot tables and concatenation.



TESA 2015 Summer Work Conference

FRIDAY, JUNE 19, 2015		8:00 AM - 9:20 AM
401	“LEARNING FROM THE BOOK OF C” PART 2 Debbie Wade, Retired, San Jacinto College District This session is a continuation of Part 1 from Thursday, June 18th. More about Challenge, Care, Cooperate, Communicate, and others...and even more fun!	
402	“PRESIDENT'S/PRESIDENT'S ELECT” Dianne Lemons, TESA President Elect, Mesquite ISD 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.	
403	“WORKING WITH A POSITIVE ATTITUDE WHEN COLLEAGUES OR STUDENTS ARE FACING A CATASTROPHIC ILLNESS OR EVENT” PART 2 Barbara Jennings, Retired, San Jacinto College District This session is a continuation of Part 1 from Thursday, June 18 th . More about how to cover different losses, how individuals grieve, stages of grief, and how to maneuver the grief map.	
404	“INTRODUCTION TO PREZI” PART 2 Cathy Garner, DeSoto ISD This is a fun class for anyone interested in creating a "Basic" Prezi presentation. Prezi is a cloud-based presentation software and storytelling tool for presenting ideas on a virtual canvas. Everyone must bring their own laptop, fully-charged to participate and be engaged. At the end of the class, everyone will have created a Prezi.	
405	“GENERATIONAL DIFFERENCES IN THE WORKPLACE” PART 2 Ann Tate, Dean, Liberal Arts Division, San Jacinto College South Campus You have them in the office next to your or on committees – Veterans, Baby Boomers, Gen Xers, and Millennials! We will take a look at the economic, historical, political, and cultural events experienced by each of these generations to discover patterns in their core values, communication skills and work environments. You will gain a better understanding of how each generation views work, what motivates them and what turns them off. Participants should attend both Part 1 and Part 2 for credit.	

FRIDAY, JUNE 19, 2015		1:00 PM - 4:00 PM
501	“THE GOLDEN GIRLS GUIDE TO LIFE'S SILVER LININGS” Sue Hand, Lamar CISD and Patti Walling, San Jacinto College Having trouble finding the silver lining in your everyday work and home life? Everyone experiences Challenges with their Dreams and what they would like to Achieve. Dark clouds tend to obscure silver linings meant for us and a different perspective to fix our focus is necessary. What better way to accomplish this than with a group of Sister Chicks and a cup of brew. We hope you'll join us; we have saved you a seat at the Kitchen table!	



TESA 2015 Summer Work Conference

502 "YOU'RE ONLY A BLOCK AWAY"

Linda Sockwell, Richardson ISD, Jana Worthington, Weatherford ISD, and Shirley Haswell, Retired

This session will focus an "Alphabetical" approach to attributes needed to help us become the best educational employees that we can be. Participants will "build" skills with ABC blocks particular to each individual.

503 "STRESS MANAGEMENT TIPS FOR SECRETARIES"

Minnie Soto, Lytle ISD and Peggy Hudson, Retired

This session will introduce and recharge some smart tips to help you manage the everyday stress we encounter. Come, Relax, and Enjoy...and have Fun!

504 "LET'S LINE DANCE FOR CARDIO FITNESS!"

Cindy Freeland, Bangs ISD

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.

505 "LOW IMPACT ZUMBA"

Irma Ford, retired

Come join us for some Low-Impact Zumba Fitness, Basic steps, Zumba Fitness Program – It's a Blast! It's Different! It's Easy! It's Effective...but most of all it's FUN !!!



Staff Training for Effective Management

Summer Work
Conference

Tuesday, June 16, 2015

Assisting Difficult People	8:30 - 4:00
Effective Office Practice	8:30 - 4:00
Interpersonal Communication	8:30 - 4:00
Telephone Skills	1:00 - 4:00

WEDNESDAY, JUNE 17, 2015

Profile For Success	8:30 - 4:00
Customer Service	8:30 - 11:30
Leadership Teambuilding	8:30 - 11:30
Stress Management	1:00 - 4:00
Professional Image	1:00 - 4:00

THURSDAY, JUNE 18, 2015

Rules For Spelling	1:00 - 4:00
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Sandra Curry

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Debbie Faires

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Mesquite ISD

dfaires@mesquiteisd.org

Darcy Blackstock

Area II Coordinator

Channelview ISD

darcy.blackstock@cvisd.org



TESA Summer Work Conference 2015

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 2015 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 15 – Friday, June 19, 2015.

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

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

Make sure to book your rooms by May 25th 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-2015-annual-conference-6>



2015 TESA SWC Meals

“Escape with a Good Book” President's Luncheon

Pasta with Italian marinated Grilled Chicken Strips on top
tossed with cremini mushrooms and bacon
with an Asiago cream sauce
served with Garlic bread sticks

Mixed green salad with candied pecans
with Dijon and Raspberry dressings

Chef's Chocolate Delight

“Dreams and Challenges to Achieve Professional Harmony” Banquet

Salad

Mixed green salad with 3 kinds of lettuce,
Julienne carrots, Cucumber ribbons, Grape tomatoes
with your choice of Ranch and Raspberry dressings

Choice A

Grilled Chicken with Poblano cream sauce,
Boursin Whipped Potatoes and Green Beans

Choice B

Flank Steak with Poblano cream sauce,
Boursin Whipped Potatoes and Green Beans

Dessert

Cheesecake or Chocolate Mousse



Order your TESA shirt with registration!



Shirts will be Mediterranean Blue

Available only through Pre-Order, so reserve yours NOW!

Order by marking the appropriate box under the "Optionals" Section of your Registration Form.

Sizes & Cost:

Small – X-Large: \$25.00

2X-Large & 3X-Large: \$27.00

LAST DAY TO ORDER SHIRTS: May 11, 2015

Texas Educational Support Staff Association

Lots of Vendors

Open to Public—All Shoppers Welcome!



The Omni Rooms A & B

Wed. 11:00 am to 5:00 pm

Thurs. 8:00 am to 5:00 pm

Fri. 8:00 am to 12:00 Noon

*“The world needs dreamers and the world needs doers.
But above all, the world needs dreamers who do.”*

- Sarah Ban Breathnach

SWC FLAG CEREMONY

Thursday, June 18, 2015 9:30 a.m.

Come join us as each Affiliation/Association struts its stuff
In the “Parade of Flags” which will kick-off the General
Session. One representative per association, please.

Pole rental: \$5.00/association (*Payable on-site*)

Practice will be held at 9:15 a.m.



TESA 2015 Summer Work Conference

2015 TESA SUMMER WORK CONFERENCE REGISTRATION FORM

Please complete the following registration.

Name: _____ Employer: _____
Address: _____ Work Phone: _____
City: _____ Cell: _____
Zip: _____ Email: _____

Conference information:
Please check all that apply

Member # _____ Registration Date: _____
☐ Non-Member
☐ First time to attend SWC
☐ Past President
☐ Retired
☐ CEOP
☐ Flag Ceremony Participant
☐ Session Facilitator

REGISTRATION PACKAGES

	Type 1 in appropriate box	Fees
All Inclusive - Member (Includes all conference activities plus President's Luncheon, Banquet and Complimentary Breakfast)	\$225.00	<input type="text"/>
Banquet Menu Choice*: <input type="checkbox"/> A -Chicken <input type="checkbox"/> B- Steak		
All Inclusive - Non-Member (Includes all conference activities plus President's Luncheon, Banquet and Complimentary Breakfast)	\$280.00	<input type="text"/>
Banquet Menu Choice*: <input type="checkbox"/> A -Chicken <input type="checkbox"/> B- Steak		
Registration Only - Member (Includes conference activities with the exception of meal functions)	\$145.00	<input type="text"/>
Registration Only - Non-Member (Includes conference activities with the exception of meal functions)	\$200.00	<input type="text"/>
STEM Registration Only - (Does not include conference activities or meal functions) Please complete STEM section below.	\$35.00	<input type="text"/>
Guest Meal Tickets		Quantity
President's Luncheon* \$40.00		<input type="text"/>
Banquet Menu Choice*: <input type="checkbox"/> A -Chicken <input type="checkbox"/> B- Steak \$60.00		<input type="text"/>
Total Registration/Meals		<input type="text"/>

* Please contact Ofelia Barron, SWC Registration Chair at obarron@donnaids.net if you have special dietary needs.

Optionals

TESA Membership Type 1 in appropriate box _____



TESA 2015 Summer Work Conference

TESA 2014-2015 Dues - If you have not already paid your 2014-2015 membership dues, please include in this registration.

