

VOLUME LXV, NUMBER 2 - WINTER 2015

the TESA CONNECTION

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



President's Message



Debbie McFadden
TESA President

As I'm writing my message for the winter issue, I'm thinking how appropriate the timing is. For Texas, it's COLD outside! I thought we lived in Texas to escape the winter ice, snow, and freezing temps. Guess it's time to dream of the warmer temperatures to come in a few short months.

Thanks to each of you and your patience during the database crash and re-building of the TESA website. It was a long process to enter all the member information again and update our website but, with the advice of our web advisor, we now backup our system often and in a couple of places. I hope you will take time to visit our website. Information is posted regularly to keep the members updated on what's happening in TESA.

For those who paid their membership dues by December 15, 2014, your membership card will be mailed in January. Please let the TESA office know if you have not received yours. For those who paid after December 15, your card will be mailed in February. And if you haven't paid your dues yet, please send them in -- it's not too late!

TESA happenings in 2015:

- TESA needs STEM Consultants!!! The STEM committee is offering two training sessions, one in Mesquite for the North and another in Channelview for the South. More information can be found on the website and in the magazine.
- Voting starts on February 15 and ends on March 15 for the 2015-2016 TESA Board. Be sure to exercise your right to vote.
- Richardson Educational Support Staff Association, RESSA, is hosting a TESA Area Workshop on Saturday, March 21, 2015. Watch for more information and plan to attend.
- Summer Work Conference 2015 is right around the corner! The SWC committee is busy planning speakers, breakout sessions, awards, the banquet and installation, dancing, and FUN. The registration form and more information will be available on March 15.

Lisa and her committee have put together a fantastic issue of the magazine for your reading pleasure. Sit back, enjoy, and forget about everything -- this is your time to relax.



Letter from the Editor & Table of Contents

From the Editor

By the time you open this issue of the TESA Connection, the fall semester is over, we are back at work from our Christmas/Winter Break – rested and ready to tackle the busy spring semester. Where has the time gone? Before we know it, it will be time for Summer Work Conference!

The committee, Ruth, Wanda and I, have been diligently at work on this issue of the TESA Connection. As you read it, you will notice the addition of a few informational articles. We want the TESA Connection to be not only a communication tool to keep you informed on what is going on in TESA, but to also be beneficial for your health and to assist you in achieving your goals at work and in your personal life. We hope these articles are useful throughout this

spring semester.

As we get ready for the TESA election in February, this issue includes the slate of officers for your review. More information on the candidates will be posted on the ballot. Also in this issue you will find more information on the TESA Cookbook; upcoming events and updates on Affiliate activities; the Summer Work Conference (SWC); and an Area Workshop that will be hosted by Richardson ESSA. Attending the Area Workshop and the SWC will be perfect opportunities for us all to grow professionally and to achieve our dreams.

We want to hear what is going on around the state with our affiliates and members. If you do

not have a local affiliate, consider submitting a short article on what you are doing to grow professionally. For those smaller districts, look around and see what districts in your area have a local affiliate and considering joining them. We have to do our part to grow professionally...we cannot do it alone. "Alone we can do so little, together we can do so much." – Helen Keller

Dream big, Challenge yourself daily and Achieve your goals.

Lisa

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FEATURED ARTICLE

Web 2.0 in the K-12 Environment 4

TESA Slate of Officers 7

FEATURED ARTICLE

A Journey in life...Dreaming, Challenging, and Achieving goals! 13

FEATURED ARTICLE

We Are Winners 32

TESA Affiliates 34



Dates to Remember

JANUARY – 2015

19	TESA Office Closed (Martin Luther King Day)
30	The TESA Connection (Spring Issue) Deadline

FEBRUARY – 2015

15	Online Voting Begins
15	NAEOP Affiliate Newsletter Deadline
16	TESA Office Closed (President's Day)
25	Deadline for submission of Awards & Scholarships
28	Consultant Training – South (Channelview)

MARCH – 2015

15	Online Voting Ends
16-20	TESA Office Closed (Spring Break)
21	TESA Area Workshop, Richardson ESSA

APRIL - 2015

3	TESA Office Closed (Good Friday Easter Holiday)
25	Consultant Training – North (Mesquite)

MAY - 2015

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

JUNE – 2015

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

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

Purpose Statement

We the members of the Texas Educational Support Staff Association, Inc., hold that the primary purpose of the educational support staff association is to assist, as a team member, in developing citizens who will safeguard, strengthen, and improve America. The TESA Connection is published four times a year – fall, winter, spring and summer. Membership in TESA entitles the individual to an annual subscription to the TESA Connection magazine, circulation approximately 1,200. Subscription rates for libraries and nonmembers is \$10 per year. Send requests for subscriptions to: TESA Central Office, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613.

Please send information for the Spring Edition to:
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Web 2.0 in the K-12 Environment

by Marie L. Evans



Marie L. Evans
Director of Instructional Technologies
South Texas College

During the past 15 years, resources to increase technology integration activities in the classrooms have been provided through federal and state initiatives. All school districts and libraries have been able to develop,

implement, maintain and improve technology infrastructure to provide Internet connectivity through funding provided by the Federal Communications Commission.

With the ever-increasing speeds delivered by expanded bandwidth, online applications have exploded to assist teachers, students and staff. Many of these online functions or Web 2.0 tools are inexpensive or free and require minimal time to learn and share in the K-12 environment. While there are many definitions of Web 2.0 tools, all agree that collaboration, communication and cloud-based are shared characteristics of all them all.

Classroom – Many educators have embraced the use of Web 2.0 tools to engage the generation of technology literate students in a variety of modes. As an instructor in the Master Technology Teacher program at the University of Texas – Brownsville, I have classified many as conversation starters, project collaboratives and presentation tools. While there are numerous tools and uses, these classifications were selected to simplify discussion.

Conversation starters are quick “sponge activities” used by teachers to initiate meaningful conversations regarding a specific subject, such as the Civil War. Using Web 2.0 tool such as Padlet, an online “sticky note” application, the teacher may post a leading question, i.e. “Name one major battle of the Civil War and post the

link to one article or picture.” Each student is then able to click on the screen to display a “sticky note” and immediately type or add links. Several students may be posting at the same time while the teacher is preparing to start the class. The entire process may be completed in as few as 16 minutes. In addition to starting the conversation, the teacher is able to save and post a link to the Padlet board for review at a later time.

Project collaboratives enable students to work concurrently on a project such as an essay, spreadsheet or electronic poster. Google Docs provides the collaborative opportunities to facilitate engaged learning within the classroom, across the state or around the world. Once the original document, spreadsheet or presentation has been created in Google Docs, students are able to share the document via the Internet. The work is secured through the use of school emails and logins.

Presentation tools have proliferated through the development of Web 2.0 applications. Many of current tools include the coordination of PowerPoint presentations, enhancement of visual effects and narration – or to host the presentations in the cloud. Common Web 2.0 presentation tools include Prezi, Slideshare, Brainshark and even PhotoPeach for PK-2. Using Web 2.0 applications, educators and students are able to enhance presentations through the use of engaging narrations, animations and engaging displays.

Staff Productivity

All of the tools discussed above may also be used in the administrative environment. While SharePoint allows users to share access to documents, it does not allow multiple editors to work simultaneously. Google Docs allows several editors to work on one document at the same time. It is no longer necessary to edit, save and send an attachment to share one document. Conversation starters in the classroom become

excellent planning and organizing tools for an administrative staff. Posting “sticky notes” on an electronic board that is hosted in the cloud provides immediate access to share updated information regarding an event or research topic. Finally, the end of the boring presentation exists through the use of Web 2.0 presentation tools. The use of engaging presentation modes and the ability to simultaneously collaborate in the development of a presentation provides an opportunity to develop thorough yet appealing projects.

The proliferation of Web 2.0 tools will continue to expand and evolve. It is important to continue to encourage educators, administrators and staff to explore the availability and use of these collaborative and engaging tools, to enhance the classroom experience and to increase productivity in the administrative office.

Marie L. Evans, M. Ed., ABD, is the Director of Instructional Technologies at South Texas College and an adjunct instructor for the graduate program in Educational Technology at the University of Texas – Brownsville.

References

Google.com (2014). Google Apps Documentation and Support. Retrieved at: <http://learn.googleapps.com/docs>.

Padlet.com (2014). Features. Retrieved at: <http://padlet.com/features>.

Prezi.com (2014). Presentations people will remember. Retrieved at: <http://prezi.com/index/11/>.

Web 2.0 Wordle courtesy of PTHS Teacher Resources (2011). Retrieved at: <http://pthsteachers.pbworks.com/w/page/11568958/Web%20Tools>





What Can the TESA Committees Do For Me?

Have you ever wondered... "What do the TESA Committees actually do?"

Or, "Which committee should I contact to help me?"

Wait no longer – search out the TESA Committees below.

TESA Connection Committee

The TESA Connection Committee is responsible for securing articles from affiliates; Feature Articles for publication, and applicable educational-field advertisement that would interest members.

2014-2015 GOALS:

1. To use the magazine as a communication forum to keep our members updated on what is happening around the state and with TESA.
2. To provide new "knowledge for the workplace" for all TESA members.
3. To encourage members to pursue professional growth.
4. To provide information that relates to "raising and working" with students of all ages – sharing a knowledge base to better equip them to enter the workplace.

Membership Committee

The Membership Committee is responsible for promoting membership in the Texas Educational Support Staff Association, Inc.

2014-2015 GOALS:

1. Encourage members to renew or join early (drawings of new member names for gift certificates).
2. Acquire a free weekend/two-night get-away at a nice hotel (drawings of TESA member names who recruit a new member).
3. Provide one paid membership for the next school year to those joining for 2014-2015.
4. Contact/send letter to all members who have not renewed membership.
5. Encourage current members and affiliates to promote TESA and possibly offer incentives or "prizes" for new recruits to their local affiliation (and will promote to members in timely manner).

Affiliates Committee

The Affiliate Services Committee is responsible to provide information to any group of educa-

tional office personnel interested in the organization of a local unit: Offers TESA assistance by arranging for a visit by the chairman, one of the committee, or a TESA Board member; encourages and helps formulate new units; promotes TESA membership by meeting with, speaking to (or arranging for speaker); counsels active affiliates throughout the state; and processes requests for staff development programs from educational institutions in Texas (includes assigning consultants to conduct the in-service programs).

2014-2015 GOALS:

1. Contact all previous year's Affiliates to remind them to renew their affiliation.
2. Contact current year's Affiliates encouraging them to continue to support TESA; contact often.
3. Submit Committee articles/ads to TESA Connection prior to due dates.
4. Maintain a list of places/meetings/etc. that you have attended representing TESA, keeping it current and ready to give progress report anytime requested.
5. Keep all contact list of affiliates up-to-date.
6. Provide information and support; be willing to visit, when possible, and offer to present about TESA.
7. Assist local groups to affiliate with TESA and promote the opportunities for professional growth through TESA.

Area Workshop Committee

The Area Workshop Committee is responsible for contacting educational institutions across the state and scheduling workshops.

2014-2015 GOALS:

- Have at least two workshops, possibly one in the Southern Area and one in the Northern Area.
1. Keep members interested in TESA and in supporting all that TESA does.
 2. Contact affiliates about holding Area Workshops.

