

VOLUME LIX, NUMBER 2 - WINTER 2009

the TESA CONNECTION

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



“Live each season as it passes; breathe the air, drink the drink, taste the fruit, and resign yourself to the influences of each.”

~ Henry David Thoreau

President's Message



MaryAnn Hollingsworth

Greetings!

As I start the message, the hot summer days are well behind us. Fall is here and shortly the cold weather will be upon us. The elections are behind us, and whether we voted Democrat or Republican, we have a new President, and life goes on.

Life goes on for many members of our TESA family as they continue to rebuild their lives, businesses, and homes after the disastrous visit by Hurricane Ike. Never would I have dreamed that the logo and theme I chose for my year would be as evident as it was during and after the savagery left behind by Ike. Though many of us were not in the path of the storm, we still offered our homes, our hands, and prayers for those of our TESA family who were affected.

TESA members opened their homes for weeks to those who could not return until their electricity and water was restored and authorities declared it safe. One TESA member returned to find three feet of standing water and mud in what once was a home where many happy moments had been spent. We had members who had to rebuild homes from the ground up, some who lost family homes, others who had to replace roofs, and many who had minor damage. Many of our TESA members traveled across the state to stay with family and friends. Some still do not have their permanent homes and continue to live in small travel trailers or with family and friends. The Houston-Galveston area is slowly rebuilding, and businesses are reopening, but scars will remain with our TESA members for many years to come. We will continue to help all of them in whatever way we can and will keep all those affected by Ike in our prayers.

For those of you who were unable to attend our Fall Work Conference in Addison, Texas, we asked our TESA members to contribute bedding and toiletries to the Salvation Army to be distributed to those who are still without a home and are staying in shelters. As always, TESA came through with flying colors and donated in abundance. I am proud to be President of this great organization. THANK YOU for your contribution of time and money and also for extending a helping hand to many of our members in need.

God Bless,

MaryAnn Hollingsworth

MaryAnn Hollingsworth
TESA President, 2008-2009
mh70@txstate.edu

"Giving frees us from the familiar territory of our own needs by opening our mind to the unexplained worlds occupied by the needs of others."

~ Barbara Bush



From the Editor



Wendy Klentzman
Editor

So much has happened since the last issue of the magazine. We have had consultant training, Fall Work Conference, and Ike. The first two involved learning, networking, and renewing friendships. In this issue you will see pictures of that. Ike was something that we would have liked never to have gotten to know. All of us who live near the coast realize that a hurricane can visit us during the season. We just hope and pray that when one does, we are prepared and we survive. My workplace was visited by Ike, and we are still recovering from that visit. We had a tornado touch down on the roof, and windows were blown in. The suite of offices I work in had some of that damage. We lost some equipment and furniture. Things are still not back together yet. There is FEMA, insurance, lawyers, and construction that we are dealing with now. Some co-workers had extensive damage to their homes. I heard from TESA friends in the area of the damages to their campuses, and some TESA friends lost their homes. MaryAnn's theme this year "Achieving Excellence Hand in Hand" has such a deep meaning for me. I have seen people come together to help others one hand at a time. TESA members called to check on those of us hit by Ike. In the days and weeks following, it was good to hear the voice of someone calling to see if you were OK. We are rebuilding our workplaces and our homes. It is such a blessing to know that the friends we make in TESA are always there for you.

Wendy



Darcy Blaylock
Assistant Editor



Juneanne Holder
Advertising Manager

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Consultant Training - October 10-12, 2008

The consultant training was held in Leander ISD at Cypress Elementary School in Cedar Park, Texas. Consultant training was an exciting weekend of training and fellowship.



All participants of Consultant Training.



Above: Thank you to these special people for training future STEM Consultants.

First row: Gerald Wharton, President Elect, MaryAnn Hollingsworth, President, Dianne Lemons, STEM Chairman, Second Row: Diane Hogg, Wanda Honeycutt, Jana Worthington, Cheryl Gregory Third Row: Shirley Haswell, Debbie Wade, Debbie McFadden, Linda Sockwell, Peggy Hudson



New Consultants - First row: Gerald Wharton, President Elect; MaryAnn Hollingsworth, President; Dianne Lemons, STEM Chairman. Back row: Teresa Clark and Pam Garr (Faith Gonzalez not shown). Third row: Ruth Lyday, Alice Mayo, Dori Eads and Syble Coleman. Second row: Sue Hand, Karen Turner, Suzanne Vrla and Paula Lambright.



Above: On the floor left to right: Melissa Davis, TESA Central Office; Sandy Salazar, STEM Committee. Seated: Gerald Wharton, President Elect; MaryAnn Hollingsworth, President; Dianne Lemons, STEM Chairman. Back row: Peggy Hudson, Past TESA President; Wanda Honeycutt, STEM Committee.



