

VOLUME LXVI, NUMBER 2 - WINTER 2016

# *the* TESA CONNECTION

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



# *President's Message*



Dianne Lemons  
TESA President

As the holiday season came upon us our minds should have gone to counting our blessings. We receive the gift of breath each morning to get up and do the job we were meant to do. What a blessing to have a job these days and a great place to work. Each day is a blessing to me because my job allows me to touch so many lives and help kids to succeed. I have always said paraprofessionals work so hard and many times we are not appreciated but I try to think about the kids and realize that without them we wouldn't have a job and they really need us. I consider my job a ministry because I believe we should work in a way that others can see we have great customer service skills and really care about the kids and others we work with.

I hope you and your family had a very Merry Christmas and a Happy New Year. I know if your house was like mine it was filled with kids, laughter, family, and friends having wonderful times together. I hope your family time was harmonious and you made a lot of memories together this year.

Now let's get this new year of 2016 started. Your board and committees have been hard at work all year to provide opportunities as well as making the business of TESA stronger each day. I hope you will make plans to attend the mini Consultant Training and Area Workshop at Lamar CISD in Rosenberg, Texas on March 4th & 5th. We will have a great time together while learning new things at the same time.

I'm looking forward to a very harmonious 2016 in TESA and know great things are going to happen. I encourage you to work towards having the best year possible. God bless all of you.

Dianne



# Letter from the Editor & Table of Contents

## From the Editor

Welcome to the Winter Issue of the *TESA Connection*. We are excited about the many featured articles in this issue. Please take the time to read each of them. I know that you will find them beneficial in one way or another in your life or maybe in the life of someone that you love.

The TESA election is just around the corner. This issue includes the slate of officers for

your review. More information on how to log in and vote will be emailed to all current, paid TESA Members. We strongly encourage each of you to take a few minutes and exercise your right to vote for the 2016-2017 TESA Executive Board. You will also find information about the upcoming Area Workshop, STEM Consultant Training and Summer Work Conference.

Thank you to all the affiliates that shared with us in this issue! It's great to hear what is going on around the state with our members!

We wish everyone a Happy New Year and continue growing personally and professionally!

Teena



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# TESA Slate of Officers



## Presenting the TESA Slate of Officers for 2016 - 2017

### PRESIDENT-ELECT



**Darcy Blackstock**  
Channelview ISD

**Years TESA Member:** 10

**Elected Positions Held**

1<sup>st</sup> Vice-President

Area Workshop

**Appointed Positions Held**

Summer Work Conference Chair (2 years)

STEM Chair

**Committee Positions Held**

Area Workshop

STEM (2 years)

Fall Work Conference

Magazine (2 years)



**Teena Hancock**  
Highland Park ISD

**Years TESA Member:** 9

**Elected Positions Held**

1<sup>st</sup> Vice-President

Awards/Scholarship/Journalist

Nominations

Area Workshop

**Committee Positions Held**

STEM (2 years)

Membership

Area Workshop

Summer Work Conference Social Chair

### VICE-PRESIDENT



**Bonnie Tomczyk**  
Killen ISD

**Years TESA Member:** 21

**Elected Positions Held**

1<sup>st</sup> Vice-President

Affiliate Services

Awards/Scholarship/Journalist

Area Workshop

Secretary/Treasurer

**Committee Positions Held**

Fall Work Conference

## SECRETARY – TREASURER



**Marie Enax**

Lamar CISD

**Years TESA Member:** 9

**Elected positions Held**

2<sup>nd</sup> Vice President - Membership

Affiliate Services

Nominations

Nominations/Awards/Scholarship/Journalist

**Committee positions Held**

Summer Work Conference

## MEMBER-AT-LARGE POSITION 1



**Donna Cubstead**

San Jacinto College

**Years TESA Member:** 4

**Elected Positions**

Affiliates & Membership

**Committee positions held**

Awards/Scholarship/Journalist



**Deana Ross**

Comal ISD

**Years TESA Member:** 19

**Elected Positions Held**

Nominations

Awards/Scholarship/Journalist

**Appointed Positions Held**

Elections

Summer Work Conference

**Committee Positions Held**

Awards/Scholarship/Journalist

Affiliates

Summer Work Conference (2 years)



# TESA Slate of Officers

## MEMBER-AT-LARGE POSITION 2



**Felipe Campos**

Spring Branch ISD

Years TESA Member: 3  
Committee Positions Held  
Membership



**Sherry Gray**

San Jacinto College

Years TESA Member: 14  
Elected Positions Held  
Affiliate Services  
Committee Positions Held  
Membership  
Affiliate Services (2 years)  
Awards/Scholarship/Journalist  
Elections  
Summer Work Conference  
Legislative

## MEMBER-AT-LARGE POSITION 3



**Lisa Acosta**

Comal ISD

Years TESA Member: 4  
Committee Positions Held  
Awards/Scholarship/Journalist



**Yvonne Smeltzer**

Mesquite ISD

Years TESA Member: 2  
Committee positions held  
Sumer Work Conference  
Magazine

Just as a reminder, voting begins on February 15, 2016 and **ends on March 1, 2016.**  
You must be a current paid member in order to vote.

