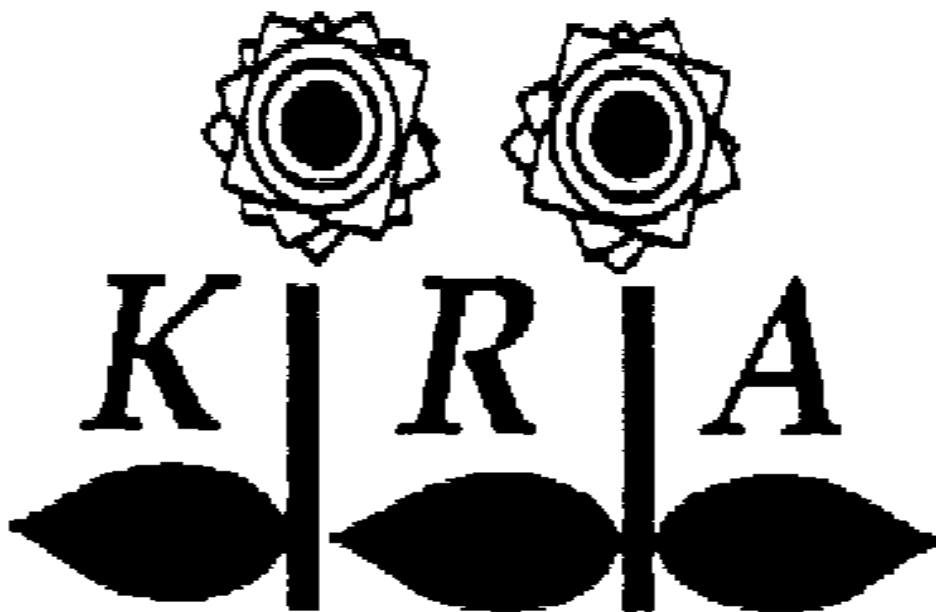


Kansas Reading Association

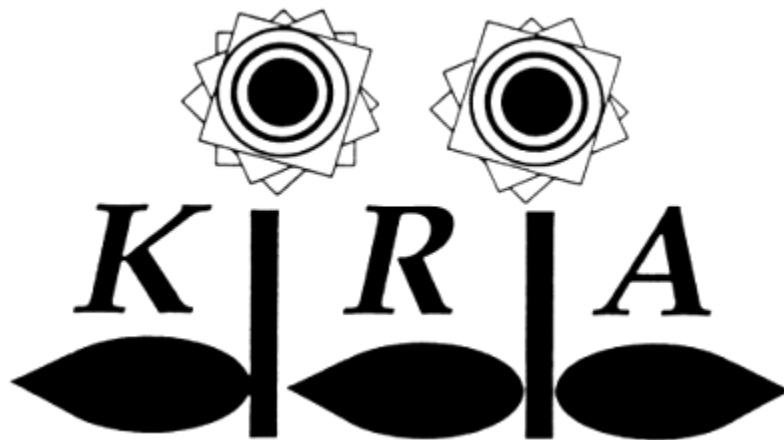


Handbook and Directory

2015-2016

“The mission of the Kansas Reading Association is to promote learning through quality literacy experiences for all.”

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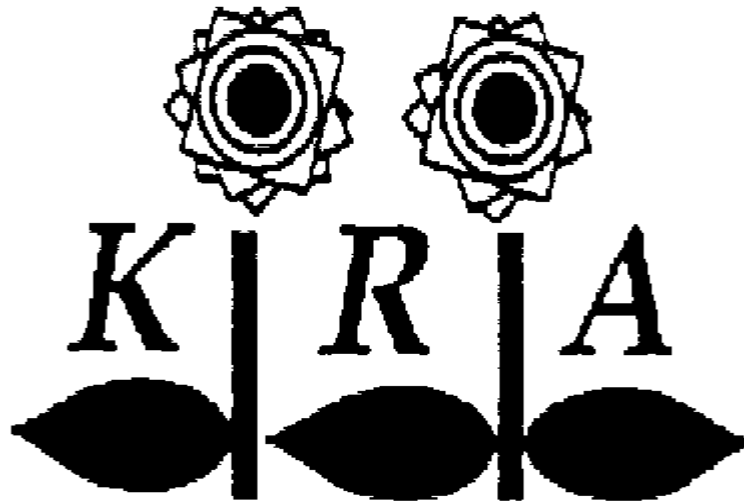


Recipient of
ILA Award of Excellence 2014

**KRA HANDBOOK AND DIRECTORY
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**“The mission of the
Kansas Reading Association is to promote
learning through quality literacy experiences for all.”**



**CALENDAR OF EVENTS
&
DEADLINES**

Calendar 2015-2016

September 2015

15 – Council programs and events due to Deanna Burton
Kansas READ Month – check it out on our web site

October 2015

1 – **Fall** Newsletter items sent to Stephanie Hamby
4 & 5 – KRA Fall Conference at Hilton Garden Inn, Manhattan
31 – Local Council Community Service Award application due to ILA

November 2015

15– ILA Award of Excellence Reports to Janelle Riedy, Past President
15 – ILA Exemplary Reading Program Award applications due to ILA

December 2015

1- Honor Council Award Program due to ILA
1- Award of Excellence due to ILA

January 2016

February 2016

1- Bill Martin Jr. Voting

March 2016

1 - KRA Spring Newsletter Features due to Stephanie Hamby
2 – Read Across America Day
Early March (to be determined) - Newspapers in Education (NIE) week

April/May 2016

Elect local council officers and submit to State Coordinator, Alica Thomas

June 2016

15 – KRA Award nominations due to Award Committee Chairs
30 –State/ Local Council Officer reports forms due to ILA and State Coordinator, Alica Thomas

July 2016

Summer Leadership, Manhattan, KS -date to be announced
9-11 ILA Conference, Boston, Massachusetts,

October 2016 KRA Conference -Date pending



**BOARD OF DIRECTORS
&
EXECUTIVE BOARD**

BOARD OF DIRECTORS

Executive Board

President Dawn Moews	Treasurer Rolinda Smith
President-Elect Deanna Burton	State Coordinator Alica Thomas
Vice President Victoria Seeger	Past President Janelle Riedy
Recording Secretary Misti Fravel-Towry	Director of Membership Development Sonja Ezell

EXECUTIVE BOARD

President	Dawn Moews 915 Whildin Emporia, KS 66801 620-412-5005 dmoews@kansasread.org
President Elect	Deanna Burton 3014 Champions Circle Manhattan, KS 66503 785-632-4892 dburton@kansasread.org
Vice President	Vicki Seeger 3816 Stockade Court Lawrence, KS 66049 785-817-6291 vseeger@kansasread.org
Recording Secretary	Misti Fravel-Towry PO Box 577 Bucklin, KS 67834 620-338-6923 mfravel@kansasread.org
Treasurer	Rolinda Smith Ft. Riley Middle School 4022 First Division Road Ft. Riley, KS 66442 785-717-4500 rsmith@kansasread.org

Immediate Past President

Janelle Riedy
317 N. 1st, P.O. Box 62
Hope, KS 67451
785--366-7310
jriedy@kansasread.org

Director of Membership Development

Sonja Ezell
Emporia State University
1 Kellogg Circle, Box 4037
Emporia, KS 66801
469-260-1837
sezell@emporia.edu
ezellsonja@gmail.com
sezell@kansasread.org

State Coordinator

Alica Thomas
1037 Home Circle
Lawrence, KS 66046
785-691-7551
athomas@kansasread.org

Local Council Presidents or Contacts

Flint Hills
Franklin County
Geary County
Golden Plains
High Plains
Lawrence Area
North Central
Southern Johnson County
Sunflower Reading
Topeka Area
Wichita Area

Sonja Ezell
Teri Howard
Kenny Talley
Misti Fravel
Monica Dreiling (contact)
Alica Thomas (contact)
Ashley Messick
Nancy Smith (contact)
LeAnn Clark (contact)
Ramona Smith

Committee Chairpersons

Standing Committees

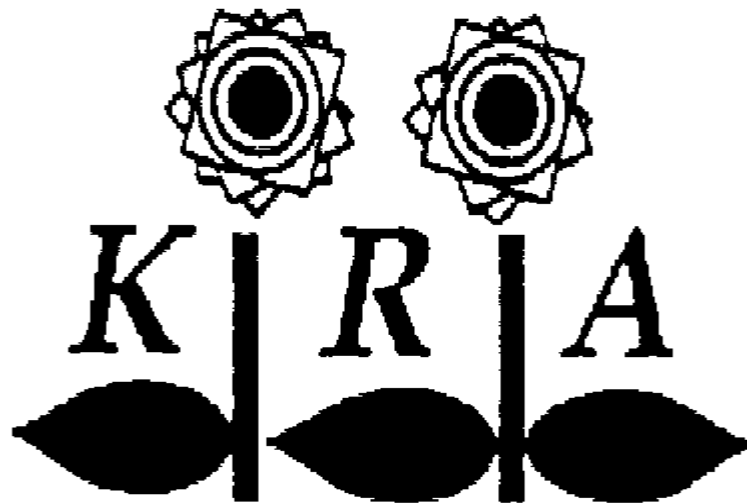
Administrators & Reading	Laurie Curtis
Bill Martin Jr. Picture Book Award	Roger Caswell
Bylaws	Deanna Burton (President-Elect)
Exemplary Reading Award	Carolyn Doolittle
Finance	Deanna Burton (President-Elect)
Kansas READ Month	Janelle Riedy & Erin Meyers
Legislative	Janelle Riedy (Past President)
Literacy Award	Micah Schloegel
Local Council Grants	Vicki Seeger (Vice-President)
Long Range Planning	Dawn Moews (President)
Membership & Organization	Sonja Ezell (Membership)
NIE Week	Donna Knoell
Nominating	Janelle Riedy (Past President)
Outstanding Kansas Reading Educator	Renee Babin
Parents & Reading	Sarah Tham
Promotional Materials	Rolinda Smith & Janelle Riedy
Public Relations-Technology & Communications	Ashlie Jack
Studies & Research	Karen Bates

Special Representatives

William Allen White Book Selection	Helen Kline
Kansas Association of School Librarians	Kathy Frederking
Kansas Learning First Alliance	Laurie Curtis

KRA Publications

<u>Kansas Journal of Reading</u> Editors	Donita Shaw
<u>KRA Newsletter</u> Editor	Stephanie Hamby
<u>Sunflower Seeds</u> Editor	LeAnn Clark



**PAST PRESIDENTS
PAST COORDINATORS
AWARD WINNERS**

KRA PAST PRESIDENTS

Janelle Riedy	2014-2015	Beverly Greenwood	1988-1989
Kimberly McDowell	2013-2014	Doris J. Ylander	1987-1988
Donita Shaw	2012-2013	Dennis J. Kear	1986-1987
Donna Knoell	2011-2012	Betty Summers	1985-1986
Alica Thomas	2010-2011	Linda McCoy	1984-1985
Judy Druse	2009-2010	Carla Smith	1983-1984
Debbie Mercer	2008-2009	Leo Pauls	1982-1983
Susan Knell	2007-2008	Barbara Johnson	1981-1982
Vickie Hall	2006-2007	Eleanor Tangemen	1980-1981
Mary Collins	2005-2006	Bob Carvell	1979-1980
Connie Briggs	2004-2005	Mary Simmons	1978-1979
LeAnn Clark	2003-2004	Kathryn Carr	1976-1978
Jan Carlson	2002-2003	Eleanor Farquhar	1975-1976
Wendy Klosterman	2001-2002	Ruth Steinke	1974-1975
Susan Oestreicher	2000-2001	Irene Lyles	1973-1974
Deb Larson	1999-2000	Donna Harsh	1972-1973
Kathy Frederking	1998-1999	James Howell	1971-1972
Sandee Morris	1997-1998	Leo Schell	1970-1971
Velda Becker	1996-1997	Doris Brandon	1969-1970
Liz Cronemeyer	1995-1996	Nita Wyatt	1968-1969
Beth Anderson	1994-1995	Evelyn Harper	1967-1968
LuAnn Hermreck	1993-1994	Richard Watson	1966-1967
Tara Azwell	1992-1993	Margery Berends	1965-1966
Janet Robertson	1991-1992	Barbara Keating	1964-1965
Kathy Dale	1990-1991	Floy Utz	1963-1964
Barbara Travis	1989-1990		

KRA STATE COORDINATORS

Alica Thomas	2015-
Vicki Seeger	2013- 2015
Diane Malloy	2010-2013
Janelle Riedy	2007-2010
Cheryl Herrold	2004-2007
Judy Kohman	2001-2004
Jan Carlson	1994-2001
Ed Becker	1991-1994
Lola Scheuerman	1985-1991
Lorraine Schreiner	1982-1985
Leona Shadle	1976-1982
Leo Schell	1972-1976
James Howell	1970-1972
Richard Watson	1967-1970
Nita Wyatt	Until 1967



www.kansasread.org

AWARD WINNERS

EXEMPLARY READING PROGRAM AWARD

2013	Tonganoxie Elementary School - Tonganoxie
2012	Maize South Elementary - Wichita
2009	Arbor Creek Elementary School - Olathe
2008	Royal Valley Elementary School – Hoyt
2007	Obee Elementary - Buhler
2006	Cheney Elementary - Cheney
2005	Lakeside Elementary - Pittsburg
2004	Logan Avenue Elementary –Emporia
2003	New Stanley Elementary - Kansas City, Kansas
2002	Fairview Elementary - Olathe School District
2001	Westwood View Elementary - Shawnee Mission
2000	South Park Elementary - Shawnee Mission
1999	Belle Plaine Middle School - Belle Plaine
1997	Lowman Hill Elementary - Topeka
1996	Westview Elementary - Olathe
1995	Harmony Elementary - Overland Park
1994	Berryton Elementary - Shawnee Heights
1993	Butcher Children’s School - Emporia

