

VOLUME LX, NUMBER 2 - WINTER 2009

the TESA CONNECTION



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

President's Message



SALUTE TO OUR LOYAL TROOPS!

Salute To Our Loyal Troops was the theme for our Fall Work Conference banquet, November 14, 2009. TESA hosted our annual Fall Work Conference, November 13-15, 2009, at the Embassy Suites and Spa Convention Center, San Marcos, Texas. The banquet hall was festively decorated with United States and Texas flags, center pieces with a myriad of items provided by our various Armed Services recruiters. The conference committee selected this theme, not only to honor our troops, but asked members to bring international phone cards to be donated to our brave men and women serving in various war zones around the world.

There were 150 members in attendance at the Fall Work Conference. Our amazingly generous membership and AT&T donated more than 100 phone cards and \$1057 for the purchase of additional phone cards. Additionally, one of the hotel staff heard about our efforts; he notified the entire hotel staff to purchase and donate phone cards. He spoke at our banquet, about his experiences in Viet Nam. He was wounded four times and was awarded four Purple Hearts. Now he belongs to a group that rides motorcycles to honor and support our fallen men and women, around the state of Texas. As a Viet Nam vet, returning so many years ago, our troops did not receive the honor they deserved and thankfully, our nation now bestows on our troops, today. The phone cards and money were presented to the San Antonio USO director, at the banquet. It will be a memory for all of us to cherish for years to come. I am so proud of the generosity of our members and their support of our men and women serving in the Armed Forces, around the world.

FLU!!!!

H1N1 or seasonal flu, are you doing enough to protect yourself? I thought I was doing everything possible to avoid the flu. I received the seasonal flu shot, washed my hands, was careful about touching things, avoided crowds, etc. I got the flu. I have never been so ill, as an adult, as I was with my bout with the flu. I ran high fever, severe body and muscle aches, chills, fever, fever; did I say fever. It took eight days before I was fever free. And, to add insult to injury; I fainted and hit my head on the floor. I had a concussion. At that time I was so sick, I did not care if I died or lived. Thankfully, I survived. The flu is so prevalent that doctors no longer recommend going to the emergency room. He did not even test me for what type of flu bug that attacked me. Now, I read that there are strains of H1N1 that are resistant to Tamiflu. All of us need to follow the recommended steps to protect ourselves. Avoid people infected with the virus who are coughing or sneezing. It can also be spread by touching something with flu viruses on it, such as a tissue or a doorknob, and then touching your mouth, eyes or nose. You can protect yourself by washing your hands frequently with soap and warm water. You also can use an alcohol-based hand sanitizer. You should also avoid touching your eyes, nose or mouth. Get plenty of sleep, exercise regularly, manage stress, drink plenty of fluids and eat nutritious foods. Remember flu season typically goes through March.

Lastly, visit our web site, www.tesatexas.org to learn more about TESA's many events and activities. Remember to vote for our 2010-2011 officers, beginning February 15, 2010. We will again be voting on-line.

Best regards, looking forward to seeing you at one or more of the TESA events...

Gerald



Letter from the Editor & Table of Contents

From the Editor



Christine Ortiz
Editor

Greetings! I am honored to present you with the winter issue of the TESA Connection. I just don't understand where the time has gone. When you receive this issue of the TESA Connection you will probably have begun your journey in professional growth or are continuing your journey of "Renewal" by your participation in STEM classes, breakout sessions or college classes. We have had our Consultant Training and Fall Work Conference which both were very successful and packed with tons of knowledge and fellowship for all of TESA.

In each of these events so much "Wisdom," that is valuable to us all, was presented and shared amongst all of TESA. This is knowledge that we all can use in both our professional and personal careers to continue moving forward. During the Fall Work Conference so much "Loyalty" was demonstrated by TESA, such as the "Salute to our troops of all branches," which you will see demonstrated in this issue. This was so moving as we all know if it were not for all that the armed forces do, we would not have our freedom and a great country to live in.

In closing I would like to encourage each of you to find new venues of knowledge such as the National Association of Educational Office Professionals (NAEOP). TESA is a member of this outstanding national organization and you would only do yourself a world of wonder if you would just give yourself the opportunity to be a part of NAEOP. TESA is definitely a blessing to each of us in so many ways. Remember to not lose sight of your goals and dreams and reach for the stars, I know each of you can do this and more.

Christine



Paula Lambright
Assistant Editor



Helen Kettler
Advertising Manager

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STEM Consultant Training

STEM Consultant Training

October 2-4, 2009

The STEM Consultant training took place in Cedar Park, Texas, at Leander ISD, Cypress Elementary School. This weekend of training provided the opportunity to current and new CEOP (Certified Education Office Professional), TESA members to either refresh, renew, or begin each of their preparation to one day become experienced consultants.



Picture one – Entire group of participants for STEM Consultant training.

Picture two – New Consultants, Fourth row left to right, Maggie Carter, Carlton Sands, Terri Culbert, Kathleen Hill; Third row left to right, Sharon Dickens, Mary Roszell, Aly Ramos, Robin Pool; STEM Committee, Second row left to right, Sandy Salazar, Teena Hancock, Dianne Lemons, STEM Chairman; Wanda Honeycutt, STEM Committee. First row, left to right, Gerald Wharton, President; Wendy Klentzman President-Elect.



Picture three – Managing Change class – Debbie McFaddin, Irma Ford, and Barbara Jennings.

Picture four – Dealing with Difficult People class – from bottom toward bookcase, Cheryl Gregory, Helen Kettler, Sherry Gray, Karen Turner, Dianne Lemons, Sylvia Flores, Wendy Klentzman, Phyllis Hyden, MaryAnn Hollingsworth, Sue Hand and Darcy Blackstock.



Picture five – Professional Image Class – Debbie Faires, Suzanne Vria, Ruth Lyday, Karen Turner, Sylvia Flores and Diane Hogg.