## TESA Dates to Remember

### FEBRUARY

1-2	TESA Office Closed
15	Online Voting Begins
15	NAEOP Affiliate Newsletter Deadline
16	TESA Office Closed (Presidents' Day)
25	Deadline for submission of Awards & Scholarships

### MARCH

1	Online Voting Ends
4	Consultant Training – Lamar CISD
5	TESA Area Workshop – Lamar CISD/SJC AEOP
14-18	TESA Office Closed (Spring Break)
25	TESA Office Closed (Good Friday - Easter Holiday)

### APRIL

10	NES Connector Deadline
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### MAY

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

### JUNE

22-25	TESA Summer Work Conference – Austin, TX
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### JULY

4	TESA Office Closed (July 4th Holiday)
13-16	NAEOP Annual Conference – St. Louis, MO

## 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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 hancoct@hpsid.org

# Educating Students – Right Alongside Each Other

by Shari Halpin



Shari Halpin

A week before I began my first year of teaching, I walked around the school with the JV Volleyball coach. She pointed out different aspects of the

campus, highlighting the places I'd need to remember. After about ten minutes of traipsing the halls, we found our way back around the office. She turned and must have seen a doe-eyed look on my frightened, overwhelmed face.

In a great act of mercy, she sighed, handed me my classroom key, and said, "If you need anything, just ask Richard."

Richard was the head custodian at our 3 A high school campus, and, as it turns out, he really did hold the keys to every room and closet. It is no understatement to say he ran our school, from before dawn and after dusk. Richard must've thought I had his number on speed dial, and as a first year Theatre Director, there were certainly times I made his days longer. But he never complained, and his assistance made all the difference for me.

I have always loved the term, "Paraprofessional." The prefix, "para" means "alongside." The women and men

who work alongside me to educate young people are an integral part of our success. In any given moment of my teaching, through triumphs and trials, there have been multiple paraprofessionals without whom I couldn't have gotten the job done. As a teacher, I know this, but I never really understood the complexities within departments who all work, in tandem, to keep a school system afloat until my mother began working in the benefits department of a very large suburban school district deep in the heart of Texas.

Mom worked in banking for much of her life and needed a change – she knew she wanted to do something worthwhile: to help serve the community and use her talent of understanding numbers and systems for the greater good. My mother is a woman who has never met a problem she wouldn't attempt to solve, all while maintaining patience and grace, so providing assistance to the school district employees as they navigate the murky waters of insurance and benefits seemed a natural fit.

Only four women work in this small office to provide insurance and benefits support to over 5,000 school employees. They educate them on the coverage options available to them, serve as intermediaries between them and the insurance providers, they balance the district's insurance bill each month, and the list goes on. Each time a new or veteran employee comes through those doors,

you can bet they'll be met with a smile, a genuine offer of help, and a shoulder to cry on when life's major events have created the need to fill out a "Change in Status" form.

These women, and many men and women just like them, work tirelessly toward the same objective as I do – they want to see kids succeed. I know that thought is in my mother's mind every day, as she enters her office (before most teachers even arrive at their respective campuses), and I know she makes a difference in the lives of countless teachers, administrators, and other paras she serves.

As a teacher, I can't express my gratitude to my mother and those just like her who have committed their professional lives to the great cause of educating our children. While I run a class, they run a school. While I'm remediating reading with 9th graders, they're balancing a health budget. But more than that, I am truly thankful to know that I have people working to support me in my classroom, every day. I'm a better educator because of the men and women who work right alongside me.





# New Beginnings – Accepting Change Begins with You!

by Usha Mathew



Usha Mathew

Greetings TESA members, administrators, local affiliates and friends in education. I am Usha Mathew, Associate Vice President-Finance at the University of Houston-Clear Lake. As we wel-

come a new year, I would like to challenge you to choose change to experience daily success.

When I was a child, my parents instilled three important words to guide my life; love, learn and share. These key words have led to the most significant aspects of my personal and professional journey in America. These words have provided a solid foundation for me to develop a great support system and to recognize personal characteristics that I share with others, such as embracing change; being self-motivated; undertaking risks; accepting opportunities to volunteer; remaining true in my walk of life; and last, but not the least, taking the first step every day to Ask, Seek

and Knock.

When opportunities knock on your door, open it! Opportunities are all around you. If you don't see them, actively seek them out. It all begins with you! It is your goal and your aspiration, and you can achieve it if you choose to "ASK" daily. The journey of life is filled with pebbles and rocks, but you can make the choice to pick up the pebbles and pass the rocks to walk your way toward your goal each day. Recognize those rocks with rough edges may hide gems of opportunity for improvement and progress. Just as life's challenging journey includes failures, successes also emerge! Embrace those successes as life-time learning experiences to share with others.

Reflecting on my past several years, I am grateful for the grace, wisdom and growth that I have received on my own journey. Barriers are inevitable and there were many in my pathway from the moment I stepped onto American soil. Some of those hurdles included accepting new family, language, attire and customs. America is a land of depth, height and width of endless opportunities. If

a person like me, born and raised in India, then relocated to another country with innumerable language and cultural barriers, could create a professional and meaningful life – anyone can do it.

I urge you to make a daily commitment to strive for more change, to celebrate how far you have come and to be thankful for all opportunities in life! Be that light on the hilltop and pave the way for generations to come, as well as for your own success. As Mahatma Gandhi once said, "Live as if you were to die tomorrow. Learn as if you were to live forever." Remember, it all begins with YOU!