\$35.00

TESA 2015-2016 Dues

\$35.00

Conference Shirts

Size	Price	Circle One	
X-Small	\$25.00	Women's	Men's
Small	\$25.00	Women's	Men's
Medium	\$25.00	Women's	Men's
Large	\$25.00	Women's	Men's
X-Large	\$25.00	Women's	Men's
2XLarge	\$27.00	Women's	Men's
3XLarge	\$27.00	Women's	Men's

Quantity

Total Optionals

STEM Registration

Type 1 in appropriate box

Tuesday June 16, 2015	<input type="checkbox"/> Assisting Difficult People	\$45.00		
	<input type="checkbox"/> Effective Office Practice	\$45.00		
	<input type="checkbox"/> Interpersonal Communication	\$45.00		
	<input type="checkbox"/> Telephone Skills - PM	\$35.00		
TOTAL				
Wednesday June 17, 2015	<input type="checkbox"/> Profile for Success	\$45.00		
	<input type="checkbox"/> Customer Service - AM	\$35.00		
	<input type="checkbox"/> Leadership Teambuilding - AM	\$35.00		
	<input type="checkbox"/> Stress Management - PM	\$35.00		
	<input type="checkbox"/> Professional Image - PM	\$35.00		
TOTAL				
Thursday June 18, 2015	<input type="checkbox"/> Rules for Spelling - PM	\$35.00		
TOTAL				
TOTAL STEM SESSION FEES				

Extended Breakout Sessions

Check One Only Session Title

Type 1 in appropriate box for STEM Credit - \$10 each

Wednesday June 17, 2015 1:00 - 4:00 pm	<input type="checkbox"/> 101 - "WHEN, WHERE, AND HOW TO WEAR IT"		
	<input type="checkbox"/> 102 - "HOW 'TWEET IT' IS"		
Extended Breakout Sessions			
Thursday June 18, 2015 8:00 - 9:20 am	<input type="checkbox"/> 201 - "LEARNING FROM THE BOOK OF C" PART 1		
	<input type="checkbox"/> 202 - TESA "FIRST TIMERS" SESSION		
	<input type="checkbox"/> 203 - "WORKING WITH A POSITIVE ATTITUDE WHEN COLLEAGUES OR STUDENTS ARE FACING A CATASTROPHIC ILLNESS OR EVENT" PART 1		



TESA 2015 Summer Work Conference

	□ 204 - "INTRODUCTION TO PREZI" PART 1	<input type="text"/>	<input type="text"/>
	□ 205 "GENERATIONAL DIFFERENCES IN THE WORKPLACE" PART 1	<input type="text"/>	<input type="text"/>
	**You must attend both Part 1 and Part 2 of Sessions 201, 203, 204 and 205 to receive 3 hours credit		
Thursday June 18, 2015 1:00 - 4:00 pm	□ 301 - "COMMUNICATION, MOTIVATION, AND BUILDING RELATIONSHIPS ARE THE KEYS TO A SUCCESSFUL LIFE"	<input type="text"/>	<input type="text"/>
	□ 302 - "TEACHER RETIREMENT SYSTEM BENEFITS"	<input type="text"/>	<input type="text"/>
	□ 303- "LOGISTICAL SERVICES AND SOLUTIONS TO SUPPORT SUCCESS IN THE WORKPLACE"	<input type="text"/>	<input type="text"/>
	□ 304 - "EXCEL IS ESSENTIAL"		
Friday June 19, 2015 8:00 - 9:20 am	□ 401 - "LEARNING FROM THE BOOK OF C" PART 2	<input type="text"/>	<input type="text"/>
	□ 402 - "PRESIDENT'S / PRESIDENT ELECT'S"		
	□ 403 - "WORKING WITH A POSITIVE ATTITUDE WHEN COLLEAGUES OR STUDENTS ARE FACING A CATASTROPHIC ILLNESS OR EVENT" PART 2	<input type="text"/>	<input type="text"/>
	□ 404 - "INTRODUCTION TO PREZI" PART 2	<input type="text"/>	<input type="text"/>
Friday June 19, 2015 1:00 - 4:00 pm	□ 405 - "GENERATIONAL DIFFERENCES IN THE WORKPLACE" PART 2	<input type="text"/>	<input type="text"/>
	□ 501 - "THE GOLDEN GIRLS GUIDE TO LIFE'S SILVER LININGS"	<input type="text"/>	<input type="text"/>
	□ 502 - "YOU'RE ONLY A BLOCK AWAY"	<input type="text"/>	<input type="text"/>
	□ 503 - "STRESS MANAGEMENT TIPS FOR SECRETARIES"	<input type="text"/>	<input type="text"/>
	□ 504 - "LET'S LINE DANCE FOR CARDIO FITNESS!"	<input type="text"/>	<input type="text"/>
	□ 505 - "LOW IMPACT ZUMBA"	<input type="text"/>	<input type="text"/>
Total STEM Credit Fees		<input type="text"/>	

Conference Deadlines & Cancellation Policy

Conference cancellation requests must be received in writing at the TESA office and postmarked on or before May 30, 2015 to be entitled to a refund. Conference refunds are subject to a \$30 administrative fee. No refunds if postmarked after May 30, 2015. 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, 2015** to be entitled to a refund. STEM refunds are subject to a \$15 administrative fee. No refunds if postmarked after May 30, 2014. No Refunds for no-shows.

Late registrations will be accepted through June 7, 2015. Late fee of \$30 for conference and STEM registrations after May 30, 2015.

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

Total Fees

Additional Fees: Late Registration after May 30, 2015 - \$30.00

<input type="text"/>	<input type="text"/>
----------------------	----------------------



TESA 2015 Summer Work Conference

Conference registration deadline is May 30, 2015. 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

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I will send payment by credit card - \$5 fee

--	--

Name on Card:

Card#

Expiration

Signature

Registration/Meals

Total Optionals

Total STEM Session Fees

Total STEM Credit 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



TESA CEOP Ceremony



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

Staff Training for Effective Management (STEM)

CEOP CEREMONY PARTICIPATION

The STEM Committee cordially invites CEOP recipients to participate in the CEOP Celebration Ceremony at the 2015 TESA Summer Work Conference on Wednesday, June 17, 2015 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. CEOP recipients must return this form by June 7, 2015 to the TESA Office.
2. Participant practice for the ceremony is from 4:30 to 5:00 pm on June 17, 2015. Please be prompt.
3. Participant must be a current member of TESA and has received the CEOP certification but **has not** previously participated in the Celebration Ceremony.
4. Please dress in business or Sunday best attire and please no flip-flops for safety reasons.

Participant _____
(Please print)

Address _____

City ZIP

Telephone (_____) _____ (_____) _____
Office Cell

(_____) _____ E-mail address _____
Fax

Employed by _____ ESC # _____

Received CEOP on _____

Participant's Signature _____ Date _____ Supervisor/Administrator Signature _____ Date _____



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.

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



TESA-A Journey, A Privilege, An Awesome Adventure!

by Linda Sockwell, TESA Past President



Linda Sockwell
TESA Past President

As I sit at my computer to write an article for The TESA Connection, I am excited to have been asked and to share my experiences as a member of TESA. I went to work in Richardson ISD in September, 1990.

I was asked to join our local association but when I looked at the form I saw there was the opportunity to join both the state and national associations also. Not wanting to miss out on anything, I joined all three. In June 1991, I was asked to go to the TESA Summer Conference in Austin. I answered, "Absolutely!" At that time, about 25 or 30 ladies went from Richardson, and beforehand they told me about all the "FUN" we would have. Little did any of us know this would impact my entire life. The conference was held at the Palmer Center. I roomed with two "older ladies" and we stayed at the Hyatt. Just seeing so many ladies (over 1800) from all over the state roaming all over the hotel and hugging each other like long lost friends was overwhelming and we had not even left the hotel yet. As the caravan of ladies began to walk from the hotel to the Palmer, looking much like a million ants, I began to wonder what I had gotten myself into. Well there are no words to describe my reaction to the decorations, the friendliness of the ladies at registration, the gigantic stage and the exhibits. I knew at that very moment this was an organization I wanted not only to belong to but to become active in. Here I am 25 years later telling you my story.

You don't need me to tell you the things TESA has to offer but I would ask you to allow me the opportunity to remind you. Our Staff Development for Effective Management, STEM, is the best training opportunity for support staff because it is written and trained by support staff for support staff. Yes, technology training is im-

portant but STEM teaches you about yourself. You learn communication skills, your personality type and how you interact with others, basic skills such as proper telephone use, spelling, and professional dress – just to mention a few. There are also learning opportunities at conference through break-out sessions and keynote speakers. All of these things are important but you cannot think or speak of TESA without mentioning the networking and life-long friendships which begin. I have always believed in lifelong learning so I flourished through the very things which make up our state organization and in 2004-2005 I served as TESA President. While serving as president I had the chance to verbalize my love and hopes for our association. Today our numbers are small but I still believe in the basic ideas which are to grow both personally and professionally as we unleash our potential, break out of our comfort zone and take chances to reach new heights.