OUTSTANDING KANSAS READING EDUCATOR AWARD

2009	Diana Spriggs – Junction City
2008	Tara Azwell – Emporia State University
2007	Marilyn Reynoldson – Junction City
2006	Linda Hilton – Junction City
2005	Wendy Klosterman - Abilene
2004	Julie Samuels – Pittsburg State University
2003	Louise Kearney - McPherson
2002	Ed Becker - Abilene
2001	JoAnn Jennings - Hays
2000	Olivia Moore - Council Grove
1999	Dee Berry - Olathe
1998	Julianne Bliese - Hays
1997	Sandra Morris - Holton
1996	Marty Sours – Pittsburg
1995	Deb Larson - Topeka
1994	Carolyn Landgrebe - Lawrence
1993	Doris Cullor - Ft. Scott
1992	Susan Ryan - Hoyt
1991	Rosemary Branson - Osawatomie
1990	Margie Dykes - Topeka
1989	Mary Langston - Topeka
1988	Doris Welch - Olathe
1987	Margery Pickell – Fredonia
1986	Barbara Maughmer - Manhattan

KRA LITERACY AWARDS

	CORPORATE	PROFESSIONAL	VOLUNTEER
2014	White Tulip Publishing	KS Historical Society	
2012	Black & Veatch	Dorothy Bramlage Library	
2009	Washburn University	Lynne Pelton	Sharon Crouch
2008	Barnes and Noble – Topeka	-none-	-none-
2007	The Ottawa Herald Ottawa	Craig Carter Seaman	KCSL Foster grandparents Program of Junction City
2006	Kansas Pediatric Foundation	Emma Manion	Marian Alderman
2005	Success by Six	Sister Rita Anderson	Sharon Blaes
2004	Topeka Capital Journal	Molly Olson	Mary Alice Thompson
2003	Ottawa University Dr. Vincent Beach, Provost	Conni Honn Wichita	Mary Lou Droegemueller Topeka
2002	Gordon’s Department Store Lenexa	Gerry Getty Franklin County	Vada Ruth Lantz Tecumseh
2001	Excel Corporation Wichita	Coralee Thornburg Utica	Charlene New Ottawa
2000	-none-	Nancy DiOrio Shawnee Mission	Rod Christie Waterville
1999	Payless Shoe Source Topeka	Sue Farag Wichita	Dede Trumble Oregon Trail
1998	Tom Schmitz	Dr. Germaine Taggart High Plains	Dr. Emerson and Martha Smith
1997	-none-	Alice Sagehorn Southeast Area	Betty Zumbrum
1996	McDonald’s Corp Johnson County	Margaret Deaver Wichita Area	Theresa Meyer Oregon Trail
1995	Dr. Mark Glenn Ks. Optometrical Assn.	Duane Pomeroy	Frances Matheson
1994	Helen & Beth Hembree The Readers Corner Bookstore - Wichita	Delta Kappa Gamma Herington	Donna Langer Pittsburg
1993	Dick Montgomery Dairy Queen Council Grove	Cindy O’Rear Ft. Scott	Senior Pen pals Waverly
1990	Topeka Literacy Council	Lorry Shoniber Wichita	Jill Rettig Topeka
1989	Gullivers Book Store	Margaret Moore-Beloit	Nicky Martinez

BILL MARTIN, JR. PICTURE BOOK AWARD

2015	<u>The Day The Crayons Quit</u> by Drew Deywalt
2014	<u>Each Kindness</u> by Jacqueline Woodson
2013	<u>The Day Dirk Yeller Came to Town</u> by Mary Casanova
2012	<u>Snow Dog's Journey</u> by Loretta Krupinski
2011	<u>Lousy Rotten Stinkin Grapes</u> by Margie Palatini
2010	<u>Bats at the Library</u> by Brian Lies
2009	<u>How to Get a Gorilla Out of the Bathtub</u> by John Hall
2008	<u>The Great Fuzz Frenzy</u> by Janet Stevens and Susan Stevens Crummel
2007	<u>Our Tree Named Steve</u> by Alan Zweibel, illustrated by David Catrow
2006	<u>S is for Sunflower: A Kansas Alphabet</u> by Devin and Corey Scillian ill. by Doug Bowels
2005	<u>Souperchicken</u> by Mary Jane and Herm Auch
2004	<u>The Teddy Bear</u> by David McPhail
2003	<u>Goin' Someplace Special</u> by Patricia McKissack and illustrated by Jerry Pinkney
2002	<u>Click, Clack, Moo: Cows That Type</u> by Doreen Cronin and illustrated by Betsy Lewin
2001	<u>Crocodiles & Alligators</u> by Seymour Simon
2000	<u>Stella Louella's Runaway Book</u> by Lisa Campbell Ernst
1999	<u>The Hat</u> by Jan Brett
1998	<u>Piggie Pie</u> by Margie Palatini and illustrated by Howard Fine
1997	<u>Tops and Bottoms</u> by Janet Stevens
1996	Bill Martin, Jr. Honored

OUTSTANDING CONTRIBUTIONS TO KRA AWARD

2014	Donita Shaw - KU
2006	Mike and Theresa Watson – HotDog Webs
2004	Jan Carlson - Formoso
2002	Mary Shoop - Washburn University
1998	Leo Schell - Kansas State University Nita Sundbye - The University of Kansas
1991	Doris Ylander - Wichita
1990	Eleanor Tangeman - Hays Betty Summers - Topeka
1988	Leona Shadle - Green
1986	James Howell - Wichita

CERTIFICATE OF DISTINGUISHED ACHIEVEMENT

1978	Dorethea Hensley - Eastern Hills	Ada Hildwein - Leavenworth
	Marian Thompson – Atchison	Leona Garrison - Junction City

PRESIDENT'S AWARD FOR OUTSTANDING LEADERSHIP

2012	Dr. Mary Shoop - Topeka
2009	Dr. Marjorie Hancock - Manhattan
2007	Yohannes Gebregeorgis - Ethiopia
2006	LeAnn Clark - Hesston
2003	Christine Downey, Senator in the Kansas Legislature
1982	Mary Tefft - Eastern Hills
	Jeri Hurst - Northeast Kansas
	Althea Petersilie - High Plains
	Leo Pauls – Flinthills

IRA/ILA STUDIES AND ACTION RESEARCH AWARD UNPUBLISHED

2014	Haley Olson & Juanita (Johnnie) Santos	
2013	Dr. Karen Bates - Emporia	
2012	Dr. Ashlie Jack – Wichita State	
2010	Dr. Melissa Reed - Emporia	
2009	Dr. Carolyn Carlson - Washburn	
2008	Dr. Lotta Larson – KSU	
2007	Dr. Lori Mann – Emporia	
2006	Tara Flory- Lawrence	
2005	Dr. Elizabeth Schmar-Dobler – Emporia	
2003	Dr. Donita Massengill – KU	
2002	Dr. Kathy Strattman – Wichita	
2001	Dr. Diane Nielsen – KU	Dr. Barbara Luethke-Stahlman – KU

PUBLISHED

2013	Dr. Carolyn Carlson - Washburn	
2012	Dr. Diane Nielsen & Dr. Lisa Friesen - KU	
2008	Dr. Kimberly McDowell – WSU	
2007	Dr. Beth Dobler – Emporia	
2006	Dr. Arlene Barry– Lawrence	
2005	Dr. Connie Briggs – Emporia	Brian Young – Emporia
2002	Dr. Rita Moore – Washburn	Chris Aspegren – Topeka
2001	Dr. Gerry Coffman – Emporia	Dr. Dennis Kear – Wichita
	Dr. Michal McKenna – Georgia	Dr. Tony Ambrosio – Emporia
2000	Arlene L. Barry – Lawrence	Dr. Rita Moore – Topeka
	Chris Aspegren – Lawrence	
1999	Dr. Lori Norton-Meier – Wichita	Sunset Elementary Newton
1998	Danielle Freund – Goddard	
1996	Germaine Taggart – Hays	Arlene Berry – Lawrence
1994	Diane Nielsen – Lawrence	Margaret Ann Domnic – Wichita
1993	Gerry Coffman – Wichita	
1992	Kimberly Gardner – Wichita	
1990	Dennis Kear – Wichita	Michael McKenna – Wichita
1988	Carol Schrader – Emporia	
1987	Michael McKenna – Wichita	
1985	John Miller – Wichita	Micahel McKenna – Wichita
1984	Leo Schell – Manhattan	
1978	John Miller – Wichita	Richard Isakson – Wichita
	Debra Shortledge – Topeka	

KANSAS READING ASSOCIATION HONORS

2014	ILA Award of Excellence
2013	IRA Award of Excellence Gold Level Student Membership
2012	IRA Award of Excellence Gold Level Membership
2011	IRA Award of Excellence
2010	IRA Award of Excellence
2009	IRA Award of Excellence
2008	IRA Award of Excellence
2007	IRA Award of Excellence IRA Membership Excellence Award IRA President's Cup Award
2006	IRA Award of Excellence
2005	IRA Award of Excellence IRA Student Membership Achievement
2004	IRA President's Club IRA Award of Excellence IRA Student Membership Achievement
2003	IRA Award of Excellence IRA Student Membership Achievement Kansas-IRA 5 Star Policy State for 2001-2002 with recognition to Susan Oestreicher and Kathy Schmiedler for their efforts in achieving this honor for Kansas.
2002	IRA Award of Excellence IRA Student Membership Achievement 5-Star Policy Recognition Program Award-Phase I
2001	IRA Award of Excellence IRA Advocacy Award Committee chairs: Deb Larson and Sandee Morris



LOCAL COUNCIL GRANT AWARD RECIPIENTS

2014

Lawrence Reading Council “TES Book Buggy”

2012

Geary County Reading Council Partnership” “Geary County’s Dolly Parton Imagination Library

Wichita Area Reading Council “Maize Summer Bookmobile”

2011

Eisenhower Area Reading Council “Reading Buddy System”

2010

Golden Plains Reading Council “Stories & Staples”

Eisenhower Area Reading Council “Reading for Hope”

2007-2008

Franklin County Reading Council “A House Is Not a Home Without a Library”

Sunflower Reading Council “Bags O’Books”

2006-2007

Sunflower Reading Council “Snip, Clip and Read!”

Franklin County Reading Council “Join a Teacher”

Geary County Reading Council “No Bars on Reading”

Lawrence Area Reading Council “It’s a Small World in Lawrence, Kansas”

2005-2006

Lawrence Area Council “Building a Foundation with Books”

Franklin County Council “Creating Home Libraries for Habitat Homes”

Sunflower Reading Council “Literacy at the Laundromat”

2004-2005

Sunflower Reading Council “Reading’s Nice While Waiting for a Slice”

Franklin County Reading Council “Book Journeys”

Geary County Reading Council “Books and Beginners”

2003-2004

Eastern Hills Reading Council “Reading Road Show”

Wichita Area Reading Council “Please Read Me a Story”

Southeast Reading Council Reading Corner in the Wesley House at Pittsburg

2002-2003

Eisenhower Area Reading Council “Cover Both Ends”

Golden Horizons Reading Council “Rock and Read”

Sunflower Reading Council “Read Early to Advance Development (READ)”

**Local Council Grants continued
2001-2002**

Eisenhower Area Reading Council	“The Traveling Books”
Franklin County Reading Council	Franklin County Literacy Festival
High Plains Reading Council	“Books and Babes”

2000-2001

Eastern Hills Reading Council	“Boo Boo Bears and Books”
Eisenhower Area Reading Council	“Cover Both Ends”
Franklin County Reading Council	“Traveling Bill Martin, Jr. Award Nominee Library”
Southeast Area Reading Council	“Adopt-A-Family Christmas Project”

1999-2000

A+ Reading Council	“Multi-Cultural Literature”
Cowley Co. Reading Council	“IRA Has A Lot To Offer”
Eisenhower Area Reading Council	“Ready to Read”
High Plains Reading Council	“Reading Buddy Research”

1998-1999

Franklin County Reading Council	“Real Books, Real Authors”
Southeast Reading Council	“Non-fiction Fit For You”
Southwest Reading Council	“Decorated Storybook Pumpkins”

1997-1998

High Plains Reading Council	“Jack Daws”
Northeast Reading Council	“Native American Project”

Various Scholarships given through KRA:

2014 – Bayleigh Stovail Memorial Scholarship
2015 – Rita Shogren Memorial Scholarship

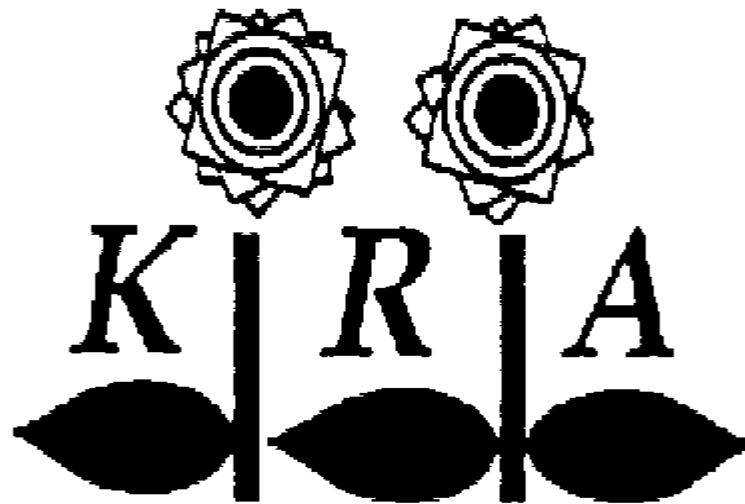
Recipient:

Julie A. Carey

Book Study Books

2013-2014	<u>Notice and Note</u> by Kyleene Beers & Robert E. Probst
2014-2015	<u>The Writing Thief</u> by Ruth Culham





**LOCAL COUNCILS
OFFICERS**

COUNCIL OFFICERS

1. **FLINT HILLS
19200**

PRESIDENT

Dr. Sonja Ezell
Emporia, KS 66801
sezell@emporia.edu

VICE PRESIDENT/PRESIDENT ELECT

Roger Caswell
1623 Berkeley Road
Emporia, KS 66801
785-341-9599
rcaswell@emporia.edu

SECRETARY

Dr. Lori Mann
Emporia, KS 66801
lmann@emporia.edu

TREASURER

Dawn Moews
915 Whildin
Emporia, KS 66801
620-412-5005
dmoews@emporia.edu

MEMBERSHIP

Nelda Epp
1474 Road E
Emporia, KS 66801
620-481-9473
nepp@emporia.edu

2. **FRANKLIN COUNTY
19210**

PRESIDENT

Teri Howard
1324 S. Elm
Ottawa, KS 66067
785-241-0123
howardt@usd290.org ILA #214742

PAST PRESIDENT

Diedre Altic
716 E. 10th
Ottawa KS 66067
785-242-5384
alticd@usd290.org ILA#1916073

VICE PRESIDENT

Rebecca Cruce
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Ottawa KS 66067
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SECRETARY

Liz Lowderman
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lowderme@usd290.org ILA#835142

TREASURER

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Ottawa KS 66067
785-248-3000
mikeandvickiehall@gmail.com ILA#455486

MEMBERSHIP

Vickie Hall
12 SW Hillside Rd.
Ottawa KS 66067
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mikeandvickiehall@gmail.com ILA#455486

COUNCIL OFFICERS

**3. GEARY COUNTY
19220**

CO-PRESIDENT

Kenny Talley
kennytalley@usd475.org

PRESIDENT-ELECT

Erica Gasswint
530 West 8th Street
Chapman, KS 67431
785-200-7429
ericagasswint@usd475.org

SECRETARY

Genevieve Mason
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248-242-1701
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TREASURER

Rolinda Smith
3009 Blaine Drive
Junction City, KS 66441
785-366-0068
rolindasmith@usd475.org

MEMBERSHIP

Diana Spriggs
1028 Northwest Avenue
Junction City, KS 66441
diana76@cox.net

**4. GOLDEN PLAINS
19225**

PRESIDENT

Misti Fravel-Towry
PO Box 577
Bucklin, KS 67834
620-338-6923
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VICE-PRESIDENT

Kris Ekum
3104 Ross Court #1
Dodge City, KS 67801
620-255-0261
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SECRETARY

Kathy Frederking
2203 McCoy
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frederking.kathy@usd443.org

TREASURER

Marlene Littrell
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MEMBERSHIP

Kris Ekum
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B: 620-255-0261
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COUNCIL OFFICERS

5. HIGH PLAINS

Monica Dreiling (CONTACT)

**6. LAWRENCE AREA
19600**

Alica Thomas (CONTACT)

**7. NORTH CENTRAL KANSAS
19700**

PRESIDENT

Ashley Messick

785-587-2070

ashleym@usd383.org

VICE PRESIDENT

Robin Edmunds

SECRETARY

Debra Schapaugh

5105 Vista Acres

Manhattan KS 66503

785-537-7409

debras@usd383.org

TREASURER/MEMBERSHIP CO-CHAIR

Linnea Hess

linneah@usd383.org

TREASURER/MEMBERSHIP CO-CHAIR

Noel Kellogg

1415 Forest Park Lane

Junction City, KS 66441

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noelteacher@aol.com

COUNCIL OFFICERS

**8. SOUTHERN JOHNSON COUNTY
19150**

CONTACT PERSON

Nancy Smith
913-780-7320
nsmithbe@olatheschools.org

**9. SUNFLOWER READING
19793**

CONTACT PERSON

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**10. TOPEKA AREA
19800**

PRESIDENT

Ramona Smith
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785-286-3109
Ramonasmith68@gmail.com

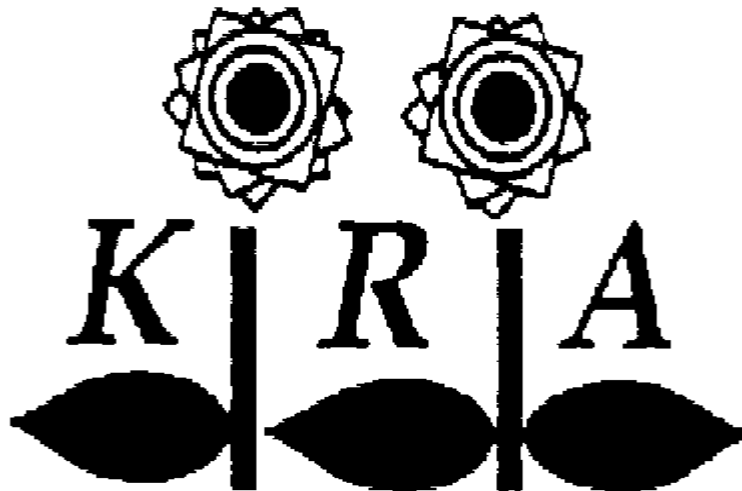
VICE PRESIDENT

Judy Desetti
jdesetti@mphm.com

SECRETARY

Cheryl Byrne
cbyrne@mphm.com

**11. WICHITA AREA
19950**



COMMITTEES

INFORMATION & FORMS

STANDING COMMITTEES

AD HOC COMMITTEES

SPECIAL

REPRESENTATIVES

KANSAS READING ASSOCIATION COMMITTEE GUIDELINES

WELCOME

Thank you for accepting your KRA committee appointment. The work of KRA committees is vital to the implementation of the association goals and your contribution is highly valued by the KRA Executive Board. The following information is provided to assist you in your committee role.

COMMITTEE APPOINTMENTS

Chairs of KRA committees are appointed by the KRA president and approved by the KRA Executive Board. Committee chairpersons serve on the KRA Board of Directors. You will be responsible for appointing your committee members.

CHARGES

Committee charges are developed annually by the KRA Executive Board to meet the goals of the association. Standing committees also function within the provisions established in the KRA Bylaws. It will be the responsibility of each committee chair to:

- (1) Send the charges of the committee to all committee members;
- (2) Provide an update on the progress of the committee's work when requested by the KRA Executive Board Liaison (requests will be made before each Executive Board Meeting);
- (3) Prepare a written report summarizing the work of the committee for Delegates Assembly at State Conference;
- (4) KRA stationary/letterhead must be used for all correspondence. Available from KRA State President.

MEETINGS

Meetings may be scheduled by the chairperson or by the call of the KRA president. Every effort should be made to meet at times when extra travel expenses are not incurred (i.e. Summer Leadership Workshop, KRA Conference, other professional meetings).

BUDGET

Each committee will function within the line item amount allocated in the current KRA budget. The amount budgeted for each committee is listed with the committee charges in the handbook. Additional expenditures requested by the committee must be forwarded to the KRA president for consideration and approval by the Executive Board.

VOUCHERS

The chairperson will sign and forward an official KRA Voucher **with receipts** for approved expenditures to the KRA treasurer for reimbursement. All vouchers for reimbursement must be sent to the KRA treasurer no later than June 10.

COMMITTEE CHAIRPERSON'S RESPONSIBILITIES

1. Review the charges with committee and briefly discuss the focus of each charge.
2. Note any due dates for your committee.
3. Assign tasks to committee members and list a due date for completion of each task. Encourage committee members to make written notes concerning their commitment and check with them as the due date approaches to ensure that the task has been completed.
4. Note additional ideas generated by the committee. New goals or charges may be presented in written form to your Executive Board Liaison any time during the year. New charges must be presented to the KRA Executive Board for approval.
5. Select a date for a committee meeting if you have work you feel cannot be completed individually.
6. Present an oral and a written report of committee accomplishments to Delegates' Assembly at State Conference. If you are unable to be present at Delegates' Assembly a committee member or your KRA Executive Board Liaison may present your report.
7. Your Executive Board Liaison will call you before each Executive Board meeting to get a progress report on your committee's work.
8. Each chairperson who needs a plaque for awards shall purchase an 8 x 10 plaque from:

Westside Stamp and Award
2030 SW Fairlawn Rd
Topeka KS 66604
Phone: (785) 272-7242
FAX: (785) 272-1366
<http://www.wssapromo.com/>

This plaque will have the KRA logo on it. Orders may be written or faxed to the vendor.

9. Each chairperson who needs a certificate for an award will make arrangements with the Executive Treasurer for the appropriate KRA Certificate. Notify the KRA Treasurer if a monetary award is to be presented

IMPORTANT

10. Keep a hard copy file of your committee's work to be passed on to the next chairperson. If you are not continuing as chair, return all file copies to the KRA President by Summer Leadership.
11. Copies of all mailings and projects must be sent to the KRA President.
12. All correspondence must be completed on KRA letterhead. Available from KRA President.
13. All vouchers for reimbursement must be sent to the KRA Treasurer by June 10.
14. Committee chair will provide complete and updated information about his/her self and all committee members to the KRA President by July 1 for the Handbook.

**KRA NOMINATIONS
DUE BY April 15, 2016**

Mail to: Janelle Riedy jriedy@kansasread.org

I would like to nominate _____ and I have asked for their permission.

Nominee _____ Business phone _____

Address _____ Home phone _____

Email Address _____

City _____ State _____ Zip _____

Local Council Name _____ (Must be member in good standing)

EXECUTIVE BOARD

Vice President _____

Other _____

I am interested in serving on a state committee for the 2015-2016 year. Please keep me in mind for a job on the following committee(s).

STANDING COMMITTEES:

**Interested
in chairing**

**Interested
in serving**

Administrators and Reading _____

Bill Martin, Jr. Picture Book Award _____

Bylaws _____

Exemplary Reading Program Award _____

Finance _____

Kansas Read Week _____

Legislative _____

Literacy Award _____

Local Council Grant _____

Long Range Planning _____

Membership and Organization _____

Newspaper in Education Week _____

Nominating _____

Outstanding Kansas Reading Educator Award _____

Parents and Reading _____

Promotional Materials _____

Public Relations/Technology & Communication _____

State Conference & Institute Coordinator _____

Studies and Research _____

KRA PUBLICATIONS

Kansas Journal of Reading Editor _____

Kansas Journal of Reading Ed. Advisory Board _____

KRA Newsletter Editor _____

Signature of Nominee _____

ADMINISTRATORS AND READING COMMITTEE

Purpose: Promote membership of administrators in KRA.

Executive Board Liaison: Past President (Janelle Riedy)

Chair: Laurie Curtis

admin@kansasread.org

ljcurtis@k-state.edu

ADMINISTRATORS AND READING COMMITTEE CHARGES -

Budgeted for the year: \$25.00

1. Work with the KRA Director of Membership Development to identify the total number of administrators who are members of KRA.
2. Identify strategies for encouraging administrators to become members of the Kansas Reading Association and of their local councils.
3. Develop alternative ways of reaching administrators, with special emphasis on middle school administrators.
4. Promote key role administrators play in supporting literacy development.
5. Present a session for administrators at the KRA Conference.
6. All written communication must appear on KRA letterhead.

BILL MARTIN, JR. PICTURE BOOK AWARD COMMITTEE

Purpose: To honor Bill Martin, Jr. an internationally renowned Kansas author of children's picture books; to promote in young children an appreciation for good literature; to command outstanding authors/illustrators of children's picture books; and to encourage involvement in promoting quality picture books.

Executive Board Liaison: President-Elect (Deanna Burton)

Chair: Roger Caswell (2014-2016)

rcaswell@emporia.edu

bmjaward@kansasread.org

Kim Patton (2014-2016)

kpatton@usd345.com

Debra Stewart (2015-2017)

dstewart758@gmail.com

Tina Quall (2014-2016)

tqualls@usd259.net

Heather Caswell (2015-2017)

heathercaswell@me.com

Kathy Frederking (2014-2016)

Frederking.kathy@usd443.org

PICTURE BOOK AWARD COMMITTEE CHARGES -

Budgeted for the year: \$1500.00

1. Provide for a rotating committee membership representing the six zones of KRA, plus Executive Board representation, and the Chair(s). The appointment is for a period of two years. Members may serve a maximum of two terms. The committee membership should be balanced between classroom teachers, administrators, librarians and higher education. The chairperson should have served on the committee the previous year.
2. Solicit KRA membership input for book nominees and committee membership.
3. Voting for the winning book is done by KRA membership late January or/through early February. Ballots will be made available to current members only through online voting. Winner will be presented to the membership after voting results have been completed and author has been contacted.
4. Maintain the purposes of the award: to honor Bill Martin, Jr., an internationally renowned Kansas author of children's picture books; to promote in young children an appreciation for exceptional literature; to commend outstanding authors/illustrators of children's picture books; and to encourage involvement in promoting quality picture books.