*Usha Mathew, Associate Vice President, Finance, University of Houston-Clear Lake, since September 2012. She served as the Director of General Accounting since 2008. She has more than 24 years of accounting and financial management experience in a variety of industries. These include healthcare, municipal government and public higher education. She served as the Chief Financial Officer for the City of Dickinson before coming to UHCL.*

*"As we let our own light shine, we unconsciously give other people permission to do the same."*

~ Marianne Williamson

# TESA Area Workshop



*The will to win, the desire to succeed, the urge to reach your full potential... these are the **KEYS** that will unlock the door to personal excellence. Confucius*

## MARCH 5, 2016 SAVE THE DATE

### TESA AREA WORKSHOP

Make plans now to join Lamar Consolidated Educational Support-Staff Association, LCESA, along with Registration Chair, San Jacinto College Association of Educational Office Personnel, SJC AEOP, for a full day of professional staff development custom designed for today's educational office professional. The workshop sessions will be the spark to ignite *your* endless possibilities for

*Tuning in to Bring out the BEST in YOU!*

Take a break, attend our Workshop and discover the **KEYS** that will unlock the door to your personal and professional excellence. Together we will succeed with "**TESA Your KEYS To Professional Harmony**" and President Dianne Lemons.



**Three Hour  
Break Out Sessions**

**STEM Classes**

**Technology**

**Complete list of class  
descriptions on line  
very soon**

**Raffles & Door Prizes**

### CO-CHAIRS

Marie Enax, CEOP  
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Sue Hand, CEOP  
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REGISTRATION CHAIR  
San Jacinto College AEOP  
[Donna.Cubstead@sjcd.edu](mailto:Donna.Cubstead@sjcd.edu)

# TESA Area Workshop

## TESA Area Workshop

Hosted by

Lamar Consolidated Educational Support-Staff Association (LCESA) &  
San Jacinto College Association of Educational Office Personnel (SJC AEOP)

**Tuning in to Bring out the BEST in YOU!**

**Saturday, March 5, 2016**

**Registration Form (Deadline February 26, 2016)**

Name: \_\_\_\_\_ District: \_\_\_\_\_  
Position: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ TESA MEMBER: YES ☐ NO ☐  
Mailing Address: \_\_\_\_\_ LCESA MEMBER: YES ☐ NO ☐  
SJC AEOP  
MEMBER: YES ☐ NO ☐

TESA AREA WORKSHOP FEES – Select One:			
WORKSHOP ONLY (Includes Breakfast, Lunch, and 2 Sessions)	\$	40.00	\$
STEM Class ONLY (No Lunch)	\$	35.00	\$
STEM Class WITH LUNCH	\$	45.00	\$
WORKSHOP/STEM Package (Includes Breakfast, Lunch, 1 Breakout and STEM Class)	\$	65.00	\$
REGISTRATION FEE PAID			

MORNING SESSIONS – Each session is 3 hours (8:00 a.m. - 11:00 a.m.)	1 <sup>ST</sup> Choice	2 <sup>ND</sup> Choice
“How To” Thrive and Survive During Times of Changes and Transition	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Communication Etiquette	<input type="checkbox"/>	<input type="checkbox"/>
Be an Excel Hero, Not a Zero	<input type="checkbox"/>	<input type="checkbox"/>
STEM – Professional Growth	<input type="checkbox"/>	<input type="checkbox"/>
AFTERNOON SESSIONS – Each session is 3 hours (12:30 p.m. – 3:30 p.m.)	1 <sup>ST</sup> Choice	2 <sup>ND</sup> Choice
You Are The Gatekeeper...Ways to Keep Your Cool	<input type="checkbox"/>	<input type="checkbox"/>
Branding – What Does Your Personal Brand Say about You?	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing for Non-Purchasing Staff	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Acrobat Pro X & One Note	<input type="checkbox"/>	<input type="checkbox"/>

### Send payment and registration forms to

Make checks, cashier's checks,  
or money orders  
Payable to **LCESA**

Donna Cubstead, Registration Chair  
San Jacinto College  
8060 Spencer Hwy  
Box 105  
Pasadena, TX 77505

**Purchase orders and credit cards are not accepted.**

### **CANCELLATIONS:**

Prior to February 29, 2016 – 100% refund  
On or After February 29, 2016 – No refund

Email: [Donna.Cubstead@sjcd.edu](mailto:Donna.Cubstead@sjcd.edu)

Phone: (281)478-3630

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# Awards/Scholarship/Journalist Committee

## Awards/Scholarship/Journalist Committee

**Texas Educational Support Staff Association, Inc.**

Deadline to submit Scholarship Applications and entries for Awards is: **February 25, 2016**



**TESA** offers several opportunities for **TESA** Members, Administrators and children/grandchildren of **TESA** Members to receive scholarships and/or awards. In addition, it also offers **YOUR** association opportunities to shine with your Newsletters, Yearbooks and submission of Spirit items.

*Help support the Scholarship Fund by filling out the TESA Scholarship Donation Form on next page.*

If you have any questions, please contact any of the committee members listed below or visit the TESA website at [www.tesatexas.org](http://www.tesatexas.org) click on members tab, then forms, for the appropriate forms, guidelines and eligibility.