Awards/Scholarship/Journalist Committee

The Awards/Scholarship/Journalist Committee is responsible for advertising the availability of (a) scholarships (Lorene Roby Rogers, Founder, and Dr. Michael Zolkowski Technology Scholarships); and of all awards (Administrator of the Year, Nelda Van Dyke Award, Newsletter, Year-Book). It is also the duty of this committee to develop a scrapbook and present to the current president at the SWC Board Meeting.

2014-2015 GOALS:

1. Ensure that all applications are received and processed in a timely manner.
2. Communicate with past Chairmen for advice and support.
3. To represent TESA in a professional manner at all times.

Nominations Committee

The Nominations Committee is responsible for preparing a slate of two (2) names for each office and each of the members-at-large positions to be selected for a specific year. The chairman prepares a ballot, and on approval of the president-elect, posts the ballot to the active membership by February 15.

2014-2015 GOALS:

1. Distribute Assist/Volunteer forms at SWC.
2. Prepare a full slate of officers with qualified candidates.
3. Have ballot created and ready to go online by February 15, 2015.
4. Encourage members to submit forms to either volunteer or assist TESA.

STEM Committee

The STEM Committee is responsible for promoting STEM classes and scheduling consultants. The chairman of this committee is responsible for the overall STEM program, including updating workbooks, developing new sessions, training of consultants, resolving of disputed credits, and compiling the STEM calendar.

2014-2015 GOALS:

1. Review current classes to determine if there is a need for additions or deletions.
2. Formulate working procedures for a streamlined STEM Committee.
3. Assign areas of responsibility to produce an equitable division of labor and ensure a high level of service to STEM participants across the state.
4. Work with the TESA office to produce quality STEM manuals, session certificates, CEOP certificates, host contracts, and session invoices – all with a professional appearance.
5. Prepare documents to explain Affiliate and Non-affiliate pricing, and TESA's new Institutional Membership focusing on the benefits of that membership
6. Plan and promote bi-annual Consultant Training.
7. Recruit new consultants and nurture current ones to maintain the highest level of professionalism throughout STEM.
8. Review requested classes to determine most beneficial SWC 2015 offerings.
9. Plan meaningful CEOP Celebration to be a part of SWC 2015.

10. Remain flexible and responsive to the wishes and needs of the TESA membership regarding the STEM program

Summer Work Conference Committee

The Summer Work Conference Committee is each assigned one area of responsibility to plan for SWC. The areas of responsibility are social, exhibits and registration. The chairman of this committee coordinates the work of the committee members and is responsible for the budget and planning of conference events.

2014-2015 GOALS:

1. Encourage, motivate and inspire new members, as well as current members, to get involved with TESA.
2. Advertise and promote the 2015 SWC during the year – to increase the conference attendance.
3. Provide a fantastic variety and number of vendors for all to enjoy.
4. Be open to new ideas and suggestions from our members.
5. Provide one of the best conferences ever, i.e., when attendees leave the conference, they want more and look forward to the

next conference!

6. Identify/provide great food/meal choices that everyone will enjoy. (Committee recognizes that food at SWC is very important and something attendees remember.)
7. Work closely with the Awards/Scholarship/Journalist committee to ensure that they have what they need to ensure that all runs smoothly and organized during the SWC.
8. Ensure that everything is in place for all STEM classes by SWC Chair working closely with the STEM Chair; as well as confirming all arrangements for the CEOP Celebration, making this event extra special for our members.

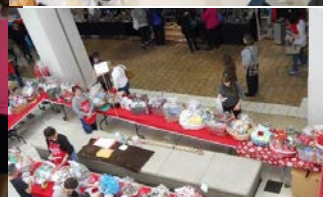
Volunteer to serve on a Committee – TESA needs you!!

Compiled by TESA Connection staff by summarizing TESA Guidelines for the established committees and referencing briefly 2014-2015 Goals of the respective committees.

MESQUITE EDUCATIONAL PARAPROFESSIONAL ASSOCIATION

Annual Holiday Bazaar

Make plans to attend next year, second weekend in December. Over 100 vendors participate annually! All money raised goes towards the MEPA Scholarship Fund.

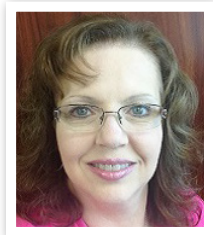


TESA Slate of Officers



Presenting the TESA Slate of Officers for 2015-2016

PRESIDENT-ELECT



Darcy Blackstock

Channelview ISD
Years TESA Member: 2

Elected Positions Held

1st Vice-President - Magazine
Area Workshop (Member-at-Large)

Appointed Positions Held

Summer Work Conference Chair (2008, 2014)

Committee Positions Held

Area Workshop
STEM (06-07; 14-15)
Fall Work Conference
Magazine – Assistant Editor (08-09; 12-13)



Lisa E. Gonzalez

Donna ISD
Years TESA Member: 22

Elected Positions Held

1st Vice-President - Magazine
2nd Vice-President - Membership
Secretary/Treasurer

Awards/Scholarship/Journalist (Member-at-Large)

Committee Positions Held

Awards/Scholarship/Journalist
Fall Work Conference

VICE-PRESIDENT



Teena Hancock

Garland ISD
Years TESA Member: 8

Elected Positions Held

Awards/Scholarship/Journalist (Member-at-Large)
Nominations (Member-at-Large)
Area Workshop (Member-at-Large)

Committee Positions Held

STEM (08-09;09-10))
Membership
Area Workshop



Sherry Gray

San Jacinto College
Years TESA Member: 13

Elected Positions Held

Affiliate Services (Member-at-Large)

Committee Positions Held

Membership
Affiliate Services (08-09;10-11)
Awards/Scholarship/Journalist
Elections
Summer Work Conference



Bonnie Tomczyk

Killen ISD
Years TESA Member: 20

Elected Positions Held

1st Vice-President - Magazine
Affiliate Services (Member-at-Large)
Awards/Scholarship/Journalist (Member-at-Large)
Area Workshop (Member-at-Large)

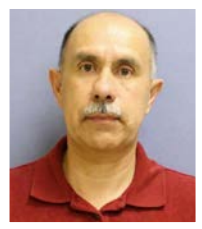
Committee Positions Held

Fall Work Conference



TESA Slate of Officers

MEMBER-AT-LARGE POSITION 1



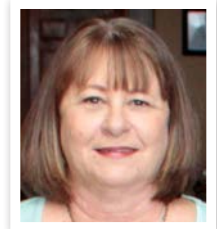
Felipe Campos
Spring Branch ISD
Years TESA Member: **2**
Positions Held
None



Melissa Rodriguez
Lamar CISD
Years TESA Member: **5**
Positions Held
None

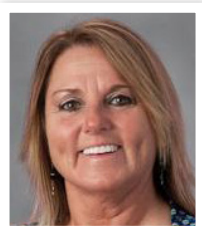


Lisa Acosta
Comal ISD
Years TESA Member: **3**
Positions Held
None

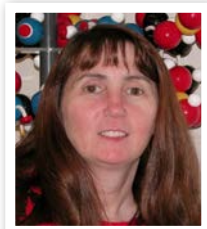


Marie Enax
Lamar CISD
Years TESA Member: **8**
Elected Positions Held
2nd Vice President - Membership
Affiliate Services (Member-at-Large)
Nominations (Member-at-Large)
Committee Positions Held
Summer Work Conference

MEMBER-AT-LARGE POSITION 3



Dorinda Bustamante
Comal ISD
Years TESA Member: **3**
Positions Held
None



Donna Cubstead
San Jacinto College
Years TESA Member: **3**
Committee Positions Held
Awards/Scholarship/Journalist

Just as a reminder, voting begins
on February 15, 2015 and ends
on March 15, 2015. You must
be a current paid member in
order to vote.





Little Known Facts about the Cucumber

Author Unknown

Just finished a business lunch and realize you don't have mints or gum? Take a slice of cucumber and press it to the roof of your mouth with your tongue for 30 seconds to eliminate bad breath, the phytochemicals will kill the bacteria in your mouth responsible for causing bad breath.

Here are some other ways to use cucumbers – non-traditional ways...

Tired of your bathroom mirror fogging up after a shower? Try rubbing a cucumber slice along the mirror, it will eliminate the fog and provide a soothing, spa-like fragrance.

Are the grubs and slugs ruining your planting beds? Place a few slices in a small pie tin and your garden will be free of pests all season long. The chemicals in the cucumber react with the aluminum to give off a scent undetectable to humans but drive garden pests crazy and make them flee the area.

Looking for a fast and easy way to remove cellulite before going out to the pool? Try rubbing a slice or two of cucumbers along your problem area for a few minutes, the photo-chemicals in the cucumber cause the collagen in your skin to tighten, firming up the outer layer and reducing the visibility of cellulite. Works great on wrinkles too.

Do you have an important meeting or job interview and you realize that you didn't have enough time to polish your shoes? Rub a freshly cut cucumber over the shoe, its chemicals will provide a quick and durable shine that not only looks great but also repels water.

Out of WD 40 and need to fix a squeaky hinge? Take a cucumber slice and rub it along the problem hinge and voila, the squeak is gone.

Looking for a "green" way to clean your faucets, sinks or stainless steel? Take a slice of cucumber and rub it on the surface you want to clean, not only will

it remove years of tarnish and bring back the shine, but it won't leave streaks and won't harm your fingers or fingernails while you clean.

Using a pen and made a mistake? Take the outside of the cucumber and slowly use it to erase the pen writing, also works great on crayons and markers that kids have used to decorate the walls.

Cucumbers contain most of the vitamins you need every day. Just one cucumber contains Vitamin B1, B2, B3, B5, B6, Folic Acid, Vitamin C, Calcium, Iron Magnesium, Phosphorus, Potassium and Zinc.

If you are feeling tired in the afternoon, put down the caffeine and pick up a cucumber. Cucumbers are a good source of B Vitamins and Carbohydrates that can provide that quick pick-me-up that can last for hours. Cucumber water would be a great refreshing drink.

Want to avoid a hangover or terrible headache? Eat a few cucumber slices before going to bed and wake up refreshed and headache free. Cucumbers contain enough sugar, B Vitamins and electrolytes to replenish essential nutrients the body lost, keeping everything in equilibrium, avoiding both a hangover and headache.

Looking to fight off that afternoon or evening snacking binge? Cucumbers have been used for centuries and often used by European trappers, traders and explorers for quick meals to thwart off starvation.

Stressed out and don't have time for a massage, facial or visit to the spa? Cut up an entire cucumber and place it in a pot of boiling water, the chemicals and nutrients from the cucumber will react with the boiling water and be released in the steam, creating a soothing, relaxing aroma that has been shown to reduce stress in new mothers and college students during exams.

Cucumber-Tomato-Avocado Salad with Tequila-Lime Vinaigrette

Total Time: 10 min

Prep: 10 min

Yield: 4 servings

Level: Easy

Ingredients

- 1 English cucumber, sliced
- 2 medium tomatoes, diced
- 1 avocado, diced
- 2 teaspoons tequila
- 3 tablespoons extra-virgin olive oil
- 1 tablespoon lime juice
- 1 teaspoon zesty herb salad dressing mix

Directions

To a medium bowl, add chopped cucumber, tomato, and avocado.

In a small container with a tight-fitting lid or jar, combine tequila, oil, lime juice, and dressing mix. Shake vigorously.

Pour dressing over salad and lightly toss.

