



Texas Educational Support Staff Association, Inc.

**Minutes for the TESA Executive Board Orientation Meeting
Omni Southpark Austin Hotel, Austin, TX
June 17, 2015**

Call to Order: The meeting of the Texas Educational Support Staff Association, Inc., 2015-2016 Executive Board was called to order by President Dianne Lemons at 9:15 p.m. on Wednesday, June 17, 2015.

Invocation: The invocation was given by President, Dianne Lemons.

Parliamentarian: Gerald Wharton proclaimed that a quorum was established.

Roll Call:

Dianne Lemons	1406
Lisa Gonzalez	606
Teena Hancock	702
Bonnie Tomczyk	1007
Donna Cubstead	408
Melissa Rodriguez	1215
Marie Enax	215
Gerald Wharton	622
Debbie McFadden	1400
Paula Lambright	815
Deana Ross	1412
Darcy Blackstock	106
Melissa Davis	107

Correspondence: None

Unfinished Business: None

New Business:

- A. Travel Allowance Lisa Gonzalez
- B. VoteNet Contract Marie Enax
- C. STEM Guidelines Darcy Blackstock
 - Motions to follow



Texas Educational Support Staff Association, Inc.

- Motion 1: Motion made by Lisa Gonzalez, seconded by Bonnie Tomczyk, Effective August 1, 2015, the President Elect Duties guidelines be changed, Page 3, Paragraph 17, Membership Section, Line 1, change the word 'council' to the word 'committee' also adding the following: appointed by the president from elected members-at-large; Page 4, Paragraph 8, delete TASA Executive Board. - Motion Carried.
- Motion 2: Motion made by Lisa Gonzalez, seconded by Marie Enax, Effective August 1, 2015, the President Duties guidelines be changed, Page 1, deleting paragraphs 17-19, which reference TASA and TASBO. President Guidelines – Motion carried
- Motion 3: Motion made by Lisa Gonzalez, seconded by Teena Hancock, Effective August 1, 2015, that the Guidelines be changed, where applicable, to align with the Bylaw changes that become effective on that date. - Motion Carried.
- Motion 4: Motion made by Lisa Gonzalez, seconded by Melissa Rodrigues, Effective August 1, 2015, the expense voucher for 2015-2016, for the executive board be set at \$75 for set functions per the TESA Reimbursement Guidelines Travel Reimbursement Guidelines - Motion Carried.
- Motion 5: Motion made by Marie Enax, seconded by Lisa Gonzalez, Effective August 1, 2015, the President is authorized to sign the VoteNet contract for the 2016 ballot. Elections - Motion Carried.
- Motion 6: Motion made by Marie Enax, seconded by Teena Hancock, Effective August 1, 2015, the Awards/Scholarship/Journalist Chairman Duties guidelines be changed as follows: Page 18, paragraphs 8 and 12, delete sentences referring to Kight-Josten's. Awards/Scholarship/Journalist Guidelines - Motion Carried.
- Motion 7: Motion made by Teena Hancock, seconded by Marie Enax, Effective August 1, 2015, the Vice President Duties guidelines be changed as follows: page 8, Spring Issue, 1st line, delete "(Printed in black w/PMS color (reflex blue) 24 pages, 80lb gloss stock) and add, (Publish Online); 2nd line, add (editor works in cooperation with SWC chairman); Adding new 3rd line, SWC info with centerfold registration forms (editor works in cooperation with SWC chairman); Page 8, Summer Issue, add new line 2, FWC information with registration form (FWC Chairman), if applicable; Add new line 3, Back cover FWC logo, including place and dates (FWC chairman in cooperation with editor), if applicable; Delete current line 2, Front cover - Photo of incoming president, theme, and logo. Vice President Guidelines - Motion Carried.
- Motion 8: Motion made by Donna Cubstead, seconded by Debbie McFadden, Effective August 1, 2015, the Membership Chairman Duties guideline (formerly 2nd VP duties), Add new paragraph 2, 'Be appointed by the president from the elected members-at-large,' Change paragraph 5, deleting the word 'council' and replace with the word 'committee'. Membership Guidelines - Motion Carried.



Texas Educational Support Staff Association, Inc.

- Motion 9: Motion made by Deana Ross, seconded by Bonnie Tomczyk, Effective August 1, 2015, the Summer Work Conference Committee guidelines be changed as follows: Page 25, Paragraph 3, Add August to the first section, to read August/September; third section Add February and delete April, to read February/March. SWC Guidelines – Motion carried.
- Motion 10: Motion made by Deana Ross, seconded by Bonnie Tomczyk, Effective August 1, 2015, the SWC Registration Chairman (appointed) guidelines, as follows; Page 28, Paragraph 7, Delete, as we no longer use conference ribbons; Paragraph 10, replace the word 'forms' with the word 'Information'. WC Guidelines – Motion carried.
- Motion 11: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the requirements for the STEM Choice Sessions change to 12 hours and the requirements for the Self-Directed hours change to 15 hours. STEM Guidelines – Motion carried.
- Motion 12: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM checklist be revised by changing the non-required selection for STEM session choice to 12 hours and the self-directed study to 15 hours. STEM Guidelines – Motion carried.
- Motion 13: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Frequently Asked Questions form be revised under question number 7 - by changing "42" to "45" hours and the self-directed from "18" to "15" hours. STEM Guidelines – Motion carried.
- Motion 14: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Course Documentation form be revised to include a brief description of the course/program and the title of the instructor and remove ESC#. STEM Guidelines – Motion carried.
- Motion 15: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM guidelines for the STEM Chairman duties, Page 34, Paragraph 6, second sentence change to read as: At the discretion of the president, Consultant Training may be offered every other year, strike "in the spring," with the possibility of additional trainings at conferences. STEM Guidelines – Motion carried.
- Motion 16: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Guidelines, for the STEM Committee duties, Page 35, Paragraph 8, read as: Set up STEM sessions for FWC/SWC/CT in coordination with President and Conference Chairman; and Page 35 include the Approved STEM Courses, with addition of "for total Class" on 1st bullet. STEM Guidelines – Motion carried.
- Motion 17: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Guidelines for Scheduling Level I and Level II STEM session, Page 36, Paragraph 1, include