*Administrator of the Year Award*

- Candidate must be employed as an educational administrator in the state of Texas (5) year minimum.
- Member of the state professional association which represents his/her administrative position.



*Employee of the Year - Nelda Van Dyke Award*

- Current TESA Member (3) Consecutive years
- Employed in an Educational School System (5) year minimum.
- Other Criteria: Professional Activity, Education, workshop participation and community involvement.

*Awards – Open to all current Affiliates*



Newsletter of the Year Award



Yearbook Award



Spirit Award



*Scholarships*

*Lorene Roby Rogers Memorial Scholarship*

- Scholarship is for any TESA member, i.e., secretary, clerical or instructional assistant to help continue their education.

*Dr. Michael Zolkoski Technology Scholarship*



- Scholarship is for TESA members who would like to take computer enrichment classes.



*Founders Scholarship*

- Scholarship is for children, grandchildren and great-grandchildren of active TESA members. Recipients must be graduating high school seniors.



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## TESA SCHOLARSHIP DONATION FORM

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

Name: \_\_\_\_\_  
Association: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_

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

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

Donation is made in memory/honor of: \_\_\_\_\_

Notification should be sent to:

President's Name: \_\_\_\_\_  
Association: \_\_\_\_\_  
Address: \_\_\_\_\_

### LORENE ROBY ROGERS MEMORIAL SCHOLARSHIP

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

### DR. MICHAEL ZOLKOSKI TECHNOLOGY SCHOLARSHIP

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

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

### FOUNDERS SCHOLARSHIP

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



# Trust - It is Okay to Ask for Help

by Donna Cubstead, San Jacinto College Association of Educational Office Personnel President

*"To be trusted is a greater compliment than to be loved."*

- George McDonald

*"If you don't trust people, people will not trust you."*

- Lao Tzu

Today's society works in a very busy, ever moving, team environment where we don't always take the time to ask others to help us. There are many reasons why we don't ask for help but three of the main reasons are a lack of communication, no time to train others, and our own insecurity.

First, no team is perfect. We have to learn to work with diverse personalities and opinions. The key to working together in a team is for each person to know their goal and have a clear definition of his/her role and responsibility on each project. Communication is important but communication without a point is only noise, so choose your words wisely. One must learn how to listen to another person's views with an open mind, and not snap to a quick decision about how to do it. Learn not to be self-centered – it's not always about you and your plans. One must learn to focus on the greater good for the team and keep their eyes on what is the best plan to accomplish the project with excellence. Also show kindness and respect to one another throughout the project.



One act of kindness goes a long way.

Our own insecurities can cause unnecessary stress in our job. The reasons we are insecure:

### Trust

1. They won't do it the way you want it done so I'll have to spend time re-doing the work.

2. I do not have the time to train others.

3. They might follow-through and I'll get the blame for not meeting the deadline.

4. They might take credit for my work because they want my job.

5. What are the motives for them asking to help me?

## Pride

1. I don't need help because I can do it better and faster working alone.
2. I can do it myself!
3. I don't want someone else taking credit for my work.

Nobody wants their boss to think we can't handle the job. We need to put away our trust and pride issues and learn to accept help when others offer and to ask for help when we need it. No one has ever risen to the top without help from someone. We have valuable resources that we are not utilizing such as our supervisors, co-workers, power-users within our organization, and outside vendors. It is time we start learning and sharing our skills and talents with our co-workers and students. As we help others and let others help us we will both grow and learn new skills, and mindsets that will help our team succeed.

We need to take the time to train people who offer to help us, especially new employees in our organizations. You never know when this person may need to cover for you during an emergency. We want to demonstrate patience when we are teaching someone a new skill or procedure. Yes, they may not do it exactly "our" way the first time they do it, but give them the opportunity to correct it so they will learn from their mistakes. But if all the criteria is there and it's just not formatted the way you like it, does that really mean it was done wrong? Sometimes their formatting is better if you step back and look at it with an open mind. Sometimes we can learn new

tips and tricks from those we are training if we show patience and kindness to them as we work together. It works both ways.

We also want to take the time to train our student workers, to teach them skills that they might not learn in the classroom so they can be successful employees too. They desire to learn and to help us, and are viable members of our office team.

I would like to end this by sharing 12 keys to Building Trust:

## 12 Keys to Building Trust

1. **Be Transparent** – Don't hide things from others; No hidden agendas.
2. **Be Sincere** – Only say what you mean; No fake compliments
3. **Focus On Adding Value** – Always have the best interest of others at heart
4. **Be present** – No one wants to have a conversation with someone who is not there; Listen to what others have to say
5. **Treat People With Respect** – No gossiping; No back- stabbing.
6. **Take Responsibility** – When you mess up, quickly admit it, fix it, and move on; Accountability is rare.
7. **Ask for Feedback** – Don't be offended; Ask with sincerity and respond with respect; Use both the positive and negative as an opportunity to learn about yourself and grow.
8. **Take Criticism Well** – Don't get defensive; Consider that what the other

person is saying might be true. Again an opportunity to learn and grow.