Recipe courtesy Sandra Lee, 2007



Membership Services



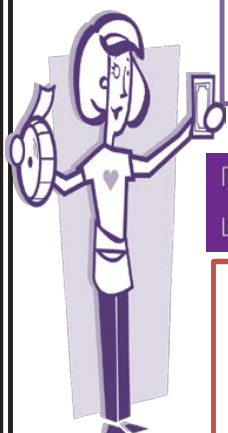
Yes, **YOU!**

TESA needs you to join or renew your membership **NOW!**
Join us while we “Dream, Challenge & Achieve in 2014-2015”.

Why should YOU join?

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

Join or renew your membership by **April 30, 2015** and be entered into a drawing for a free TESA membership for the 2015-16 year.



**CAN'T DO IT
WITHOUT YOU**

Get out there and recruit a new TESA member!

Recruit a new member and be entered in a raffle for a chance to win a 2-night stay at the OMNI Austin hotel. *(Your name will be entered as many times as the number of recruits you have [1 recruit - 1 chance, 3 recruits – 3 chances, etc.]*)

Eligibility requirements:

- New members must join by **April 30, 2015** in order for you to qualify for this raffle.



Marie Enax, CEOP

2nd Vice President, Membership Chair

Lamar CISD



enax@lcisd.org

Lynn Andrews, Education Service Center Council, Irving ISD – Lynnandrews@irvingisd.net
Ernestina “Tina” Martinez, - Elementary Council, Killeen ISD – ernestina.martinez@killeenisd.org
Nilda Pineda, CEOP, Secondary Council, Mesquite ISD – npineda@mesquiteisd.org
Bertha “B” Rodriguez, Higher Education Council, San Jacinto College – bertha.rodriguez@sjcd.edu
Donna Sears, CEOP, Administrative Council, Cedar Hill ISD – donna.sears@chisd.net

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



TESA Membership

Texas Educational Support Staff Association, Inc.		
Membership Application		
2014-2015		
		
Name (Last/First/Middle):	Membership #:	
Name of Institution (if seeking Institutional Membership):		
Current mailing address:		
City/State/Zip Code:		
Work Phone #:	Home Phone #:	Cell Phone #:
Work email address:		
Personal email address:		
Employed by:		
Name of Local TESA Affiliate (if applicable)		
<input type="checkbox"/> New Membership (\$35)	<input type="checkbox"/> Renewal (\$35)	<input type="checkbox"/> Associate (\$35)
<input type="checkbox"/> Retired (\$17.50)	<input type="checkbox"/> Institutional (\$150)	
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Education Service Center	<input type="checkbox"/> Administrative
<input type="checkbox"/> Secondary	<input type="checkbox"/> Elementary	<input type="checkbox"/> Other (_____)
Referred by:		
Name		
change/Address		
Change Information:		
Are you a member of NAEOP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complete form and mail with your payment to:		
TESA, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613		
Renew online at: www.tesatexas.org		
Dues paid to Texas Educational Support Staff Association, Inc. are not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as an ordinary and necessary business expense. Consult your tax advisor.		

REASONS for Joining TESA

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

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

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

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

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

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



TESA Membership Drawing

And the
Winners
are...

TESA MEMBERSHIP DRAWING

- Pauline Diaz - Spring Branch ISD - Panera Gift Card
- Donna Grant - Magnolia ISD - Darden's Gift Card
- Elva Guzman - Garland ISD - Chili's Gift Card
- Margaret Leger - Lamar CISD - Texas Roadhouse Gift Card
- Marianne Mackey - Garland ISD - Wal-Mart Gift Card
- Judy Wittenback - Richardson ISD - TGI Friday Gift Card

TESA Membership Chairman, Marie Enax, recently held the drawing for the free gift cards from various restaurants and retailers, valued at \$25 or \$30. Two of the TESA members from the Lamar affiliate assisted Marie and the membership committee with the TESA membership drawing.

Those eligible for the drawing were members who joined or renewed their membership dues by December 1, 2014.



Kendra Ramirez, Marie Enax & Irene Salinas assisted in the drawing (LCESA members)

A Journey in life....Dreaming, Challenging, and Achieving goals!

by Christine R. Ortiz, Region 10 Education Service Center



Christine R. Ortiz
Region 10 Education Service Center

When I think back to the very beginning when I wanted to do amazing things in my life – which incidentally, I was probably around 12 years old, the thing that impacted my attention was to obtain a “College Education!” Well, as time went on this stayed strong in my mind, heart, body and soul. I prayed to God for help, to provide me all the tools necessary to achieve my educational goal, and that I would never forget what I would like to do with my life. As I neared my high school graduation, honestly I was never approached by any counselors or anyone who encouraged me toward college or the ins-and-outs of what to do to further my education. But as for my parents – I do not discredit but commend them. I would not be who I am today if it were not for their constant love, support, guidance, and direction. Neither of my parents were college graduates, which was nothing wrong with that for them and that time – it was just not a part of their lives. Still, I needed someone, anyone to tell me, “Christine, you can reach your education goal and this is how you do it!”

After graduation in 1981, still dating my high-school sweetheart with intentions of marrying him one day, I registered at the Dallas County Community College-El Centro campus. Not knowing what I was doing, I made every attempt to meet with an advisor to learn what I needed to do. Well, as time went on I was in school for approximately six months and to my disbelief my high-school sweetheart proposed and we married on November 20, 1982. At that time I had to leave Junior College in pursuit of my new life with my new husband (presently we have been married for 31 wonderful years). We have been blessed with our two children over

time and, of course, with “wife and mommy duties” there was no time left for thoughts of my educational goal. But this I tell you – the desire stayed in my heart and mind. After my youngest daughter graduated in 2009 I decided that I was going to pick up where I left off, and again begin my educational journey. So along with my daughter, I registered at Dallas County Community College-Richland campus, and began taking classes while still working full time at my job, along with my home duties as wife, mother, and grandmother – which never leave us as a “24/7 job.

Entering school was once again the realism I desired – with much work of investigating what I needed to do to help myself and my daughter advance. We have had a wonderful and great experience as together we are reaching our educational goals. My daughter, now graduated with her Associates in Arts May 2014, has started her undergrad study for Special Education Teaching. For me; I am finishing up my last fall semester in anticipation of graduating this coming May 2015 with my Associate in Science while maintaining a GPA of 3.97! WHEW, what a task, but one with perseverance and determination that can truly be reached. I am no millionaire that had funds to pay for school. But this investment was one that was going to pay me back in my life – as well as one that will encourage my daughter as she saw her mom pushing all forces to reach the educational goal set for myself a long, long time ago. It was a dream I never let go of, committing and managing my time – organizing everything in my life, with God’s help in making

this dream something tangible.

It is possible to reach into your heart and find that DREAM you have, making it a reality by CHALLENGING yourselves, and continually persevering to your final educational destination in reaching your GOAL.. Even if the goal may idle from time to time, say “Lord, can I do this?” He will respond with a huge “Yes, as long as you are willing!” For each of you, the ball is in your court; what you do with it, is up to you. Don’t let the dream get away, but step forward and make it a reality. I am the greatest advocate of encouraging anyone who needs it. I challenge each of you to step forward and make your educational dreams come true. I did and am truly humbled and blessed for it.



Christine Ortiz pictured with her daughter Stephanie.

RECIPES

WANTED

RECIPES



TESA Wants Your Favorite Recipes

for our first TESA Cookbook. The books will be on a pre-order basis only and will be delivered at the Summer Work Conference in June 2015. If you are unable to attend SWC, we will give the book(s) to someone from your Association to bring back for you. If you want the book mailed there will be an additional \$5.00 per book charge for mailing. Deadline for submissions is **April 15, 2015**.

The cost of the cookbook will be \$15.00. Order one for yourself and one (or two) as gifts. All proceeds from this cookbook will go to our Founders Scholarship fund.

Associations can order books and take them back and sell to their members. There will be a limited number at the TESA Store for sale at SWC also. Buy early! to make sure you get one! Order forms will be available on the TESA website soon.

Submit Recipes and Cookbook orders to:

Pat Crawford
1618 Hastings Dr.
Garland, TX 75042

Fax: 469.593.7764
E-mail: pat.crawford@risd.org
or
pgc27@msn.com

Naming the TESA Cookbook

We are still working on a name for our book. If you have a suggestion please submit that with your recipe.

The winner will receive a free cookbook.



Date of Sale:
Pre-Orders Only



Time of Sale:
SWC Delivery

Cookbook Order Form

Name: _____

Address: _____

Association: _____

_____ Books @ \$15.00 ea. Total \$ _____

Shipping \$ _____

Total Due \$ _____

Please add \$5.00 for each book ordered

All books will be delivered at SWC in June

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

I will not be able to attend SWC - I authorize _____ to pick up my book(s).



Health and Fitness Tips

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



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

Resolution Revolution!

We all know how it goes – every January we make our “New” Year’s resolutions. We resolve to do better in certain areas and we really believe that this year, we’ll make it and accomplish our goals.

Unfortunately, the resolutions usually aren’t “new.” They are the same ones from last year that we somehow didn’t keep. We may have started off with a bang, having good intentions but you know what they say about good intentions! Each year, common themes in this resolution-making process include getting in shape, losing weight, eating better, and exercising. While these are worthwhile goals, there is a common problem with each of them. Aside from the fact that most people don’t stick with them, they are just too broad. Because these goals are broad and undefined, most have little knowledge of how to accomplish them and it’s difficult to measure success. Before addressing specific ways to make the resolutions stick, let’s look at resolutions in general.

A resolution is nothing more than a behavioral change. For behavior changes to occur (“changes” – not attempts) several things must be present.

Beliefs - they play an important role in successful behavioral change. In order to achieve better health, you have to believe three things to change your behaviors:

1. You must believe you are susceptible to the health risks like heart disease, cancer and diabetes associated with behaviors like poor diet, physical inactivity, stress and smoking. Many of us are in denial. We think it won’t happen to us or we don’t have to worry about it now.
2. You must believe that the consequences of these diseases are severe: you will pay a high

price. If you have no knowledge of or experience with the debilitation caused by diabetes, it is harder to understand the severity of the disease. (Many think that the severity isn’t relevant for you, that diabetes is not that serious: “take some insulin and stay away from carbs.” It, like the other diseases is very serious and can be prevented!)

3. Finally, you must believe in the benefits of the behavior change – believe that the benefits out-weigh the cost!

While beliefs play a role, setting specific goals will help you achieve success at losing weight and improving your health. For example, resolving to exercise more is a good thing but the goal is rather broad. So be detailed in defining your goals!

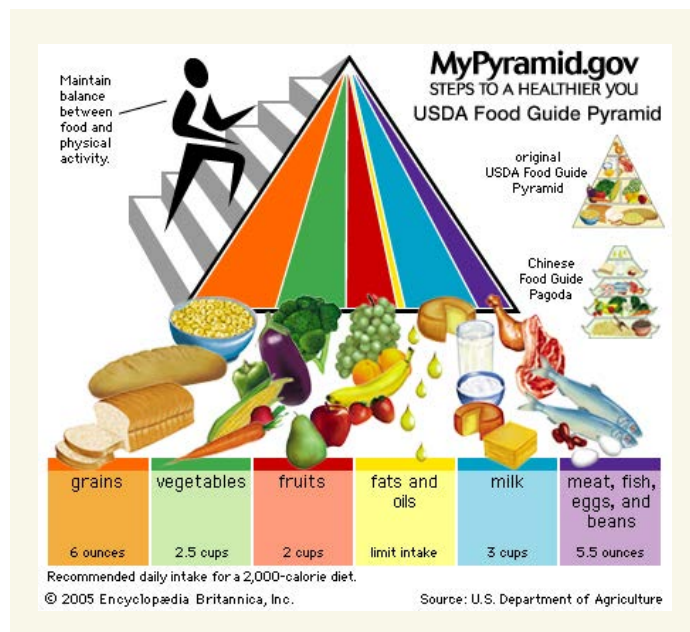
- (a) Resolutions need to be specific, action-oriented and have a timeframe. For example, rather than saying “exercise more,” plan to walk 30-60 minutes before or after work Monday through Friday for the next four weeks. Then put it on your calendar and do it.
- (b) Rather than saying “eat healthier,” plan to eat three servings of veggies each day for the next two weeks. You need knowledge to achieve health-related goals. Most don’t know what a healthy diet is or how to exercise so read some books or hire a professional to assist you. Knowledge is power!
- (c) An additional key to successful behavioral changes and maintaining those resolutions includes monitoring. Monitoring involves logging your diet and exercise behaviors. Keeping records provides accountability.

ity; it lets you see your accomplishment and pinpoint problem areas. Record-keeping also removes the denial factor! For example, you might think it has only been a few days since you walked, but if you looked at your log, you see that it has actually been two weeks. No room for denial there!