At first glance you might say that I am asking each of you to run for office or take a position serving on the board. That is a wonderful experience and I would encourage each of you to consider that some day. But today I want us to look toward making steps to reach our full potential and the step of each person will be a different measure. For some choosing to take a STEM class will be their first step. For others making the decision to attend conference will be their first step. And yes for some, jumping in "whole hog" will be their first step. The important part is not in making the plans but in taking the step. Edmund O'Neill wrote the following passage entitled "Your Life Holds Unlimited Potential" which I believe eloquently portrays my idea of what TESA offers.

You have the ability to attain whatever you seek; within you is every potential you can imagine. Always aim higher than you believe you can reach. So, often, you'll discover that when your talents are set free by your imagination, you can achieve any goal. If people offer their help or wisdom as you go through life, accept it gratefully. You can learn much

from those who have gone before you. Never be afraid or hesitant to step off the accepted path and head in your own direction if your heart tells you that it's the right way for you. Always believe that you will ultimately succeed at whatever you do, and never forget the value of persistence, discipline, and determination. You are meant to be whatever you dream of becoming.

I want to call your attention to the last three sentences. Being different is not always easy. Choosing to participate in TESA at any level sets you apart from your peers who choose to stay behind. They pull you back asking why you would waste your time or money on a STEM class or a workshop. I hope you turn to them and say, "I am unleashing my potential to reach new heights for with each new experience I grow." Growth is a change and as we all know the change process is very difficult for adults. No matter how challenging the process, the end result is your personal success.

Joining TESA is the first step for everyone but the commitment you make to yourself to grow also fortifies and supports TESA as an organization. We, now more than ever, are in need of that support. TESA has and always will be a source of learning, a sharing of ideas, a building block for lifelong friendships and a time of unequalled fun. All these are just a few of the opportunities that exemplify the professionalism that exists among the members of TESA. However, membership is down. Attendance at conferences is down. We must now look for ways to help TESA take steps to move forward and grow in this ever-changing business of education and TESA is a business. TESA has given me so much more than I have given and you can have that same experience. Please join me in the business of educating, growing and succeeding – and together, TESA will remain strong!





Membership Services

Dream, Challenge & Achieve by
Recruiting a New TESA Member

Recruit a new member and be entered in a drawing for a chance to win a two night stay at the Omni Austin Hotel. (Your name will be entered as many times as the number of recruits you have.)

*** Eligibility requirements:**

New members must join by **April 30, 2015** in order for you to qualify for this drawing!

Marie Enax, CEOP

2nd Vice President, Membership Chair

Lamar CISD, enax@lcisd.org





Lynn Andrews, Education Service Center Council, Irving ISD – Lynnandrews@irvingisd.net

Ernestina “Tina” Martinez, Elementary Council, Killeen ISD – ernestina.martinez@killeenisd.org

Nilda Pineda, CEOP, Secondary Council, Mesquite ISD – npineda@mesquiteisd.org

Bertha “B” Rodriguez, Higher Education Council, San Jacinto College – bertha.rodriquez@sjcd.edu

Donna Sears, CEOP, Administrative Council, Cedar Hill ISD – donna.sears@chisd.net

 Texas Educational Support Staff Association, Inc. Membership Application 2014-2015 		
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 email address:		
Personal email 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 (\$150)	
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Education Service Center	<input type="checkbox"/> Administrative
<input type="checkbox"/> Secondary	<input type="checkbox"/> Elementary	<input type="checkbox"/> Other (_____)
Referred by:		
Name		
change/Address		
Change Information:		
Are you a member of NAEOP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complete form and mail with your payment to: TESA, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613 Renew online at: www.tesatexas.org		
Dues paid to Texas Educational Support Staff Association, Inc. are not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as an ordinary and necessary business expense. Consult your tax advisor.		

REASONS for Joining TESA

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

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

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

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

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

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





TESA Retirees Join TRESA Now!

Texas Retired Educational Secretaries Association Membership Form

2015 MEMBERSHIP DUES - \$5.00

(January 1, 2015 – December 31, 2015)

NAME: _____

ADDRESS: _____

CITY & STATE : _____ ZIP : _____

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

EMAIL: _____

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

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

*“Go confidently in the direction of your dreams.
Live the life you have imagined.”*

- Henry David Thoreau



It could be a very bumpy ride!

by Gerald Wharton, Past President and Legislative Consultant



Gerald Wharton
Past President and
Legislative Consultant

Whether your candidate won or lost, we all enjoy the freedom to vote. It has been reported that only about one-third of Texas registered voters participated in the election process on November 4, 2014. I hope each of you

voted either early or on that Election Day!

Texas has a new governor and lieutenant governor for the first time in many years. It will be interesting to see how this dynamic will affect the upcoming 84th Legislative session. Joe Straus, Texas Speaker of the House, is under attack from the conservatives who view him as too fiscally moderate. The Speaker appoints committee chairmen, which often indicates the future path of legislation. We will have to wait and see how this plays out. Lieutenant Governor Dan Patrick also appoints committee chairmen for the Texas Senate. He appears to have

a more conservative agenda than the Speaker, which I am sure will be reflected in his selection process. The Legislative session began January 13, 2015 and ends June 1, 2015. I am glad to put all of the electioneering behind us and now look forward to what's ahead.

Education spending will again be a critical part of the legislative process. Governor Greg Abbott has indicated he supports increased funding for education; the border patrol; social services programs, and for the highways. However, he is not in favor of increasing tax revenue. In fact, he has indicated he wants a sizeable tax reduction. So, if the Legislature agrees, we will have to assume other programs will see cuts. Remember, in the Legislature's two-year budget, that the Governor has the authority to cut individual programs through line-item vetoes.

Several hundred bills have been filed. Typically, only a fraction of these bills will be enacted into law. These range from the mundane up to the big ticket items, such as public education; higher education, road construction, and border security. There are several bills that pertain to

the start dates of public schools. Additionally, several bills relate to TRS: cost of living, retired bus drivers returning to work, etc. Those of us that are insured by TRS (active and retired) will see an increase in our premiums and a likely reduction in coverage. Unless the Legislature takes action, it has been projected that the TRS insurance will run out of funds in the next few years. The past would indicate they will only use the "Band-Aid" approach and let the next Legislature try to resolve the problem.

Open carry-of-guns seems to be a big topic of discussion, which includes allowing higher-education students with concealed handgun licenses to carry weapons on campus. Additionally, more apparent interest is seen by public school districts to allow staff to carry concealed handguns. We will have to wait for the end of the Legislative session to find out all of the ramifications of the various bills.

So "stay tuned" – it is shaping up to be a very interesting legislative session!

"The way to get started is to quit talking and begin doing."

- Walt Disney

2015 Consultant Training - South

2015 STEM CONSULTANT TRAINING-SOUTH

Channelview, Texas – February 28, 2015

by Sandra Curry, STEM Chairman



Sandra Curry
STEM Chairman

TESA has a very bright future with the new and returning consultants that attended the 2015 STEM Consultant Training-South (CT-South) on Saturday, February 28, 2015. Twenty-two TESA members made an early morning commute to Channelview ISD to attend Consultant Training

to either begin their journey as a STEM Consultant or for our many talented and fantastic experienced consultants to be refreshed in sessions they currently teach or to learn a new STEM session.

The committee presented the event with a “teach the teacher” or “train the trainer” format in order for participants to have opportunity to receive training in at least four STEM sessions.

The STEM 101 class, presented for nine new Consultants in Training, provided an opportunity for the CIT’s to learn the basics of becoming a consultant prior to taking their first consultant training session later that day.

Overall, it was an outstanding day full of accomplishing dreams, facing challenges and achieving success through learning!

The STEM Committee now looks forward to CT-North, to be held in Mesquite, TX, on Saturday, April 25. Registration and details available on the website and in the TESA Connection.

2014-2015 TESA STEM Committee: Sandra Curry, Chairperson, San Jacinto College North; and coordinators Darcy Blackstock, Channelview and Debbie Faires, Mesquite ISD.



Vera Garcia, Paula Lambright, Barbara Jennings, Lisa Gonzalez



Yolanda Ayala



Dianne Hogg and Paula Lambright



Participants listening attentively



STEM Committee providing information



2015 Consultant Training - South



Names listed top to bottom:
 Wanda Honeycutt, Sandra Curry, MaryAnn Hollingsworth
 Darcy Blackstock, Debbie Wade, Darla Hernandez, Sherry Gray
 Lisa Gonzalez, Diane Hogg, Debbie Faires, Eva Zamora
 Yolanda Ayala, Sue Hand, Kendra Zamora
 Rhonda Parrott, Donna Cubstead, Barbara Jennings
 Dianne Lemons, Peggy Hudson, Vera Garcia, Paula Lambright, Debbie McFadden



Mesquite group checking on status of their flight home. Worried they may not be able to go home.