9. **Set Boundaries** – Be clear about what you expect in a sincere and respectful way; communicating your boundaries is a strength that builds trust.
10. **Be a Class Act** – Hold yourself to a high standard; be quick to apologize when you know you were wrong; speak positively of others even if they don't say nice things about you.
11. **Your Word Is Gold** – Make promises sparingly; Keep the promises you make
12. **Be Consistent** – Constancy is the key to your trustworthiness; Someone is always keeping track of your actions

# TESA Membership Services



## Member Services

Has your TESA membership lapsed?  
Have you always wanted to join TESA and never did?  
Well, what's stopping you...join **NOW!**  
Become a TESA member now and join us while we follow  
**"The Keys to Professional Harmony in 2015-2016"**

"What's  
in it  
for me?"

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

Join or renew by December 1, 2015 and your name will be put into a drawing for a chance to win one of three (3) 2016-2017 memberships:

- ☐ A New Member
- ☐ Recruited a new member that joins (Your name will be entered as many times as the number of recruits you have: 1 recruit = 1 chance, 2 recruits = 2 chances, etc.)
- ☐ TESA Member that renews his/her membership

Names will be drawn at the TESA Summer Work Conference in June.

All TESA members that join or renew their membership by **February 1, 2016** will have their names entered into a drawing for a chance to win a 2-night stay at the OMNI Southpark Austin hotel.

*Donna Cubstead, CEOP*

**Affiliate Services and Membership Chairman**

San Jacinto College – [donna.cubstead@sjcd.edu](mailto:donna.cubstead@sjcd.edu)



### Committee Members:

Laura Cabrera – [lcabrera@irvingisd.net](mailto:lcabrera@irvingisd.net)

Meg Elmore – [mselmore@garlandisd.net](mailto:mselmore@garlandisd.net)

Felipe Campos – [felipe.campos@springbranchisd.com](mailto:felipe.campos@springbranchisd.com)

Becky Melendez – [rmelendez@lcisd.org](mailto:rmelendez@lcisd.org)



<b>Texas Educational Support Staff Association, Inc.</b> <b>Membership Application</b> <b>2015 - 2016</b>	
Name (Last/First/Middle): _____	Membership #: _____
Name of Institution (if seeking Institutional Membership): _____	
Current mailing address: _____	
City/State/Zip Code: _____	
Work Phone #: _____	Home Phone #: _____ Cell Phone #: _____
Work e-mail address: _____	
Personal e-mail address: _____	
Employed by: _____	
Name of Local TESA Affiliate: (if applicable) _____	
<input type="checkbox"/> New Membership (\$40) <input type="checkbox"/> Renewal (\$40) <input type="checkbox"/> Associate (\$40) <input type="checkbox"/> Retired (\$20) <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	
<b>Complete form and mail with your payment to:</b> <b>TESA, 1460 E. Whitestone Blvd., Suite 175, Cedar Park, TX 78613</b> <b>Renew online at: <a href="http://www.tesatexas.org">www.tesatexas.org</a></b>	
<small>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.</small>	

## 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.





## Texas Educational Support Staff Association, Inc.

### STEM Calendar

<u>Date</u>	<u>Session</u>	<u>Consultant</u>	<u>Host</u>
February 2, 2016	Leadership Training & Team Building	Diane Hogg	Mesquite ISD
February 6, 2016	Assisting Difficult People	Wanda Honeycutt	Lamar CISD
February 16, 2016	Assertiveness Training	Paula Lambright	Mesquite ISD
February 23, 2016	Interpersonal Communication	Debbie Wade	UHCL Prior to Lamar CISD Area Workshop
March 4, 2016	Mini Consultant Training	TESA Consultants	
March 17, 2016	Stress Management	Dianne Lemons	Garland ISD
March 22, 2016	Effective Office Practices	Barbara Jennings	UHCL
March 26, 2016	Profile For Success	Dianne Lemons	Mesquite ISD
April 7, 2016	Time Management	Dianne Lemons	Garland ISD
April 12, 2016	Rules for Spelling (am)	Wanda Honeycutt	UHCL
April 12, 2016	Telephone Skills (pm)	Debbie McFadden	UHCL
April 16, 2016	Assisting Difficult People	Dianne Lemons	Mesquite ISD

### STEM Host Contacts

**Debbie Faires, CEOP**  
Mesquite ISD  
Ph.: 972.882.7321  
E.: [dfaires@mesquiteisd.org](mailto:dfaires@mesquiteisd.org)

**Juliana Holmes**  
Garland ISD

Ph.: 972.494.8201  
E.: [jholmes@garlandisd.net](mailto:jholmes@garlandisd.net)

**Sydney Kennedy**  
U of H-Clear Lake

Ph.: 281.283.3314  
E.: [KennedyS@uhcl.edu](mailto:KennedyS@uhcl.edu)

**Betsy Krevosky**  
Lamar CISD

Ph.: (832) 223-0158  
E.: [bkrevosky@lcisd.org](mailto:bkrevosky@lcisd.org)

**Melissa Davis, CEOP**  
TESA Central Office  
Ph.: 512.528.0046  
E.: [info@tesatexas.org](mailto:info@tesatexas.org)

### STEM Committee

**Darcy Blackstock, CEOP**  
STEM Chairman  
Channelview ISD  
[darcy.blackstock@cvisd.org](mailto:darcy.blackstock@cvisd.org)

**Debbie Faires, CEOP**  
Area I Coordinator (North)  
Mesquite ISD  
[dfaires@mesquiteisd.org](mailto:dfaires@mesquiteisd.org)