- (d) Movement is also needed for success. Exercise movement is necessary, but I’m also referring to movement as a growth process. Resolutions are not just something you are going to do once or for a few weeks.

Done the correct way for the right reasons, maintaining the resolution and growth process = a growth opportunity! You will be able to incorporate a healthy behavior or change an unhealthy behavior and maintain these changes for the rest of your life. You have one body. You have one choice. Make sure your resolutions this January help you take care of that body!

Denise@1body1choice.com





TESA Retirees Join TRESA Now!

Texas Retired Educational Secretaries Association Membership Form

2015 MEMBERSHIP DUES - \$5.00
(January 1, 2015 – December 31, 2015)

NAME: _____

ADDRESS: _____

CITY & STATE : _____ ZIP : _____

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

EMAIL: _____

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

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

			1			6		
6			5	2				
3		7			4	1		
		1					6	
	7			4			9	
	2					7		
		9	6			2		1
				7	9			8
		8			3			

Sudoku Puzzle

Fill in the grid so that every row, every column, and every 3x3 box contains the digits 1 through 9.

That's all there is to it. There's no math involved.

The grid has numbers, but nothing has to add up to anything else. You solve the puzzle with reasoning and logic.

It's fun. It's challenging. It's addictive!

Answer Key on Page 29



STEM Calendar

JANUARY 2015

17	Interpersonal Communication	Garland ISD
20	Business Grammar	Mesquite ISD
22	Business Grammar	Mesquite ISD
27	Interpersonal Communication	University of Houston-CL

FEBRUARY 2015

7	Managing Change	Garland ISD
17	Rules for Spelling	Mesquite ISD
21	Professional Growth	Mesquite ISD
21	Stress Management	Mesquite ISD
21	Stress Management	Lamar CISD
21	Telephone Skills	Lamar CISD
25	Effective Office Practice	University of Houston-CL

MARCH 2015

5	Dialogue of Diversity	Garland ISD
21	Assertiveness Training	Richardson ISD
24	Telephone Skills	Mesquite ISD
26	Profile for Success	University of Houston-CL

APRIL 2015

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

MAY 2015

2	Assisting Difficult People	Mesquite ISD
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Debbie Faires – Mesquite ISD
DFaires@mesquiteisd.org

Teena Hancock – Garland ISD
TLHancoc@garlandisd.net

Eva Zamora – Lamar CISD
ezamora@lcisd.org

Wanda Honeycutt - UHCL
honeycutt@uhcl.edu

Pat Crawford – Richardson ISD
Pat.crawford@richardson.k12.tx.us

Sandra Curry – STEM Chairperson
sandra.curry@sjcd.edu

Debbie Faires – Area I (North) Coordinator
dfaires@mesquiteisd.org

Darcy Blackstock – Area II (South) Coordinator
darcy.blackstock@channelview.isd.esc4.net

Melissa Davis – TESA/STEM
info@tesatexas.org

www.tesatexas.org



TESA Consultant Training



Consultant Training Registration

February 28, 2015
Channelview ISD, 828 Sheldon Road, Channelview, TX
Registration Due by January 30, 2015

Name (please print) _____ Member ID _____

Address (with city and zip) _____

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

E-mail _____

Emergency Contact _____
Name Telephone

Hotel Deadline to reserve room at TESA rate of \$99: February 6, 2015. Price will increase after this date.
Hotel provides microwave, refrigerator, Wi-Fi, breakfast buffet – included in room charge.
See attached flyer for hotel information and rates.

Consultant Training Registration Fees

- ☐ **\$50** - Registration Fee assists with cost of materials and training.
FREE - Chick-fil-A boxed lunch courtesy of Chick-fil-A Wallisville
☐ **+ 5** - ADD Late Fee if paying after the **1/30/15** deadline and if emailing for on-site registration.
\$ _____ - Total Enclosed • check payable to TESA. • Keep a copy of Registration Form for your records.

MAIL REGISTRATION WITH CHECK by January 30, 2015 to:

TESA Office
1460 E. Whitestone Blvd., Suite 175
Cedar Park, TX 78613

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

	TIMES		CLASSES	Who Should Attend
	7:30 am	8:00 am	Registrations/Check In	All
	8:00 am	8:30 am	Welcome	All
<input type="checkbox"/>	8:30 am	10:00 am	Interpersonal Communication	Working Consultants
<input type="checkbox"/>	8:30 am	10:00 am	STEM 101	New Consultants
	10:05 am	11:35 am	Customer Service	Anyone
	11:35 am – 12:35 pm Boxed Lunch			
<input type="checkbox"/>	12:40 pm	2:10 pm	Profile for Success	Working Consultants
<input type="checkbox"/>	12:40 pm	2:10 pm	Professional Image	Anyone
<input type="checkbox"/>	2:15 pm	3:45 pm	Profile for Success (Cont.)	Working Consultants
<input type="checkbox"/>	2:15 pm	3:45 pm	Assisting Difficult People	Anyone
	3:50 pm	4:00 pm	Wrap Up	Mandatory for All
	Classes are 1½ hours in length (with the exception of Profile for Success)			



TESA Consultant Training



La Quinta Inn & Suites Houston Channelview

*5520 East Sam Houston Pkwy North,
Houston, TX 77015*

Phone: 1-281-452-4402

Fax: 1-281-452-4419

\$99 prior to Feb. 6, 2015

Room block reference: TESA

TESA Consultant Training - South!

- *Free Wireless High-Speed Internet Access*
- *Free Bright Side Breakfast*
- *Free Parking*
- *Business Center*
- *Indoor Swimming Pool*
- *Fitness Center*
- *Shopping nearby: Dress Barn, JC Penney's, Rue 21, Best Buy, Wal-Mart, Big Lots, Lowes*
- *Nearby restaurants: Olive Garden, Iguana Joe's, Chipotle, Buffalo Wild Wings, Panera Bread, Applebee's, Johnny Carino's, Longhorn Steakhouse, Peter Piper Pizza*

Directions

Driving Directions from the North: South on E Sam Houston Pkwy. Exit Woodforest Blvd and u-turn under freeway. Hotel will be on the right

Driving Directions from the East: I-10 West to exit on the Sam Houston Pkwy going north. Continue North on Sam Houston Pkwy to the Woodforest Blvd Exit

Driving Directions from the South: Go North on E Sam Houston Pkwy. Exit Woodforest Blvd. Hotel is past the intersection on the right

Driving Directions from the West: I-10 East to exit on the Sam Houston Pkwy going north. Continue North on Sam Houston Pkwy to the Woodforest Blvd Exit



TESA Consultant Training



Consultant Training Registration

April 25, 2015

Mesquite ISD Student Support Center

714 Kimbrough, Mesquite, TX

Registration Due by March 30, 2015

Name (please print) _____ Member ID _____

Address (with city and zip) _____

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

E-mail _____

Emergency Contact _____
Name Telephone

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

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

See attached flyer for hotel information and rates.

Consultant Training Registration Fees

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

Free lunch will be provided by Alejandro's of Rowlett

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

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

MAIL REGISTRATION WITH CHECK by March 30, 2015 to:

TESA Office

1460 E. Whitestone Blvd., Suite 175

Cedar Park, TX 78613

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

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



TESA Consultant Training-North

April 25, 2015

HAMPTON INN & SUITES DALLAS - MESQUITE

1700 Rodeo Drive

Mesquite, TX 75149

1-972-329-3100

**** \$100 prior to April 14, 2015 ****

Room block reference: TESA

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



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

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

Stretching Exercises at Your Desk: 12 Simple Tips

Try these stretching exercises at your desk -- or anywhere else -- to ease back pain and boost energy.

WebMD Archive

You may feel awkward doing stretching exercises at your desk. But right now, as you sit there at your computer, you are doing one of the worst things you can do to your body -- you're sitting still. And not only that, but the way you sit -- and type, and hold the phone -- may be wreaking havoc on your bones, joints, and muscles.

"People who sit at their computers for hours every day -- they're in for serious medical problems," says Sharon Hame, MD, associate clinical professor at UCLA's department of orthopaedic surgery. "We're seeing more things than carpal tunnel; those pains go up the arm to the elbow and shoulder and then translate to the neck and back. It's a huge problem."

In addition to carpal tunnel and other traditional ergonomic issues, new problems are cropping up, Hame says. "I saw a woman yesterday who had tennis elbow. She got it at work from the way she answered the phone and worked at the computer." The solution, experts say, is to break up your work by doing stretching exercises at your desk.

Relieve Back Pain With Stretching Exercises at Your Desk

Aches and pains, not to mention the weight gain that can result from hunching over your desk all day, are just the beginning. "People shouldn't be complacent about moving just because they're not obese," says Angela Smith, MD, orthopaedic surgeon at Children's Hospital of Philadelphia and former president of the American College of Sports Medicine. "There are a lot of skinny people who, because they don't exercise for strength and balance, are osteoporotic fractures waiting to happen." So what can you do to ward off pain and

stiffness and boost your energy and alertness? WebMD consulted orthopaedic surgeons and exercise specialists for 12 simple stretching exercises at your desk that will release tension from head to toe. They take only a few minutes. Set the alarm on your cell phone or computer to go off every hour to remind you it's time to get up and stretch.

The 12 Best Stretching Exercises at Your Desk

1. Just stand up and sit down -- no hands
 - You might have gotten a gold star in preschool for sitting still, but it just goes to show you (best sellers notwithstanding) that not all of us learned everything we need to know in kindergarten. "If you stand up and sit down (over and over) -- without using your hands -- it can be a challenge," says Smith. "Do it while you're on the phone; no one will know."
2. Substitute exercise for sitting -- while you work
 - Get rid of your desk chair and substitute an exercise ball, suggests Smith. "I used it for a while when I was having low-back problems; it was great," Smith says. "All day you are engaging all the muscles in the back, legs, butt, everything, to stay balanced."
 - Hame knows one man who put a treadmill in his office and conducted all his business while walking. (He lost weight, too, Hame says.)
3. Shrug your shoulders -- to release the neck and shoulders
 - Inhale deeply and shrug your shoulders, lifting them high up to your ears. Hold. Release and drop. Repeat three times.