2009-10 STEM Calendar

February

02/09/10	Mesquite ISD	Professional Growth	Debbie Faires	972-882-7321
02/04/10	Kilgore ISD	Rules for Spelling	Bonnie Bogue	903-988-6719
02/05/10	Kilgore ISD	Rules for Spelling	Bonnie Bogue	903-988-6719
02/20/10	Garland ISD	Profile for Success	Alejandra Ramos	972-494-8570(ext.73226)
02/24/10	Spring Branch ISD	Profile for Success	Becky Wuerth	713-464-1511(ext.2401)
02/27/10	Mesquite ISD	Managing Change	Debbie Faires	972-882-7321

March

03/04/10	Mesquite ISD	Rules for Spelling	Debbie Faires	972-882-7321
03/24/10	Spring Branch ISD	Interpersonal Communication	Becky Wuerth	713-464-1511(ext.2401)
03/27/10	Mesquite ISD	Agenda	Debbie Faires	972-882-7321

April

04/10/10	Mesquite ISD	Stress Mgmt./Time Mgmt.	Debbie Faires	972-882-7321
04/15/10	Spring Branch ISD	Professional Growth	Becky Wuerth	713-464-1511(ext.2401)
04/20/10	Garland ISD	Dialogue of Diversity	Alejandra Ramos	972-494-8570(ext.73226)

May

05/04/10	Garland ISD	Telephone Skills	Alejandra Ramos	972-494-8570(ext.73226)
05/11/10	Spring Branch ISD	Time Management	Becky Wuerth	713-464-1511(ext.2401)

EST. 1986

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The advertisement shows various branded items: a silver and orange pen, a white water bottle with 'ATHLETIC DEPT' and '2009' text, a yellow cup with 'RAPTORS' text, a white box with 'GIANTS' text, a green bag with 'FOODINI'S' text, an orange cap with 'VOLUNTEER' text, a red cap with 'Centerville Chargers' text, a black t-shirt with 'BEARS' text, and a purple t-shirt with 'PIRATES' text. The background is a colorful collage of these items and the faces of four smiling teenagers.

DARE TO BE UNCOMFORTABLE, TAKE A RISK

Comfort. Risk. Both are enjoyable. One we strive to create. One we try to minimize. One can make us lazy. One can make us stronger. - 212°

By Pamela Baker, Ph.D., Region 10 Education Service Center

I am an introvert by nature but an extrovert by nurture. Let me explain this. All through school I was a very quiet child. I was so quiet that I missed school one day and the next day my teacher told me he didn't notice I was gone. I was comfortable being invisible. Fortunately, I had the wonderful destiny to marry a musician. He and other experiences taught me to get out of my comfort zone and take risks. I have sung in front of hundreds of people. I have been in the worst prisons in Jamaica. I have been to Texas Women's Death Row. I delivered Christmas gifts to an orphanage in Mexico. I have been in two marathons where I raised thousands

of dollars for the Leukemia/Lymphoma Society. I have even dressed like Tina Turner and sang "Proud Mary."

I have changed the oil in my car.

You get the picture.

We all have opportunities to make a change that matters. I wonder why people don't go beyond the minimum. Why is it, that mediocre is acceptable? What makes us want to maintain the status quo? Are we worried about what other people think? Are we worried that we might fail? Our greatest risk is to risk nothing.

To be successful you need to take risks.

This involves going beyond what you know.

It is said that "Growth means change and change involves risk, stepping from the known to the unknown." You never know what opportunity you may miss by not taking that risk.

Risk could be a spontaneous inspiration of creativity or the careful calculation of doing something never done before. In whatever form it comes, risk develops confidence.

Here are a couple of things we would not enjoy if people did not take the risk. These risk-takers did not let what



people said or thought stop them from their dream or passion.



“I think there is a world market for maybe five computers.”-Thomas Watson, chairman of IBM, 1943

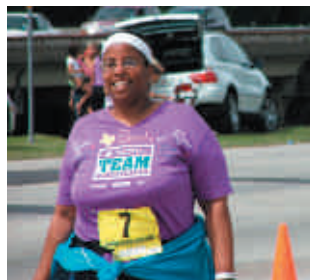


“A cookie store is a bad idea. Besides the market research report says America likes crispy cookies, not soft and

chewy cookies like you make.”-Response to Debbi Fields’ idea of starting Mrs. Fields’ Cookies

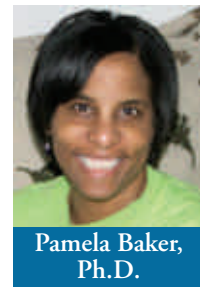


We don’t like their sound, and guitar music is on the way out”-Decca Recording Co. rejecting the Beatles, 1962



Is there something that is keeping

you in your comfort zone? When was the last time you stepped out of your box? You may just do something that makes somebody’s day or transforms somebody’s life. Remember, the life you change may be your own. Take a risk.



*“Only those who dare to fail greatly
can ever achieve greatly.”*

-Robert F. Kennedy



75th Annual Conference and Institute

75th Annual Conference and Institute

"Explore the Facets of NAEOP"

Bloomington, Minnesota, July 20-24, 2009



Left: All States were asked to bring their State doll to display as part of the 75th NAEOP celebration. This is our Texas State Doll. All dolls displayed were absolutely beautiful.

Below: TESA members gather to discuss agenda and prepare to take our State picture.



2009-2010 TESA President Gerald Wharton receives his President's pin from 2008-2009 TESA President MaryAnn Hollingsworth.



TESA President MaryAnn Hollingsworth, proudly carries in the Texas flag.

75th Annual Conference and Institute



"The TESA Connection" received first place in the state magazine category for the Rachel Maynard Excellence in Community Award. Pictured are TESA President, MaryAnn Hollingsworth, TESA Connection Editor, Wendy Klentzman, TESA and NAEOP Past President and NAEOP Magazine Editor, Linda Sockwell and NAEOP President, Linda Tribble.