Dianne Lemons and Dianne Hogg demonstrating "the slap"



Dianne Lemons and MaryAnn Hollingsworth role playing



Dianne Lemons and Barbara Jennings demonstrating how to get out of a "chock hold"



Kays Riggs, SWC Chair, came by to give us an update on SWC

TESA Consultant Training-North

April 25, 2015

HAMPTON INN & SUITES DALLAS - MESQUITE
1700 Rodeo Drive
Mesquite, TX 75149
1-972-329-3100

**** \$100 prior to April 14, 2015 ****
Room block reference: TESA

HILTON FEATURES: Free breakfast, high-speed internet, and coffee/tea in the lobby.



Directions: From 635/LBJ Freeway South take exit 4 Military/Scyene.

Travel south on Service Road/Hickory Tree Road to hotel.

STEM Consultant Training



Consultant Training Registration

April 25, 2015

Mesquite ISD Student Support Center

714 Kimbrough, Mesquite, TX

Registration Due by March 30, 2015

Name (please print) _____ Member ID _____

Address (with city and zip) _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

E-mail _____

Emergency Contact _____
Name Telephone

Hotel Deadline to reserve room at TESA rate of \$100: April 14, 2015. Price will increase after this date.

Hotel provides Wi-Fi, breakfast buffet – included in room charge.

See attached flyer for hotel information and rates.

Consultant Training Registration Fees

☐ **\$50** - Registration Fee assists with cost of materials and training.

Free lunch will be provided by Alejandro's of Rowlett

☐ **+ 5** - ADD Late Fee if paying after the **3/30/15** deadline and if emailing for on-site registration.

\$_____ - Total Enclosed • check payable to TESA. • Keep a copy of Registration Form for your records.

MAIL REGISTRATION WITH CHECK by March 30, 2015 to:

TESA Office

1460 E. Whitestone Blvd., Suite 175

Cedar Park, TX 78613

Please place an "X" by the session(s) of your choice. Consultants-in-Training may choose to attend all classes with the exception of Profile for Success.

	Times		Classes	Who Should Attend
	7:30 am	8:00 am	Registration / Check-in	Everyone
	8:00 am	8:30 am	Welcome	Everyone
	8:30 am	10:00 am	Assertiveness Training	Working Consultants
	8:30 am	10:00 am	STEM 101	New Consultants
	10:05 am	11:35 am	Customer Service	Anyone
	11:35 am - 12:35 pm BOXED LUNCH			
	12:40 pm	2:10 pm	Managing Change	Anyone
	12:40 pm	2:10 pm	Basic Communication	Anyone
	2:15 pm	3:45 pm	Managing Change (Cont.)	Anyone
	2:15 pm	3:45 pm	Basic Communication (Cont.)	Anyone
	3:50 pm	4:00 pm	Wrap Up	Mandatory for All
	Classes are 1 ½ hours in length (with exception of Managing Change and Basic Communication)			



STEM Calendar

APRIL 2015

8	Customer Service	University of Houston-CL
8	Time Management	University of Houston-CL
11	Basic Communication	Mesquite ISD

MAY 2015

2	Assisting Difficult People	Mesquite ISD
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JUNE 2015

16	Assisting Difficult People	Summer Work Conference
16	Effective Office Practices	Summer Work Conference
16	Interpersonal Communication	Summer Work Conference
16	Telephone Skills	Summer Work Conference
17	Profile for Success	Summer Work Conference
17	Customer Service	Summer Work Conference
17	Leadership Teambuilding	Summer Work Conference
17	Stress Management	Summer Work Conference
17	Professional Image	Summer Work Conference
18	Rules for Spelling	Summer Work Conference

Debbie Faires – Mesquite ISD
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Polly's Corner



Paula Lambright
CEOP

Number Pages Differently in Different Sections

You can use different numbering formats in different parts of your document.

For example, maybe you want I, II, III numbering for the table of contents and introduction, and you want 1, 2, 3 numbering for the rest of the document, and then no page numbers for the index.

IMPORTANT: To use different numbering in different sections of your document, you

need to make sure that the sections are not linked.



1. Click at the beginning of the page where you want to start, stop or change the header, footer, or page numbering.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
3. Under **Section Breaks**, click the next page.
4. On the page that follows the section break, double click in the header area or the footer area.
5. This opens the **Design** tab under **Header & Footer Tools**.
6. In the **Navigation** group, click **Link to Previous** to turn it off.



IMPORTANT: If your page number is in the header, be sure that you turn off linking for headers. If your page number is in the footer, be sure that you turn off linking for footers. Headers and footers are linked or unlinked separately.

1. Follow the instructions for adding a page number or for adding a header and footer with a page number.
2. To choose a numbering format or the starting number, click Page Number in the Header & Footer group, click Format



Page Numbers, click the format that you want and the Start at Number that you want to use, click OK.

3. To return to the body of your document, click Close Header & Footer on the Design tab (under the Header & Footer Tools)



Copy Image of Entire Screen

1. Open everything you want copy and position it the way you want.
2. Press PRINT SCREEN.
3. The PRINT SCREEN key is usually located in the upper right corner of your keyboard.
4. Paste (CTRL+V) the image into a Microsoft Office program or other application.



Copy Image of Active Window

The active window is the window that you are currently working in. Only one window can be active at a time.

1. Click the window that you want to copy.
2. Press ALT+PRINT SCREEN.
3. The PRINT SCREEN key is usually located in the upper right corner of your keyboard.
4. Paste (CTRL+V) the image into a Microsoft Office program or other application.



Change Case

You don't have to retype a word or letter if you need it to be in a different case. UPPER CASE, lower case or Title Case, it makes no difference the steps are the same. Highlight the word that needs to be a different case. Hold the Shift key and tap the F3 key at the top of your keyboard. Each time you tap the F3 key (while still holding Shift) it will toggle the case through the different cases.

Dates and Times

In Word you can insert the current date and time with the following keyboard shortcuts.

To insert the date, hold Alt key and Shift key and tap the letter "D"
To insert the time, hold Alt key and Shift key and tap the letter "T"

In Excel you can insert the current date and time with these shortcuts.

To insert the date, hold the Ctrl key and tap the Colon/Semicolon key.

To insert the time, hold the Ctrl key and Shift key and tap the Colon/Semicolon key

The Backspace Key Has a Secret Function

We all know the backspace key will delete the one letter to the left. But... did you know that if you hold the Ctrl key and tap the backspace key, it will delete the entire word to the left? Try it!



Awards / Scholarship / Journalist Committee



Texas Educational Support Staff Association, Inc. Awards / Scholarship / Journalist Committee



"OH THE PLACES YOU'LL GO" WHEN YOU JOIN US AT AUSTIN'S OMNI SOUTHPARK HOTEL
FOR THE 63RD ANNUAL SUMMER WORK CONFERENCE
AND DARE TO
"DREAM, CHALLENGE AND ACHIEVE"

The TESA Awards/Scholarship/Journalist Committee will be reading their way to Omni Southpark to raise money for TESA scholarships. We challenge you to come up with a fun and entertaining theme basket that will take you places that some only dream about, challenges some to be the chef they desire to be or achieve the awesome garden they imagine they can have.

Award for theme baskets will be awarded in the following categories:

- ✚ Book basket best representing the conference theme
- ✚ Book basket with the most imagination
- ✚ Most unique book basket
- ✚ Book basket best representing Texas



Remember the **Spirit Award** for your Affiliate - bring the spirit and make your team proud. Entries will be judged on overall 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 affiliate
- ❖ Spirit items must be items of wear (shirts, hats vests, visors, etc.)
- ❖ Entries must be at the TESA booth by Wednesday, June 17th at 4:00pm
- ❖ 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.