- Shake your head slowly, yes and no. You might as well amuse yourself while you do it to relax even further. Ask yourself silly questions: "Is your boss an idiot?" Move your head up and down, "Yes, yes, yes." Side to side: "No. No. No." (Shedding tension is as much mental as physical.)
4. Loosen the hands with air circles
 - Clench both fists, stretching both hands out in front of you.
 - Make circles in the air, first in one direction, to the count of ten.
 - Then reverse the circles.
 - Shake out the hands.
 5. Point your fingers -- good for hands, wrist, and forearms
 - Stretch your left hand out in front of you, pointing fingers toward the floor. Use your right hand to increase the stretch, pushing your fingers down and toward the body. Be gentle.
 - Do the same with the other hand.
 - Now stretch your left hand out straight in front, wrist bent, with fingers pointing skyward. Use your right hand to increase the stretch, pulling the fingers back toward your body.
 - Do the same on the other side.
 6. Release the upper body with a torso twist
 - Inhale and as you exhale, turn to the right and grab the back of your chair with your right hand, and grab the arm of the chair with your left.
 - With eyes level, use your grasp on the chair to help twist your torso around

Office Exercises

- as far to the back of the room as possible. Hold the twist and let your eyes continue the stretch -- see how far around the room you can peer.
- Slowly come back to facing forward.
 - Repeat on the other side.
7. Do leg extensions -- work the abs and legs
- Grab the seat of your chair to brace yourself and extend your legs straight out in front of you so they are parallel to the floor.
 - Flex and point your toes five times. Release.
 - Repeat.
8. Stretch your back with a "big hug"
- Hug your body, placing the right hand on your left shoulder and the left hand on your right shoulder.
 - Breathe in and out, releasing the area between your shoulder blades.
9. Cross your arms -- for the shoulders and upper back
- Extend one arm out straight in front of you. With the other hand, grab the elbow of the outstretched arm and pull it across your chest, stretching your shoulder and upper back muscles.

- Hold. Release.
 - Stretch out the other arm in front of you -- repeat.
10. Stretch your back and shoulders with a "leg hug"
- Sit on the edge of your chair (if it has wheels, wedge the chair against the desk or wall to make sure it does not roll). Put your feet together, flat on the floor.
 - Lean over, chest to knees, letting your arms dangle loosely to the floor. Release your neck.
 - Now bring your hands behind your legs, right hand grasping left wrist, forearm (or elbow if you can reach that far), left hand grasping the right. Feel the stretch in your back, shoulders and neck. Hold.
 - Release your hands to the floor again.
 - Repeat three times or as often as it feels good.
11. Look up to release upper body
- Sit up tall in your chair, or stand up. Stretch your arms overhead and interlock your fingers.
 - Turn the palms to the ceiling as you lift your chin up, tilt your head back, and gaze up at the ceiling, too.

- Inhale, exhale, release.
12. Substitute walks for email -- and don't eat at your desk
- Instead of emailing a colleague "and copying 25 people who don't want to be copied anyway," Smith says, "walk over to the colleague you really want to talk to."

Instead of a lunch meeting at your desk, walk together to a neighborhood sandwich shop. "Talk while you walk -- it's more efficient and productive," Smith says. "You're getting more oxygen to the brain, you have no distractions, and you're more likely to remember what is said."

SOURCES:

Angela Smith, MD, orthopaedic surgeon, Children's Hospital of Philadelphia; former president, American College of Sports Medicine.

Sharon Hame, MD, associate clinical professor, UCLA department of orthopaedic surgery.

Reviewed on May 27, 2009

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<http://www.webmd.com/fitness-exercise/features/stretching-exercises-at-your-desk-12-simple-tips?page=1>

Date retrieved from Website: December 2, 2014

"Inspiration grows into full-scale creation through persistence and imagination."

- Carol Lloyd



NAEOP Membership Form

National Association of Educational Office Professionals Membership Form

Membership Application Continuous Membership (12 full months)

Membership Type:

- ☐ Active - \$50 New Membership
☐ Active- \$50 Renewal Membership- Membership Number: _____
☐ Retired - \$30 ☐ Associate - \$50 ☐ Institutional - \$85 ☐ Corporate - \$60
☐ Yes, I wish to receive email renewal notices ☐ No, I do not wish to receive email renewal notices

Magazine Only Subscription:

- ☐ Magazine Annual Subscription - \$30 ☐ Magazine Annual Subscription (Retired Member) - \$15

- All fees must be paid in US Dollars.
- Outside of US special postage and handling charges apply. Please add an additional \$15.
- Active membership fees include 3 online issues of the association magazine and 1 issue (Winter issue) in print. If you wish to receive all 4 issues in print, you will need to request an annual magazine subscription in addition to your annual membership.
- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:

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

Name:			
Home Address:	City:	State:	Zip:
Home Phone:	Office Phone:	Ext.:	
Fax:	Email:		
Office Building:	Position:		
Office Address:			
City:	State:	Zip:	

For Informational Purposes Only:

Age group:	<input type="checkbox"/> 20-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 50-60	<input type="checkbox"/> 60+	<input type="checkbox"/> Prefer not to answer
Recruited by (Name):						
How did you hear about NAEOP?						
<input type="checkbox"/> Colleague		<input type="checkbox"/> Sponsor/Vendor		<input type="checkbox"/> Employer/Administrator		
<input type="checkbox"/> Website		<input type="checkbox"/> NES Connector		<input type="checkbox"/> NAEOP Event		
I would like to receive information on NAEOP Sampling Programs:				<input type="checkbox"/> Yes		<input type="checkbox"/> No

Payment:

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

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



NAEOP ELECTION RESULTS

The votes are in, the ballots have been counted, and the results of the 2014 election are as follows:

President-Elect:	Wendy L. Heslink, CEOE
Vice President:	Lisa Morehouse, CEOE
Secretary/Treasurer:	Katherine Reichley, CEOE
Mid-Atlantic Director:	Jill Averyhart, CEOE
North Central Director:	Mary M. Guest, CEOE
South Central Director:	Debbie McFadden, CEOE
Southeast Director:	Malinda Larey, CEOE
Southwest Director:	Mary Meyers



Congratulations to our very own TESA President, Debbie McFadden for being elected to serve as the South Central Director for NAEOP.

Debbie, we wish you the best and know you will do an awesome job and represent TESA well at the National level!



TESA wishes to express their sincere thanks and appreciation to MaryAnn Hollingsworth for the excellent job she did in serving as South Central Director for the past four years and to Linda Sockwell who has served as Editor to the NES Connector for the past nine years. MaryAnn will continue to serve on committees appointed by the NAEOP President and Linda will continue as the Editor for the NES Connector. TESA members continue to represent us well at the National level.

Polly's Corner: Technology Tips

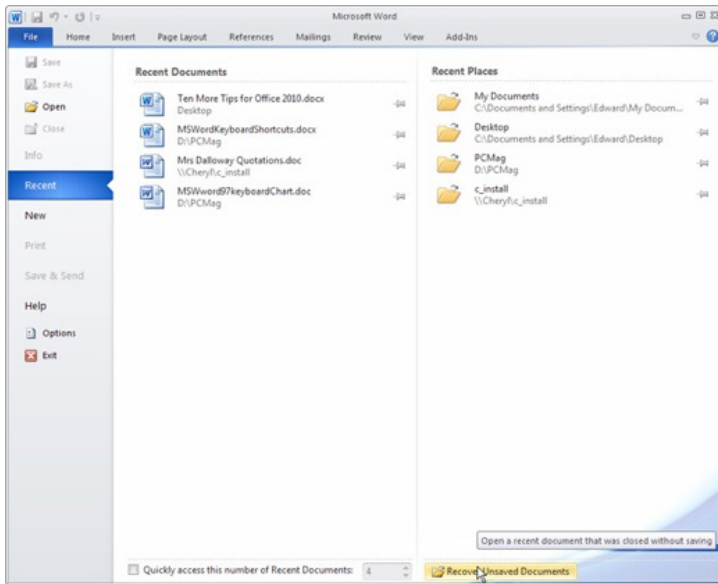


Paula Lambright
CEO

Recover Unsaved Documents

Word, Excel, and PowerPoint all have a new feature that saves documents that you've neglected to save when you closed them—including documents that you haven't even bothered to save with a name more specific than "Document1." This feature builds on Office's long-standing AutoSave feature, which automatically backs up the current version of your document every ten minutes (or any interval you set in the app's options). Earlier versions of Office deleted the last of

these automated backups when you closed a document, but Office 2010 preserves the last automated backup and lets you open it. Click File, Recent, Recover Unsaved Documents – then choose the document from a standard File/Open dialog box.



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 an 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 many other Microsoft Windows programs. You can also use it in Internet Explorer to increase and decrease the size of text on the screen.

Correct a Misspelled Word

When a word is misspelled and it has the red underline, you can correct the spelling by right clicking on the word. Whenever you right-click you will get a menu, choose the correct word and you're done!

Delete a Blank Page at the End of Your Document

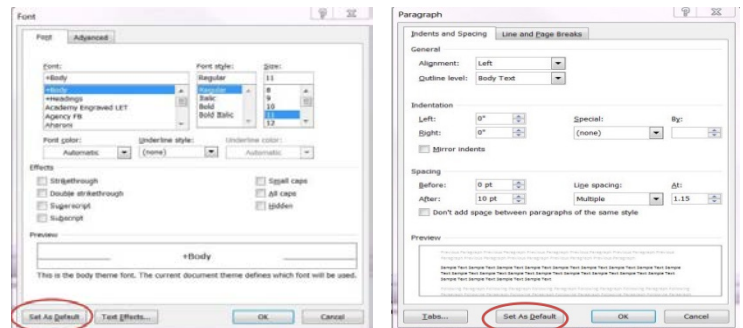
Click at the end of your document but in front of the page that is blank. Click at the end of your text and hit the DELETE key. If the blank page is still there, click on the blank page and starting at the top of the page highlight all the way to the end. Now hit the DELETE key. This should have deleted the blank page.

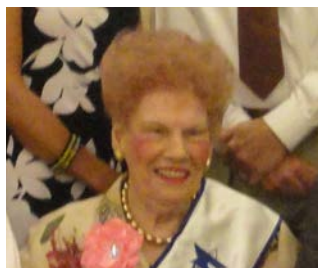
Lock Windows quickly

Whether you're at the office, library, or cafe, it's always a good idea to lock Windows before you step away. To lock Windows quickly, press Windows Logo key + L; then you just login again.

Set Font and Line Spacing Defaults

Every time you open a new MS Office 2010 Word document, do you have to change the font style and the line spacing? To prevent this from happening every time, you need to set the DEFAULT. Open the Font Dialogue box and set the font style and size, then click the SET AS DEFAULT button in the bottom left corner. Choose ALL DOCUMENTS BASED ON THE NORMAL.DOTM TEMPLATE, click OK. Next, click the OK button. Open the Paragraph Dialogue box and set the line spacing to single, to the right of that set the # to 1.0. Next, set the before and after spacing to 0 pt. Click the SET AS DEFAULT and choose ALL DOCUMENTS BASED ON THE NORMAL.DOTM TEMPLATE, click OK and OK again. The next document, and every document after that, will be set to the default settings that you choose.





*Nelda Van Dyke, TESA President
1979-1980, 2013-2014 Recipient of
the Nelda Van Dyke Award*

Awards Scholarships Journalist



*Mr. Greg Ollis – Channelview ISD
2013-2014 Recipient of the TESA
Administrator of the Year Award*

The deadline to submit applications and
nominations is

Wednesday, February 25, 2015.

Scholarship and Award Information:

www.tesatexas.org (click on the Services Tab)

Please contact any of the individuals
below if you have questions about the
applications or process.