TESA website was awarded first place and was accepted by TESA President, MaryAnn Hollingsworth, on behalf of TESA Web Advisor, Janie Giddens.



Jennifer Wade, daughter of Past President Debbie Wade, was invited by NAEOP to play during the Installation Banquet.



Above: TESA President, MaryAnn Hollingsworth, newly installed South Central Director, Bettye Ruth Wilson, and TESA President-Elect, Gerald Wharton, pose for a picture after the Installation Banquet.



Left: TESA Delegation attending the 75th NAEOP Conference and Institute are; Third row from L to R: Debbie Wade, Debbie McFadden, Shirley Haswell, Darcy Blackstock, Patti Walling; Second row from L to R: Sherry Howell, Sue Hand, Jana Worthington, Wanda Honeycutt; First row from L to R: Wendy Klentzman, Linda Sockwell, Gerald Wharton, MaryAnn Hollingsworth and Bettye Ruth Wilson.



NAEOP Membership Form

Membership Form for the National Association of Educational Office Professionals

Membership Type:	<input type="checkbox"/>	Active - \$45	<input type="checkbox"/>	Retired - \$25	
<input type="checkbox"/>	Associate - \$45	<input type="checkbox"/>	Institutional - \$80	<input type="checkbox"/>	Corporate - \$55

Membership Application Continuous Membership (12 full months)

- ☐ New Membership ☐ Renewal Membership Membership Number:
☐ Magazine Annual Subscription - \$25 ☐ Magazine Annual Subscription (Retired) - \$10

- All fees must be paid in U.S. Dollars
- Outside of U.S. special postage and handling charges apply. Please add an additional \$15.
- Active membership fees include a one-year subscription to the associate magazine.
- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:			
Job description:			
<input type="checkbox"/> Elementary <input type="checkbox"/> Middle School/Junior High <input type="checkbox"/> Secondary/High School			
<input type="checkbox"/> Higher Education <input type="checkbox"/> State Department <input type="checkbox"/> Administration			
<input type="checkbox"/> Career & Technical Education <input type="checkbox"/> Retired <input type="checkbox"/> Other:			
Name:			
Address:		City:	State: Zip:
Home phone:		Office phone	Ext.
Fax:		Email:	
Recruited by (Name):			
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa			
Cardholder's Name:			
Card Number:		Expiration Date:	
Signature:			

Mail or Fax to:

NAEOP
PO Box 12619
Wichita, KS 67277-2619
Fax: 316-942-7100



Growing with NAEOP

By: Jana Worthington, Weatherford ISD

Pride and inspiration grew with the passing of each state flag. By the time the Texas flag passed, I could barely contain my emotions. We stood and waived our small Texas flags and cheered as our great state was represented in the procession. Then all state delegations were unified as we watched together a video about the American flag.

Salt Lake City, Utah was the venue for my first trip to the annual conference of the National Association of Educational Office Professionals, and what a wonderful first event this was to experience. This conference was different from the TESA conferences I had attended, but that only added to the excitement. I now have six national conferences under my belt, and look forward to next year in Kansas City!

Even though the NAEOP membership only gathers once a year, there are other opportunities throughout the year with professional days, institutes, and even attending another state's conference. It is truly a learning experience when you attend trainings with people from

all over the country. It is so interesting to realize that the issues we all face are similar, but there are so many different solutions out there.

It didn't take long to get involved with this amazing organization on a deeper level, and I found myself on committees and was honored to serve on the NAEOP Board for two years as the South Central Director. Being on the board afforded me several opportunities for both personal and professional growth. NAEOP has a wonderful staff that works in the office in Wichita, Kansas, and it has been a joy to get to know and work with each of them.

One of my favorite aspects of NAEOP meetings, both at the board level and membership level, is the value of each person's voice and the respect for the structure of business. Members are the voice of NAEOP, and they stay very involved and connected by bringing issues to light, participating in discussions, and attending and speaking at meetings. It makes for productive, exciting, and collaborative meetings.

You would think that it would be harder to network and stay connected to each other because we are scattered across the country, but NAEOP members keep close contact with each other through newsletters, committees, and email. The NAEOP list serves as an instant link to everyone. Once a month a question is posed, and it is fun to read answers from friends and colleagues across the country.

My encouragement to you would be to get involved at every level. This incredible journey all began with my local association in my district, and then to TESA, and now to NAEOP. All three provide different networks, opportunities, and experiences. All three are vitally important to the work I do each day in Weatherford ISD. I am proud to be a 3D member – local, state, and national!



TESA Executive Board & Committees

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APPOINTED POSITIONS

MaryAnn Hollingsworth

Immediate Past President & Fall
Work Conference Chairman
Texas State University-San Marcos

Jana Worthington

Marketing Chairman
Weatherford ISD

Sue Hand

Parliamentarian & Legislative Consultant
Lamar CISD

Dianne Lemons

STEM Committee Chairman
Mesquite ISD

Janie Giddens

Web Advisor
San Antonio ISD

COMMITTEES:

The TESA Connection:

Christine R. Ortiz, Editor
Paula Lambright, Assistant Editor,
Mesquite ISD
Helen Kettler, Advertising Manager,
Alvin Community College

Membership:

Debbie McFadden, Chairman
Kay Riggs, Pasadena ISD
Ricardo Martinez, Lubbock ISD
Sherry Gray, San Jacinto College
Faith Gonzalez, Lubbock ISD
Connie Dunnam, Region 5 Education
Service Center

Affiliate Services:

Sylvia Flores, Chairman
Lucille Davidson, Ft. Worth ISD, Retired
Patsy Hinson, San Jacinto College

Area Workshops:

Karen Turner, Chairman
Darcy Blackstock, Channelview ISD
Martin Saenz, South Texas ISD
Carlton Sands, Spring Branch ISD, Retired

Awards/Scholarships/Journalist

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Phyllis Hyden, Galena Park ISD
Helen Kettler, Alvin Community College

Nominations:

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Linda Sockwell, Richardson ISD
Debbie Wade, San Jacinto College District
Wendy Klentzman, Alvin Community College

STEM:

Dianne Lemons, Chairman
Teena Hancock, Garland ISD
Wanda Honeycutt, University of Houston-Clear Lake
Sandy Salazar, Mesquite ISD

Summer Work Conference:

Robin Pool, Chairman
Jan Lampart, Exhibits, Spring
Branch ISD
Ruth Lyday, Registration, Celeste ISD
Danelle Schara, Social, Region 7
Education Service Center

Fall Work Conference:

MaryAnn Hollingsworth, Chairman
Darcy Blackstock, Exhibits,
Channelview ISD
Irma Ford, Social, Comal ISD, Retired
Janie Giddens, Registration, San
Antonio ISD





Standing left to right: Danelle Schara & Ruth Lyday, Member-at-Large Position 4; Robin Pool & Lynn Andrews (not pictured), Member-at-Large Position 3, Lisa Gonzales & Dianne Lemons, Member-at-Large Position 2, Darcy Blackstock & Maria McNease (not pictured), Member-at-Large Position 1

Sitting left to right: Karen Turner, Secretary/Treasurer; Cindy Bright, 2nd Vice President; Debbie McFadden, 1st Vice President; Sue Hand, President-Elect; Wendy Klentzman, Current President-Elect; Christine Ortiz, President-Elect, Patti Walling, 1st Vice President; Pat Crawford, 2nd Vice President; Jan Lampart, Secretary/Treasurer

15 Office Organizing Tips

- Clean out each desk drawer, to free up even more valuable storage space.
- Keep essential items on your desktop (computer, phone, fax, card file).
- If you work with more than one person create an inbox for each person.
- Have a master to-do list for each day at your desk.
- Pre-Sort the mail. To-File, To-Read, To-Contact (write or call).
- Use a variety of containers to organize office supplies, paper clips and pens.
- Use a variety of desktop organizers or trays to organize papers that come across your desk.
- Create a file for magazine articles or scan them into your computer.
- Filing system should be simple, easy and manageable.
- Color-coding your files makes it faster to find information.
- Do not over stuff folders. It may be time to toss some of the information in the folder.
- Return calls in batches. Leave specific messages and the time you called if the person you're trying to reach isn't available.
- Empty workspace of everything but the project you're working on to cut down on distractions.
- At the end of each project or event, organize paperwork and file or store it.
- Straighten desk at the end of the day and especially at the end of the week so that you can start each morning with a clear desk.



Our Students Need All of Us

By: Dr. Linda Henrie, Mesquite ISD Superintendent

While in Austin recently, I read a quote by Stephen F. Austin that said, “A nation can only be free, happy and great in proportion to the virtue and intelligence of the people.” This spurred my thinking about how vital the jobs of those in education are to our future. There is no other profession that can truly affect and influence a child’s future like that of education. Further, the ability to make good decisions and govern ourselves in a democratic society will be successful only as long as we have an educated populace.

It takes every individual—from the administrators to the custodial staff—to keep the education organization moving in the direction of serving students. Of course, our educational secretaries are especially vital links to the success of schools, departments, and the entire organization. Each day I witness selfless sacrifice on the part of these individuals throughout our district, and I am certain the same is true in districts

throughout the state.

Secretaries and receptionists keep things moving and interact with hundreds of people throughout the day. The impression a person develops of a campus or a district is many times determined by just one brief encounter either on the phone or in person. More often than not, educational secretaries are the first point of contact and carry this responsibility. When patrons are greeted with a warm smile by someone who demonstrates compassion and shows interest in a situation, a wonderful connection is made or reinforced.

Those connections are also strengthened by those serving as classroom assistants. These individuals often share stories of how they have assisted students in gaining new learning. But, their role goes beyond the classroom. It is not unusual to hear of classroom assistants bringing items to meet the basic needs of a student and his/her family. Perhaps some

tragedy has occurred, or circumstances in a student’s life have dictated unforeseen challenges. Assistants work hand-in-hand and side-by-side with educators to take care of these needs and may even be the organizer behind the scenes.

You see, we are truly a team in the finest sense of the word. It would be impossible to be effective without the support of these individuals. Last summer, TESA honored me with recognition as State Administrator of the Year. This was truly humbling and such a privilege. However, the support Mesquite ISD gives to those serving in support roles and to the TESA organization is a win-win collaboration for our community. Thank you for all you do in your particular job role and district.





TESA Area Workshops

LOCAL AFFILIATES ARE INVITED TO BE WINNERS AND HOST AN AREA WORKSHOP!!

A one-day Area Workshop is an excellent way to **renew** friendships, make new friends, gain **wisdom** and show your **loyalty** to educating students.

Currently TESA has three winning affiliates offering STEM Classes and Breakout Sessions:

Galena Park Area Workshop

March 6, 2010

Pasadena Area Workshop

March 27, 2010

Killeen Area Workshop

April 17, 2010

The Area Workshop Committee will help you in promoting your Area Workshops.



**If you are interested in
hosting a TESA Area
Workshop, please contact:**

Karen Turner, Chairman
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kturner@lubbockisd.org

TESA Area Workshop Committee:

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Martin Saenz - martin.saenz@stisd.net
Carlton Sands - bc.sands@suddenlink.net



TESA Affiliate Services



ANNOUNCEMENT to all TESA Affiliates

TESA is giving an AWARD to the Affiliate with the most members at 2010 Summer Work Conference



Let's join hands in recruiting members to your association and show off your association at this year's SWC in Dallas-Frisco, Embassy Suites.

Note: Affiliates must have paid their TESA dues to qualify!



Cindell Anderson, President of
Garland ESA; winner of the
2009 Affiliate Award!!

For additional information, contact Sylvia L. Flores, Affiliate
Chairman, at (956) 323-4609.