Texas Educational Support Staff Association, Inc.

"or your Area STEM Coordinator" in the first sentence and to include the sentence, "Profile for Success requires a materials fee of \$20 per person." STEM Guidelines – Motion carried.

- Motion 18: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Guidelines, Page 37, Area Coordinators read as follows: Upon receiving a request to host. The STEM Area Coordinator will initiate a Consultant Agreement for the desired classes. The Area Coordinator will seek a consultant based on the following: *Host request *Location *Availability *Determine host's preference for securing hotel, airfare, rental car, if using a non-local Consultant *Send reimbursement voucher to Consultant, prior to scheduled STEM session. Other duties: *Work in conjunction with STEM Chairman in securing Consultants for FWC (if held)/SWC/CT *Assist Stem Chairman with all aspects of the committee's responsibilities. After receiving Consultant Contract, the Area Coordinator shall forward it to the TESA Central Office. The TESA Central Office will prepare the Host Contract within three (3) business days. Once the completed Host Contract is returned, the TESA Central Office will provide a copy to the STEM Chairman. STEM Guidelines – Motion carried.
- Motion 19: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Guidelines for STEM Consultant Training, Page 38, be revised to include the following: Paragraph 2, insert "participant" between A and fee. Paragraph 3, second line insert "if applicable" between contracts and with; remove first bullet; second bullet insert "not" between will and reimburse; remove "1/2 the hotel room rate" and add for hotel accommodations, mileage or meals, after consultant; third bullet, strike completely. Paragraph 4, first bullet insert "of the offered" after one and remove 3 hours. Paragraph 5, insert a new bullet to read, "Session taught in 1 1/2 hours fee is \$100.00." Paragraph 8, insert a new bullet to read, "Prepare reimbursement vouchers for Consultant Training Consultants teaching STEM sessions." STEM Guidelines – Motion carried.
- Motion 20: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Guidelines for STEM Consultant Training, Page 39, be revised to include the following: Paragraph 6, 1st line, insert "at Consultant Training" between trained and all, remove "shall observe"; 2nd line, remove "and", insert "or more to be released to teach," after years; 4th line, insert "s" to CIT, remove "receive"; 5th line, remove "an evaluation from" and insert "be released to teach by;" 7th line, insert "s" to CIT, insert "d" on experience, remove "the" in front of STEM, remove "were" after they and insert "are;" 8th line, remove "Exceptions to the rule will be made on an individual basis by;" 9th lines, insert "will make exceptions to this rule on an individual basis," after chairman; Paragraph 7, Pay Schedule table, insert "This procedure allows time for billing the host and collecting funds due to TESA." Paragraph 9, 2nd line, strike second sentence; Paragraph 12, 1st line, remove "school districts" and insert "educational entities;" 2nd line, remove "a district" and insert "an educational entity;" Insert new section titled STEM Consultant Reimbursements, 1. Consultants teaching at TESA Conferences will not be reimbursed for hotel, mileage, or meals. 2. Consultants teaching at STEM Consultant Training will not be reimbursed for hotel, mileage, or meals. 3. Consultants teaching STEM



Texas Educational Support Staff Association, Inc.

classes hosted by educational entities, will be reimbursed for travel expenses according to host educational entity guidelines. STEM Guidelines – Motion carried.

Motion 21: Motion made by Darcy Blackstock, seconded by Deana Ross, Effective August 1, 2015, the STEM Guidelines for STEM Consultant Training, page 40, be revised to include the following: Paragraph 6, insert after first sentence, "The online course certificate printed upon completion of the class along with proof of district/higher education staff development credit must be submitted." Paragraph 7, Title, remove "Graduation" and insert "CEOP Celebration;" 2nd sentence, remove "graduation" and insert "celebration," insert "(if held)" after FWC, remove "and" and insert "or" before Summer Conferences. Create Paragraph 10, to read as: Certificate Update - Certification update consists of six (6) hours of course study per year for those CEOP recipients who wish to keep their CEOP certification current. This coursework must meet the same criteria as the self-directed study listed above and coursework must be completed between August 1 and July 31, of each year, to meet requirements for the current membership year. Update will begin the year following awarding of CEOP certification. The TESA Central Office will confirm by letter the member's updated CEOP certification. STEM Guidelines – Motion carried.

President, Dianne Lemons adjourned the Executive Board meeting at 10:48 p.m.

Submitted by:

Bonnie Tomczyk
Bonnie Tomczyk, CEOP
TESA Secretary/Treasurer 2015-2016

Approved by:

Dianne Lemons
Dianne Lemons, CEOP, CEOE
TESA President 2015-2016

Date approved: *March 5, 2016*