5. Prior to the KRA Summer Leadership each year, establish a list of 10-12 books meeting these criteria: books must be published in the three years preceding the one in which the final selection is made; authors/illustrators should live in North America; nominees must not be Caldecott winners; books must be in print; only one title per author/illustrator per year; books should be appropriate for K-3; and they may be either fiction or non-fiction.
6. At Summer Leadership: Present current nominee list for the following year's voting.
7. Release to school librarians the titles of new BMJ nominees as soon as possible after the new list is finalized. The Bill Martin, Jr Committee will compile and maintain the mailing list of school librarians and be responsible for sending the new BMJ nominee list.
8. Written contact will be made to all authors/illustrators/publishing companies with a book on the nomination list. The letter should state that in order to be declared the winner, the author or illustrator must agree to attend and/or address the conference. All written communication must appear on KRA letterhead.
9. Contact the KRA Conference planning committee with the winner's name(s) as soon as possible after voting. The Bill Martin, Jr Picture Book Award chairperson will contact the winner. Detailed arrangements for the conference appearance will be done by the conference planning committee and the Bill Martin, Jr chairperson. Five hundred dollars from the Bill Martin, Jr Picture Book Award committee budget can be allocated toward committee expenses. Up to \$1000 may be used as an honorarium (or for travel expense) for the authors or illustrators attending at the state conference, with a maximum of \$500 per presenter. The chairperson will negotiate the division of the \$1000. It is not necessary for both the author and illustrator to attend the conference. The publisher pays for travel to the KRA conference. KRA conference funds pay for food/lodging/transportation from the airport.
10. At the annual conference: (a) Chairperson or designee will make award presentation; (b) Chairperson or designee will announce the new winner; (c) Committee will provide a display of the next year's nominees; (d) Committee will provide bookmarks or handout of nominees and (e) Committee will present a session about the nominees (see conference planning committee for session proposal form).
11. Work closely with Executive Board and conference planning committee making necessary arrangements for the author visit. Chairperson makes necessary arrangements for the appropriate plaques, medals, and seals.
12. Work with the KRA Public Relations Committee, KRA publications, school and public libraries, media outlet and publishing companies to promote this award.

BYLAWS COMMITTEE

Purpose: Review the bylaws of the Kansas Reading Association to determine if they meet current and foreseeable needs.

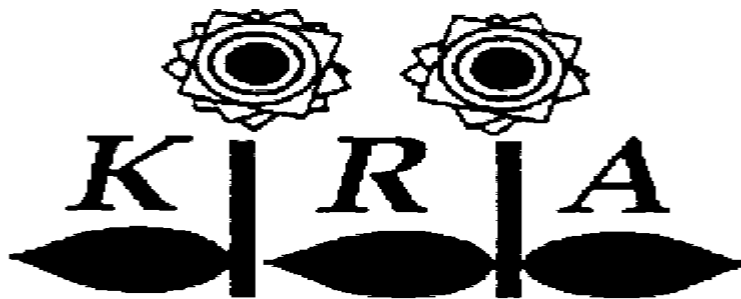
Executive Board Liaison: President (Dawn Moews)

Chair: Deanna Burton – dburton@kansasread.org

Committee: Victoria Seeger
Alica Thomas
Paula Inman

**BYLAWS COMMITTEE CHARGES -
Budgeted for the year: \$5.00**

1. Review the bylaws of the Kansas Reading Association to determine if they meet current and foreseeable needs.
2. Study the recommendations of any standing committee concerning specific sections of the bylaws.
3. Check with ILA to see which KRA Committees are mandated by ILA.



EXEMPLARY READING PROGRAM AWARD COMMITTEE

Purpose: Recognize qualified Kansas schools as being exemplary in their efforts to improve reading/language arts. This school is also recognized at the national level by the International Reading Association.

Executive Board Liaison: President (Dawn Moews)

Chair: Carolyn Doolittle
Carolyn.doolittle@stmary.edu

Committee: Allison Nelson anelson@usd232.org
Patricia Bandre pebandre@gmail.com

EXEMPLARY READING PROGRAM AWARD COMMITTEE CHARGES - Budgeted for the year: \$800.00

1. Send a call for nominations to each local council president in the summer. Make a presentation at the Summer Leadership workshop outlining the purpose of the award and the procedure for submitting nominations.
2. Place a call for nominations in the fall KRA Newsletter.
3. Collect the nominations from qualified Kansas schools and select a maximum of three schools for visitation.
4. Report the names of local councils submitting a nomination for the Exemplary Reading Award on or before June 15 to KRA President-elect.
5. Set up visitation time. The visitation requires all committee members to visit all schools. If one team member is unable to attend, a new date must be chosen.
6. With the approval of the KRA President, an alternate member may be chosen by the committee to replace a committee member who cannot attend the school visits.
7. Select one award winning school.
8. Notify the winner and other nominees of the results of the visit. Ask all schools notified not to publicize the information until the award is presented.
9. Obtain confirmation of attendance from the award winning school. Forward the information to the KRA President-elect. The winning school will receive two complimentary tickets to the banquet. Additional tickets may be purchased depending on availability.
10. The winning school will be presented a plaque and a copy of the current Bill Martin, Jr. award winning book. The presentation will be made at the KRA State Conference. The plaque will be ordered from Westside Stamp and Award (see committee chairperson's responsibilities page). Submit bill to treasurer upon receipt.
11. Forward the name of the state recipient to the International Literacy Association for ILA Exemplary Reading Award recognition.
12. Report to the public noteworthy efforts to improve reading/language arts via the KRA Newsletter and other appropriate means. Forward information regarding the award winner to the Public Relations Committee chair for the development of a press release. Submit an article on the Exemplary Reading Program award to the Spring KRA Newsletter.

FINANCE COMMITTEE

Purpose: Work to produce a budget which is presented to the Executive Board and Board of Directors for approval.

Chair: President-Elect Deanna Burton
dburton@kansasread.org

Committee: Members of Executive Board

FINANCE COMMITTEE CHARGES

Budgeted for the year: \$525.00

1. Contact all committee chairpersons by March 1 for committee budget recommendations for the following fiscal year, so budget planning may begin.
2. Examine the income and expenditures of KRA and prepare the annual budget for approval by Executive Board prior to presentation to the Board of Directors at the Summer Leadership Workshop.
3. Arrange to have the appointed accountant audit the KRA books and the state conference books. Present the results to the Board of Directors at the Summer Leadership Workshop.
4. Require that local councils present books for audit at KRA Summer Leadership.
5. KRA financial books will be audited yearly. Three hundred dollars is budgeted for this service.
6. Local financial books will be audited yearly. A stipend of \$100.00 is budgeted yearly for this service.

KRA CHECK POLICY

7. **When a check is provided as payment to Kansas Reading Association, you authorize KRA to draw from your account these funds. If your payment is returned unpaid for any reason, you will reimburse KRA the original payment and any banking charges incurred at KRA's expense, plus a \$25.00 service charge. Councils or individuals requesting reissued KRA checks will incur the current bank charges to stop payment on the original KRA check.**

KANSAS READ MONTH COMMITTEE

Purpose: Select a date and theme for this special month, then promote and disseminate material across the state.

Executive Board Liaison: State Coordinator (Alica Thomas)

Chair: Janelle Riedy
sjriedy@tctelco.net

Erin Meyers
erin83@ksu.edu

KANSAS READ MONTH COMMITTEE CHARGES - Budgeted for the year: \$125.00

1. Develop a plan for promoting Kansas READ Month prior to Summer Leadership.
2. Promote and disseminate Kansas READ Month material to KRA members at Summer Leadership and on the kansasread.org website.
3. Promote Kansas READ Month to KRA members.
4. Contact the governor's office at www.ksgovernor.org/proclamations to request proclamation acknowledging Kansas READ Month. This should be done 2 to 5 months prior to September.

Keeping Reading Alive

LEGISLATIVE COMMITTEE

Purpose: Activate the KRA legislative network when the need arises. Contact the Kansas State Department of Education, State Board of Education and legislators as needed.

Executive Board Liaison: Past President (Janelle Riedy)

Chair: Janelle Riedy

Committee: Teri Howard

LEGISLATIVE COMMITTEE CHARGES - Budgeted for the year: \$25.00

1. Establish a legislative network.
2. Activate the networking process when there is a need for:
 - testimony at public hearings
 - telephoning
 - letter writing
 - responding to requests from ILA for lobbying on federal issues
 - inviting legislators to meet with group(s)
3. Establish contacts with the Kansas State Department of Education to assist in identifying upcoming legislative issues related to reading.
4. Contact the Secretary of the State Board of Education to be put on a mailing list of agenda and minutes.
5. Include legislative updates in KRA newsletters and in communications on the KRA web page.
6. Promote ILA position statements on issues vital to reading education in Kansas.
7. Serve as KRA spokesperson to KSBE and State Legislature as deemed necessary.
8. Review ILA Advocacy Award and submit if possible (http://www.reading.org/Resources/AwardsandGrants/council_advocacy.aspx) .
9. Submit Award of Excellence, II Service to Education and to the State or Province – required item B, to the KRA president in completed form by January 15.

Kansas State Board of Education
www.ksde.org/commiss/bdaddr.html

Kansas State Legislators
www.accesskansas.org/legislative/senateroster/index.html
www.accesskansas.org/legislative/houseroster/index.html

LITERACY AWARD COMMITTEE

Purpose: Recognize those helping to promote literacy in the corporate, professional and volunteer categories.

Executive Board Liaison: Vice President (Victoria Seeger)

Chair: Micah Roman Schloegel
micahroman@gmail.com

Members: Debra Schapaugh
schapaughdebra@gmail.com

LITERACY AWARD COMMITTEE CHARGES -

Budgeted for the year: \$25.00

Application Deadline: June 15, 2016

1. Make a presentation during Summer Leadership outlining the purpose of the award(s) and the procedure for submitting nominations.
2. Distribute nomination forms to all local council presidents to accommodate the three levels for the literacy award(s): Corporate, Professional, and Volunteer with awards to be given at the discretion of the committee.
3. Select and notify recipient(s) for the Literacy Award(s). Also notify the nominating council. Ask that winners not publicize the information until award is presented. Ask that the winners provide the name of their local newspaper.
4. Confirm intent to attend conference from award recipient. Forward this information to the KRA President-elect. Winners will receive two complimentary tickets to the banquet. Additional tickets may be purchased depending on availability.
5. Award winners will receive a framed certificate. Presentation will be made at the KRA State Conference. Notify KRA treasurer by September 1 of award winners so certificates can be designed.
6. Send a list of councils submitting nominations to KRA President-elect by Summer Leadership.
7. Forward information to the Public Relations Committee chair for the development of a press release.
8. Submit an article on the Literacy Award recipient(s) to the Spring KRA Newsletter.
9. Complete the State Councils Report on the Literacy Award and forward to ILA to meet the Service Award requirement.
10. All councils must be notified regarding the placement of their nominees.
11. Submit Award of Excellence, I. Service to Councils and Members - optional item A & G, to the KRA President in completed form by January 15.

LOCAL COUNCIL GRANT COMMITTEE

Purpose: Recognize and grant funds to local councils for implementing a project of merit which promotes literacy.

Chair: Vice President (Victoria Seeger)
vseeger@kansasread.org

COMMITTEE: Executive Board

LOCAL COUNCIL GRANT COMMITTEE CHARGES-

Budgeted for the year: \$1025.00

Application Deadline: June 15, 2016

1. Publicize the Local Council Grant for special project or program promoting literacy. (Use Summer Leadership, the newsletter, KRA Web Page, and correspondence to local council presidents for promotion).
2. Acknowledge receipt of application to each council submitting one. All written communication must appear on KRA letterhead.
3. Evaluate proposals on thoroughness of application, merit of project or program in promoting literacy, and need of the council.
4. Grant funds based on evaluation.
5. Chair needs to notify treasurer for check to be forwarded to council receiving grant.
6. Notify councils awarded Local Council Grants and ask them to be present at the KRA Conference for recognition.
7. Notify applicants that will not be awarded Local Council Grants. Thank them for their applications. Give them reasons that their proposals could not be funded at this time. Encourage them to apply in the future.
8. Award certificates to recipients of the Local Council Grants at the KRA Conference. Each chairperson who needs a certificate for an award will make arrangements with the Treasurer for the appropriate KRA Certificate.
9. Submit press releases to local paper(s) of councils receiving Local Council Grants.
10. Ask recipients to submit stories for newsletter about the projects and programs that were funded with the Local Council Grants.
11. Encourage recipients to share projects and programs at the KRA Conference and Summer Leadership.
12. Notify President elect of councils who applied for a Local Council Grant for Sunflower Merit Award purposes by Summer Leadership.

LONG RANGE PLANNING COMMITTEE

Purpose: Review the mission statement and goals of KRA.

Executive Board Liaison: Dawn Moews, President

Committee: Executive Board

**LONG RANGE PLANNING COMMITTEE CHARGES -
Budgeted for the year: \$25.00**

1. Review mission statement for the Kansas Reading Association.
2. Annually discuss and plan for the long range goals of KRA.
3. Contact membership at least every other year for a consensus of opinion on long range goals.
4. Publish an article in the Fall Newsletter outlining long range plans.



MEMBERSHIP COMMITTEE

Purpose: Promote membership in KRA, collect dues and keep records.