**Eva Zamora, CEOP**  
Area II Coordinator (South)  
Lamar CISD  
[ezamora@lcisd.org](mailto:ezamora@lcisd.org)



# STEM Consultant Training



## STEM Consultant Training Registration

March 4, 2016

Lamar CISD, 3911 Avenue I, Rosenberg, TX 77471



Registration Due by February 29, 2016

Name (please print) \_\_\_\_\_ Member ID \_\_\_\_\_

Address (with city and zip) \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name Telephone

**Deadline to reserve room at TESA rate of \$89 single/ \$99 double: February 12, 2016. Regular room rates apply after this date. Springhill Suites provides complimentary Wi-Fi, hot breakfast buffet, spacious rooms, and business center – included in room charge. Make your reservation using the TESA reference code by calling Springhill Suites, 832.595.2220, or via email at [aredd@shsrosenberg.com](mailto:aredd@shsrosenberg.com) by 2/12/16.**

### Consultant Training Registration Fees

- ☐ **\$50** - Registration Fee assists with cost of materials and training.
- ☐ **+ 5** - ADD Late Fee if paying after the 2/29/16 deadline and if emailing, [darcy.blackstock@cvisd.org](mailto:darcy.blackstock@cvisd.org), for on-site registration.
- \$ \_\_\_\_\_** - Total Enclosed ▪ check payable to TESA. ▪ Keep a copy of Registration Form for your records.

**MAIL REGISTRATION WITH CHECK by February 29, 2016 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 are encouraged to attend recommended sessions.

Selection	Session Times	STEM Session	Who Should Attend?	Consultant
	12:00-12:15 pm	Registration	All	
	12:15-12:30 pm	Welcome	All	TESA President/STEM Committee
	12:30-3:30 pm	STEM 101/Presentation Skills	New Consultants/All	STEM Committee
	12:30-3:30 pm	Basic Communication	Working Consultants	Debbie McFadden
	12:30-3:30 pm	Effective Office Practices	Working Consultants	Debbie Wade
	3:30-6:00 pm	<b>DINNER BREAK</b>		
	6:00-9:00 pm	Leadership & Team Building	New Consultants/All	Peggy Hudson
	6:00-7:30 pm	Time Management (Updated)	All	Debbie McFadden
	6:00-7:30 pm	Dialogue of Diversity (Updated)	All	Diane Hogg
	7:30-9:00 pm	Professional Image (Updated)	All	Diane Hogg
	9:00-9:30 pm	Wrap Up	All	STEM Committee



# After Holiday Tips

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

Well, it's January and time for our annual behavior change—our resolution to “get back on the path.”

Behavior change requires – Certain beliefs and specific goal setting:

## Belief

You must believe three things to change behaviors:

- 1) That you are susceptible to the health risks associated with behaviors like poor diet, inactivity, stress, smoking and excessive alcohol consumption.
- 2) That the consequences of these health misbehaviors come with a high price – prices that can be physically and financially debilitating.
- 3) That there are benefits to behavior change – and the benefits out-weigh the cost.

## Goals

Setting specific goals will help you to achieve success at losing weight and improving your health.

Be detailed when defining your goals, for example do not just resolve to “exercise more”.

Be specific by enacting both a “**To-Do Plan**” and “**Timeframe**” – and then stick to it!

- 1) Plan to walk “at a specific time and days of the week” – put it on your calendar and do it!
- 2) Plan to eat: specific items specific times –



plan what you will eat and do it!

(I.e., commit to three servings of veggies each day for the next two weeks –rather than just stating I will “eat healthier”). In order to eat healthier, you must know what healthy means – Knowledge is power!

- 3) Record eating and activity: Logging the diet/exercise is key! Use apps like Calorie-Count or Runkeeper

Benefits of keeping and reviewing these records –

- o Provides accountability
- o Pinpoints problems
- o Identifies accomplishment
- o Removes denial factor!
- o Recognizes growth process

Maintaining the resolution and growth process = a growth opportunity!

## Result

If you DO IT the right way and for the right reasons ...

You can stay on the path and maintain these changes for the rest of your life!

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“You have one body. You have one choice.”

Denise@1body1choice.com

Denise has previously been regular contributor to TESA Connection. These tips are from some of her prior full articles.

## 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  
☐ Retired - \$50 Renew membership at Active Fee

### 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:

- ☐ Administrative      ☐ High School/Career & Technical Education      ☐ Retired  
☐ Education Partners      ☐ Higher Education      ☐ Other: \_\_\_\_\_  
☐ Elementary      ☐ Middle School/Junior High

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"/> 51-60	<input type="checkbox"/> 61+	<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      (*\$5.00 Convenience fee for all credit/debit cards)	
<input type="checkbox"/> MasterCard* <input type="checkbox"/> Visa* <input type="checkbox"/> Discover* <input type="checkbox"/> American Express*	
Cardholder's Name:	
Card Number:	Expiration Date:
Signature:	Security Code:

Mail or Fax completed form to:  
NAEOP Attn: Membership  
1841 South Eisenhower Court  
Wichita, KS 67209  
Fax: 316-942-7100

## TESA Past Presidents



## TESA Past Presidents Retreat

TESA Past Presidents sailed away on the Past President Retreat on the Carnival Triumph out of Galveston on October 1 for a 4 day cruise. We relaxed, ate, played bingo, saw great shows, swam with dolphins, bought souvenirs and just had a great time.