STEM Calendar

February

02/07/2009	Mesquite ISD	Managing Change	Dianne Lemons	972-882-7320
02/12/2009	Garland ISD	Leadership / Team Building	Teena Hancock	972-487-4101
02/17/2009	Spring Branch ISD	Profile for Success (Formerly Effective Communication)	Becky Wuerth	713-464-1511 ext. 2401

March

03/07/2009	Mesquite ISD	Basic Communication	Dianne Lemons	972-882-7320
03/07/2009	Garland ISD	Professional Image	Teena Hancock	972-487-4101
03/07/2009	Garland ISD	Telephone Skills	Teena Hancock	972-487-4101
03/10/2009	Spring Branch ISD	Interpersonal Communication	Becky Wuerth	713-464-1511 ext. 2401
03/26/2009	Mesquite ISD	Rules for Spelling	Dianne Lemons	972-882-7320

April

04/15/2009	Spring Branch ISD	Professional Growth Plan	Becky Wuerth	713-464-1511 ext. 2401
04/18/2009	Mesquite ISD	Agenda for Personal and Organizational Improvement	Dianne Lemons	972-882-7320

May

05/06/2009	Spring Branch ISD	Assertiveness Training	Becky Wuerth	713-464-1511 ext. 2401
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Texas Educational Support Staff Association

“Hand-in-Hand, Together We Can”

TESA STEM Committee

When I started thinking about writing this article, I wanted it to be something that would encourage all TESA members to take STEM classes. So I decided the best I could do is to tell you what the TESA STEM program has done for me.

I married right out of high school with hopes and dreams of being a great wife and someday a great mother. At that time, my thoughts were not on the importance of continuing my education. However, years later as my boys were growing up, I realized I should have taken more classes. Starting back then, homework was tremendous for me – my algebra had been back in the third grade! What were the teachers thinking?

But it was then that I began my journey working at Mesquite ISD. I heard about the TESA STEM program at the very first district meeting I attended. I was so excited to hear about an educational program for support staff. It didn't take me long to know I wanted this! What mother or worker couldn't use extra help in Time Management, Effective Office Practices, Stress Management, and Basic Communication? To top it off, I found out that I would learn a lot of things that would help me in my everyday job and that I would be able to participate in a graduation

program and receive a certificate for my accomplishments. I was so excited and couldn't wait to sign up for the first STEM class! One of my friends in our district said, “Dianne let me lend you a hand and help you get started in the STEM program.”

One year later I graduated and received my Certified Educational Office Professional Certificate. With each STEM class I had taken, I felt wonderful and fulfilled, with a real sense of accomplishment. Finally, I had done something worthwhile for me. No longer did I have that empty feeling of knowing I should have done more.

After certification, I learned that I could be trained to teach the STEM classes. I was overcome with joy because I had always wanted to be a teacher. Having had the experience of teaching a lot of Sunday-school and Ladies groups, I knew that surely I could learn to teach the STEM classes. Nine years later, I am still teaching STEM and loving every minute of each class. And I proudly call myself a TESA STEM Consultant!

If you are looking for something that can add much to your life and give you much satisfaction, then I encourage you to try STEM. I guarantee you that you will love every minute of your first class. Sign up for a STEM class

today – get “hooked on STEM” and take all the classes for certification! Your 2008-2009 TESA STEM Committee members are waiting to lend you a hand and here to serve those of you just getting started, our TESA members renewing CEOP each year, or those working on Consultant training.

Don't wait too long to start your professional development journey with TESA STEM. Remember we are here for you and that “Hand-in-Hand, Together We Can,” – our TESA STEM motto and pledge to you!



Dianne Lemmons
STEM Chairman

Check out the STEM program and all of the available STEM classes on the TESA website at www.tesatexas.org



The Importance of Many Hands

This year TESA President Hollingsworth has chosen "TESA: Achieving Excellence Hand-in-Hand" for the organization's theme, stressing the importance of many pairs of hands working together to achieve one goal. This theme caused me to reflect specifically on some phrases or sayings about hands as related to the various roles TESA members fill in school districts across Texas.

Think about the phrase "all hands on deck;" that brings to mind the call to report for duty. It certainly takes the entire crew to sail a ship. Similarly, it takes every employee dutifully performing his or her job to conduct daily operations of a school district. We, like the ship's crew, must navigate both smooth and rough waters to reach our destination safely and successfully.

Another phrase to remember is "the business at

hand," and that business is the responsibility of providing the best possible education for the young people in each community we represent. I repeatedly remind our employees that on many occasions, a parent's first contact is with an administrative assistant, secretary, or clerk. The impression you make is vital in setting the tone of the relationship with the parent or visitor to your office or campus. Our visitors are sometimes uncomfortable, and your steady "hand" and demeanor will provide calm reassurance and instill confidence.

Based on 41 years in public education, it is my opinion that our support staff has "matters well in hand." Just as our own hands are comprised of many parts, TESA members are our hands that perform varied functions of equal importance. You are the hands that provide a gentle, nurturing touch. Your hands lend support, strength, and balance when extended to

another. Your caring hands lift, carry, and help someone who has fallen to get back on his or her feet.

I applaud and thank you for the outstanding job you do on a daily basis. You most definitely make a difference in the lives of students, staff, and parents. By working hand in hand, we can achieve excellence which is an admirable and attainable goal.



Wayne Havens
Superintendent, Lubbock ISD

'08-'09 GESSA Area Workshop



When: March 7, 2009
Where: Lakeview Centennial High School

Two STEM classes offered

- Professional Image
- Telephone Skills

Breakout Sessions
LOTS of SHOPPING!