For information regarding descriptions, qualifications, and guidelines on any of the above, please feel free to contact one of the committee members or visit the TESA website at: www.tesatexas.org

Deana Ross Chairman Comal ISD 1404 IH 35 North New Braunfels, TX 78130 830-221-2109 deana.ross@comalisd.org	Mary Gallegos Harlingen CISD 1409 E. Harrison Harlingen, TX 78550 956-427-3715 mary.gallegos@hcsisd.org	Donna Cubstead San Jacinto College 8060 Spencer Hwy Box 105 Pasadena, TX 77505 281-478-3630 Donna.Cubstead @sjcd.edu
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TESA SCHOLARSHIP DONATION FORM

TESA Central Office Scholarship Committee Chairman
1460 E. Whitestone Blvd., Suite 175 - Cedar Park, TX 78613

Name: _____
Association: _____
Address: _____
City/St/Zip: _____

Check one: ☐ Lorene Roby Rogers Memorial Scholarship Fund
☐ Dr. Michael Zolkoski Technology Scholarship Fund
☐ Founders Scholarship Fund

Check one: ☐ Individual Amount: \$ _____
☐ Local Association Amount: \$ _____
☐ State Association Amount: \$ _____

Donation is made in memory/honor of: _____

Notification should be sent to:

President's Name: _____
Association: _____
Address: _____

LORENE ROBY ROGERS MEMORIAL SCHOLARSHIP

The Texas Educational Support Staff Association established a memorial fund to Mrs. Lorene Roby Rogers after her death December 31, 1969, as contributions were received in her memory by our organization. The general assembly of TESA voted in May 1970 to establish a permanent fund to be named the Lorene Roby Rogers Memorial Scholarship Fund for a secretary, clerical or instructional assistant in education to continue her education.

DR. MICHAEL ZOLKOSKI TECHNOLOGY SCHOLARSHIP

In June 1996, the Texas Educational Support Staff Association established the Dr. Michael Zolkoski Technology Scholarship. This scholarship is for TESA members who would like to take computer enrichment classes.

Dr. Zolkoski's commitment to TESA has been without precedent and exemplifies the spirit of TESA. This scholarship fund has been established to honor Dr. Zolkoski's efforts to enhance the paraprofessionals' knowledge of technology.

FOUNDERS SCHOLARSHIP

In April 2006, the Texas Educational Support Staff Association established the Founders Scholarship. This scholarship was created to honor past TESA leaders and members who laid the foundation for this association. This scholarship is for children, grandchildren, and great-grandchildren of active TESA members. Recipients must be graduating high school seniors.

Cookbook Order Form

Name: _____

Address (If mailing): _____

Association: _____

Books @ \$15.00 \$ _____

Shipping \$ _____

Please add \$5.00 per book ordered if you prefer books to be mailed to you. They will be mailed as soon as they are printed.

Total Due \$ _____

All books will be delivered at SWC in June

Method of payment: Cash ☐ Check ☐ Check # _____

Credit Card: Credit Card Number _____

Expiration Date: _____ Security Code _____

Exact Name on Credit Card _____

All orders must be paid at time of order. Please make checks payable to TESA.

Deadline to order book(s) is April 15, 2015

I will not be able to attend SWC

I authorize _____ to pick up my book(s).

Mail order forms and payments to: Pat Crawford
1618 Hastings Dr.
Garland, TX 75042





Herbs That Complement Different Dishes

The following herbs go well with these meats:

- **Beef:** thyme, celery, marjoram, coriander, sage, rosemary, oregano, garlic
- **Chicken:** garlic, marjoram, tarragon, oregano, coriander

Herb Guide - Which herbs go well with which foods?

Author Unknown

- **Fish, fried:** mustard, oregano, tarragon, sage
- **Fish, grilled:** thyme, coriander, fennel, rosemary
- **Pork:** marjoram, mustard, oregano, sage, rosemary, thyme, garlic
- **Roast Beef:** basil, oregano, thyme, mustard, rosemary, garlic
- **Turkey:** basil, rosemary, cumin, oregano, thyme, sage

The following herbs work well in these dishes:

- **Basil:** tomatoes, tomato sauces, peas, squash, lamb, fish, eggs, tossed salad, cheese, potatoes, pasta
- **Bay leaf:** vegetable and fish soups, tomato sauces, poached fish and meat stews
- **Dill:** fish, cream and cottage cheese, potatoes, fish, vegetable salads, pickles, tomatoes
- **Marjoram:** fish, vegetable soups, cheese

dishes, stew, roast chicken, beef, pork, stuffing

- **Mint:** jellies, fruit juices, candies, frosting, cakes, pies, pork, potatoes, peas and chocolate
- **Oregano:** tomato sauces, pork, pizza, vegetable and fish salads, chili
- **Parsley:** meats, vegetables, soups, eggs, cheese
- **Rosemary:** poultry stuffing, potatoes, cauliflower, fish
- **Sage:** stuffing, pork roast, sausage, poultry and hamburgers
- **Savory:** eggs, meats, salads, chicken, soups and stuffing
- **Tarragon:** fish sauces, egg and cheese dishes, green salads, pickles, chicken, tomatoes, sauces for meats and vegetables
- **Thyme:** soups, stuffing, beef, pork dishes, eggs, cheese, bean and vegetable soups and fish

Source: <http://www.livingonadime.com/herb-guide/> - Date retrieved from website: March 10, 2015

“Behind me is infinite power, before me is endless possibility, around me is boundless opportunity.”

- Author Unknown

Health and Fitness Tips

by Denise B. Cazes, M.A., LWMC



Denise B. Cazes
M.A., LWMC
Nutritionist/Dietitian
Houston, TX

Well it looks like “spring has officially sprung!” After a short winter with a few really cold spells, the plants that survived are sending out new green shoots. You’ve cleared away the dead stuff from your yards

and gardens so new growth can flourish. You can also apply this principle to your life. Do you need to clear out some old debris – those unhealthy or unproductive ways of thinking or doing things? Look at what’s not serving you mentally, spiritually, emotionally and physically - and make a change!

1. Change is hard...but can be so rewarding: Find a way to clean up and throw out what’s not working – make room for growth. If you’ve been resistant towards making changes in eating and exercise habits, ask yourself why and explore ways to overcome your resistance. Your health is worth the change!
2. Awareness...the first step towards change: Make positive changes that move you along a path towards better health. Why can’t we make changes? Obstacles to change are usually things we create or things we fear. Don’t fear change but view as an opportunity for improvement...and where there’s a will there’s a way!

Spring means more daylight hours and warmer weather, providing more opportunities to be outside and exercise. We no longer need to be sedentary or stay inside on the treadmill. Here are a few things to remember as you prepare for summer heat and bathing suit season.

1. Acclimate to the heat. As the weather warms up, start exercising outside now while it’s tolerable. This will provide the body time to adjust to the change and enable you to handle the heat.
2. Remember to hydrate. Drink two quarts of water every day. When exercising, you should consume a half-cup every 20 minutes, even if it’s not HOT outside. If activity is planned for 60+ minutes, include a sports drink to replace electrolytes.
3. Protect with sunscreen. Use an SPF of 30 or higher, water-proof version without parabens and other harmful chemicals, and reapply every hour as needed. (Why exercise for better health if you’re not protecting yourself from skin cancer?)
4. Exercise regularly:
 - While enjoying the outside – yard work is a form of exercise and while it can be quite vigorous for some, it should not be the only source of activity. Being sedentary most of the time and then doing the “weekend warrior” thing in the yard is an opportunity for an injury and won’t provide the benefits that consistent cardio and

strength training provide.

- Regular cardio in our Target Heart Rate (THR) range – We need to exercise in our target heart rate range in order to keep the cardiovascular system strong and to burn fat. Most of us don’t start burning fat until we’ve been doing cardio for 20 minutes IF within our THR range! So we should exercise consistently and correctly.
- Regular resistance training - Whether with dumbbells and tubes at home or a full blown gym work out, this type training will keep muscles strong so we’re less likely to hurt something during that marathon weekend yard session. Having more muscle mass won’t make you look like Arnold Schwarzenegger but you will be stronger and store less body fat which results in better health!

Get ready for summer by enjoying the outdoors, moving more and eating clean and healthy!

Article contributed by:

Denise B. Cazes, M.A., LWMC

Fitness and Human Performance Program

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Deskercise! 33 Smart Ways to Exercise at Work

by Emily Milam

Remember the days when “work” meant manual labor with a side of blood, sweat, and tears? Neither do we. These days it seems we’re more likely to log hour after idle hour with our bums glued to our seats. And while you may be an Excel champ by day and gym rat by night, recent research suggests that the recommended 30 minutes of cardio five times per week may not undo the health risks of a sedentary lifestyle.

So what’s a worker chained to his or her desk to do? Luckily short bouts of aerobics, strength exercises, and stretching in between conference calls and Gchats can help improve fitness levels and heart health . While these deskercises, or desk exercises for the cubicle-bound, won’t promise Olympic mile times or six-pack abs, they might just improve strength and burn a few extra calories to boot. So whether it’s Powerpoint, Photoshop, or emails on that to-do list, we’ve got 33 sneaky exercises for a healthier (and happier!) workday.