*seated left to right: Mary White, Marilyn James, Linda Sockwell*

*standing left to right: Jana Worthington, Barbara Jennings, Phyllis Hyden, MaryAnn Hollingsworth, Gerald Wharton, Wendy Klentzman, Sue Hand, Debbie McFadden*



## TESA Retirees Join TRESA Now!

### Texas Retired Educational Secretaries Association Membership Form

**2016 MEMBERSHIP DUES - \$5.00**  
(January 1, 2016 – December 31, 2016)

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



## TESA Affiliate Services

*It's TIME to renew or join your TESA Affiliate Membership  
for the 2015-2016 school year!*

The membership form may be found on the TESA website:  
[http://tesatexas.org/files/affiliates/Affiliation\\_Application.pdf](http://tesatexas.org/files/affiliates/Affiliation_Application.pdf)

### TESA thanks you for joining:

Birdville Educational Support Staff Association  
Channelview Educational Support Staff  
El Campo Clerical Paraprofessionals Association  
Lamar Consolidated Educational Support Staff Association  
Mesquite Educational Support Staff  
Rio Grande Valley Educational Support Staff Association  
San Jacinto College Association of Educational Office Personnel  
TESA Past Presidents Association  
Texas Retired Educational Support Staff Association  
University of Houston Clear Lake/Educational Support Association  
Weatherford Educational Support Association

**Donna Cubstead**, CEOP  
Affiliate Services & Membership Chairman  
San Jacinto College // [donna.cubstead@sjcd.edu](mailto:donna.cubstead@sjcd.edu)

Committee Members  
**Kendra Ramirez** // [keramirez@lcisd.org](mailto:keramirez@lcisd.org)  
**Patsy Gilliland** // [pgillil@garlandisd.net](mailto:pgillil@garlandisd.net)



*TESA the keys to  
professional harmony*



## *Affiliates in Action*

### Birdville Educational Support Staff Association (BESSA) **BESSA CELEBRATES 50 YEARS!**

The Birdville Educational Support Staff Association celebrated **50 Years of Service** on September 29, 2015. At 4:00 p.m. on this special anniversary, a reception was held at the W.G. Thomas Coliseum. In attendance were current BESSA members and 11 BESSA past presidents, spanning years from 1971 through the present day. Since the organization began in 1965, BESSA has donated more than \$25,000 in college scholarships to senior students at the Birdville Independent School District.



*Many stories, memories and laughs were shared as attendees looked back at memorabilia from the past 50 years.*



*Pictured left to right: Linda Roberts, Bea Smith, Mary White, Louise Funk, Arvetia Parkey, Diane McGee, Linda Link, Deberah Averitt, Frieda Merrell, Patrice Morrison*

*Congratulations BESSA members - continue to keep us strong for another 50 years!*

*“Remember that you are unique. If that is not fulfilled, then something wonderful has been lost.”*

*~ Martha Graham*

### Harlingen Educational Secretaries Association (HESA)



The Harlingen Education Secretaries Association (HESA) celebrated their Social Meeting on December 3rd. Turnout was a success. We had tamales, rice and beans and a plethora of desserts. We had an ornament exchange and played Chalupa as the evening wound down. I must say we had lots of fun. We made plans to have two more fundraisers which will include a raffle and candy apple sale. For our fall community service we collected housekeeping items that are desperately needed at the Ronald McDonald house. Delivery of these items will be the end of this week. Our HESA members are working together and very hard to accomplish our goals. We would like to wish each and every one of you all a **MERRY CHRISTMAS AND A HAPPY NEW YEAR!!!**



### LCESA IN MELODY

LCESA members come together as a family and support our community through monthly service projects. At the Welcome Back meeting LCESA presented \$500 to the district's Common Threads program which assists district students in need to help purchase needed school supplies and uniforms. Each member was asked to bring a school supply item and together with the table decorations which were assorted school supply items, we donated them to Common Threads.

October brought a change of season with the arrival of fall and our first lunch meeting for the year. The local fire departments were the designated community service project and each member was asked to bring bottled water. Afterwards the donations were distributed to the 5+ area fire stations to express our gratitude for what they do in our communities.

In addition to the monthly community service projects, LCESA awards one graduating senior from each of our four high schools with a \$500 scholarship. All professional organizations must have a source of revenue in addition to membership dues and LCESA's annual fund raiser kicked off in October. Revenue from last year's sale enabled LCESA to recognize two seniors from each high school, giving a total of eight \$500 scholarships. We appreciate the support from our members and the community. Together we can accomplish more.

LCESA hosted two 3 hour STEM classes Saturday, October 17th. Wanda Honeycutt, STEM Consultant, presented Customer Service and Rules of Spelling. Through this course work, many LCESA members have earned their CEOP and many more are working toward completion of the 60 clock hours of study. We are proud of several members who are in the final stages of completing their training to be certified as consultants to teach these classes. The camaraderie found in taking and/or teaching the sessions cannot be equaled. It is an atmosphere of learning, sharing and encouraging

that extends beyond the classroom. The connections made through these interactions have been proven to last for years.

November reminds us to be thankful for all things. In keeping with being thankful, our members brought pantry items for donation to our local Helping Hands pantry. Immediately following our meeting, the LCISD Purchasing Manager presented a one hour staff development session updating us on the uses of the district purchasing card. Members in attendance were allowed to earn one hour of staff development credit to be used towards our DMA day off in March.