TESA 59th Annual Fall Work Conference

TESA 59th Annual Fall Work Conference - November 14-16, 2008

Crowne Plaza Hotel, Addison, TX



Fall Work Conference Committee Karen Turner, Carmen Tyminski, Elaine Simmons, and Doshia Jones



Rick Bernard James sang several beautiful songs for us at the Sunday Morning Brunch.



Conference attendees do enjoy their dancing.



Jill Darling from Richardson ISD was the keynote speaker at the General Session.



Past Presidents presented a check to the FWC. It was their way to continue to support TESA. It was a wonderful surprise!



FWC participants enjoy the barbeque buffet.



Fall Work Conference 2008

Right: 2008 Fall STEM Graduates



Family members and friends watch as Dianne Lemmons issue congratulations to the new STEM Graduates.



Fall Work Conference Committee Carmen Tyminski, Karen Turner, Doshia Jones, and Elaine Simmons



Don't forget to exercise your membership right to vote for your 2009-2010 Board.

Online election information will be sent to your email address on file. Be watching for this important message coming your way soon!

Annette Knaus – Elections Chairman



The Road to Here By Linda Sockwell



After the year had ended as NAEOP President I began to reflect back to the beginning and how I started on this journey. I had been happily living my life as a wife, mother, daughter, sister, aunt, business owner, and friend. I was working with my husband in our graphic arts studio. After about 4 years of total togetherness it became apparent that in order to maintain marital bliss one of us was going to have to leave. You see we kept having this issue over who was really the boss. Of course we know I was but he was the one with the creative talent. Anyway, I decided to find another job. By this time we had two boys and working at the school seemed to be the best place. I had volunteered in many capacities at school and knew it would be a fun job. So Richardson ISD seemed like the best place to go to work. After all I would be off when the kids were off and the hours

were perfect. It wasn't long after I went to work at RISD that I learned that office professional or paraprofessionals as we are called had little if any voice on the budget committee, the insurance committee or staff development committees. I set my goal very high to change that attitude. I believed that my one voice although dedicated and determined and very loud would be better heard through our local paraprofessional association. I started attending the meetings and making new friends and allies to my cause. We began working together to formulate a plan. Over several years we were able to be successful in getting representatives on all these committees. The members of my association said they saw a potential in me and asked if I would run for office. They had supported me in my goal so I said yes I can do that. Over the years I served on the local board I began attending the state

conference. In Texas we do everything big. The first time I went to the Austin Convention Center and looked up on that massive stage 8 feet off the ground I said oh I want to do that. Ahh – another goal – another plan. I learned that our state association had a certification program. The first step was to complete the certification program. I enjoyed the program so much that when asked to become a consultant I jumped at the opportunity. I took pride in representing our state when I traveled to school districts training our STEM program. I learned that not only did I enjoy training other paraprofessionals but I had found a new purpose for my talking talent. It wasn't long before I was asked to consider running for office – I said I can do that. Yes I was successful and ended up on that big stage. During this same span of time I had the opportunity to attend my first national conference. It was July of



1994 in Atlanta, Georgia where I attended my first NAEOP conference with my friend and co-worker, Elaine Simmons. When we first arrived we were a bit underwhelmed because there were only about 500 people in attendance at a national conference and one month before we had attended the Texas conference with over 1600 attendees. We were quite tickled though because we didn't know what was going on with the state pin exchange and all the meal function tickets (which we had mistakenly not purchased prior to arrival.) The first general session had a keynote speaker but nothing to surpass our TESA speakers. However, the next session was the parade of state flags. I have to say that was the most impressive session I had ever seen. Well I was hooked another plan that I can do that and I have not missed a national conference since. The next summer NAEOP was in Austin Texas. TESA members were asked to serve as the hostess at each table at each meal function. The first event Elaine and I sat down with the group from New York. We are dear friends today. We have been to their functions in New York and they have attended our Texas functions.

In each of the steps along the way I discovered a potential within myself. I took pride in knowing I had completed the task before me and finally I realized that the purpose of all of this was to embrace the experience. At this conference we have been looking creating excellence. Excellence begins when we know that being good or even competent won't carry the day, when doing more or trying harder won't bridge the gap, when excellence is simply the only alternative. All of us have had moments when we succeed seemingly without effort, times when we perform superbly and gracefully, times when we hit the mark. But too often we question ourselves. We try to validate our successes by saying we aren't never quite sure how it all came together, how it happened, or if we can make it happen again. Excellence is not

a matter of ability, knowledge or practice. It cannot be taught, imposed, or wished into existence. Excellence is a matter of the stand we are and the stand we take—a stand that allows for performance that surpasses what was previously possible, performance that defies old limits and maps new territory. What I want you to take from this conference is a promise to keep moving and extending the boundaries of what you know is possible, the energy to bring to bear what is missing, and you are the kind of person that can come through time after time. By doing so you can climb up the hills of your hopes and dreams because you don't get to the top if you don't try. But like me you might find out that what is perceived to be the top turns out to be opening to new potential. And it is in this knowledge that we discover the most wonderful truth of all. Whether we live in a forty room mansion, surrounded by servants and wealth, or find it a struggle to manage the rent month to month, we have it within our power to be fully satisfied and live a purposeful life. We can experience each day anew and with this fresh start we have what it takes to make all of our dreams come true. You have the ability to attain whatever you are looking for. There are no limits to what you can do. You just have to embrace your uniqueness. I believe that within each of us is every potential that we can imagine.