1. **The Twinkle Toe:** Tap into your inner Fred Astaire by speedily tapping those toes on the floor under your desk. Or graduate to a harder (and less inconspicuous) move: Stand in front of a small trashcan and lift up those legs to tap the toes on its edge, alternating feet, in soccer-drill fashion.
2. **The Stair Master:** Want to avoid elevator small talk in favor of elevating the heart rate? Take the stairs! Accelerate on the straight-aways and take two at a time every other flight for a real leg burn.
3. **The Slog, Then Jog:** Instead of slogging away for hours nonstop, take a mini break for a stationary jog. Pop up from your chair (admire the butt imprint left behind!) and jog in place. Willing to huff and puff a little more? Pick up those knees! Continue for one minute, return to spreadsheets, and repeat.

4. **The Celebratory Split Squat Jumps:** Win over a new client? Figure out how to un-jam the printer? Is it finally Friday?! Celebrate with the split squat jump. With feet hip-width apart, step the left leg back two feet and balance on the ball of the foot. Next, lower into a lunge, and then accelerate upwards in an explosion of celebration. While in the air, switch feet so that the left foot is planted firmly in front and the right leg is now behind. Repeat 10-12 times on each side.
5. **The Cubicle Wanderer:** Walking during work is totally underrated . Take a stroll down the hall to catch up with coworkers or welcome a new employee. Or, instead of dialing extensions and sending lazy emails to the manager two doors down, put in some face time. Just beware of tempting candy jars when making the rounds.
6. **The Mover and Shaker:** There’s nothing wrong with a brief spaz sesh. Release stress and spark some energy with a quick bout of seated dancing when no one is looking! Salsa anyone?
7. **The Wall (Street) Sit:** Wall sits are great for building strength and endurance. Standing with your back against the wall, bend the knees and slide your back down the wall until the thighs are parallel to the floor. Sit and hold for 30-60 seconds (or up to 12 hours, the world record!), while browsing the Wall Street Journal (or BuzzFeed). For some extra burn, try crossing the right ankle over the left knee, hold for 15 seconds, then switch!
8. **The Last Man Standing:** Sure, standing around isn’t exactly traditional exercise, but research shows it’s got more than a leg up on sitting. After all, long periods of sitting are linked to increased risk for diabetes, obesity, and cardiovascular disease, whereas

standing significantly increases your daily caloric expenditure . Stand whenever you can, and consider roping in other coworkers to have standing meetings too!

9. **The Patient Printer:** The boss lady just requested that a 200-page presentation be printed “perfectly.” Why lackadaisically stand by the printing pages when you could be sculpting your calves with calf raises? Standing with feet shoulder-width apart, press up onto the tippy toes, pause at the top, then lower back down. Repeat for three sets of 12-15 reps, or until the printing, faxing, or scanning is done. Ready to level up? Try raising only one leg at a time.
10. **The Silent Seat Squeeze:** Believe it or not, some deskercises can be kept under wraps, and this isometric glutes exercise is one of them. To start toning, simply squeeze the buttocks, hold for 5-10 seconds, and release. Repeat until the agenda wraps up or the glutes tire. The results will be uplifting in more ways than one.
11. **The Seated Leg Raiser:** When pay raises are nowhere to be seen, consider the leg raise. (Bonus: they’re hardly noticeable underneath the desk!) While seated, straighten one or both legs and hold in place for five or more seconds. Then lower the leg(s) back to the ground without letting the feet touch the floor. Repeat (alternating legs if raising them separately) for 15 reps. Underwhelmed? Loop a purse or briefcase strap over the ankle for added weight, or for more of an abs workout, add a crunch.
12. **The Desk Squat:** Mastered the art of standing around? Add asquat! Start standing with feet together (and the desk chair pushed out of the way). Bend the knees slightly so the thighs are almost parallel to the ground, as if sitting in a chair. As you bend, raise the arms straight up or towards



Office Exercises

the computer screen. Keep the knees together and aligned. Hold for 15 seconds and release. Repeat for 4-6 reps.

13. The Lunch Break Hammy: Strengthen the hamstrings with this standing leg curl. Stand behind your chair and hold onto it for support. Gently kick one foot back, aiming the heel for the top of your thigh. Lower the foot back down and repeat exercise with the other leg. Do 10 reps, take a bite of your lunchtime sandwich, and then do 10 more.

14. The Grim Reamer: Scope out the office for a ream of paper, or a sealed package of printing paper. While seated, place the stack in between the knees and press legs inward, engaging the inner thighs. Continue squeezing the paper ream in place for 30-60 seconds while sorting through the morning's flood of emails. (Now that's multitasking!)

15. The Cubicle Dip: Triceps dips can be done almost anywhere, including a cubicle. Using a sturdy desk or a non-rolling chair, sit at the very edge and place hands on either side of the body while gripping the chair's edge. With the feet planted on the floor a step or two away from the desk or chair, straighten up the arms to lift up the body. Next, bend the arms to reach a 90-degree angle so that your body dips down, hold, and re-straighten while keeping the body raised above the chair. Complete 8-10 reps.

16. The Stapler Curl: Trusty staplers are always guarded closely, especially the red ones. Seated or standing, take the stapler in one hand with the palm facing upwards. Starting at the thighs, bend the elbow and curl the arm up towards the chest, just like a regular dumbbell biceps curl. Pause momentarily and then lower the stapler back down. Continue for 12-15 reps, then switch. Don't have a weighty stapler? Try using a filled water bottle or a heavy change purse (the vending machine can wait!).

17. The Namaste: Whether you're praying for a project extension or for more defined arms, this move has you covered. Seated upright with feet flat on the floor, bring the palms together in front of the chest and push both hands together powerfully until you feel the arm muscles contract. Hold the prayer hands pushed together for 20 seconds. Release and repeat the sequence until you feel a little more zen.

18. The Secret Handshake: Let's make a deal. Sitting up and with feet flat on the floor, clasp hands together as if giving yourself a handshake (with one hand's thumb pointing to the floor and the other pointing to the ceiling). Then pull! Resist the motion of both arms (you should definitely feel this in those biceps). Hold for 10 seconds or more, release, and repeat.

19. The Fist Pump: Received approval from the head honcho for extra vacation days? Time to rock out to that Bruce Springsteen playlist while simultaneously toning the arms. Fist punch into the air like a champ (alternating arms, of course), and continue for 60 seconds or more—or until you realize the boss is right behind you.

20. The Knuckle Sandwich: So the big cheese said no to the promotion and returned your project covered in red ink. To relieve frustration and get a fab arm fix, try shadow boxing to the perfect boxing playlist. Stand (if you can) and throw out a few jabs, hooks, and uppercuts in rapid succession (just watch out for computers and coworkers!). Continue for a minute or longer to blow off steam and tone the arms, chest, and core.

21. The Flapper: Whether you've got a thing for the 1920s or enjoy mimicking penguins, this move is for you. Standing with arms by your sides and palms facing behind, pulse the arms backward for 5 seconds. Release and repeat for 12-15 reps. For best results, make sure to keep the arms long and straight!

22. The Casual Lean: Waiting in the hall for a meeting to start? Perfect time to nonchalantly work out the upper arms! Casually lean against the nearest wall, supporting your body with the forearm only. Now lean into the wall until the upper arm almost touches it, and then push back out. Repeat for 15 reps or until the meeting gets underway.

23. The Lumberjack: While this lumberjack may be wearing slacks instead of plaid, he can still get a good midday workout. Stand and clasp the hands together, resting them on the right shoulder as if holding an axe. Gently swing the imaginary "axe" by straightening the elbows and moving the hands toward the left thigh. Next, bring the clasped hands to the left shoulder followed by a swing to right thigh. Repeat 15 times on each side, or until all office plants have been hacked down.

24. The Office Genie: Want to add a little magic to the workday? Raise the legs into a criss-cross applesauce position while seated in a chair. With your hands on the armrests, push upwards to raise the body off the seat and remain floating for 10-20 seconds. After granting a few wishes, release back down to the chair, rest for a minute, and repeat. Craving more magic? Try this balancing act while in a chair that spins.

25. The Pencil Pinch: Lose the pencil behind the ear. The really suave workers hold it in between their shoulder blades! Show off your traps by rolling back the shoulders until the shoulder blades are pinched together. Pretend you're holding a pencil between the scapulas (or try it for real!). Hold for 5-10 seconds, release, and repeat for 12-15 reps.

26. The Shoulder Shrug: Not recommended for board meetings (unless you're really on the fence). Simply raise both shoulders up toward the ears, hold for 5 seconds, then relax. Repeat for 15 reps. Feeling unstoppable? Try advanced shoulder shrugs while



standing and holding a paper ream in each hand.