Plans are underway for LCESA to host an Area Workshop to be held March 5, 2016. It will be a day filled with six hours of professional development along with a program aimed at promoting affiliates. More information will be posted soon on the TESA website [www.tesatexas.org](http://www.tesatexas.org) with a complete listing of available sessions. Check us out and make plans to join us. Everyone is welcome.



## GESSA and the Garland ISD Paraprofessional Conference

Garland Educational Support Staff Association (GESSA) promoted the Paraprofessional Conference. It was presented by the Organizational Learning Department of the Garland Independent School District. The Saturday sessions began with coffee and donuts and a wonderful presentation by keynote speaker, Steve Knagg. The day was filled with a wide variety of classes from technology, to finances, to yoga and healthy eating. GESSA paraprofessionals who had earned their CEOP earned six hours for recertification credit. Everyone had a great time learning how to be a better paraprofessional.



## Richardson Educational Support Staff Association (RESSA)

Tracey Fincik, RESSA President 2015-2016

**RESSA** has been busy, busy with many events and projects this year. In September, RISD held its annual Paraprofessional Conference in which we attended many informational and fun classes and earned staff development hours.

In October RESSA collected food and clothing for our Student Services Department who distribute the items to assist RISD families and students in need. What a wonderful feeling it is to fill the cabinets of families with all that we take for granted every day.



**RESSA's Mixed Bag Fundraiser:** We just wrapped up this annual fall fundraising event with "Mixed Bags." All proceeds go towards student scholarships to be awarded in late spring 2016.

Once again, we are excited to collect donations of Toys for Network of Community Ministries. This ministry annually distributes these gifts to RISD families in need...and RESSA is happy to again help several families this year!

**Richardson is representing!** We are so proud to have our very own Pat Crawford and Linda Sockwell serving respectively on the TESA Nomination and Advisory Committees for this school year.



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

By Margaret Garcia, UHCL-ESA President

Contributions by Sydney Kennedy and Wanda Honeycutt

**The 2016 UHCL-ESA Board and committees** began this fall semester much like UHCL's onrush of new students (largest classes ever) – and somewhat like the winds and rain sweeping into Houston from across the plains! In other words, ESA's summer-transition momentum is still on a roll!!

**Professional Development:** STEM classes at UHCL marks ESA's beginning of the fall semester – class calendar from September 1 throughout fall and the 2016 spring semesters. Classes are open to all UHCL

staff as well as those from off-campus. Come one, come all – you are invited to attend STEM classes at UHCL. Contact Marisela Maldonado for a registration form, at 281-283-3309 or Maldonado@uhcl.edu.

**Our first activity for the year:** The Annual Bosses/Supervisors Luncheon on October 13 – with ESA members and their bosses well in attendance. Everyone enjoyed a full barbecue meal; all sides and desserts prepared and donated by awesome ESA members. Supervisor of the

Year nominations were submitted prior to the luncheon, and the winner is Dr. Samuel Gladden, Associate Dean, School of Human Sciences and Humanities (HSH); pictured upper left below along with Sydney Kennedy to his left; and to his right, Veronica Ortiz (who nominated him for the award). Remaining pictures are also from the Bosses Luncheon – complete with "October-appropriate" Halloween décor!

**The first ESA General Membership meeting** for the year: Met on November 18, 2015, with the following items discussed:

- **Annual Holiday Cookie/Ornament Exchange** – celebrating the Christmas Holiday spirit (on December 17)
- **Outreach Committee** – suggesting action to help ESA members in need during the holiday season
- **Membership Committee** – working to impact member recruitment
- **Training Committee** (STEM/other professional-development) – considering more self-study options



**Fundraising Event:** In December ESA is holding its first fundraiser for the year with great prizes: a 2016 Spring Membership to the **UHCL Fitness Center**; a **Holiday Theme basket** (members contributing great Christmas items); and for **first place, a Fitbit® Tracker**. The winning tickets will be announced at the annual UHCL-Support Staff Association Holiday Luncheon. Proceeds benefit ESA members through our ESA Stipends and Awards Committee, which may fund professional development for members (STEM classes, class books for college, and other training opportunities.)

*ESA Board: President Margaret Garcia; Pres-Elect Sydney Kennedy; Treasurer Marisela Maldonado; Secretary Nicole Lenderman, and Historian Iris Martinez – invite you to watch for more ESA news in the spring 2016!*



# TAKE

Join us at  
Omni Austin Southpark  
for the 2016 TESA Summer Work Conference  
June 21 - 25, 2016



*New conference schedule*  
*STEM Class offered on Friday*  
*All Inclusive rate of \$230*  
*Hotel rate of \$108/night*

*Great Food and Big Fun!*  
*Harmony at the Hop*  
*Name that Tune Brunch*  
*Banquet/Installation*

---

Deana Ross, SWC Chair  
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Darla Hernandez, Exhibits Chair  
[DHernandez1@mesquiteisd.org](mailto:DHernandez1@mesquiteisd.org)



Kay Riggs, Registration Chair  
[kriggs@pasadenaisd.org](mailto:kriggs@pasadenaisd.org)

Ofelia Barron, Social Chair  
[obarron@donnaisd.net](mailto:obarron@donnaisd.net)