Sonja Ezell, Chair
sezell@kansasread.org

Diana Spriggs
dspriggs@kansasread.org

MEMBERSHIP COMMITTEE CHARGES - Budgeted for the year: \$1000.00

1. Collect dues from local councils and forward money to the KRA Treasurer.
2. Keep an accurate record of total membership including latest address. Work with executive secretary to maintain total membership on database.
3. Make available to the Board of Directors current membership information.
4. Plan ways to secure new members and to retain present members by working with local membership chairs.
5. Develop and maintain a KRA Officer's display for the State Conference and other relevant occasions.
6. Continue to seek assistance in managing the KRA membership tables at the KRA conference.
7. Continue to implement the plan for encouraging student membership in KRA and ILA.
8. Continue plan to stimulate membership among secondary level educators.
9. Develop a plan to encourage administrative membership in KRA and ILA..
10. Committee chair submit Award of Excellence, I. Service to Councils and Members - required item E, to the KRA Past President in completed form by November 15.
11. Joint Membership dues are \$30.00 (\$20.00 to KRA and \$10.00 to local council) & undergraduate, mentor, and retired membership dues are \$15.00 (\$10.00 to KRA and \$5.00 to local council).
12. Members who do not have a local council belong to the state council.
13. For Institutional Membership - Any undergraduate who is enrolled in at least 12 hours or a graduate student who is enrolled in at least 9 credit hours and have been admitted into a university's professional education program may join with an institutional membership. Each institution must have a contact person who sends in all the names which they are paying for as a KRA membership by October 1st of each year to the executive secretary. This will verify that they are a student at the institution and admitted into the university's professional education program. No refunds or replacements will be allowed throughout the year. Payment through the university shall be as follows:

1-25 students	\$125
25-100 students	\$250
100 - 250 students	\$500
250 - 500 students	\$750
500 - 1,000 students	\$1000
14. It will be the responsibility of the KRA Membership Chairman to be in charge of sharing ILA's and KRA's business to our Institutions and be a voice for the pre-service and graduate educators to the KRA Board.

NIE WEEK COMMITTEE
March 2016

Purpose: Develop and promote NIE (Newspaper in Education) Week programs at the local council level.

Executive Board Liaison: President-Elect (Deanna Burton)

Chair: Donna Knoell
dknoell@sbcglobal.net

NEWSPAPERS IN EDUCATION WEEK COMMITTEE CHARGES -
Budgeted for the year: \$50.00

1. Promote NIE Week in Kansas by disseminating information to KRA members through the fall KRA Newsletter.
2. Promote NIE Week programs at the local council level, sending any materials promoting NIE Week to local council presidents, and Executive Board three months prior to NIE Week.
3. Prepare an article or advertisement for the KRA Journal promoting NIE Week.
4. Promote NIE at the state conference by planning an NIE session and preparing an NIE display.
5. Work with the Public Relations Committee to obtain statewide media coverage.
6. Work in cooperation with Kansas Newspapers.
7. Submit Award of Excellence, I. Service to Councils and Members - optional item B, to the KRA President in completed form by January 15.

Keeping Reading Alive

NOMINATING COMMITTEE

Purpose: Secure nominees for the positions open on the Executive Board.

Executive Board Liaison: Past President (Janelle Riedy)

**NOMINATING COMMITTEE CHARGES -
Budgeted for the year: \$5.00**

1. Place a call for nominations in the spring KRA Newsletter.
2. Send call for nominations to local council presidents and encourage all local councils to submit suggestions for nominations.
3. Verify current membership in ILA and KRA.
4. Distribute summaries of nominees' professional/biographical sketches to the Board of Directors, prior to Delegates Assembly, and provide copies at the Delegates Assembly.
5. Present nominations for KRA officers to Delegates Assembly in ballot form and tabulate votes during the assembly.
6. Send article detailing election results to the KRA Newsletter Editor.



OUTSTANDING KANSAS READING EDUCATOR AWARD COMMITTEE

Purpose: Recognize a KRA member as an educator who is exemplary in their efforts to promote literacy.

Executive Board Liaison: Membership (Victoria Seeger)

Chair: Renee Babin
rbabin@usd497.org
educator@kansasread.org

Members: Babs Tims
Janelle Riedy

**OUTSTANDING READING EDUCATOR AWARD COMMITTEE CHARGES -
Budgeted for the year: \$150.00**

Application deadline: June 15, 2016

1. Award nominees must be members of KRA.
2. Place a call for nominations for the award in the spring KRA Newsletter and on the web site.
3. Send nomination form to local council presidents by March 1.
4. Send a list of councils and nominees to KRA President-elect by Summer Leadership.
5. Verify award recipient's membership in KRA.
6. Select and notify the award recipient. Ask recipient not to publicize the award until presented at State Conference. Obtain the name of the recipient's local newspaper.
7. Confirm winner's intent to attend conference luncheon. Forward this information to the KRA Conference Chairperson. Winner will receive two complimentary tickets to the luncheon. Additional tickets may be purchased depending on availability.
8. Inform KRA Treasurer of the winner by September 1. Winner receives a \$100 honorarium and award.
9. Make presentation of award at the KRA Conference.
10. Submit article to the spring KRA Newsletter recognizing the award recipient.
11. All written communication must appear on KRA letterhead which is on the web site.

PARENTS AND READING COMMITTEE

Purpose: Promote and publicize the importance of the parents' role in the reading achievement of their children.

Executive Board Liaison: Recording Secretary (Misti Fravel-Towry)

Chair: Sarah Tham
sarahthamyuensan@yahoo.com

Member: Vicki Seeger

PARENTS AND READING COMMITTEE CHARGES - Budgeted for the year: \$50.00

1. Continue to promote the importance of the parents' role in the reading achievement of their children.
2. Present a session at the KRA Conference to promote the importance of the parents' role in the learning to read process.
3. Disseminate information about the parents' role in the learning to read process to local councils.
4. Publicize and promote KRA among parent organizations.
5. Collaborate with other organizations to promote parent involvement in literacy.
6. Develop promotional materials to publicize reading concepts supported by KRA and form a plan on how to disseminate this information to parents.
7. All written communication must appear on KRA letterhead.

Keeping Reading Alive

PROMOTIONAL MATERIALS

Purpose: Develop and market materials which will promote KRA.

Executive Board Liaison: Membership (Janet Kellogg)

Chair: Rolinda Smith & Janelle Riedy

PROMOTIONAL MATERIALS COMMITTEE CHARGES - Budgeted for the year: \$800.00

1. Continue to explore other product ideas that would promote KRA.
2. Market KRA promotional materials (such as note cards, T-shirts, teaching materials, buttons, teacher craft items) and inexpensive student materials (bookmarks, reading motivation items).
3. Submit a list to KRA President-elect by Summer Leadership of all local councils purchasing materials to re-sell at their meetings/events for a Sunflower Merit Award optional item.



**PUBLIC RELATIONS COMMITTEE
TECHNOLOGY AND COMMUNICATIONS**

Purpose: Promote KRA by publication of KRA activities, producing an image brochure and maintaining a current web page.

Executive Board Liaison: State Coordinator (Sonja Ezell)

Chair: Ashlie Jack
Ashlie.jack@wichita.edu

Members: LeAnn Clark
Trish Bandre

PUBLIC RELATIONS COMMITTEE CHARGES:

Budgeted for the year: \$1000.00

1. Encourage local councils to publicize and promote KRA activities. Ask local councils to submit written copies to the Public Relations committee.
2. Encourage local councils to display publicity information at Summer Leadership and KRA Conference on display boards.
3. Write and distribute news releases as referred by the KRA Executive Board, such as award recipients and KRA activities.
4. Distribute public service (multi-media) spot promoting KRA.
5. Develop an image brochure promoting KRA. Submit to KRA Executive Board for approval. Review every three years.
6. Distribute the image brochure through the local councils, conference, etc.
7. Take responsibility for taking pictures at the State Conference, Summer Leadership and other KRA sponsored activities.
8. Maintain a Web page for KRA. The chairperson will work with the KRA immediate past-president to maintain a Web page for KRA. www.kansasread.org
9. All written communication must appear on KRA letterhead.
10. This committee shall consist of a chairperson, KJR Editor, Newsletter Editor, the KRA Past President and Conference Coordinator.

STATE CONFERENCE COMMITTEE

Purpose: Plan and implement a quality professional state conference for KRA members and others.

Executive Board Liaison: Past President (Janelle Riedy)

2015: Rolinda Smith & Janelle Riedy
rolindasmith@usd475.org
jriedy@abileneschools.org

2016:

STATE CONFERENCE COMMITTEE CHARGES - Budgeted for the year: \$1000.00

1. Plan and implement the Institutes/Conference.

APPLICABLE TO STATE CONFERENCES ONLY Conference Coordinator Budget for the year: \$800.00

2. Work with the host councils(s) to plan for the KRA Conference.
3. KRA Conference Chairperson needs to make a formal request for \$1,000 seed money. This should be in writing and submitted to the KRA treasurer.
4. Create a master file of exhibitors. Exhibitors on this list will be notified of KRA Conference exhibit information. Update the list after the KRA Conference and forward to the next KRA Conference Steering Committee.
5. Updates of conference progress and/or minutes of conference committee meetings must be submitted by the KRA Conference Chairperson, on a regular basis, to the KRA State Coordinator and the KRA President.
6. Finalize conference/institute financial books on or before December 31. Submit final financial report to KRA President-elect and present check to KRA Treasurer.
7. Create a notebook of conference communications and records to pass on to the next KRA Conference Planning Committee.
8. Review and follow procedures for KRA Conference.
9. Chairperson must submit Award of Excellence, II. Service to Education and to the State or Province - required item A, to the KRA State President in completed form by January 15.

STUDIES AND RESEARCH COMMITTEE

Purpose: Recognize educators for their published and unpublished research or action research manuscripts in the area of reading.

Executive Board Liaison: State Coordinator (Janet Kellogg)

Karen Bates, Chair
Emporia State University
kbates@emporia.edu

Angela Petersen
Ellinwood School District #355
apetersen@usd355.org

Jeri Powers
DeSoto School District
jpowers@usd232.org

Vicki Seeger
Northwest Missouri State University
vseeger@yahoo.com

**STUDIES AND RESEARCH COMMITTEE CHARGES –
Budgeted for the year: \$400.00**

Application deadline: June 15, 2016

1. Review both published and unpublished categories along with the practitioner or student action research category for the 4 research award(s) to be awarded at the discretion of the committee. Any manuscript submitted must be suitable for publication in the KJR.
2. Send request for completed research to all higher education institutions in Kansas. All written communication must appear on KRA letterhead.
3. Place a call for completed research in the fall and spring KRA Newsletters.
4. Evaluate completed research submitted and select the award recipient(s).
5. Notify award recipient(s) that two (2) complimentary tickets are provided for the award function. Obtain confirmation of attendance and forward information to the KRA President-elect. Additional tickets may be purchased depending on availability.
6. Forward information about the award recipient to the Public Relations committee chair for development of a press release. Obtain the name of the local newspaper of the recipient.
7. Forward councils represented by Studies and Research Award candidates to the President-elect for Sunflower Merit Award purposes by Summer Leadership.
8. Present research award(s) at the KRA Conference. Each recipient will receive a framed certificate. The research project will receive a \$100.00 honorarium. Notify KRA Treasurer of award winner(s) by September 1.
9. Submit article to the spring KRA Newsletter recognizing the research award recipient(s).
10. Develop and present a training session at the KRA Conference for members interested in research within their classrooms, etc.

SPECIAL REPRESENTATIVES

Executive Board Liaison –State Coordinator (Alica Thomas)

KANSAS ASSOCIATION OF SCHOOL LIBRARIES

Kansas Reading Association Special Representative

Kathy Frederking

KANSAS LEARNING FIRST ALLIANCE

Kansas Reading Association Representative

Budgeted for the year: \$25.00

Laurie Curtis
Melissa Reed

KANSAS LEARNING FIRST ALLIANCE COMMITTEE CHARGES:

1. Report to each executive board meeting.
2. Disseminate information through newsletter, journal, web page, KRA Conference and Summer Leadership.

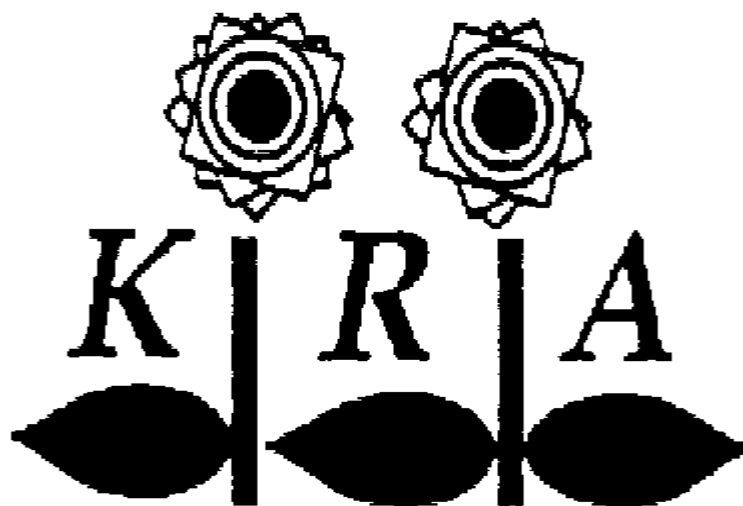
WILLIAM ALLEN WHITE SELECTION COMMITTEE

Budgeted for the year: \$30.00

Representative: Helen Kline

WAW@kansasread.org

1. Read books published during the year under consideration.
2. Nominate books you find especially worthwhile to be considered for the Master List.
3. Read books nominated by other committee members.
4. Attend the Selection Committee meeting on a Saturday in late September. During this meeting members will discuss each title that has been nominated & create the Master List for the next year.