One of my favorite principals gave me a story by Barbara J. Hall called *The Power of Change is in Your Hands*. It has had an incredible impact on my life. "Life is a set of circumstances that you can change, improve and make better day by day. It's your decision; it's in your hands just like the potter at the wheel, you are the force that turns and moves the clay into a thing of beauty. Like the painter's brush depicting something fresh and new and picturesque, you can create the scenery that's best for you. Each person has the power to take control of every circumstance in life – to change,

improve and make it better day by day. Not one of us can say: I must accept whatever comes my way, because the way we choose to go through life is our decision. The power of change is always in your hands." This hit home for me so I made a promise to myself and I want you to join me in that promise. I promise to remember that I am a special person...that I will remember when and look forward to....and that I will continue to reach for the stars.

Remember to always aim higher than you believe you can reach because success has no limits.

So often, you will discover that when you use the talents you possess you can achieve any goal. The issue is recognizing and not underestimating your talents. If people offer you help or wisdom along the way, just accept it gratefully because you can learn so much from those that have gone before you. Never be afraid or hesitant to step off the "accepted" path to go your own way if you truly believe in your heart that it's the right way to go. Always believe that you will ultimately succeed at whatever it is you do. If you use persistence to find the potential in you, exercise discipline not to be boastful while having pride in yourself, and with genuine determination find your purpose you will succeed in reaching your dream.



Linda Sockwell

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Irma Ford
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Janie Giddens
Web Advisor
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Dallas ISD
Karen Turner, Registration
Lubbock ISD



For contact information
visit the TESA website at
www.tesatexas.org





Standing: Cindy Bright & Danelle Schara, Member-at-Large Position 1; Pat Crawford & Jan Lampart, Member-at-Large Position 2; Sylvia Flores & Janie Giddens, Member-at-Large Position 3; Karen Turner & Ruth Lyday, Member-at-Large Position 4

Sitting: Patti Walling, Secretary/Treasurer; Darcy Blackstock, 2nd Vice President; Sue Hand, President-Elect; Gerald Wharton, Current President Elect; Wendy Klentzman, President-Elect; Christine Ortiz, 1st Vice President; Debbie McFadden, 2nd Vice President

“Expect trouble as an inevitable part of life, and when it comes, hold your head high, look it squarely in the eye and say, ‘I will be bigger than you. You cannot defeat me.’”

~ Ann Landers

Suggestions for Improving Filing

1. Keep file drawers closed except when placing or removing material. This is an essential safety procedure.
2. Leave one-fifth of each drawer free for expansion and working space.
3. One file drawer will house approximately 5,000 pieces of filing material.
4. Select file folders that are durable and have tab positions that give files uniformity. Tabs should all be either to the left, right, or center.
5. File papers as you finish working with them.
6. Place the items in the folder with the latest date to the front (recommended) –or to the back – whatever works best for you – just be consistent.
7. Paste or tape small clippings or notes to sheets of standard-sized paper.
8. Type or use a label maker for all file labels so that they are easily readable.
9. When 5-10 papers accumulate for one correspondent or subject, make an individual folder.
10. Make a second individual folder when a folder contains more than 50 pieces. Mark it folder 2 or in some way to know there is more than one folder.
11. Give much thought to throwing away something you consider non-essential. (1-3-5 Year Rule)
12. Records Retention Schedule – check with district person in charge of Records Retention.

Do you believe in me?

Dalton Sherman
Dallas Independent School District
Back to School Kickoff
August 20, 2008
American Airlines Center

I believe in me. Do you believe in me?
Do you believe I can stand up here, fearless, and talk to all 20,000 of you?
Hey Charles Rice Learning Center--do you believe in me?

That's right--they do.

Because here's the deal: I can do anything, be anything, create anything, dream anything, become anything--because you believe in me. And it rubs off on me.

Let me ask you a question, Dallas ISD. Do you believe in my classmates? Do you believe that every single one of us can graduate ready for college or the workplace?

You better. Because next week, we're all showing up in your schools--all 157-thousand of us--and what we need from you is to believe that we can reach our highest potential.

No matter where we come from, whether it's sunny South Dallas, whether it's Pleasant Grove, whether it's Oak Cliff or West Dallas or North Dallas or wherever, you better not give up on us. No, you better not.

Because, as you know, in some cases, you're all we've got. You're the ones who feed us, who wipe our tears, who hold our hands or hug us when we need it. You're the ones who love us when sometimes it feels like no else does--and when we need it the most. Don't give up on my classmates.

Do you believe in your colleagues?

I hope so. They came to your school



Courtesy: Dallas ISD

because they wanted to make a difference too. Believe in them, trust them and lean on them when times get tough--and we all know--we kids can sometimes make it tough.

Am I right?

Can I get an Amen?

So, whether you're a counselor or a librarian, a teacher assistant or work in the front office, whether you serve up meals in the cafeteria or keep the halls clean, or whether you're a teacher or a principal, we need you!!

Please, believe in your colleagues and they'll believe in you.