Picture left to right: MaryAnn Hollingsworth, 2008-2009 TESA President, Cindell Anderson, Garland ESA 2008-2009 President & Sylvia L. Flores, TESA Affiliate Chairman.

“Few of us can do great things, but all of us can do small things with great love.”

~ Mother Teresa



TESA 60th Annual Fall Work Conference

TESA 60th Annual Fall Work Conference November 12-15, 2009

"Salute to our Troops" Embassy Suites Hotel, San Marcos, Texas

The TESA 60th Annual Fall Work Conference was an event filled with learning, fellowship, and fun. One event in particular that was so amazing was the "Salute to our Troops." This event held such honor to each of us, deep in our hearts, as we all are aware of the dangers all armed forces face for our freedom. TESA came through, as always, by contributing and supporting our troops by donating money and phone cards which were donated to Sherry Jensen, Director of the USO in San Antonio, Texas. Also, special remarks were made by Max Vasquez, who is a Vietnam Veteran and is also a part of the Patriot Guard Riders which honor our fallen soldiers.



Dialogue of Diversity STEM class in session being taught by Wanda Honeycutt.



TESA Fall Work Conference Registration in Action!



Presentation of our colors by the Naval Intelligence Operations Command.



Above: Betty Burks, Deputy Superintendent of San Antonio ISD, was our keynote speaker at the General Session. Her presentation was over "Building on Communication, One Relationship at a Time." This was completely inspirational and could also be understood on a professional and personal level.

Right Bottom: Past President, Jana Worthington, was the keynote speaker at our President's Luncheon. Her presentation addressed the many changes one makes in their lives and how this only benefits each of us as it helps us to grow both professionally and personally.



President, Gerald Wharton, and Past President, MaryAnn Hollingsworth, at the President's Luncheon.



TESA 60th Annual Fall Work Conference

TESA 60th Annual Fall Work Conference November 12-15, 2009

*"Salute to our Troops"
Embassy Suites Hotel, San Marcos, Texas*



Above: Pictured is the winner of the Past President's gift card tree, Linda Perry of Killeen ISD. Past President, Jana Worthington is pictured next to Tommy Sanders of Gateway Printing who drew the winning number.

Right: President-Elect, Wendy Klentzman, and President, Gerald Wharton, at the Salute to Our Troops banquet.

Below: The entire room giving a grand salute to our troops!



Right: Vicki Marvel, Assistant Manager at Alvin Community College Book Store, was our keynote speaker at Sunday's closing session. Her presentation was inspirational, energetic, humorous, and interactive.

Below: President, Gerald Wharton, Summer Work Conference Committee, Danelle Schara, Jan Lampart, Ruth Lyday, Summer Work Conference Chairman, Robin Pool, and President-Elect, Wendy Klentzman, presenting the Summer Work Conference 2010 skit.



Minutes of the FWC General Business Meeting



Texas Educational Support Staff Association, Inc.

Minutes of the Fall Work Conference General Business Meeting
Embassy Suites
San Marcos, Texas
November 14, 2009

- Call to Order: The Texas Educational Support Staff Association, Inc. Fall Work Conference Business Meeting was called to order by President Gerald Wharton at 10:10 a.m. on November 14, 2009, at the Embassy Suites in San Marcos, Texas.
- Invocation: Invocation was given by Lisa Gonzalez.
- Parliamentarian: Sue Hand proclaimed that a quorum was established.
- Minutes: Patti Walling presented the Minutes of the Summer Work Conference General Business Meeting held on June 19, 2009, at the Houston Marriott Westchase, Houston, Texas, and were approved with one correction. In the last paragraph, page 1, Yearbook winners were 3rd Place Rio Grande ISD.
- Correspondence: TRESA (Texas Retired Support Staff Association) contributed \$50.00 each for the Lorene Roby Rogers Fund and the Founders' Scholarships.
- Treasurer's Report: The budget for 2009-2010 was presented and filed for audit.
- Reports: Debbie McFadden, 2nd Vice President, reported the following membership numbers; Active – 1,103; Retired – 12; Associate – 0; Honorary – 12; Total – 1,103.
- Sylvia Flores, Member-at-Large - Affiliate Services Chairman, reported 24 affiliates.
- Karen Turner, Member-at-Large - Area Workshops Chairman, reported the upcoming workshops scheduled for 2010 include Pasadena ISD March 27, Galena Park ISD March 6, and Killeen April 17.
- Cindy Bright, Member-at-Large - Awards, Journalist, Scholarships Chairman, reported that the deadline for submittal has changed to February 25, 2010, due to Spring Break and the TESA Spring Board meeting timeframe.
- Old Business: None
- New Business: None



Minutes of the FWC General Business Meeting

President Gerald Wharton announced that the slate of officers for 2010-2011 would be announced at the Sunday morning meeting.

President Wharton adjourned the Fall Work Conference General Business Meeting at 10:25 a.m.

Submitted by:

Patti A. Walling

Patti A. Walling, CEOP
TESA Secretary/Treasurer

Approved by:

Gerald W. Wharton

Gerald W. Wharton
2009-2010 TESA President

Date Approved: 12/2/09

“Self-knowledge is best learned, not by contemplation, but by action. Strive to do your duty and you will soon discover of what stuff you are made.”

~Johann Goethe



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Rio Grande Valley Educational Support Staff Association (VESA)



VESA Officers (left to right): Amparo Treviño, Treasurer (Rio Grande City CISD); Ofelia Barrón, First Vice-President (Donna ISD); Lisa E. Gonzalez, President (Donna ISD); Melba Garcia, Second Vice-President (Rio Grande City CISD); and Bonnie Saucedo, Secretary (South Texas ISD)

In continuing with our Installation theme...the Heart, I have chosen as my theme for this year: VESA...beating as 1! When I looked up the definition of heart, I found it to have many meanings: the hollow, muscular organ that circulates the blood by expanding and then contracting over and over again; any part or place centrally located like the heart; the central, vital, or main part; essence; core; the human heart is considered as the center of emotions, and personality traits; a person loved or admired; capacity for sympathy; feeling; affection; a playing card marked with a heart design. The definition that really caught my attention was...the central, vital, or main part; essence; core. All of us play a vital part of VESA, whether we are a member, a chairman or a member of the Executive Board. Without each one of us doing our small part, the main part, the heart of the association, would never be complete. As the heart is continuously beating, so must we, as members of VESA, continue

to beat as one.