Deana Ross, Chairperson:
deana.ross@comalisd.org

Donna Cubstead, Committee Member:
donna.cubstead@sjcd.edu

Mary Ann Gallegos, Committee Member:
mary.gallegos@hcisd.org

Scholarships Available:

- ♦ Founders Scholarship
- ♦ Lorene Roby Rogers Scholarship
- ♦ Dr. Michael Zolkoski Technology Scholarship

AWARDS

- ♦ Administrator of the Year
- ♦ Nelda Van Dyke
- ♦ Newsletter of the Year



TESA Scholarship Donation Form

TESA SCHOLARSHIP DONATION FORM

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

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

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

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

Donation is made in memory/honor of: _____

Notification should be sent to:

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

LORENE ROBY ROGERS MEMORIAL SCHOLARSHIP

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

DR. MICHAEL ZOLKOSKI TECHNOLOGY SCHOLARSHIP

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

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

FOUNDERS SCHOLARSHIP

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



Member Highlights

Deborah Duncan “Great Day Houston” TV Show (My “Five Minutes of Fame”)

by Marilyn James, CEOE, CEOP, 1990-91 TESA Past President



Marilyn James
CEOE, CEOP
1990-91 TESA Past President

On Tuesday, November 11, 2014, along with Dr. Apurva Pancholy, I had my “five minutes of fame” on the Deborah Duncan Great Day Houston television (TV) show. Dr. Pancholy, an Urogynecologist (Pelvic Medicine and Reconstructive Surgery), University of Texas (UT Physicians), Memorial City Hermann Hospital – was to be highlighted on Deborah’s show on KHOU, Channel 11 (Houston’s CBS affiliate). As my doctor, he had invited me to be on the show with him to tell my story about the surgery I had.

Anyone who has ever been on a TV show knows that many things go on behind the scenes in the “Green Room.” I arrived early for the show and was greeted by a nice lady who made me very

comfortable. A makeup artist touched up my makeup (assuring me that I had done a good job with my makeup). The Green Room also had coffee and donuts – but we didn’t want to partake as it would not be good to spill the coffee or get sugar from the donuts on our clothes! Everyone else on the show was also waiting on their turn to be featured.

It being November 11, Deborah talked about the Houston Veterans Day parade, and she told of her father who was a Veteran. My appearance on the show with Dr. Pancholy was during the last 15-minute segment, followed by a band called “Sawdust Road.” It was interesting to spend time with members of the band, and especially the female singer was delightful. She told me that they would be in Nashville in the spring and I hope I get to

hear them again.

So my “five minutes of fame” was fun and I am happy that I got to be on the Deborah Duncan Great Day Houston TV show with Dr. Pancholy.



Pictured left to right: Deborah Duncan, Dr. Apurva Pancholy and Marilyn James

“You can, you should, and if you’re brave enough to start, you will.”

- Stephen King

Sudoku Solution

Solution

5	9	2	1	3	8	6	4	7
6	1	4	5	2	7	3	8	9
3	8	7	9	6	4	1	2	5
9	3	1	7	5	2	8	6	4
8	7	6	3	4	1	5	9	2
4	2	5	8	9	6	7	1	3
7	4	9	6	8	5	2	3	1
1	6	3	2	7	9	4	5	8
2	5	8	4	1	3	9	7	6



TESA Area Workshops



TESA

AREA WORKSHOPS



TESA needs your help in reaching across TEXAS

as we Dream, Challenge and Achieve this year!

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

We encourage you to host an Area Workshop.

Area workshop committee will help you by

- Attending your workshop and promoting it in their area
- Facilitating and Presenting sessions
- Committee support as needed

TESA will advertise your workshop by

- TESA Connection Magazine
- Posting on The TESA Calendar
- Posting on the TESA Website
- Promoting at other TESA Events



The TESA Area Workshop Committee's Goal is to
Promote TESA in more areas of the state through area workshops



TESA Area Workshop Committee Members

Bonnie Tomczyk
Committee chairman

Killeen ISD
254-336-0074

Bonnie.tomczyk@killeenisd.org

Maria E. Campos
Spring Branch ISD

713-251-1077

Maria.Campos@springbranchisd.com

Darla Hernandez


Mesquite ISD

dhernandez@mesquiteisd.org






Save the Date



*Saturday,
March 21, 2015*



TESA Area Workshop

Hosted by

*Richardson Educational Support Staff Assoc. (RESSA)
Richardson ISD Professional Development Center*

Have you wanted to learn or learn more about Google? Now is your chance at this workshop. We will have sessions on Google docs and other Google apps as well as a variety of other **TECHNOLOGY related sessions**, as well as STEM Assertiveness Training (3 hr. class). Mark your calendars and start making plans to come to Richardson in March. More information and registration forms will be available soon on the TESA website.

Workshop Co-Chairs:

Linda Sockwell - linda.sockwell@risd.org

Pat Crawford - pat.crawford@risd.org

We Are Winners

by Debbie Wade, CEOP, CEOE, Retired from San Jacinto College District



Debbie Wade
CEOP, CEOE
Past-President 2001-2002

Earlier this year while watching the closing ceremonies of the Winter Olympics in Sochi, Russia, the topic for this article hit me. As the highlights and lowlights were shown and the broadcasters

talked about the winners and losers, I began to reflect on what it took for all these athletes to become winners. And in my mind, they were all winners! None of them were losers. Maybe some did not win a medal but they were far from being losers.

I began making comparisons between the Olympic athletes and us, the normal, everyday, ordinary people (me included). I realized that we are pretty similar to the Olympic athletes and they are pretty similar to us. Many of the stories presented during the Olympic coverage showed that they are normal, everyday, ordinary people who have developed the philosophy of a WINNER. While we do not typically compete for gold medals, we should strive to be the very best we can be in every area of our lives. So here are my thoughts of what the philosophy of a WINNER should be:

WILLING – Winning athletes are willing to go the extra mile in their training and preparation for their big events. They start their day before the sun comes up and continue until sunset. They put in many hours of work every day. They give up school, extra activities, and, in some cases, their work in order to train to compete in their sport. There were several profiles of Olympic athletes who were willing to leave their families to go to another state or country for coaching and training. Athletes are willing to seek help and guidance from others, listen to the experts, and learn from others' experiences in order to achieve their goals.

I would venture to say that there are few instances when we have been willing to give up so much or train so hard in order to meet our goals. We should, however, be willing to go the extra mile in our training and preparation to accomplish our goals and to be better every day than we were the day before. We should be willing to seek help and guidance from others, listen to the experts, and learn from the experiences of others. That might mean taking a class, searching for information on the internet, spending extra time at work to perfect our skills, or just talking to someone who has been in our shoes. The winner inside each of us must be willing to do whatever it takes to become better at what we do and to reach our goals.

INSPIRATION – While the competitions were great, my favorite part of the Olympics was watching the stories of the athletes and hearing about their journeys to the Olympic Games. Many of these journeys included someone or something that inspired them along the way. Some were inspired by a parent or grandparent or by the death of a loved one or a fellow competitor. I was particularly moved by the Canadian snowboarder whose older brother is afflicted with a disease yet he excitedly supports his brother. More moving, though, was hearing this Olympic athlete share that his older brother is his inspiration and then seeing the true emotions at the end of the race when the brothers hugged. Wow! If we all had such true inspiration in our lives – there's no telling what we could accomplish!

So think about it. Who or what inspires you or motivates you? Is it your spouse, children, parents, grandparents, friends, co-workers, students? Is it the story of someone who accomplished what you want to accomplish? Is it someone who overcame obstacles to reach their goal like you are overcoming obstacles to reach yours? I encourage you to find your inspiration and glue it to your mind and on your heart. Use this inspiration to motivate you to reach for the gold!

NEW – Throughout the Olympic Games, I heard stories of athletes and spectators trying something new – new ideas, new techniques, having new views, visiting new places. Some American spectators were interviewed and were in Russia to learn about and watch the curling competition. They really didn't know much about the sport but were eager to learn something new. And what a great place to learn – at the ultimate competition! I also heard athletes talk about the new sport they had become involved in (bobsledding) after participating in a different sport (track) and at the urging of someone. Some of the athletes had tried new techniques to improve their skills and some sought out new coaches to help them improve. One athlete even tried a new move during his Olympic competition! Amazing!

So trying something new should be an exciting challenge for all of us rather than something to be feared. Try a new way of completing a task; search out new ideas from co-workers or friends; ask new questions about a familiar subject; visit with new people; travel a new route, or try a new routine. Just try anything new! You never know which new experience will actually interest you, help you, and guide you in a whole new direction in life and open your eyes to new possibilities. Life is about growing and learning. If



Feature Article

we don't try new things, we will always be doing the same things . . . and never growing and never learning.

NEVER GIVE UP – I love this quotation:

“Winners never quit, quitters never win.” It is so appropriate for the athletes in the Olympics. Time and time again, I heard stories of the athletes who had participated in one or two or even three Olympic Games only to have their medal hopes dashed by an injury, a fall, a wrong turn, a split second, or a small percentage of a point. But then, they were back for another try four years later. They just wouldn't and didn't quit. All the athletes who participate in the Olympics are winners because they did not quit. Despite many setbacks and frustrations and failed attempts, these athletes continue on toward their goals, trying harder, trying again, never quitting, and never giving up.

Why should we be any different from the athletes in this respect? We can accomplish so much if we never give up. Yes, we all encounter setbacks, frustrations, and failed attempts in many parts of our lives but the key is to get back up and try again and never give up. Whether in our work lives or in our personal lives, we must keep going with the attitude that we can do whatever we put our minds to and never give up!

EVERYTHING AND EVERYONE – “Every person you meet – and everything you do in life – is an opportunity to learn something.” – Tom Clancy, author. Everything we've been involved in and everyone we have come in contact with throughout our lives becomes a part of us. Olympic athletes learn something from every experience, every race, every competition, every practice, every misstep, every fall, every victory, every defeat, every sacrifice. These experiences are forever a part of them. If athletes did not fail at something, they might not know how to practice harder, how to change their routine, or how

to train better for the next event. If they did not experience a victory, they would not know the exhilaration that comes with the win or have the desire to win again. The Olympic athletes also learn from every coach, every supporter, every competitor, every judge, every past Olympian, every teammate, everyone with whom they come in contact with throughout their years of training and competing and training and competing. A piece of each person they come in contact with stays with them and changes their lives forever in some way – some for the good, some for the bad.

We are the same. Hopefully we learn something from everything we do and everyone we come in contact with. Every experience we've had becomes a part of us forever. Every success, every failure, every misstep, every joy, every sacrifice, every job, every stress, every happiness, every sadness, every situation. These experiences are forever a part of us. Hopefully we learn something from every experience and grow from them. Likewise, every person we interact with makes a difference in our lives – whether positive or negative. The people who touch our lives through a helping hand, a kind word or gesture, a smile, a piece of advice, a friendship, a break-up, an example, a giving heart, a teachable moment are all forever a piece of our lives too. These may be our families; friends; co-workers or supervisors; fellow members of our professional organizations; community members; health and safety professionals; teachers; students; church members, and so many more. Each person influences our lives in ways we may not realize for a long time and sometimes in ways we may never know. But each does become an important part of our lives and for that, we should be thankful.

RESOURCEFUL – How interesting it was to watch the Winter Olympics and see stories of some of the athletes who actually live in areas where there is no snow or ice. We saw these athletes being resourceful in order to practice for

their event. Some built ski jumps out of wood and dirt and pretended it was snow. In many cases, they used what they had where they were to help make their dreams come true.