27. **The Pinstripe Push-Up:** This slightly modified wall push-up is more suitable for suits. Standing one to two feet from a sturdy wall (not a cubicle divider!), lean forward until palms are flush against the wall, with arms straight and parallel to the ground. Next, bend the elbows to bring the body towards the wall, hold for two seconds, then push back to the starting position. Complete 12-15 reps.
28. **The Nape Shaper:** Tortleneck season is over—it's time to tone that neck! For the first isometric neck strengthening trick, put your head in your hands as if exasperated by the workday (you may already be in this position), and press your palms into your forehead as if trying to push the head backward. Resist the motion by engaging the neck muscles. Next, clasp the hands behind the back of the head and try to push the head backward, resisting the motion with your hands. Hold each deskercise for 5 seconds, or until The Evolution of Ryan

Gosling has finally loaded. Slowly release, rest, and repeat 5 times each.

29. **The Desk Chair Swivel:** Lucky enough to have a fun swivel chair? Use its twirl to your advantage with this oblique abs fix. Sitting upright and with the feet hovering over the floor, hold the edge of your desk with your fingers and thumb. Next, use the core to swivel the chair from side to side. Swish back and forth for 15 rounds.
30. **The “Weeee” Desk Chair Wheel:** Go ahead, play with your wheelie chair (everyone wants to!). While seated in a chair with wheels, position yourself at arm's length from a desk or table and grasp its edge with your hands. Next, engage the core, raise the feet slightly off the ground, and pull with your arms until the chair slowly rolls forward and your chest touches the desk's edge. Then roll back by pushing away, with the feet still raised. Repeat 20 times, or until you burn holes into the carpet.
31. **The Posture Perfecter:** Perfect posture is a must for long days at the desk. Practice safe desk ergonomics by adjusting the chair

height to make sure the feet, hips, and arms are at 90-degree angles to the floor. Engage the core to keep the back straight throughout the day. No slouching allowed!

32. **The Fab Abs Squeeze:** Another silent deskercise, this one can be covertly executed when walking down the hall or seated during a call. Simply take a deep breath and tighten the abdominal muscles, bringing them in towards the spine as you exhale. Stay squeezed for 5-10 seconds and release. Repeat for 12-15 reps.
33. **The “Crunch Time” Crunch:** The deadlines are looming, as are hopes for a six-pack by summer. (And maybe a six-pack of Corona, too.) While most jobs don't condone in-office boozing, you can get the other six-pack with some seated isometric crunches. With both elbows on the thighs, try to curl the chest in towards the legs while resisting the movement with the arms. Hold for 10 seconds, release, and repeat times 10.

Originally posted May 2012, updated May 2014.

Source: <http://greatist.com/fitness/deskercise-33-ways-exercise-work> - Date retrieved from Website: February 25, 2015

“Success is not final, failure is not fatal: it is the courage to continue that counts.”

- Winston Churchill



TESA AREA WORKSHOP

The TESA Area Workshop Committee invites TESA Affiliates to host an Area Workshop at your district, university or service center!

Area Workshops are a great way to work on your "Dreams" as you "Challenge" yourself to "Achieve" through professional development, recruit members and raise funds for your local association, and offer positive networking opportunities to all participants.

Contact a TESA Area Workshop Committee member today for more information.

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*Thank you Richardson
for a great Workshop
on
Technology Rocks.*



*It's never too late to
have your Affiliate sign
up to have a workshop!*

Technology Rocks in Richardson

A TESA Area Workshop, Richardson Educational Support Staff Association (RESSA)

by Pat Crawford, CEOP

On March 21, 2015, the Richardson Educational Support Staff Association (RESSA) hosted an all technology TESA Area Workshop. All of the sessions were Google related. With all the teachers and Administrators in Richardson ISD using Google daily in their work, we thought that the support staff should also be knowledgeable in this process. So the same staff who had taught this material to the teachers taught at the workshop, using the same presentations for us – plus providing the “little extras” that were geared more to our jobs.

The morning started with a Continental break-

fast and our “Welcome.” We moved to our first sessions of “Going Google with Gray”, which was some fun things you can do with Google like travel, shopping, etc. and “Google Docs” on the work-related side. Unfortunately, we had a little hitch – updates were down to the internet overnight and something went wrong, so the internet was down when it came time for our classes to begin. Both presenters switched to “Plan B” and continued on with Power Points and handouts. Before the class time was up we had internet again and they were able to show everyone what they had been talking about in a quick review.

A box lunch was provided for all attendees plus door prizes were distributed during the lunch time. President McFadden thanked everyone who took time off on a Saturday to attend the workshop. She presented Linda Sockwell and Pat Crawford, Area Workshop Co-Chairs, with a small gift as a token of her appreciation. After lunch we continued with more sessions on Google forms and Google spreadsheets. Everyone was able to walk away with something they could immediately start using in their respective jobs...so now at Richardson ISD – “Technology Rocks!”



Participants in Google Spreadsheets and So Much More



RESSA President and President-Elect being silly before class begins



Pat Crawford, Area Workshop Co-Chair welcoming everyone



Pat Crawford, Workshop Co-Chair with Darcy Blackstock winner of the 50/50 Raffle (Darcy donated her winnings to the TESA Founders Scholarship Fund)



Participants listening attentively during the lunch break



Dianne Lemons, TESA President-Elect with a door prize she won

RESSA Workshop



John Zarcana, Presenting on Google Apps to Create Forms



Participants picking up their packets in the morning



Casey Gray, Presenter – Going Google with Gray



Caree Rahberg, Presenter – Google Docs



Participants enjoying a boxed lunch from Quiznos



RESSA Member with the door prize she won



More door prize winners



Robin Pool with the door prize she won



RESSA Members with their door prizes



Debbie Faires, from Mesquite ISD with her door prize



Paula Lambright, STEM Consultant, mingling with participants in her STEM Assertive Training workshop



Valerie Russell, Presenter – Google Spreadsheets and So Much More!

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



There's still time to join or renew your Affiliate membership.

Spring into TESA and enjoy the many benefits available to your association!

What a great way to represent your district/college/ESC!

Bring your local association to the TESA 2015 Summer Work Conference this June!

TESA is here to assist you:

- Do you need assistance to form a new association?
- Do you need assistance in installing Officers for your association?
- Do you need a Consultant to provide in-service presentations?

If you answered yes to any of these questions, please contact a committee member listed below.

AFFILIATE SERVICES COMMITTEE

Sherry Gray, Chairperson – San Jacinto College – sherry.gray@sjcd.edu

Patty Garcia – Weslaco ISD – pgarcia@wisd.us

Patricia Shultz – Spring Branch ISD – schulzp@springbranchisd.com



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

Channelview Educational Support Association (CESA)

by Darcy Blackstock, CESA President

In honor of President's Day, Channelview ESA was pleased to have Mrs. Barbara Jennings, TESA Past President, as our guest speaker. Barbara shared her passion for professionalism with our 54 attendees. To further encourage our paraprofessionals to become involved in their local, state and national associations, she also covered service involvement, positive self-talk tips, and keys to professional growth.

Each attendee received information for membership at all levels and conference flyers for TESA and NAEOP. CESA officer elections scheduled for late May are another opportunity for professional growth and involvement as we continue to challenge ourselves to achieve.



Barbara Jennings, TESA Past President

Richardson Educational Support Staff Association

by Pat Crawford, CEOP



Michele Zupa



Kylee Wall



Kim Eacker

able to put a ticket in various bags for a chance to win some really good door prizes. We also gave our annual awards and are proud to announce them as follows: Kylee Wall, Rookie Administrator of the Year; Michele Zupa, Administrator of the Year; and Kim Eacker, Member of the Year.

In March we participated in the RASP (Richardson Association of School Principals) annual Airplane Toss. This is an event hosted by RASP, with all proceeds donated to RESSA for our scholarship fund. Airplanes are folded and flown into hula hoops that are placed in various places in the gym for a chance of winning a beautiful basket donated by each of the campuses. This is a fun time when grown people revert to children!

Our 2015-16 Executive Board election was held at the March General Meeting. Congratulations to Pat Crawford, President Elect; Cesu McGee and Marla Taylor, 1st Vice President, Membership; Cindy Read and Suzanne Lee, 2nd Vice President, Programs; Cindy Browning, Secretary; Trish Bittle, Treasurer; and Mary Rodriguez, Historian.

Our Spring Fundraiser will get underway in April with a Mixed Bag sale, as well as our Scholarship deadline fast approaching on April 15. We will award some very deserving students (members' children) with a scholarship of \$1,000 at our May General meeting, where we will also install our new 2015-2016 officers.



Airplane Toss



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

Spring Update – by Margaret Garcia, ESA President
Contributions by Sydney Kennedy and Wanda Honeycutt

UHCL-Educational Support Association (ESA) is proud to say that our affiliate is rebuilding and reorganizing our association this year. As with other TESA affiliates, we have suffered with falling memberships, but with new interest and enthusiasm at UHCL-ESA we are getting stronger.