I think the following quote by Oliver Wendell Holmes really sums things up: "What lies behind us and what lies before us are tiny matters compared to what lies within us." What lies within us is our heart...we must follow our heart when making decisions. Don't worry about what others may think. Remember, people will respect you for standing up for what is right and for what you believe. I have asked each VESA member to follow their hearts this year in making VESA the best organization it can be.

I want to take this opportunity to congratulate VESA in their representation at our annual Summer Work Conference in Houston this past June. Patty Garcia, Weslaco ISD received the Lorene Roby Rogers Scholarship; VESA received third place in the Yearbook Competition (Editor: Ofelia Barron, Donna ISD); VESA re-

ceived 1st Place in the Center Piece Decoration for Best Use of Theme; and finally, I was honored to be chosen as the 2009 Nelda Van Dyke recipient. All of these accomplishments would not have been made possible without the support of all of the VESA members. These were truly a "team" accomplishment.

VESA will have a very busy year. Our first meeting of the year in September was hosted by the Rio Grande City VESA members. In lieu of a speaker, all members were divided up into groups and worked on an activity to get to know each other better. Our October meeting was hosted by the McAllen ISD VESA members. Virginia Hall, Retired VESA member, spoke to us briefly on Breast Cancer awareness. She gave a small gift to VESA members who were present that were cancer survivors. Our November meeting will be hosted by the South Texas ISD VESA members and then we will end our semester with our yearly Christmas Meeting/Social that will be hosted by the Mercedes ISD VESA members. Once the second semester starts, things will really start to pick up. We will have our annual fundraiser, continue with the plans for our Annual Bosses Banquet which will be held in the latter part of April or early May, elect our President-elect, elect our Outstanding Support Staff Member of the Year, among many other things.

Yours in Service,
Lisa E. Gonzalez
VESA President



A Little Fish in a Big Pond

By Paula Lambright, Mesquite ISD, TESA Connection Assistant Editor



Sometimes it seems like it was yesterday. Other times it seems like a dream and so unreal. But, I will never forget the doctor's words, "It's definitely malignant and we'll have to remove the bladder."

The words, to me, meant I would be dying shortly. No more time with my family, no grandchildren, no more teaching computer classes at night, no MEPA meetings or TESA conferences, no more working with all the wonderful people at Mesquite ISD.

Life would go on without me. Time wouldn't stop or even slow down. I felt so small, unimportant, and very helpless.

My family was more in shock than I was. I tried to keep up my spirits so they

wouldn't be so devastated. I was told I had such a good attitude and was very brave. If they only knew how I felt inside.

Chemo wasn't as bad as I expected until I lost my hair. That was as hard as hearing I had cancer.

Days turned into weeks and weeks had turned into months. An amazing thing happened during this time. Not a day went by that I didn't get a call, card, email or visit from someone in MEPA, TESA and even NAEOP.

I love my job with Mesquite ISD and being a part of MEPA. Little did I know how important I was to so many people. Sometimes you don't know until something like this happens.

I could feel my spirits rise with every call and email. My hospital room looked like a florist shop. Nurses came from all over just to see my flowers! My family was overwhelmed by all the love and prayers. Prayers were coming from all over the country.

My life will never be the same...I have an artificial bladder. Also I've been shown how much I am loved, not just by family. MEPA and TESA have kept me smiling, given me hope and helped me see there's light at the end of this tunnel.

I started out feeling like a small fish in a big pond. But, thanks to MEPA, TESA, and NAEOP, I am swimming with the biggest fish in the ocean, and will be swimming for a very long time.



Tarleton Area Educational Office Professionals (TAEOP)



Tarleton Area Educational Office Professionals (TAEOP) recently installed officers for the 2009-2010 academic year. Pictured from left to right are Jeanette Lingle, President; Susie Fagan, Vice-President; Tonya Dobson, Secretary; Donnie King, Treasurer and Sharon Iley, Reporter-Historian.

Support Staff of the Year: 2008-2009 Jeanette Lingle

The Tarleton Area Educational Office Professionals (TAEOP) is excited to kick off a new academic year. Tarleton State University and area educational support staff are invited to join the auxiliary group which offers enrichment and fellowship.

Formed in 1991, TAEOP is a non-profit organization and consists mainly of Tarleton administrative assistants, as well

as other educational personnel from the area.

TAEOP has state and national affiliation with the Texas Educational Support Staff Association (TESA) and the National Association of Educational Office Professionals (NAEOP).

Meeting once a month, the group focuses on the interest of office personnel

in all areas of education and participates in a number of community and university projects each year. TAEOP members, have the opportunity for self-improvement, professional development and community service. All proceeds from fund-raisers go toward educational scholarships for members, as well as various community service efforts.

The TAEOP officer installation ceremony was held on August 18th and the following officers have been chosen for the 2009-2010 academic year: President, Jeanette Lingle with Information Technologies Services; Vice President, Susie Fagan with the President's office; Secretary, Tonya Dobson with the Library; Reporter-Historian, Sharon Iley with Computer Information Systems and Treasurer, Donnie King.

Individuals interested in joining TAEOP are invited to contact any of the officers listed above or visit the organization's website at www.tarleton.edu/~taeop.



81st Texas Legislative Session - Summary

Sue Hand, CEOP, CEOE, 2009-2010 Parliamentarian / Legislative Consultant

Governor Rick Perry has announced he will call a special session of the Texas Legislature to address issues concerning the support of major state departments that they did not take action on during the regular session. The following bills introduced during the 81st Texas Legislature were passed and will become law.