PUBLICATIONS

KANSAS JOURNAL OF

READING

SUNFLOWER SEEDS

KRA NEWSLETTER

KANSAS JOURNAL OF READING

Purpose: KRA publishes an annual professional journal for KRA members. KJR is a well respected, quality journal published in the winter and includes research manuscripts, KRA events and information, book reviews, conference information and proposal and KRA membership form.

Executive Board Liaison: President (Dawn Moews)

Donita Shaw, Editor
Kansas University
journalofreading@kansasread.org

KANSAS JOURNAL OF READING COMMITTEE CHARGES - **Budgeted for the year: \$1,000.00**

1. Publish an annual journal and encourage entries from KRA members.
2. Submit manuscripts to the KJR Advisory Board for editing.
3. Include timely KRA events and information in the KJR.
4. Include KRA Conference information and proposal form.
5. Promote the KJR and call for teacher tips at Summer Leadership. Include the name of the local council on the submission form. Forward the names and councils of those submitting entries to the President-elect for the Sunflower Merit Award by October 1.
7. The KJR Editors shall print no more than 100 additional copies above the current mailing list for promotion. The additional Journals should be shipped to the State Coordinator.
8. The KJR shall continue annually and include featured information, NIE Week material, and the KRA membership form.
9. Call for proposals in the fall and spring KRA Newsletters.
10. Additional Journals may be purchased for printing and shipping costs. Any revenue from Journal sales must be sent to the KRA State Treasurer.

OCTOBER 1 DEADLINE FOR TEACHER TIPS AND STUDENT RESPONSES TO AWARD WINNING BOOKS - DUE TO Dr. Donita Shaw.

SUNFLOWER SEEDS

Purpose: KRA publishes a monthly briefing of pertinent information through an electronic forum.

Executive Board Liaison: President (Dawn Moews)

LeAnn Clark, Editor
sunflowerseeds@kansasread.org

SUNFLOWER SEEDS COMMITTEE CHARGES - Budgeted for the year:

1. Publish a monthly briefing (approximately 2 pages) from September through May.
2. Local council presidents and committee chairs can submit features to the editor for inclusion in the monthly briefings.
3. Include timely KRA events and local council information in the Sunflower Seeds.
4. Sunflower Seeds is disseminated through the KRA listserv via an electronic format.

KRA NEWSLETTER

Purpose: The newsletter is produced twice a year, in the Fall and Spring. The KRA Fall Newsletter includes KRA news, local council news, READ Week advertising, KRA Calendar, membership information and promotion project information. The Spring Newsletter includes award recipients, council recognition and conference information.

Executive Board Liaison: Treasurer (Rolinda Smith)

Stephanie Hamby-Editor
newsletter@kansasread.org

KRA NEWSLETTER COMMITTEE CHARGES - Budgeted for the year: \$500.00

1. Produce Fall and Spring KRA Newsletters that include KRA news, local council news, READ Month, and other pertinent information of KRA to be posted on the KRA website.
2. The KRA newsletter will be posted on the KRA website following the deadlines set by the Executive Board.
3. Printed copies of the newsletter are available to members who make a request in writing to the newsletter editor.

DEADLINES:

OCTOBER 1

MARCH 1

***DUE TO Stephanie Hamby-Editor-
2329 Brett Drive
Lawrence, KS 66049
C: 785-760-2380
newsletter@kansasread.org***

KRA NEWSLETTER GUIDELINES

A. FEATURES TO BE INCLUDED IN ALL COPIES OF THE KRA NEWSLETTER

President's Message
KRA Membership Information
KRA Promotional Projects Information
State Coordinator's Report

B. FEATURES TO BE INCLUDED IN THE FALL KRA NEWSLETTER

KRA Calendar
Fall Conference Report
KRA Award Recipients
Bill Martin, Jr. Picture Book Winner and New List for Upcoming Year
Calls from KRA Committees:
 Kansas Journal of Reading
 Exemplary Reading Program
Local Council Programs for Current Year

DUE DATE IS OCTOBER 1

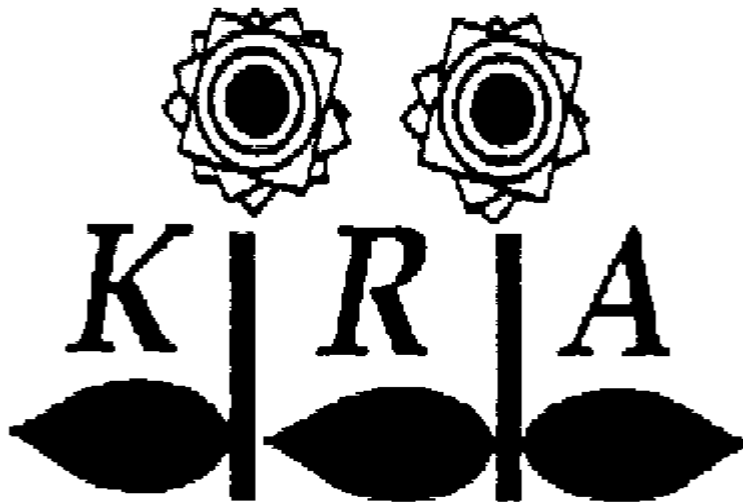
C. FEATURES TO BE INCLUDED IN THE SPRING KRA NEWSLETTER

KRA Election of Officers Report
Summer Leadership Information
Honor Council Recognition
Proposal Form for Next Year's Conference
Calls from KRA Committees:
 Officer and Committee Nominations
 Kansas Journal of Reading
 Research Award
 Outstanding Reading Educator
 Literacy Awards

DUE DATE IS MARCH 1

All materials should be typed and mailed or e-mailed to:

***Stephanie Hamby-Editor
2329 Brett Drive
Lawrence, KS 66049
C: 785-760-2380
newsletter@kansasread.org***



**SUNFLOWER MERIT
AWARD**

**FORMS
PROCEDURES
ADDRESSES**

KRA SUNFLOWER MERIT AWARD PROGRAM – 2015-2016

Purpose: Recognize local councils for their activities in promoting literacy. Seven required items, and seven of twenty-five optional items, need to be completed to meet the criteria for this award.

One hundred dollars (\$100) awarded to each council meeting the criteria.

Council Name:

Local Councils use this form to keep record of items submitted.

All items require proper documentation.

Send to: Deanna Burton, 3014 Champions Circle, Manhattan, KS 66503
dburton@kansasread.org

Due by date indicated on this form

REQUIRED ITEMS (ALL items are required)

Instructions on following pages

- | | Due Date |
|--|--------------------|
| 1. Activity or event to promote membership | July 2016 |
| 2. Council Officers Report Form (2016) | June 15, 2016 |
| 3. All Local Council Officers must be members of KRA and ILA | June 30, 2016 |
| 4. One local officer attend Summer Leadership | July 2016 |
| 5. Present Treasurer's books for audit at Summer Leadership | July 2016 |
| 6. Calendar of Council Programs/Events | September 15, 2015 |
| 7. 2015 Summer Leadership RSVP by date requested in mailing | |

OPTIONAL ITEMS (Complete any **SEVEN** of the following.)

Instructions on following pages

- | | Due Date |
|---|------------------------|
| 1. Local council rep. at Delegates Assembly at State Conference | October 2015 |
| 2. Council display at Summer Leadership | Summer Leadership 2015 |
| 3. Teacher Tips submitted to KJR (list contributors) | October 1, 2015 |
| 4. Building representative plan | November 1, 2015 |
| 5. Apply for Exemplary Reading Award | November 15, 2015 |
| 6. Submit application for a new or previous Local Council Grant | June 15, 2016 |
| 7. Community service project | Summer Leadership 2016 |
| 8. Local council newsletter created and distributed | Summer Leadership 2016 |
| 9. Membership increase of 10% | Summer Leadership 2016 |

- | | |
|--|------------------------|
| 10. Purchasing or selling KRA promotional materials | Summer Leadership 2016 |
| 11. Sponsor a legislative event | Summer Leadership 2016 |
| 12. Submit NEW speakers for the KRA Speakers Bulletin | Summer Leadership 2016 |
| 13. KRA Nomination names | April 15, 2016 |
| 14. Manuscript submitted for KRA Research Award | June 15, 2016 |
| 15. Submit nominee for Outstanding Educator Award | June 15, 2016 |
| 16. Submit nominee for Literacy Award | June 15, 2016 |
| 17. Council Project for NIE Week | Summer Leadership 2016 |
| 18. Council Project for Parents & Reading | Summer Leadership 2016 |
| 19. Develops a multimedia presentation to promote literacy | Summer Leadership 2016 |
| 20. KRA Executive Board Member visits council | Summer Leadership 2016 |
| 21. Local Council member serving KRA as
Executive Board Member, State Committee Chair | Summer Leadership 2016 |
| 22. Hosting the KRA State Conference | Summer Leadership 2016 |
| 23. Participate in an International Project | Summer Leadership 2016 |
| 24. Sponsor a minimum of 5 new members (Mentor a Member) | Summer Leadership 2016 |
| 25. Promote the BMJ or WAW Awards | Summer Leadership 2016 |

PROPER DOCUMENTATION SHOULD ACCOMPANY ALL ITEMS. (ie: newsletters, reports, brochures, flyers, newspaper articles, programs, applications, etc.) See next few pages for clarification of proper documentation.

KRA SUNFLOWER MERIT AWARD

July 2015 to July 2016

REQUIRED ITEMS (These **SEVEN** items are required)

1. Plan an activity or event to promote membership.

Council Procedure: Send written plan to **KRA Director of Membership, Sonja Ezell.**

Due: July 2016

2. Council Officers Report Form to **State Coordinator** by June 15, 2016.

Council Procedure: Send form to **State Coordinator, Alica Thomas**

Due: June 15, 2016

3. **All local council officers** must be members of KRA and ILA. All officers must retain current KRA and ILA membership throughout their term of office.

Council Procedure: Memberships will be checked by Director of Membership Development and the State Coordinator.

Due: June 30, 2016

4. At least **one local council officer** in attendance at 2015 Summer Leadership Workshop.

Council Procedure: Attendance will be taken at Summer Leadership Workshop.

Due: July 2016

5. Must present Treasurer's records for audit at 2015 Summer Leadership Workshop.

Due: July 2016

6. Submit calendar of local council programs and events.

Council Procedure: Send calendar to **2015-2016 KRA President-elect, Deanna Burton.**

Due: September 15, 2015

7. The president of the local council shall see that officers attending Summer Leadership respond to the Summer Leadership mailing RSVP by the date requested.

Council Procedure: Send RSVP to **2016 President, Deanna Burton**, by the date specified in the Summer Leadership mailing.

Due: May/June 2016

OPTIONAL ITEMS (Complete any **SEVEN** of the following)

1. At least one member of local council in attendance at Delegates Assembly at the State Conference. State officers and committee chairs cannot count as Local Council delegates.

Council Procedure: Attendance will be taken at Delegates Assembly.

Due: October 2015

2. Council display board (differs from table display) to Summer Leadership. Council display board features your meetings and activities throughout the year. (Table display is determined by the KRA president's theme and is judged. Winners of table display receive KRA/ILA memberships).

Council Procedure: Council brings display board showing activities and events from your local council to Summer Leadership.

Due: July 2016

3. Teacher Tips submitted by local council member(s) to the Kansas Journal of Reading.
Council Procedure: Submit Teacher Tips to **KJR Editor, Donita Shaw** following developed guidelines. (List contributors on summary sheet.)
Due: October 1, 2015

4. Develop a building representative plan for promotion of membership according to ILA guidelines.
Council Procedure: Submit plan to **2015 KRA President-elect, Deanna Burton**. Plan should include a detailed description plus any promotional flyers developed locally.
Due: November 1, 2015

5. School with Local Council KRA member(s) will submit an application for the Exemplary Reading Award to ILA.
Council Procedure: Submit application for **Exemplary Reading Award to ILA** following the guidelines in the ILA Leadership Packet. Local Council will notify **2015 KRA President-elect, Deanna Burton**, of application. The KRA Exemplary Reading Program Award Committee will verify application upon notification by KRA.
Due: November 15, 2015

6. Apply for a new or previously funded Local Council Grant Award following guidelines on application form. (Download from kansasread.org)
Council Procedure: Submit application to **KRA Vice President, Vicki Seeger**.
Due: June 15, 2016

7. Plan and implement a community service project* (i.e., Adult Literacy Program, Young Authors Conference, Reading Book Fair, Reading in the Mall, Parents and Reading, etc.)
Council Procedure: Within 30 days of the project, submit a written summary of project to **KRA President-elect, Deanna Burton**. Summary must include: event, date, and detailed summary. Pictures may also be included as part of the detailed summary.
Due: Summer Leadership 2016

8. Design and distribute a local council newsletter.
Council Procedure: Send newsletter to **2015 KRA President-elect, Deanna Burton**.
Due: Summer Leadership 2016

9. KRA membership increase of 10% over previous year as verified by Director of Membership Development.
Council Procedure: Send written proof to the **Director of Membership Development, Sonja Ezell**, that the council has achieved 10% membership increase.
Due: Summer Leadership 2016

10. Purchase KRA promotional materials to sell or use as incentives at local council meetings/events.
Council Procedure: Send a list of items purchased from KRA Promotional Committee that your council sold or used as incentives at your local meetings/events to **2015 KRA President-elect, Deanna Burton**. KRA Promotional Chair will also submit a list of participating councils to **2015 KRA President-elect, Deanna Burton**.
Due: Summer Leadership 2016

11. Sponsor a legislative event.
Council Procedure: Submit a description or newspaper clipping of the event to **2015 KRA President-elect, Deanna Burton**.
Due: Summer Leadership 2016

12. Submit new speakers for the KRA Speakers Bulletin to **State Coordinator Alica Thomas.**

Due: Summer Leadership 2016

13. Submit at least one name in nomination for an appointment as an Executive Board member, a Standing Committee member or editor or advisor to KRA Publications. *Nomination must have nominee's consent.*

Council Procedure: Send name on KRA Committee Nominations Form to **2015 KRA President-elect, Deanna Burton.** See form in the Committee Section of the Handbook.