As of March 2015, we are excited to announce we have a new board to complete the fiscal year 2014-2015:

President	Margaret Garcia
Secretary	Sydney Kennedy
Treasurer	Marisela Maldonado

Membership
Fund Raising
Training

Dolores Galvan
Bridgette Daniels
Wanda Honeycutt



ESA President, Margaret Garcia and current TESA President, Debbie McFadden, lead an organizing committee for

a Supervisors Luncheon held on March 31. We had a fantastic turnout and were pleased with the number of supervisors present. ESA members submitted letters nominating their respective bosses for Supervisor of the Year and Mr. Richard Adams, UHCL Director of Operations was selected. Richard is the direct supervisor of ESA officers Margaret Garcia and

Dolores Galvan (UHCL Copy Center).

The organizers and committee members (McFadden, Garcia, Kennedy and Maldonado) thanked everyone involved in making the luncheon a success, especially the supervisors for all they do for their staff, the University, and their support for UHCL-ESA. Congratulations, Richard!!

See everyone in Austin for SWC!



Pictured are a number of the supervisors present, with Mr. Adams, Supervisor of the year for 2014-15 (front and center with his award)

“Accept responsibility for your life. Know that it is you who will get you where you want to go, no one else.”

- Les Brown



San Jacinto College AEOP - Give Yourself a Valentine!

by Donna Cubstead, 2015 San Jacinto College AEOP President

Mrs. Ann Tate, Interim Dean of Liberal Arts was the guest presenter at our February 2015 AEOP meeting. The title of her presentation was Give Yourself a Valentine!

Mrs. Tate began the presentation by passing out pink paper hearts and asked us to think about a time when a close friend felt really bad about himself or herself or was really struggling in some way. Then she asked us to write down on the heart what we would typically do, what we would say, and note the tone in which we would typically talk to this person. How would we respond to our friend in going through these situations?

Then Mrs. Tate asked us to now think about a time when we felt bad about ourselves or we were struggling. She asked us to flip over the heart and write down, what we would say to ourselves and what tone we would use, and how we would typically respond to ourselves in these situations. We were then asked these questions:

- Did you notice a difference?
- If so, ask yourself why.
- What factors or fears come into play that leads us to treat ourselves and others differently?
- How do we think you might change if we responded to ourselves in the same way we responded to our friend when they are struggling?

We discovered through this exercise that we demonstrate more compassion and kindness to others than we do to ourselves. And we use a softer tone and speak more words of encouragement to others than we do to ourselves. We learned that we are harder on ourselves.

She encouraged us to start treating ourselves as we would treat a good friend and see what happens. If we would speak to ourselves more kindly with words of encouragement, what would happen during the struggles and bad times? We need to remember to take a moment and take a deep breath before we react. It would be a much

healthier way of relating to ourselves.

Mrs. Tate shared the following information with us.

Compassion:

- Having compassion for one-self is really no different than having compassion for others.
- First, to have compassion for others you must notice that they are suffering,
- Second, compassion involves your desire to help the suffering in some way (the word compassion literally means to "suffer with").
- Third, having compassion also means that you offer understanding and kindness when others fail or make mistakes, rather than judging them harshly.

Self-compassion involves acting the same towards yourself when you are having a difficult time, or you fail at something, or notice something you don't like about yourself.

There are three elements of self-compassion:

1. Self-Kindness
2. Mindfulness
3. Common Humanity

Self-Kindness

Instead of ignoring your pain, you stop to tell yourself "this is really difficult right now," how can I comfort and care for myself in this moment.

- People cannot always be or get exactly what they want. *When this reality is not accepted, suffering increases in the form of stress, frustration and self-criticism.*

Mindfulness

Instead of judging and criticizing yourself for personal failings, self-compassion means being kind and understanding. After all, who ever said you were supposed to be perfect?

- Self-compassion involves recognizing that suffering and personal problems are something we all go through and not something that happens to "us" alone.

Common Humanity

Perhaps most importantly, having compassion for yourself means that you honor and accept your humanness.

- Things will not always go the way you want them to. You will encounter frustrations, losses will occur, you will make mistakes, bump up against your limitations, fall short of your ideals. **This is being human!**
- Self-compassion involves recognizing that suffering and personal problems are something we all go through and not something that happens to "us" alone.
- Many aspects of ourselves and the circumstances of our lives are not of our choosing, but instead stem from factors that we might have little control over such as genetics and/or environments.
- Failings and life difficulties do not have to be taken so personally, but can be acknowledged with compassion and understanding for ourselves.

How many of you have flown on airplane and have heard the airline safety instructions?

In the unlikely event of a loss of cabin pressure or an emergency, oxygen masks will appear overhead. If you are seated next to a small child or someone needing assistance, secure your own mask first, before assisting others.

Perhaps the first time you heard it, it felt like advice that goes against your natural instincts to place the safety of a child or someone in need first. Yet, the instructions make total sense. Prior to helping others to breathe, you must first be able to breathe. If you do otherwise, you limit your ability to truly assist others. It is hard to be of service to others when you are suffocating from the lack of oxygen yourself.

In the context of self-love, you must love yourself before you can love another.

When you love yourself, it shows! You access



Affiliates in Action

the beauty, strength, and grace that is you.

Lady Gaga sings a song about self-acceptance. She recently shared her practice of starting the day with five minutes of compassionate thoughts towards herself on the Ellen DeGeneres Show. The singing diva had the ultimate message, **“Love Yourself and Love who you are because it’s all you’ve got!”**

Mrs. Tate closed with this fable about a king and his four wives and instructions on how to be good to ourselves.

- The King loved the 4th wife the most. She looked the youngest out of the four wives. He enjoyed adorning her with fine jewelry and rich robes. He gave her nothing but the best and he spent the most time with her.
- As for the 3rd wife, the King loved her because she was the most beautiful. He had worked so hard to win her hand as she had many suitors. The King enjoyed showing her off to his people. He brought her out for walks often. However, he always had the fear that one day she would leave him for another.
- The King also loved his 2nd wife. She was his confidant and would often give him wise advice. She was also kind, considerate and patient. He also enjoyed helping her out whenever she had a problem.
- As for the 1st wife, the King was a loyal partner but he did not love her very much. He hardly noticed her presence. Still, he was not about to abandon her. He did not want his subjects to gossip or say nasty things

about him behind his back. So he stayed married to her.

- One day the King grew very ill and he knew he was going to die. He thought about his life and said, “I have four wives with me now, but when I die I will be all alone.”
- So he proceeded to ask his 4th wife, “Darling, I love you the most. I gave you the finest clothing and showered the most care over you. Now that I’m dying, will you follow me and keep me company?”
- No way, replied the 4th wife and she walked away without another word.
- The King then asked the 3rd wife, “Sweetheart, I have loved you all my life. Now that I’m dying, will you follow me and keep me company?”
- No, replied the 3rd wife. Life has been good to me. When you die, I’m going to marry someone else.
- The King then asked his 2nd wife, “Dearest, I have always turned to you for help and you’ve always been there for me. When I die, will you follow me and keep me company?”
- I’m sorry I can’t help you out this time, replied the 2nd wife. At the very most I can only walk with you to your grave.
- Then he heard a voice call out to him. “I will go with you. I’ll follow you no matter where you go.”
- The King looked up and there was his 1st wife. She looked scrawny as she was suffering from malnutrition, care and neglect.
- The King turned remorseful. He cried, “I should have taken much better care of you

when I had the chance!”

So what does the story mean?
You have four partners in your life.

- **Your 4th partner is your body.** No matter how much time and effort you lavish upon making it look good, it will leave you when you die.
- **Your 3rd partner is your possessions, status, and wealth.** When you die, they will go to others.
- **Your 2nd partner is your family and friends.** No matter how much they have been there for you, the furthest they can be with you is up to the grave.
- **Finally, there is your 1st partner. It is your own soul.** It is the only thing that has always been there all along and will follow you anywhere. Yet sometimes you starve yourself of the love, care and support you deserve.

Think of yourself like a best friend:

- be true to yourself,
- have compassion,
- realize you are not alone,
- accept yourself for who you are,
- have a balanced view of situations, and
- respect yourself with the care and tenderness you need.

As Lady Gaga said “Love Yourself”.... “It’s all you’ve got!”

Give Yourself a Valentine!

*“Whatever you can do, or dream you can, begin it.
Boldness has genius, power, and magic in it.”*

- Johann Wolfgang von Goethe



President Debbie McFadden, President-Elect Dianne Lemons and the Summer Work Conference Committee will be waiting for you in Austin this June.