Do you believe in yourself? Do you believe that what you're doing is shaping not just my generation, but that of my children--and my children's children?

There's probably easier ways to make a living but I want to tell you, on behalf of all of the students in Dallas, we need you. We

need you now more than ever. Believe in yourself.

Finally, do you believe that every child in Dallas needs to be ready for college or the workplace? Do you believe that Dallas students can achieve?

We need you, ladies and gentlemen. We need you to know that what you are doing is the most important job in the city today. We need you to believe in us, in your colleagues, in yourselves and in our goals.

If you don't believe--well, I'm not going there.

I want to thank you for what you do--for me and for so many others.

Do you believe in me? Because I believe in me. And you helped me get to where I am today...

Thank you.



TESA Tips

Quickly Zoom In and Out of Your Document

If you have a mouse with a scroll wheel, (middle) you can use it to quickly zoom in and out of any MS Office document. Simply hold down the Ctrl key as you rotate the wheel button forward and back. This tip works in Excel, Word, PowerPoint, and Publisher as well as other MS Office programs. You can also use it in Internet Explorer.

Correct a Misspelled Word

When you have a word misspelled and it has the red underline, correct the spelling by right-clicking on the word. Choose the correct word and you're done!

Increase or Decrease Font Size in MS Word

To quickly change the font size, select the text and while holding down the Ctrl key, press the [(left bracket) to decrease and the] (right bracket) to increase the font size by one point.

Purpose

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:

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A World of Knowledge At Your Fingertips



**We invite you to join us for a
TESA AREA WORKSHOP
On Saturday, April 4, 2009
in Pasadena, Texas
Hosted by the
San Jacinto College
Association of Educational Office Personnel
Watch for details on the TESA website
www.tesatexas.org**



TESA AREA WORKSHOPS



SCHEDULE AN AREA WORKSHOP IN YOUR AREA TODAY!

TESA needs **your** help in reaching across Texas in
Achieving Excellence Hand-in-Hand

A one-day Area Workshop is an excellent way to offer professional growth,
network with others in education, raise awareness and funds for your local
affiliate, and promote your area of Texas.

We encourage you, and need you, to host an Area Workshop.

TESA will advertise your workshop by

- ✓ TESA Connection Magazine
- ✓ Posting on the TESA Calendar
- ✓ Posting on the TESA website
- ✓ Promoting at Fall Work Conference
- ✓ Promoting at other Area Workshops

Area Workshop Committee will help you by

- ✓ Attending your workshop and promoting it in their area
- ✓ Facilitating sessions
- ✓ Presenting sessions
- ✓ Being available for you

THANK YOU to those who have already scheduled for next year.

- ★ Rio Grande Valley Area Workshop – February 21, 2009
- ★ Garland ISD Area Workshop – March 7, 2009
- ★ San Jacinto College Area Workshop – April 4, 2009

To schedule an Area Workshop
contact:

Cindy Bright, Chairman
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903-852-3272 ext. 1007
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or Committee Members:

Lucille Davidson - lucilledavidson@sbcglobal.net
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Carlton Sands - alma.sands@springbranchisd.com



FIESTA DEL VALLE

Mark your calendar for a Saturday filled with learning and fellowship.
The Rio Grande Valley Educational Support Staff Association will host a

TESA Area Workshop

on
Saturday, February 21, 2009

at
South Texas ISD in Mercedes, TX.

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Lisa E. Gonzalez, President: lgonzalez@donnaisd.net

Martin Saenz, Co-Chairman: martin.saenz@stisd.net

Linda L. Estrada, Co-Chairman: lestrada@donnaisd.net

*“Ask not what the world needs. Ask what makes
you come alive... then go do it. Because what the
world needs is people who have come alive.”*

~ Howard Thurman



2008 Fall Work Conference Minutes



Texas Educational Support Staff Association, Inc.

Minutes for the Fall General Membership Meeting
Fall Work Conference
Crown Plaza Hotel
Addison, Texas
November 15, 2008

- Call to Order: The meeting of the Texas Educational Support Staff Association, In Executive Board Meeting was called to order by President MaryAnn Hollingsworth at 11:05 a.m. at the Crown Plaza Hotel, Addison, TX.
- Invocation: Invocation was given by Karen Turner.
- Parliamentarian: President MaryAnn Hollingsworth called on Irma Ford, Parliamentarian, to establish a quorum.
- Minutes: Minutes of the Summer Work Conference board meeting held on June 21, 2008, at the Marriott Houston Westchase, Houston, TX, were approved as presented with corrections to the Member-at-Large Area Workshop Chairman report as follows: Rio Grande Valley, February 21, 2009, and San Jacinto College, April 11, 2009.
- Correspondence: None
- Treasure's Report: A detailed treasure's report was provided to the general membership. The report will be filed for audit.
- Reports: Member-at-Large Membership Council Chairman Martin Saenz reported that Membership is 881 for Active, 66 Honorary, 18 Retirees, and 2 Associates, bringing a total of 967.
- Member-at-Large Area Workshops Chairman Cindy Bright reported that there are several workshops tentatively scheduled for 2008-2009: Rio Grande Valley, February 21, 2009; Garland ISD, March 7, 2009; San Jacinto Community College, April 4, 2009; and Lubbock ISD, April 25, 2009.
- STEM Chairman Dianne Lemons along with her committee reported, they have been working very hard to update the STEM materials. They are also anticipating adding additional STEM classes in new areas in the State of Texas. She encouraged the membership to contact her or any committee member if they would like to have STEM training in their area.