We, too, can be resourceful in our jobs and in other areas of our lives in order to accomplish our tasks or goals. Our resources are our co-workers, supervisors, other staff members, families, friends, or any person we might ask for assistance. Sometimes we have to make do with what we have or we have to be creative and figure out how to accomplish our tasks with limited resources. Of course, having a positive “can do” attitude plus using all our resources can equal great success! Winners use their resources to be successful!

We are WINNERS just the same as the Olympic athletes are WINNERS. I am confident that by adopting this philosophy of a WINNER, we can guarantee success in many parts of our lives. Be willing, find an inspiration, try something new, never give up, let everything and everyone be part of your life, and be resourceful. Remember, YOU ARE A WINNER!!

*“If you are lucky
enough to find a
way of life you love,
you have to find the
courage to live it.”*

- John Irving





Strengthen your Local Association's Professional Success

Renew your current TESA affiliate

or join

TESA as a new affiliate today

as you plan to

"Dream, Challenge & Achieve"

in 2014-2015!

Benefits of affiliating with TESA

Assistance in the formation of a new association

Visits from TESA Board members to ascertain your needs

Assistance in the Installation of Officers for you local group

Professional Development Advisory Sessions

Consultant in-service presentations (Customized to fit your association needs)

Affiliate Services Contact

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

Patricia Schultz - Spring Branch ISD - schulzp@springbranchisd.com

Patty Garcia - Weslaco ISD - pgarcia@wisd.us

Application for affiliation can be found on the website under the Affiliate Services tab

www.tesatexas.org



Thanks to the following affiliates who have renewed their affiliation with TESA for 2014-2015. It's not too late, there is still time to affiliate.

AFFILIATE	PRESIDENT	E-MAIL
Birdville Educational Support Staff Association	Patrice Morrison	patrice.morrison@birdvilleschools.net
Channelview Educational Support Staff Association	Darcy Blackstock	darcy.blackstock@channelview.isd.esc4.net
El Campo Clerical Paraprofessional Association	Dianne Cerny	dcerny@ecisd.org
Galena Park Educational Paraprofessionals Association	Lynn S. Nutt	lnutt@galenaparkisd.com
Garland Educational Support Staff Association	Teena Hancock	tlhancoc@garlandisd.net
Harlingen Educational Support Association	Mary Ann Gallegos	mary.gallegos@hcisd.org
Irving Association of Educational Office Professionals	Teresa Coronado	tcoronado@irvingisd.net
Lamar Consolidated Educational Secretaries Association	Melissa Rodriguez	mrodriguez@lcisd.org
Mesquite Educational Paraprofessional Association	Darla Hernandez	dhernandez@mesquiteisd.org
North East Educational Support Personnel Association	Luz Maria Alejandro	laleja@neisd.net
Odessa Association for Educational Personnel	Diana Ornelas	diana.ornelas@ectorcountyisd.org
Pasadena Association of Educational Office Personnel	Ginny Perkins	gperkins@pasadenaisd.org
Richardson Educational Support Staff Association	Mary Beth Moore	marybeth.moore@risd.org
Rio Grande Valley Educational Support Staff Association	Ofelia Barron	obarron@donnaisd.net
San Jacinto College Association of Educational Office Personnel	Kathy Miller	kathy.miller@sjcd.edu
Spring Branch Educational Support Association	Felipe Campos	felipe.campos@springbranchisd.com
TESA Past Presidents Association	Gerald Wharton	gerald.wharton@gcisd.net
Texas Retired Educational Secretaries Association	Shirley Haswell	danh7@att.net
Weatherford Educational Support Association	Ladawna S. Raper	lraper@weatherfordisd.com
University of Houston – Clear Lake	Margaret Garcia	garciaMary@uhcl.edu

Channelview Educational Support Association (CESA)

by Darcy Blackstock, CESA President

Channelview ESA...Dreaming to Achieve

A recent meeting was held of the Channelview ESA to plan upcoming events for the remainder of 2014-2015, and to discuss the future of the organization. We excitedly welcomed new members and had in depth discussions that resulted in a resounding "YES" to continue forward and rebuild our organization. Results so far include a meeting with the Superintendent to book a presentation of a new structure – and a meeting schedule is in the very near future.

Many of our sister organizations have experienced similar challenges with declining membership but have provided valuable and fresh ideas to help us achieve success. Channelview ESA is extremely grateful and proud to affiliate with TESA, the greatest para-professional organization. We will report more soon as CESA continues to move forward to our dream to achieve!

HARLINGEN EDUCATIONAL SUPPORT STAFF ASSOCIATION (HESA)

by Mary Ann Gallegos, HESA President

The Harlingen Educational Support Association (HESA) has been working hard this fall with several events as follows:

The HESA fall fundraiser was "World's Finest Chocolate" candy bar sales, with proceeds to go toward the scholarships that are awarded at the end of the school year.

HESA also held a coat drive – "Coats B'Cuz We Care," collecting donations of coats, jackets and sweaters for families in the community. All donations received were donated to the Parental Involvement Department where families of the District can go when they are in need of supplemental clothing.

During the October Monthly Meeting, we had a wonderful guest speaker, Brother Hoss Alvarez. He provided us with a great motivational presentation that had everyone laughing, taking notes, and reflecting. Guest speaker Alvarez with many of the HESA Members attending – sorry all could not be "squeezed in!"

In addition to preparing for the holidays, HESA is already planning our Spring Fundraiser, another community service project, as well as the Annual Bosses' Night Banquet that is held at the end of the school year.



Candy Sales. Pictured L to R: 1st Customer with HESA Members: Olga, Diana, Esmeralda & Gaby.



Coats B'Cuz We Care Drive. L to R: HESA Member: Anita, Gaby & Olga



HESA October Meeting: Brother Hoss Alvarez guest speaker with HESA Members. He provided us with a great Motivational presentation. Unfortunately we couldn't squeeze in everyone, there's about ten members missing!!!

Affiliates in Action

OAESP Odessa Association of Educational Support Personnel Odessa, TX

OAESP hosted its “Bosses Night Celebration” on October 30, 2015 – an annual event when we celebrate our “Bosses Day” – and our way of saying “Thank You” to our bosses. Each year we showcase decorations, serve dinner, enjoy musical entertainment and have a Silent Auction as a fundraiser for our organization. This year’s we featured a Masquerade theme ~ *“The Mystery behind the Mask,”* and what a night it was.

Our officers from left to right:

Marisol Galvan	Shannon Alfaro	Diana Ornelas	Rennette Aguilar	Griselda Flores
Secretary	President Elect	President	Reporter	Treasurer



One of our Silent Auction Tables



A view of our beautiful decorations

BESSA Holds Retirement Session for Employees

by Patrice Morrison, BESSA President

The Birdville Educational Support Staff Association (BESSA) held a retirement information meeting on Oct. 9th at the Shannon Learning Center. Peggy Buttner, a retired teacher shared important information about retirement benefits and how to go through the process. There were 49 people in attendance for this meeting.



Pasadena Association of Educational Office Personnel - PAEOP

2014-2015 THEME: ENTHUSIASM – LET IT ROLL

Our first meeting on October 7 found us enjoying Taco Soup and all the trimmings. We had two great motivational speakers for that night – Gail Ward and Robert Cain from South Houston Intermediate, one of our Pasadena Independent District schools (PISD). They both jump-started our year with their enthusiastic presentation!

In November, we followed with an Arts/Craft night and made 'paint brush' Santa's directed by retired co-worker (and past PAEOP President) Genia Ripley Mahaffey.

December will feature another meal as we finish 2014 with our annual gift card exchange following the directions to a "Left/Right" Wright family story. We will also share the Spirit of the Holidays with donations to our chosen charity – this year the Tegeler Alternative School. Tegeler campus provides young Pasadena ISD mothers the opportunity to complete their high school education while bringing their babies and young toddlers to school. PAEOP members will provide diapers, baby toiletries, baby clothes, etc. for Tegeler's day care center.

At each PAEOP meeting we hold two drawings – a \$5 "on-time" drawing and a monthly birthday drawing, as well as providing various door prizes and refreshments. PAEOP fund raisers vary year-to-year and benefit a graduating PISD Senior who will attend San Jacinto College in the fall.

The organization takes off the month of January, but will resume meeting in February. I know the upcoming meetings will have more good things to come.

We look forward to seeing 'old' friends and meeting new ones at upcoming Area Workshops and the TESA Summer Work Conference.

Nothing great was ever achieved without enthusiasm. Emerson

Sincerely,
Ginny Perkins, 2014-2015 PAEOP President





WEATHERFORD EDUCATIONAL SUPPORT ASSOCIATION –Off to a Great Start in 2014-2015!

By LaDawna Raper, WESA President

The Weatherford Independent School District's Educational Support Association (WESA) is off to a great 2014-2015 start! This year's theme is "The strength of the TEAM is each individual member; the strength of each member is the TEAM" and our TEAM is strong!!



The school year began quickly and WESA was ready. We started our membership drive by setting up a booth at the annual WISD Vendor Fair and Convocation in August. Retirees and past board members Cathy Kosikowski and Judy Prachyl manned the booth and handed out snacks and drinks to WISD employees.

WESA members are the best at giving back to our community and for our fall project so far we have chosen the Parker County Freedom House. The Freedom House is a safe shelter that offers housing, counseling, and support for victims of family violence and/or sexual assault. Freedom House has recently purchased and remodeled a four-plex which will house four women and their children. WESA is honored to donate household items to welcome these families to a new start.



Fundraising is so important at WESA. Our profits are given back to our students as we award four \$350.00 scholarships each spring to deserving Weatherford High School graduates and WESA members and/or their children. This fall's fundraiser consists of selling WISD "Roo" backpacks. We are hoping the backpack sells are a great success and we can build our piggy bank to enable us to give even more to our students and community.

The WESA Annual Christmas Luncheon and Vendor Fair on December 10, 2014, is a time for our members to shop and enjoy a good meal together.



WESA members getting into the excitement and fun of the 2014 Homecoming Parade –
GO ROOS!!

(Pictured: Amy Reader, Patsy Johnston, LaDawna Raper, Debby Riebe, Tammie Byrd & Lisa Wulfjen)

**"The strength of the TEAM is each individual member;
the strength of each member is the TEAM"**

Mesquite Educational Paraprofessional Association (MEPA)

Greetings from the Mesquite Educational Paraprofessional Association (MEPA)!

On Saturday, December 13, 2014, MEPA hosted our Holiday Bazaar, which is held annually to raise scholarship money for Mesquite ISD high school seniors and paraprofessionals who have chosen to continue their education. Over 100 vendors were able to participate this year, arriving as early as 6:45 A.M. to begin setting up along the hallways of Poteet High School in anticipation of the enthusiastic holiday shoppers. With each booth, table, and electricity rental, we raised over \$10,000 for our scholarship fund once again! In addition to all the vendor excitement, MEPA also displayed and “raffled” beautiful baskets to benefit our MEPA general fund. Each campus within our district is asked to make a basket and this year we had 44 sites participate. With all the ticket sales and donations, the baskets brought in more than \$2,500.

MEPA extends a BIG thank you to everyone who worked so hard to help us have another successful holiday Bazaar!



Top 10 Books of 2014

The year's best books, selected by the editors of The New York Times Book Review.