HB 3 / SB 3 (Eissler / Shapiro)

The majority of the 200+ pages of these companion bills addressed the accountability of schools for the education of Texas students. One small section made a major difference in the balanced education of Texas students and will impact the struggle we continue to address with childhood obesity.

The bill included language to change the high school graduation requirements from 1.5 credits of physical education to 1.0 credits of physical education. It also eliminated the health education requirement of 0.5 credits. The 1.0 credit required for fine arts was reinstated in an amendment to HB 3. The implementation of this graduation plan is to begin when current 6th graders are counseled

for their high school degree plan.

School districts can still set the requirements for high school graduation that they want their students to achieve. A district can require their students to take whatever amount of credits of physical education and health education their school board and community want them to take. The state requirement is a minimum standard.

HB 1877 (Alvarado):

Which would have expanded the current physical activity requirements for grades K-5 to full-day pre-kindergarten students and, when possible, to half-day kindergarten students was left pending in committee. However, part of HB 1877 was rolled into SB 891, which did pass. Therefore, full-day pre-k is required to do the minimum of 30 minutes per day of physical activity, the same as students in grades K-6.

SB 161 (Ellis)

Approved the creation of "Safe Routes to School" specialty license plates with part of the sales of the plates supporting bi-

cycle safety education. Passed and signed by the governor. Is effective immediately.

SB 891 (Nelson)

Provides a clear definition of physical education and requires that the student-teacher ratio in physical education classes be comparable to that in academic classes. Passed and waiting to be signed by the governor. When signed, will become effective September 1, 2009.

SB 892 (Nelson)

Requires a school's coordinated school health program to be included in their campus improvement plan. Passed and waiting to be signed by the governor. When signed, will become effective September 1, 2009.

Texas Fitness Now Grants

Approval was given for the funding of \$20 million over two years to continue funding the Texas Fitness Now Grants. TEA is working with the Comptroller's office to refine and expand the parameters of the grant requirements.



In honor of Charles Frederick Mathews



Charles Frederick Mathews, Ph.D., passed away Wednesday, November 25, 2009. Dr. Mathews served as Executive Director of TASA from 1976 – 1985. TESA is proud to have had Dr. Mathews as an Advisory Council member for numerous years and selected him as Administrator of the Year in 1983 and an Honorary member of TESA. He was also the NAEOP Educational Administrator of the Year in 1985. The family requests that donations be made to the Texas Baptist Children's Home, 1100 N. Mays St., Round Rock, Texas 78664.

Charles was the captain and commanding officer of USSSC 774 in the U.S. Navy during World War II in the South Pacific. Dr. Mathews received his Bachelor of Arts degree from Howard Payne University in Brownwood, Texas, his Master of Education degree from the University of Texas at Austin and his Doctorate of Education from Texas Tech University. He was selected as the first Distinguished Alumnus of the College of Education at Texas Tech University in 1977. Charles retired December 31, 1985, after serving public education in Texas for more than 50 years.

Texas 2009 PSP Recipients

TESA is proud to announce the latest NAEOP PSP recipients and recertifications for the year 2009.

Garland ISD's Teena Hancock received her Advanced III, Option I PSP on September 15, 2009. Teena received her CEOE at the same time.

Debbie McFadden, Houston ISD, received her Associate Degree, Option III PSP on May 15, 2009; she also received her CEOE at the same time.

Mesquite ISD had two recertifications and two new recipients. Debbie Faires received her Associate Professional, Option I PSP on May 15, 2004 and had to recertify May 15, 2009. September 15, 2004 Paula Lambright received her Advanced III, Option I PSP and CEOE too. Paula was recertified on September 15, 2009 meeting the 5 year requirement.

Maria Delores Castaneda completed her Advanced III, Option 1 PSP on September 15, 2009. On January 15, 2009 Sandra Hicks completed her Advanced III, Option I and she received her CEOE.

We're very proud of each recipient and encourage each of you to continue working toward your certification.



Affiliates in Action

THE WINGS OF SUCCESS

2009-2010 Educational Support Association



ESA 2009-2010 is on the go. We would like to introduce our newly elected Board and Liaisons. (Seated L to R) Berenice Webster, President, Debbie Williams President-Elect, (standing L to R) Lee Ann Wheelbarger, Immediate Past President, Bridgette Daniels, SSA Liaison, Ron Klinger, Training Liaison, Carol Pruitt, Treasurer, Debbie Brouner, Historian and Sandy Jennings, Secretary.

We have had a successful transition workshop in which we set goals for the following year. We have so many exciting events planned and goals to reach.



ESA 2008-2009 with the due diligence of Anna Lowry and our logo contest winner, Wanda Honeycutt, a logo for the organization was successfully created and approved. We are very proud of the accomplishment and extremely proud of Anna and the ESA team for getting it done.

Tonya Arnold

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Lone Star College-Kingwood Educational Office Professionals Association



The Lone Star College-Kingwood Educational Office Professionals Association (KEOPA) hosted a Boss' Day Breakfast on October 16, 2009. College employees were asked to bring their boss to the breakfast and to enter a pumpkin contest. The pumpkin had to represent their department or their boss. Categories and winners were as follows:



"Most Life-Like"



"Most Wacky"



"Most Original"
It was great fun!

Dates to Remember

March

- 6 Area Workshop – Galena Park
- 27 Area Workshop – Pasadena

April

- 1 TESA Office Closed – Good Friday
- 17 Area Workshop – Killeen

May

- 15 The TESA Connection (Summer Issue) Deadline
- 31 TESA Office Closed – Memorial Day

June

- 23-26 Summer Work Conference – Frisco

July

- 4 TESA Office Closed – July 4th Holiday
- 4-10 NAEOP Annual Conference-Kansas City, MO

“Security is mostly superstition. It does not exist in nature, nor do the children of men as a whole experience it. Avoiding danger is no safer in the long run than outright exposure. Life is either a daring adventure or nothing.”