2008 Fall Work Conference Minutes

Fall Work Conference Chairman Elaine Simmons reported that she and the committee have worked diligently on the Fall Work Conference to provide membership with an enjoyable, fun, and educational experience. She thanked everyone for coming and being part of the conference. The total registered for the Fall Work Conference was 143.

Summer Work Conference Chairman Sue Hand reported that she added a new member to their committee: Annette Knaus, Exhibits Chairman. She and her committee have had two meetings so far, and they are gearing up as they prepare for June 17-20, 2009, at the Houston, Texas, Westchase Marriott Hotel. She hopes everyone is making plans to be there because this will be a great conference.

Unfinished Business: None

New Business: None

Announcements: None

Adjournment: President MaryAnn Hollingsworth adjourned the Fall Work Conference General Membership meeting at 10:15 am.

Submitted by:

Christine R. Ortiz
Christine R. Ortiz, CEOP
TESA Secretary/Treasurer

Approved by:



MaryAnn Hollingsworth,
2008-2009 TESA President

Date Approved: November 26, 2008

“Be a first rate version of yourself, not a second rate version of someone else.”

~ Judy Garland



Awards, Scholarships & Journalism

It's time to start thinking of who you would like to nominate for...

Administrator of the Year Award and the Employee of the Year Award

Also, don't forget that we also have the...

Lorene Roby Rogers Scholarship

Dr. Michael Zolkoski Technology Scholarship

Founder's Scholarship

*Go to www.tesatexas.org/awards.php
to find all of the nominee and application forms*

Jan Lampart

Janet.Lampart@springbranchisd.com

Kay Riggs

kriggs@pasadenaisd.org

Bonnie Brewster

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Ricardo Martinez

ricoman32@gmail.com

TAEOP



Tarleton Area Educational Office Professionals (TAEOP) recently installed officers for the 2008-2009 academic year. Pictured from left to right are Andi Ackermann, President; Diane Rodriguez, Vice-President; Jeanette Lingle, Secretary; Donnie King, Treasurer; and Sharon Iley, Reporter-Historian.

TAEOP is a non-profit organization and consists mainly of Tarleton administrative assistants as well as other educational personnel from the area.

The Tarleton Area Educational Office Professionals (TAEOP) have their sights aimed high as they are “Go-

ing for the Gold” this fall during the annual membership drive. Tarleton State University and area educational support staff are invited to join the auxiliary group which offers enrichment and fellowship.

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 21, and the following officers have been chosen for the 2008-2009 academic year: President, Andi Ackermann with Nursing; Vice President, Diane Rodriguez with the President's office; Secretary, Jeanette Lingle with Information Technologies Services; Reporter-Historian, Sharon Iley with Computer Information Systems; and Treasurer, Donnie King. Formed in 1991, TAEOP has state and national affiliation with the Texas Educational Support Staff Association (TESA) and the National Association of Educational Office Professionals (NAEOP).

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



Channelview Educational Support Staff Association



Front Row: Yolanda Rosales, Vice President; Maria Rosales, Historian - Back Row: Carla Buckalew, Treasurer; Kim Ohuafi, Secretary; Linda Brewer, President; Adriana Renteria, President Elect; Nancy Sterling, Parliamentarian

The Channelview Educational Support Staff Association is preparing for a new and exciting academic year of service and fundraising activities, along with interesting educational opportunities. The CESA officers and I have busily planned events to increase CESA and TESA membership, support existing student and paraprofessional scholarships, and encourage service projects benefitting community organizations.

At our October meeting we adopted the Teen Challenge of Texas as our

community service project. Teen Challenge is a faith-based shelter for girls needing a solution to the drug epidemic so many youth face in today's society. Channelview ESA agreed to raise funds to purchase clothing and toiletries for the shelter. Our community is fortunate to have a residential facility working to provide a safe haven for our youth.

A variety of other fundraising events are planned to finance our annual student and paraprofessional scholar-

ships. In our three years of existence, CESA has continued to fund a \$250 scholarship to a deserving graduate and a support staff employee.

Because of the compassion and dedication demonstrated by our members towards our District and community, it was very easy to determine my presidential theme: "CESA... Be Proud and Reach for the Stars!"

Linda Brewer, CEOP
CESA President

SAN JACINTO COLLEGE AEOP GOING STRONG



Pictured left to right: Dolores Cantu - Historian, Debbie Wade - Parliamentarian, Nancy McShane - Treasurer, Leslie Horton - Secretary, Kathy Miller - 2nd VP, Patti Walling - 1st VP, Sherry Grey - President

San Jacinto College AEOP started the year a little off course because of Hurricane Ike, missing our first meeting of the year and delaying our Bosses' Appreciation Luncheon, but being troopers we rescheduled for later in the year. San Jacinto College suffered some damage to all campuses, delaying classes and work for two and one half weeks. Some of our AEOP members also suffered some major and minor damages and losses. But we are back at work and back to as much a normal life

as possible, working hard every day to restore our lives and homes. All in all, everyone is doing well and has begun the road to recovery with the faith of God, a smile, laughter, and the help of family and friends.