- 1. All the Light We Cannot See**
Author: Anthony Derr
- 2. Dept. of Speculation**
Author: Jenny Offill
- 3. Euphoria**
Author: Lily King
- 4. Family Life**
Author: Akhil Sharma
- 5. Redeployment**
Author: Phil Klay
- 6. Can't We Talk About Something More Pleasant?**
Author: Roz Chast
- 7. On Immunity: An Inoculation**
Author: Eula Biss
- 8. Penelope Fitzgerald: A Life**
Author: Hermoine Lee
- 9. The Sixth Extinction: An Unnatural Story**
Author: Elizabeth Kolbert
- 10. Thirteen Days in September: Carter, Begin, and Sadat at Camp David**
Author: Lawrence Wright

Affiliates in Action



San Jacinto College (SJC) Association of Educational Office Professionals (AEOP)

by Donna Cubstead, SJC AEOP Secretary 2013-2014, 2014-2015

SJC AEOP - Recent Events and Bosses Recognition

Bosses Appreciation Luncheon

SJC AEOP hosted a Bosses Appreciation Luncheon on October 16, 2014, with 117 in attendance. The event was organized by AEOP Parliamentarian Angela Klaus and her committee, and the meeting was opened by AEOP Secretary Donna Cubstead, who read a prayer over our bosses. Keynote speaker for the event was Dr. Brenda Hellyer, SJC Chancellor. She spoke on this year's AEOP theme, "Change, Change, Change." Dr. Hellyer quoted "The Only Thing That Is Constant Is Change" by Heraclitus, and defined that change creates choices for all of us.



Recognition of Dr. Hellyer

Dr. Hellyer's first involvement with San Jacinto College was in 1996 when she decided to get involved with

scholarships and had a vision for the College. She became Vice President (VP) of the SJC Foundation, and then VP of Fiscal Affairs. SJC Chancellor Dr. Bill Lindemann later retired, at which time Dr. Hellyer was appointed as the Interim Chancellor, and she became our Chancellor in 2009.

Dr. Hellyer grew up in Hays, KS, to a family of farmers. Her dad is a historian and likes numbers. He drove a truck for Rainbow Bread until a lay-off, then joined the elementary school as custodian.

Her parents believed that college was important to succeed. With her parent's belief and additional encouragement by a high school teacher that she go into accounting, Dr. Hellyer made the decision to go on to college.

Having received no financial aid for college, Dr. Hellyer applied and was successful for scholarships which paid her tuition – but she still had

to pay for books. She worked 30 hours a week and graduated in three years with an accounting degree from Fort Hays State University in Hays, KS. Without scholarships she could not have made it. She learned through being goal oriented and focused that her honesty and dedicated hard work paid off.

After graduating Dr. Hellyer accepted a position in a public accounting firm in Denver, CO. However, on her first day of the new job, it was announced that the firm was merging with another company. As a new employee, she was greeted with chaos and negative people who were upset about the merge. Dr. Hellyer made a choice not to give into the negative conversations, having learned early that it is always wise to stay out of office politics and drama – and that a positive attitude is what leads to success. Dr. Hellyer's second move was to Houston, TX, where she accepted what was a terrible job working for a savings and loans assets company. Her new position was to help employees transition through the layoff process. Despite that these employees had given their all, they were still being laid off. But on her first day, her administrative assistant made her aware of two crucial points: (1) that her hairstyle and the way she dressed made her appear harsh and unapproachable and (2) that she should not give into the negativity and not give negativity any place in the office. Dr. Hellyer's having listened to these two great tips made a significant difference in the office atmosphere and success.

Additional examples of her Dr. Hellyer's personal changes included that "some changes cause uncertainties in life, but change also helps us rise to overcome challenges, and our change impacts others." Further she addressed: (1) Being calm while leading through a storm; (2) Choices that lead our paths and direct the outcomes; and that (3) Choices can be to stay positive or to buy into the negativity. Dr. Hellyer's experiences have demonstrated that there is power in staying positive in every situation that we face in life.



AEOP Boss of the Year – 2014-2015

Dr. Cecil "Eddie" Weller, Honors Program Director, was recognized as the 2014-2015 SJC AEOP

Boss of the Year. Dr. Weller was nominated by Janna Barton, Senior Administrative Assistant in the Honors Program. Dr. Weller's nomination recognized his attributes of honesty, dedication, ability to delegate, and his positive attitude as his qualities that set him apart and make him a great leader. (Pictured: Dr. Eddie Weller and Janna Barton)

We would like to especially thank TESA President Debbie McFadden and her volunteers from the University of Houston-Clear Lake, who reviewed our boss award nominations and selected this year's recipient.

SJC AEOP Community Service Project

This year, SJC AEOP has chosen Melissa Rojas to be our AEOP Community Service recipient. Melissa is working on her degree in Life Science, is a single mother on her own trying to raise her two children and stay in college. She receives no assistance from her family and is currently seeking employment that will work around her college classes. To chair the Community Service Committee for this project is Linda Navejar, SJC AEOP Historian; and Donna Cubstead, SJC AEOP Secretary, volunteered to co-chair with Linda for fund-raising events.

SJC AEOP Community Service fund-raisers already held to benefit Melissa Rojas and her two children, Natalia (age 8) and Zion (age 6) are: Two basket prize-drawings that raised \$383 in donations. SJC AEOP President Kathy Miller presented a \$100 Wal-Mart gift card to Ms. Rojas in November, and will be giving her a \$200 Wal-Mart gift card to help her family with their holiday needs. SJC AEOP will hold more events to benefit this family in the spring.





University of Houston-Clear Lake (UHCL) Educational Support Association (ESA) 2014-2015



Fall-Winter General Meeting, News and Christmas Party

On Thursday, December 18, UHCL-ESA held an “ESA Favorite” – the Cookie and Christmas Ornament Exchange party.

The high-light of this annual event is the sharing of cookie recipes brought by members, along with plenty of the delicious cookies for sampling at the party! Beverage was served by TESA President Debbie McFadden, who also organized the event.

But it's no Christmas party without shiny paper and bags! So this Christmas event featured a “white elephant” gift exchange by all who brought a Christmas ornament (pictures to the right

to share the fun!).

On November 20, 2014, ESA held its fall General Meeting to plan activities and events for the rest of our year, including the Annual Cookie/Ornament Exchange party – described above, plus an overview for spring 2015, including the following events –

- **Fundraising:** Bridgett Daniels, Fundraising Chair. Next event: Valentine's Candy Sale set for Thursday, February 12, 2015.
- **Supervisor Luncheon:** March 31, 2015, UHCL-Forest Room – Save the date to honor our bosses/supervisors.
- **Training:** See TESA/STEM calendar for class dates that include monthly STEM at UHCL, January through April 2015. Open to all. Contact Wanda Honeycutt for registration/information.

Achieve your Dreams and Meet your Challenges – Join and Support **your local affiliate** and TESA!

Submitted by Margaret Garcia, UHCL-ESA President
Contributions by Debbie McFadden and Wanda Honeycutt



McCamey Independent School District (ISD) *by Elisa Jo Barrandey*

McCamey ISD secretaries attended the TESA Summer Work Conference (SWC) in Austin on June 23-27, 2014. TESA's SWC theme this year was...“Your Ride to Professional Success” and each of us thoroughly enjoyed the entire event.

Each day brought much opportunities and support in learning toward the effective management of our school district. Of the sessions we attended, we would like to recognize (1) “Greetings & Salad Dressing!” with Debbie Wade as instructor, who taught us that we need to bring sparkle, humor, passion, energy, etc. to work, as well as to instill professionalism! (2) Another session we enjoyed was “Campus Safety - Intruder Awareness.” This session provided full detail about what to put in place for safety and to be aware of your surroundings at all times.

The four attendees from McCamey boast several combined years among us as follows: Pam Adams, McCamey Middle School Secretary - 2 years; Becky Carrillo, High School Secretary - 29 years; Delma Munoz, Pecos-Coop Secretary - 17 years; and Elisa Jo Barrandey, Primary School Secretary - 9 years.

By dressing alike and according to the conference theme each day, we found ourselves making new friends as we participated in the many sessions... and even more SWC activities. At the end of the conference, we were included in the Spirit Award and were honored to receive such a great recognition!

We extend a huge “thank you” to the TESA staff and all of the TESA Board and SWC Committee for putting together such an awesome conference!



Pictured above are McCamey ISD members: Elisa Jo Barrandey, Pamela Adams, Patti Walling, TESA President 2013-2014, Becky Carrillo and Delma Muñoz.

Affiliates in Action

RIO GRANDE VALLEY EDUCATIONAL SUPPORT STAFF ASSOCIATION (VESA)

by Lisa E. Gonzalez, CEOP, VESA 1st Vice-President



VESA Members at our October 9, 2014 Meeting Wearing pink in observance of Breast Cancer Awareness Month

VESA members support Breast Cancer Awareness Month!

At our October 2014 meeting, members were asked to wear pink in support of Breast Cancer Awareness. Pictured are: Back row: Norma Sanchez, Mary Ann Gallegos, Sandra McMurtray, Maricela Cavazos, Norma Guevara, Alicia Tamez; Middle Row: Ofelia Barrón, Bonnie Saucedo, Gracie Valdez, Irma Garcia, Bekki Mascorro, Lisa Gonzalez; front row, sitting: Elvira Tovar, Cynthia Guajardo, Janie Palacios, Cindy Palacios, Linda Chimely and Virginia Hall.

On December 11, 2014, VESA members gathered for their monthly meeting at Alto Bonito Elementary in Rio Grande City. As part of their community service projects, all members were asked to bring supplies for our local Aurora House (a home for the terminally ill). After a brief meeting, members socialized and enjoyed a nice dinner that consisted of tamales, rice and beans. After dinner, members played chalupa bingo for prizes. Members had a great time together. Prior to ending the evening, members sang a couple of Christmas Carols which has been a yearly tradition.



Pictured are VESA members who were in attendance for the December meeting/social in Rio Grande City on December 11th.



VESA Members enjoying a game of Mexican Chalupa (Loteria).



Donating to the Community!

Pictured below are some of the VESA members who helped deliver items to the Aurora House in Weslaco, TX on December 15, 2014. (Left to right: Belia Solis, Patty Garcia, Sylvia Flores, Norma Sanchez, Alma Valdez, Mary Ann Gallegos, Bonnie Saucedo, Margaret Peña-Zuniga, Sandra McMurtray, Lisa Gonzalez, Gracie Valdez and

Come
one
come
ALL



“Dream, Challenge, Achieve”

2015 TESA SUMMER WORK CONFERENCE

Omni Southpark—Austin, TX

June 16-20, 2015

- Motivational Key Note Speakers
- Excellent Breakout Sessions
- 3 hour sessions can be used for STEM certification or recertification
- STEM Classes Tuesday and Wednesday

DREAM



- Hotel room rates \$108 (single, double, etc)
- Registration will be online by March 15th
- Early registration deadline is May 25th
- All inclusive rate of \$230

CHALLENGE



- Lots of Vendors
- Photo Booth in Lobby
- Flag Ceremony
- CEOP Celebration
- President's Luncheon
- Awards
- Theme Baskets
- Banquet/Installation

ACHIEVE



**VOLUNTEERS
NEEDED!**



For: Welcome table, passing out door prizes, taking meal tickets, etc.

Kay Riggs

2015 SWC Chairman

kriggs@pasadenaisd.org

Barbara Johnson

2015 Social Chairman

bjohnson@lcisd.org



Ofelia Barron

2015 Registration Chairman

obarron@donnaisd.net

Jennifer Baggett

2015 Exhibits Chairman

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