Due: April 15, 2016

14. Member of local council submits a manuscript for KRA Research Award.

Council Procedure: Manuscript should be submitted to the **Studies and Research Committee Chairperson, Karen Bates.** Manuscript must follow Studies and Research Committee Guidelines.

Due: June 15, 2016

15. Submit a nominee for Outstanding Educator Award.

Council Procedure: Send nomination to the **KRA Outstanding Educator Award Committee Chairperson, Renee Babin.** Nomination must be submitted in the form requested by the committee.

(Download from kansasread.org)

Due: June 15, 2016

16. Submit a nominee for KRA Literacy Award.

Council Procedure: Send nomination to **Literacy Award Committee Chairperson, Micah Schloegel.**

Nomination must be submitted in the form requested by the Literacy Award Committee. (Download form at www.kansasread.org)

Due: June 15, 2016

17. Develop a Newspaper in Education Week Project*.

Council Procedure: Send report of NIE Week project to **2015 KRA President-elect, Deanna Burton.**

Due: Summer Leadership 2016

18. Develop a project for Parents and Reading.

Council Procedure: Send report to **2015 KRA President-elect, Deanna Burton.**

Due: Summer Leadership 2016

19. The council will develop a multimedia presentation promoting literacy.

Council Procedure: Submit presentation to **2015 KRA President-elect, Deanna Burton.**

Due: Summer Leadership 2016

20. KRA Executive Board visits local council meeting.

Council Procedure: Invite a KRA Executive Board member to visit local council meeting. Submit a signed letter from the Executive Board member giving date, time, and summary of meeting. (see #5, Travel under KRA Procedures) Submit to **2015 KRA President-elect, Deanna Burton.**

Due: Summer Leadership 2016

21. Local Council member serving KRA as Executive Board Member, State Committee Chair.

Council Procedure: Submit person's name and KRA office to **2015 KRA President-elect, Deanna Burton.**

Due: Summer Leadership 2016

22. Host KRA State Conference.*

Council Procedure: Send copy of registration form to **2015 KRA President-elect, Deanna Burton**

Due: Year Conference Hosted, Summer Leadership 2016

23. Participate in an International Project. Suggested projects include the current KRA international project and/or an approved ILA International project.

Council Procedure: Submit a summary of the international project your council participated in or supported to **2015 KRA President-elect, Deanna Burton.**

Due: Summer Leadership 2016

24. Sponsor a minimum of 5 new members who join KRA through the *Mentor a Member* program.

Council Procedure: Submit names of new members who join KRA through the *Mentor a Member* program to **2014 KRA President-elect, Deanna Burton.**

Due: Summer Leadership 2016

25. A council sponsored event that promotes the BMJ or WAW Awards.

Council Procedure: Submit a summary, picture, or flyer to **2015 KRA President elect, Deanna Burton.**

Due: Summer Leadership 2016

****If items occur after due date, submit item by due date. State actual date the item will occur. All items must occur by 7/1/16. DOCUMENTATION SHOULD ACCOMPANY ALL ITEMS.***

SEND COMPLETED ITEMS TO:

Deanna Burton, 2015-2016 President-Elect

3014 Champions Circle

Manhattan, KS 66503

785-632-4892

dburton@kansasread.org

State Coordinator (#7310)

Alica Thomas

1037 Home Circle

Lawrence, KS 66046

785-691-7551

athomas@kansasread.org

Director of Membership (#9517)

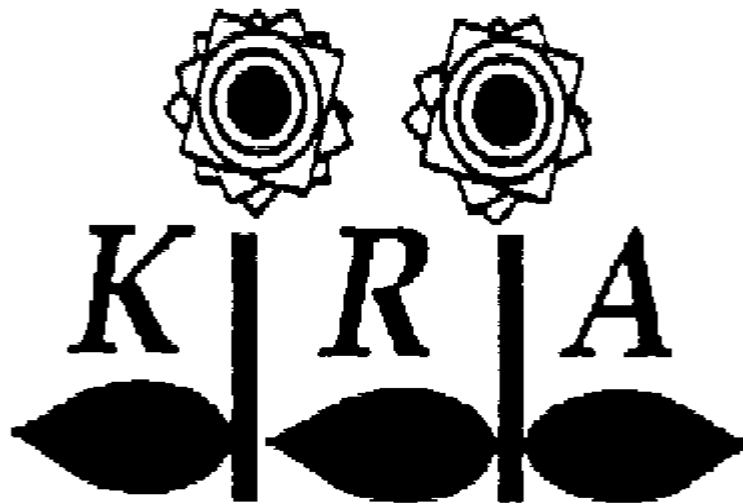
Sonja Ezell

ESU, 1 Kellogg Circle, Box 4037

Emporia, KS 66801

469-260-1837

sezell@kansasread.org



SECRETARIAL SERVICES

- *Local Council Officer
Change Report**
- *Label Order Form**
- *Voucher**

KRA SECRETARIAL SERVICES

Diana Spriggs
1028 Northwest Avenue
Junction City, KS 66441
dspriggs@kansasread.org

Council print-outs and council labels can be obtained by contacting Diana Spriggs. Allow two weeks for processing.



LOCAL COUNCIL OFFICER CHANGE REPORT

Local Council Name _____ Local Council # _____

Officer to be changed: _____

CHANGE TO:

Name _____ Address _____ Zip _____

Phone: Business _____ Home _____

IRA MEMBERSHIP NUMBER _____ EXPIRATION _____

Signature of person submitting this report _____

SEND TO:
Alica Thomas
athomas@kansasread.org

www.kansasread.org

LABEL ORDER FORM

During the summer months the KRA Handbook and Directory information is updated for changes in leadership and committee assignments. Local council membership records are updated as received. If you have projected needs for mailing labels or printouts of membership information please submit your requests well in advance, using the form below. It is more efficient to run multiple sets of labels and printouts at the same time. However, additional materials may be requested later in the year if needed.

TOTAL KRA STATE MEMBERSHIP	# OF LABEL SETS	DATE NEEDED
Zip code sort	_____	_____
Alpha sort	_____	_____
Council sort-by zip	_____	_____
Council sort-alpha	_____	_____
LOCAL COUNCIL MEMBERSHIP		
For _____ Council		
Zip sort	_____	_____
Alpha sort	_____	_____
KRA Board of Directors	_____	_____
KRA Executive Board	_____	_____
KRA Committee Chairpersons	_____	_____
Local Council Presidents	_____	_____

THE FOLLOWING ARE NOT LABELS - THEY ARE PRINTOUTS

Total KRA Membership Printout (alpha) _____

Total Local Council Membership Printout (alpha)

For _____ Council _____

MAIL REQUEST TO:
 Diana Spriggs
 1028 Northwest Avenue
 Junction City, KS 66441
dspriggs@kansasread.org

REQUESTED BY:

Name: _____

Address: _____

City/State/Zip: _____

Date of request: _____

Kansas Reading Association
Reimbursement Voucher
2015-2016

Please complete this form for reimbursement for expenses incurred and attach necessary receipts.

Date: _____

Budget Line Item: _____

Name: _____

KRA Position: _____

Mailing Address: _____

Phone: _____

Postage: _____

Printing: _____ (attach receipts)

Other Materials: _____

Mileage @ 51 cents per mile: _____ miles

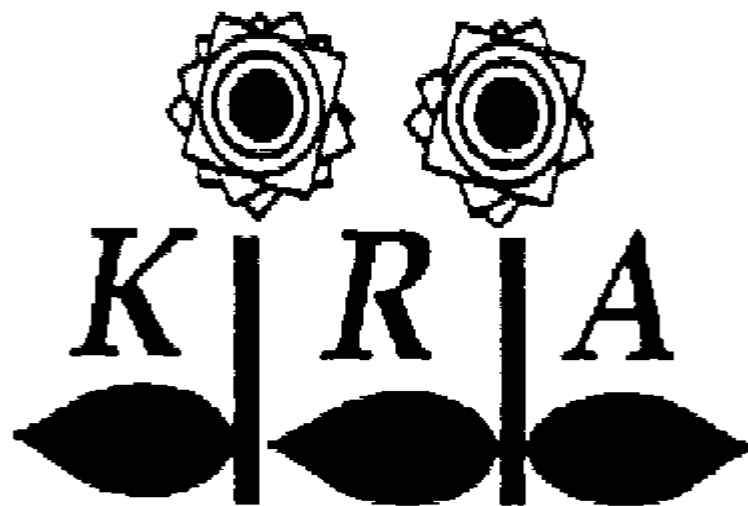
PAYMENT REQUEST: \$ _____

Signature: _____

Check # _____

Kansas Reading Association
Rolinda Smith/KRA Treasurer
Fort Riley Middle School
4022 First Division Rd.
Fort Riley KS 66442

785-717-4500 School
785-366-0068 cell



BYLAWS

BYLAWS
KANSAS COUNCIL
of the
INTERNATIONAL READING ASSOCIATION

Revised July 2013

ARTICLE I--NAME

The Kansas Council of the International Reading Association shall be called the Kansas Reading Association or KRA, serving the State of Kansas.

ARTICLE II--NATURE AND PURPOSES

Section 1--Nature

The Kansas Reading Association shall be an organization of professional and other interested individuals who are actively promoting reading and literacy.

Section 2--Purposes

The purposes of the council shall be: 1) to encourage the study and research of literacy issues at all levels; 2) to disseminate the results of pertinent and significant investigations and practices; 3) to assist in the development of quality teacher training programs; 4) to promote mutual understanding and cooperative work among educators in pre-K, elementary, middle school/junior high, high school, college/university, and adult education; 5) to act as a coordinating agency for local, state, and special interest groups; and 6) to encourage community awareness of and active support for literacy issues.

ARTICLE III--MEMBERSHIP AND DUES

Section 1--Eligibility

Membership in the council shall be open to all persons engaged in teaching or supervision at any school level, to parents, and to all others interested in the purposes of the council.

Section 2--Active Members

Membership in the council shall become effective upon payment of council dues. All members of local councils shall hold membership in the Kansas Reading Association.

Section 3--Council Dues

Dues for annual membership in the Kansas Reading Association shall be set by the Board of Directors with the approval of the assembly. Dues are payable to the Executive Membership Secretary for the membership year in accordance with the date set by the Kansas Reading Association.

Section 4--International Dues

Membership in the International Reading Association shall be strongly recommended. Dues may be paid to the local council membership director or directly to IRA Headquarters.

ARTICLE IV - OFFICERS

Section 1--Officers

The elected officers of the Kansas Reading Association shall consist of a vice president, a president-elect, a president, a past-president, and a recording secretary. Any member in good standing, who is also a member of the International Reading Association, is eligible to be an officer of the council.

The office of treasurer shall be appointed by the Kansas Reading Association Executive Board for a term of three years and, at the discretion of the Executive Board, may be reappointed for terms of three years each. At the end of the current tenure in office, the Executive Board shall notify the Treasurer whether the board intends to reappoint him/her.

Section 2--Term of Office

The term of office of the vice-president shall be one year. The vice president shall then automatically succeed to the office of president-elect for one year, and, at the expiration of this term as president-elect, shall become president for a period of one year, and, at the expiration of this term as president, shall become past-president for a period of one year. The term of recording secretary shall be two years; however, this officer may serve a second two year term immediately following the first term in office.

Section 3--Time of Assuming Office

Each officer shall assume the duties of office on July 1.

Section 4--Duties of the Vice President

The vice president shall serve as a member of the Board of Directors, serve as chairperson of the Local Council Grants Committee, and fulfill such other duties as are assigned by the Executive Board. Should the office of president-elect become vacant, the vice president shall serve the unexpired portion of the president-elect's term in addition to the term to which the vice president was elected.

Section 5-- Duties of the President-elect

The president-elect shall serve as a member of the Board of Directors, serve as chairperson of the Bylaws Committee, serve as chairperson of the Finance Committee and fulfill such other duties as are assigned by the Executive Board. In the event of the absence, incapacity, or resignation of the president, the president-elect shall assume and perform the duties of the president. Should the office of president become vacant, the president-elect shall become president immediately and shall serve the unexpired portion of the president's term in addition to the year for which the president-elect was elected. In the event that, for any reason, the president-elect is unable to assume the duties of the president immediately, the vice president shall assume the duties of the president.

Section 6--Duties of the President

The president shall act as the executive officer of the Kansas Reading Association. The president shall preside at all KRA meetings, shall act ex officio as chairperson of the Executive Board and the Board of Directors, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes.