Five AEOP members attended the TESA STEM Consultant Training in Leander the weekend of October 10-12. Patti Walling, Sherry Gray, Debbie Wade, Alice Mayo, and Barbara Jennings spent the weekend training

in STEM classes while Debbie taught a STEM class, Effective Office Practices. SJC AEOP has great plans for the remainder of the year with TESA Fall Conference just around the corner, the Half-Day seminar in February, as well as a TESA Area Workshop on April 4.

To all our TESA family, we thank you for your prayers!

Sherry L. Gray, CEOP, AP II
SJC AEOP President, 2008-2009



Lamar Consolidated Educational Secretaries Association

"Embracing change with a passion for excellence" was the theme for the Lamar Consolidated Educational Secretaries Association (LCESA) "Welcome Back" luncheon.

Members received pink LCESA goodie bags along with a schedule of the meetings and activities for the year. The program began with a welcome from President Sue Hand, who introduced the 2008-09 LCESA officers: Marie Enax, President-Elect; Ruth Grimmer, 2nd Vice-President; Donna French, Secretary; Virgie Miller, Treasurer; Karen Walleck, Historian; Melissa Rodriguez, Parliamentarian; and Sharol Lerma and Lila Ortega, Board Advisors.

Special guests attending the luncheon were Superintendent Dr. Thomas Randle, Chief Financial Officer Jill Ludwig, Executive Director of Curriculum/Instructional Support Services Bonnie Walker, Executive Director of Elementary Education Dr. Eva Reed, Executive Director of Secondary Education Erasmo Teran, Executive Director of Human Resources Dr. Kathleen Bowen, Executive Director of Community Relations Christy Willman, and Director of Staff Development Laura Lyons.

Following lunch, Wendy Klentzman, 1st Vice-President of TESA and editor of The TESA Connection, treated the members to a professional image presentation. Wendy offered tips on how to build a professional wardrobe, demonstrated how to accessorize with scarves and jewelry, and warned members about overdressing. Door prizes were given at the conclusion of the meeting.

The Lamar Consolidated Educational Secretaries Association (LCESA) recently celebrated 30 years of serving Lamar CISD and its community. Past Superintendents and Charter and Retired members, as well as current members and administrators, were on hand to recognize this significant accomplishment. With a PowerPoint presentation of images from these years playing on an overhead screen, squeals of laughter and hugs



Lamar Consolidated Educational Secretaries Association Charter Members

abounded as LCESA "sisters" reunited.

On October 24, 1978, 43 Lamar CISD secretaries came together, under the leadership of Margaret Stuart, to organize LCESA. When asked where this originated, Margaret recalled how Dr. Edgar Wilhelm, Superintendent, encouraged her to travel to Austin to consult with the Texas Educational Secretaries Association (TESA). In true TESA fashion, Margaret and her ladies were empowered to create LCESA.

Since that time, LCISD has remained active with TESA. LCESA members have attended annual work conferences, hosted several workshops, and served as committee members and elected officers.

Past Lamar CISD superintendents Dr. Ronald Caloss, who has been a presenter at many TESA conferences, and Dr. Michael Zolkowski, who was instrumental in implementing technology classes at TESA conferences, were both on hand for the celebration. LCISD's current Superintendent, Dr. Thomas Randle, 2004-2005 TESA Administrator of the Year, was on hand to encourage LCESA to seek staff development opportunities and attend conferences.



Superintendents: Dr. Michael Zolkowski, Dr. Thomas Randle, Dr. Ronald Caloss



Lamar Consolidated Educational Secretaries Association Archives Displayed

HELPING HANDS



We have all been affected by Hurricane Ike in one manner or another. We all know someone or know of someone whose life has been changed in the past few weeks. If you want to help, go to the Texas Education Agency website at www.tea.state.tx.us/hurricane. You will find information on how to best help students and families affected by Hurricane Ike.

The following are topics that you will find under this website.

Immunization Requirements: Provisional Enrollment Extension for Students Displaced by Hurricane Ike

Students who have been displaced by Hurricane Ike have until Nov. 6 to provide immunization records to their new school, the Department of State Health Services announced.

Re-opening School

Please note that school districts opening campuses during the recovery period from Hurricane Ike will not be penalized for low attendance over the next month. Commissioner Scott has directed staff to waive any day when the daily attendance rate falls more than 10% below the prior year's annual attendance rate. Do not let this dissuade you from opening schools and serving your communities to the greatest extent possible. Waiver information for low attendance days can be found at <http://www.tea.state.tx.us/waivers/waiverapps.html>.

Procedures for UIL Activities Affected by Hurricane Ike

With the approach of Hurricane Ike, the University Interscholastic League has received many inquiries regarding schedules for UIL activities, specifically volleyball and football.

Missed Instructional Days

Districts who have missed instructional days as a result of responding to the threat of Hurricane Ike are eligible to receive an expedited waiver for the missed instructional days. Information related to missed instructional days can be found at <http://www.tea.state.tx.us/waivers/waiverapps.html>. The new application for Missed Instructional Days for the 2008-2009 school year is available at the website listed above. Questions concerning the submission of this waiver should be directed to the State Waivers Division at (512) 463-9630.