~ Helen Keller





Honey, We need YOU to help us raise Money.

The TESA Awards/Scholarships/Journalist Committee will “bee” in our “hive” at the Summer Work Conference raising money for TESA scholarships. “BEE” a honey and donate a theme basket.

Back by popular demand

AWARDS for baskets (winners announced at the banquet)

“Queen Bee” basket - basket best representing conference theme

“Honey” basket - sweetest basket

“Stinger” basket - basket with the least expected items

“Honeycomb” basket - basket best representing TEXAS

50/50 RAFFLE

SPIRIT AWARD

FOUNDERS SCHOLARSHIP

LORENE ROBY ROGERS SCHOLARSHIP

DR. MICHAEL ZOLKOSKI TECHNOLOGY SCHOLARSHIP

NELDA VAN DYKE AWARD

ADMINISTRATOR AWARD

NEWSLETTER AWARD

YEARBOOK AWARD

For award descriptions, qualifications, and guidelines, contact a committee member or visit the website at www.tesatexas.org

Cindy Bright, Chairman
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Helen Kettler
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Alvin, Texas 77511
281-756-3511
hkettler@alvincollege.edu

*Scholarship donations
gratefully accepted. For more
information and donation form
visit www.tesatexas.org*

TESA TIPS

Format Painter

A miracle tool is the Format Painter. It looks like a paintbrush on your toolbar. Highlight a word, sentence, paragraph, etc. Now, click on the Format Painter. Next, move your mouse to the area you want to format and highlight it. Voila!! Your text has been formatted in one easy step. Font, size, bold, italic, alignment, all was changed without having to click on several icons or use several keyboard shortcuts. To format several areas, you can double click on the Format Painter. This will select it and keep it selected until you click on it again.

Find and Replace Feature

If you have a word repeated multiple times in a Word document or in Excel and you want to change them all...don't panic, it's easy. While holding the Ctrl key down, tap the letter "F". This will bring up the Find and Replace box. Click on the Replace tab and in the box marked "Find What" type the word you want to find. In the "Replace With" box, type the new word you want to use as the replacement. When you click the Replace All button, it will tell you how many it found and replaced.

Dates and Times

In MS 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 MS 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.

We the members of the Texas Educational Support Staff Association, hold that the primary purpose of the educational secretary is to assist, as a team member, in developing citizens who will safeguard, strengthen, and improve America. The TESA Connection is published four times a year - fall, winter, spring, and summer. Membership in TESA entitles the individual to an annual subscription to The TESA Connection magazine, circulation approximately 2,000. Subscription rate for libraries and nonmembers is \$10 per year. Send request for subscriptions to: TESA Central Office, PO Box 1565, Austin, TX 78767.

Please send information for the Spring Issue to:

Christine R. Ortiz

Region 10 Education Service Center, 904 Abrams Rd., Richardson 75081
P: 972-348-1446 F: 972-348-1447 E: christine.ortiz@region10.org





TESA

MEMBERSHIP

2009 - 2010

TESA BENEFITS

- Discounted fees for Affiliate Services presentations and Area Workshops
- National award winning The TESA Connection magazine published four times a year (two printed and two online) included in your membership dues
- Member discounted registrations fees for Summer Work Conference and Fall Work Conference
- Member scholarships-Lorene Roby Rogers Memorial Scholarship, Michael Zolkoski Technology Scholarship, and Founders' Scholarship
- Staff development through one day Area Workshops, STEM classes, Affiliate Services presentations, and state conferences
- Retirees discounted Membership
- Networking opportunities with others in education from all across the state
- Legislative proceedings and updates relating to education

NEW MEMBERSHIP FEES

2009-2010 TESA Membership Council

Debbie McFadden, UHCL
2nd Vice President
Membership Chairman
mcfadden@uhcl.edu

Faith Gonzalez, Lubbock ISD
Administrative Council
fgonzalez@lubbockisd.org

Kay Riggs, Pasadena ISD
Elementary Council
kriggs@pasadenaisd.org

Sherry Gray, San Jacinto College
Higher Education Council
sherry.gray@sjcd.edu

Ricardo Martinez, Lubbock ISD
Secondary Council
ricmartinez@lubbockisd.org

Connie Dunnam, Region V Education
Service Center
Educational Service Center
cdunnam@esc5.net

Texas Educational Support Staff Association, Inc. Membership Application

Last Name	First Name	MI	Member #
Address		City/State/Zip	
Daytime Phone	Evening Phone	Email Address	
Employed by		Local TESA Affiliate	
<input type="checkbox"/> New Membership \$35	<input type="checkbox"/> Renewal \$35	<input type="checkbox"/> Associate \$35	<input type="checkbox"/> Retired \$17.50
Name Change/Address Change information			
<input type="checkbox"/> Elementary <input type="checkbox"/> Administrative	<input type="checkbox"/> Secondary <input type="checkbox"/> Education Service Center	<input type="checkbox"/> Higher Education <input type="checkbox"/> Other	
Referred by			
Are you a member of NAEOP? <input type="checkbox"/> Yes <input type="checkbox"/> No			

The TESA Connection

Texas Educational Support Staff Association, Inc.
Central Office - P.O. Box 1565 - Austin, TX 78767

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Texas Educational
Support Staff
Association

The TESA Beehive is buzzing with excitement!



2010 Summer Work Conference

Embassy Suites in Frisco



June 23-26

- * STEM Classes
- * Breakout Sessions
- * Theme Baskets
- * Exhibits
- * Vendors
- * Educational
- * Fun
- * Team Building
- * Networking

Robin Pool, SWC Chairman
Danelle Schara, Social Chairman
Jan Lampart, Exhibits Chairman
Ruth Lyday, Registration Chairman

rpool@pasadenaisd.org
dschara@esc7.net
Janet.Lampart@springbranchisd.com
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Pasadena ISD
Region 7 ESC
Spring Branch ISD
Celeste ISD