By law, Texas students must attend school 180 days each year, but students in affected districts may only attend 170 days.

Dollars and Sense

The following is a News Release from TRS, dated September 19, 2008

TRS PLACES PART OF ITS SECURITIES LENDING PROGRAM ON HOLD

AUSTIN – The Teacher Retirement system of Texas (TRS) has temporarily discontinued a portion of its securities lending program as a result of recent market conditions. The move is a precautionary one that will assist the agency in effectively managing fund assets during the current financial environment.

“During periods when financial markets are operating normally, securities lending both contributes to the efficient functioning of those markets and also to the growth of the TRS pension fund,” explained TRS Executive Director Ronnie Jung. “However, during this time of unusual market stress and dislocation, we – along with other major pension funds – have determined that it would be prudent to discontinue a portion of our securities lending program, particularly as it relates to certain key financial firms that appear to have been materially, and perhaps inappropriately, impacted.”

Firms affected by this action include Goldman Sachs, Morgan Stanley, Wachovia, State Street and, Washington Mutual.

“As conditions change, we will reassess this situation; however, at this time, we want to reassure our members that we are monitoring all



Dates to Remember

financial and investment activities closely and are taking whatever steps we feel are needed to best serve the interests of the fund and our members,” Jung said.

The Teacher Retirement System of Texas delivers retirement and related benefits that have been authorized by the Texas Legislature and manages a more than \$100 billion trust fund established to finance member benefits. More than 1.2 million public education and higher education employees and retirees participate in the system.

The mission of the Teacher Retirement System of Texas is

1. To deliver retirement and related benefits authorized by law for members and their beneficiaries.
2. To prudently invest and manage the assets held in trust for members and beneficiaries in an actuarially sound system administered in accordance with applicable fiduciary principles.

If you would like to know more about the Teacher Retirement System of Texas, go into www.trs.state.tx.us. As stated above, it's not only for retirees, but everyone in public education and higher education employees.

Irma Ford, Legislative Consultant



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Dates to Remember

March

- 7 Garland Area Workshop
- 16 Awards/Scholarships Applications Deadline

April

- 4 San Jacinto Area Workshop
- 10 TESA Office Closed-Good Friday
- 18 Lubbock Area Workshop

May

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

June

- 17-21 Summer Work Conference-Houston

July

- 3 TESA Office Closed-July 4th Holiday
- 20-24 NAEOP Annual Conference-Bloomington, MN

TESA Membership



The TESA membership committee is searching for new members

Texas Educational Support Staff Association, Inc. Membership Application

Last Name First Name MI Member #

Address City/Zip

Daytime Phone Evening Phone Email Address

Employed by Local TESA Affiliate

☐ New Membership \$25 ☐ Renewal \$25 ☐ Associate Membership \$25 ☐ Retired Membership \$12.50

Name Change/Address Change information _____

☐ Elementary ☐ Secondary ☐ Higher Education
☐ Administrative ☐ Education Service Center ☐ Other

Referred by _____

Are you a member of NAEOP? ☐ Yes ☐ No

Complete form and mail with payment to

**TESA
PO Box 1565
Austin TX 78767**

Renew online at www.tesatexas.org

Dues paid to Texas Educational Support Staff Association, Inc., are not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as an ordinary and necessary business expense. Consult your tax advisor.

Please don't forget to renew your TESA Membership for 2008-2009

Martin Saenz, Second Vice President
South Texas ISD
martin.saenz@stisd.net

Faith Gonzalez, Administrative Council Chair
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Linda Brewer, CEOP, Secondary Council Chair
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Gloria Cantu, Elementary Council Chair
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Ann Echart, Service Center Council Chair
Region VII Education Service Center
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Pasty Hinson, Higher Ed Council Chair
San Jacinto College District
patsy.hinson@sjcd.edu



NATIONAL ASSOCIATION OF EDUCATION OFFICE PROFESSIONALS (NAEOP)

74th Annual Conference and Institute ***“Bridging the Continental Divide”***

Omni Interlocker Resort in Broomfield, Colorado, July 7-11, 2008



2007-2008 TESA President Phyllis Hyden takes part in the flag ceremony



Part of the Texas Delegation enjoyed a dinner out. Looks like a very happy group.



"The TESA Connection" received first place in the state magazine category for the Rachel Maynard Excellence in Community Award. Pictured are 2007-2008 NAEOP President Linda Sockwell, "The TESA Connection" Editor Martin Saenz, and 2007-2008 TESA President Phyllis Hyden



2007-2008 TESA President Phyllis Hyden presents 2008-2009 TESA President MaryAnn Hollingsworth her official president's Pin.

Membership Form for the National Association of Educational Office Professionals

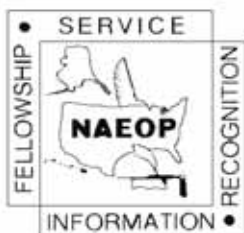
Membership Type:	<input type="checkbox"/>	Active - \$45	<input type="checkbox"/>	Retired - \$25	
<input type="checkbox"/>	Associate - \$45	<input type="checkbox"/>	Institutional - \$80	<input type="checkbox"/>	Corporate - \$55

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			
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