Section 7--Duties of the Treasurer

The treasurer shall: 1) maintain accurate and up-to-date records; 2) have custody of the funds of the council which shall be deposited in the name of the Kansas Reading Association; 3) sign checks on behalf of the council; 4) file a non-profit corporation report with the Internal Revenue Service, as required, using an assigned number; 5) provide a bond for the amount fixed by the Executive Board, the bond to be filed with the president; 6) cooperate fully with the annual audit and, within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 8--Duties of the Recording Secretary

The recording secretary shall: 1) record the happenings of all council meetings and all meetings of the Board of Directors and the Executive Board; 2) keep a permanent book of the minutes of all meetings; 3) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 9--Duties of the State Coordinator

The State Coordinator shall be elected by the KRA Board of Directors in accordance with directives of the International Reading Association for a three-year term and will be eligible for a second three-year term. The State Coordinator will maintain accurate records of chartered councils within the state, provide direction and training for zone coordinators, arrange with the state president an annual Leadership Workshop for all local and state officers and committee chairpersons, promote the organization of additional local councils, maintain continuity and stability in the state through a system of communication between all councils in the state. The State Coordinator will also serve as a member of the State Conference and Public Relations Committees. The State Coordinator shall be responsible for collecting Officer Report forms from all the local and special interest councils and for turning them in to IRA Headquarters. After each Delegates Assembly, the State Coordinator shall be responsible for sending names of newly elected state officers to IRA Headquarters. Since KRA is a non-profit organization, the State Coordinator must register yearly with the Kansas Secretary of State as the official business agent of KRA.

Section 10--Duties of the Director of Membership Development

The Director of Membership Development shall be appointed by the KRA Executive Board for a term of three years and be eligible for a second three-year term. The Director of Membership Development shall serve as chairperson of the Membership and Organization Committee and shall carry out the duties specified in Article IX, Section 5.

Section 11--Duties of Immediate Past President

The Immediate Past President shall serve as a member of the Executive Board and Board of Directors in an advisory capacity. The Immediate Past President will also serve as chairperson of the Nominating Committee.

Section 12--Interim Replacement

In the event of a vacancy in the office of vice president, treasurer, or recording secretary, the Executive Board shall have the power to fill the vacancy until the next regular election.

ARTICLE V--EXECUTIVE BOARD

Section 1--Function

The Executive Board is responsible for planning and executing council business. The Executive Board helps the president prepare the agendas for the meetings of the Board of Directors and for the KRA Delegates Assembly, reviews reports of all committees at the meetings of the Board of Directors and prior to the KRA Delegates Assembly, and shall perform other responsibilities as directed by the president.

Section 2--Composition

The Executive Board shall be composed of the president (who shall serve as the chairperson), the president-elect, vice president, treasurer, recording secretary, state coordinator, director of membership development, and the immediate past president. A Kansas Department of Education representative shall serve as KRA Executive Board liaison.

Section 3--Meetings

The Executive Board shall meet at the call of the president.

Section 4--Quorum

A quorum for a meeting of the Executive Board shall consist of 60% of the members.

ARTICLE VI--BOARD OF DIRECTORS

Section 1--Function

The Board of Directors shall exercise general supervision over the property and affairs of the council. It shall have the general power to administer the affairs of the council between council meetings and shall report its actions to the membership for approval.

Section 2--Composition

The Board of Directors shall consist of the state coordinator, all current state officers, the chairpersons of committees, chairpersons of ad hoc committees, editors of publications and all presidents of active local councils.

Section 3--Meetings

The first meeting of the Board of Directors shall be held during the Summer Leadership Workshop. The Board of Directors shall be empowered to hold such other meetings as it shall deem necessary on the call of the president.

Section 4--Quorum

A quorum for a meeting of the Board of Directors shall consist of twenty-five per cent (25%) of the members.

ARTICLE VII--KRA DELEGATES ASSEMBLY

Section 1--Composition

The assembly shall consist of the Board of Directors, and one (1) delegate for every twenty (20) members or fraction thereof of each active local council. Delegates will be based on local council membership numbers as of December 31 each year. All Delegates must be current members of KRA and the Local Council they represent. Delegate names must be submitted to the President-elect by the specified date.

Section 2--Function

The assembly shall be the legislative body of the Kansas Reading Association and shall have full power and authority over the affairs of the council within the limits set by these bylaws. It shall have authority to review decisions made by the Board of Directors and to accept or reject them.

Section 3--Quorum

A quorum shall consist of twenty-five per cent (25%) of those eligible to vote in the assembly.

Section 4--Meetings

The KRA Delegates Assembly shall meet at least one (1) time each year.

Section 5--Notification of Meetings

At least four (4) weeks in advance of each meeting, all members and all local and special interest councils shall be notified of the date, time and place of the meeting.

Section 6--Amendments to the Bylaws

The KRA Delegates Assembly shall have the power to amend these bylaws as provided in Article XIII.

ARTICLE VIII--NOMINATION AND ELECTION OF OFFICERS

Section 1--Election

The vice president shall be elected annually by the Delegates Assembly. The secretary shall be elected following expiration of each two year term.

Section 2--Nominating Committee

The Nominating Committee shall be chaired by the immediate past president and be composed of at least three (3) members appointed by the president and approved by the Executive Board. The Nominating Committee shall prepare a slate of nominees annually. Each nominee must be a current member of the International Reading Association and Kansas Reading Association at the time of nomination. Advance consent from each nominee shall be secured by the committee.

Section 3--Mode of Election

If the voting is to take place at a meeting of the council, the president shall give an opportunity to propose nominations from the floor for each office after the slate from the Nominating Committee has been presented, including a short vita of each nominee. Voting shall be by ballot. Space shall be provided on the ballot form for the names of candidates nominated from the floor. A plurality of the votes cast shall constitute an election. In case of a tie, a ballot for the two (2) highest nominees shall then be distributed. The results of the election shall then be announced to the nominees and the membership.

If the voting is to be completed electronically, the ballot and short vita of each nominee shall be emailed to each active member of the council at least four (4) weeks prior to the date the ballots are to be counted. The email will clearly state the date when the ballot must be cast. The email will also include a link to a survey engine where the voting member may anonymously cast his/her vote. A place shall be provided for write-in candidates. The votes shall be counted by the Nominating Committee and the results reported to the president in office at the time. A plurality of the votes cast shall constitute an election. In case of a tie, a ballot for the two (2) highest nominees shall be distributed by mail following the same procedure described in the first paragraph of this section. The results of the election shall be announced to the nominees and the membership.

Section 4--Term of Office

Each elected officer shall assume the duties of office on July 1 and shall continue to serve for the duration of the term.

ARTICLE IX--COMMITTEES

Section 1--Standing Committees

There shall be such standing committees as specified in Sections 2 through 19 of this article. If possible, there shall be a carry-over of two (2) members on each outgoing standing committee into the membership of the newly formed standing committee.

Section 2--Bylaws Committee

The Bylaws Committee will continuously study the bylaws of this council to determine if they are meeting current, as well as foreseeable needs.

Section 3--Finance Committee

The Finance Committee will examine the income and expenditures of the council and be responsible for preparing the annual budget. The committee shall be chaired by the president-elect and include the president, vice president, past president, auditor, treasurer, and one additional member from the Executive Board. The Finance Committee shall arrange to have the appointed auditor make an annual audit of the Kansas Reading Association's books and present this information at the first meeting of the fiscal year.

Section 4--Legislative Committee

The Legislative Committee will formulate goals and policies relative to reading-related legislative and certification issues. It shall represent the council at state legislative and certification hearings.

Section 5--Membership and Organization Committee

The Director of Membership Development shall be the chairperson of the Membership and Organization Committee.

The Executive Membership Secretary, as a member of the committee, will 1) collect dues and turn all monies over to the treasurer and 2) keep an accurate record of total membership, including latest addresses and submits a monthly report to the Director of Membership Development.

The Director of Membership Development shall 1) plan ways to secure new members and retain present members and 2) notify any member whose dues are delinquent and 3) make available to the Board of Directors current membership information.

Section 6--NIE Week Committee

The NIE Week Committee will be responsible for planning and disseminating activities and information concerning the annual NIE Week.

Section 7--Nominating Committee

The immediate past president shall serve as chairperson of the Nominating Committee. The Committee will function as defined in Sections 2 and 3, Article VIII of these bylaws.

Section 8--Parents and Reading Committee

The Parents and Reading Committee will be responsible for encouraging parent participation in the purposes of the council.

Section 9--Public Relations Committee/Technology and Communications

The Public Relations/Technology and Communications Committee will promote KRA by publication of KRA activities through various communication modes.

Section 10--READ Month Committee

The READ Month Committee will be responsible for planning and disseminating activities and information concerning the annual READ Month.

Section 11--State Conference Committee

The local arrangements chair of the State Conference Committee shall be appointed by the Executive Board upon recommendation from the council(s) hosting the conference

Section 12--Studies and Research Committee

The Studies and Research Committee will seek to compile and disseminate research information throughout the council. The Committee will call for, evaluate, and present an annual research award at the State Conference.

Section 13--Exemplary Reading Program Award Committee

The Exemplary Reading Program Award Committee shall call for, visit, and evaluate outstanding Kansas schools and select a recipient to receive an annual award at the State Conference. This school will represent Kansas at the IRA level.

Section 14--Literacy Award Committee

The Literacy Award Committee will call for, evaluate and present three annual awards at the State Conference. These awards shall be Corporate, Professional and Volunteer.

Section 15--Outstanding Educator Award Committee

The Outstanding Educator Award Committee will call for, evaluate, and present an annual award to a KRA member at the State Conference.

Section 16--Promotional Materials Committee

The Promotional Materials Committee will develop and market promotional materials that promote reading and KRA.

Section 17--Long Range Planning Committee

The Long Range Planning Committee will review the long range goals of KRA and report recommendations for further development to the KRA Executive Board.

Section 18--Administrators and Reading Committee

The Administrators and Reading Committee will encourage administrators to become members of the Kansas Reading Association and to promote the key role that administrators play in supporting literacy development.

Section 19--Bill Martin, Jr. Picture Book Award Committee

The Bill Martin, Jr. Picture Book Award Committee will select books according to the criteria established for this award. The committee will share the titles of the books selected with the KRA membership and school librarians. The committee will make the necessary arrangements for the winning author/illustrator to attend annual conference to receive the award.

Section 20--Number of Standing Committees

The number of standing committees may be increased or decreased upon the recommendation of the Executive Board and approval shown by a majority of votes cast by the assembly.

Section 21--Number of Members of Standing Committees

The number of members of each standing committee shall be determined by the Executive Board, provided that each committee shall not have fewer than three (3) members.

Section 22--Chairpersons

The chairperson of each standing committee shall be appointed yearly by the president with the approval of the Executive Board.

Section 23--Mode of Appointment and Terms

The members of each standing committee shall be appointed by the president with the approval of the Executive Board.

Section 24--Ad Hoc Committees

Ad Hoc Committees may be authorized by the Executive Board or by members of an assembly meeting and shall serve for the period specified.

Section 25--Number of Members

The number of members of each ad hoc committee may be determined by the Executive Board.

Section 26--Mode of Appointment

The members and chairperson/s of each ad hoc committee shall be appointed by the president with the approval of the Executive Board.

ARTICLE X--REPRESENTATION AT ANNUAL IRA ASSEMBLIES

Section 1--Representation at Annual IRA Assembly

Representation of Kansas Reading Association at the Delegates Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association as specified in Article VI, Section 1, which reads in part as follows:

“Each state, provincial, regional, or special interest council of the International Reading Association shall be entitled to one delegate, provided the delegate has paid dues for the current year to the International Reading Association...One person may represent only one council in the Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent.”

Section 2--Representation at Annual KRA Delegates Assembly

Representation of the Kansas Reading Association at the annual KRA Delegates assembly shall be in accordance with that specified by the bylaws of the Kansas Reading Association. See Article VII, Section 1.

Section 3--Choice of Official Delegate to Annual IRA Assembly

The official delegate to the Annual IRA Assembly shall be the president-elect. The Executive Board shall be encouraged to support financially the official delegate and if the president-elect cannot attend the Executive Board shall designate an alternate.

ARTICLE XI--PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised shall govern the proceedings of this council, except in cases governed by the constitution, bylaws, and special rules adopted by this council.

ARTICLE XII--DISSOLUTION

In case of the dissolution of this council, any assets remaining after paying or making provisions for the payment of all the liabilities of the council will revert to the International Reading Association.

ARTICLE XIII-AMENDMENTS

Section 1--Origin

Amendments to the bylaws shall be proposed by 1) a quorum of the Board of Directors; 2) the Bylaws Committee; or 3) by a majority of the voting members present at a meeting of the council. All proposed amendments shall be sent to the Council Coordinator at IRA Headquarters for approval before presenting them to the members for adoption.

Section 2--Procedures for Amending

Amendments may be adopted by the affirmative vote of two-thirds of the members present at a meeting of the KRA Delegates Assembly provided a quorum has been declared. (See Article VII, Section 3.)

The amendments must have first been presented at the previous meeting, and/or the proposed amendments circulated to each voting member at least thirty (30) days in advance of the meeting at which the voting on the amendments is to take place. Amendments may also be voted upon electronically, provided the amendments have been presented to the voting members at least thirty (30) days in advance of the ballot vote.

Section 3--Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these bylaws.

Copies of all amendments shall be sent immediately to the Council Coordinator at IRA Headquarters and to the state president and state coordinator.

ARTICLE XIV: PAID EMPLOYEES

Executive Membership Secretary

The Executive Membership Secretary shall be appointed by the Kansas Reading Association Executive Board for a term of three years and, at the discretion of the Executive Board, may be reappointed for terms of three years each. At the end of the second year of the current tenure in office, the Executive Board shall notify the Executive Membership Secretary whether or not the board intends to reappoint him/her.

The Executive Membership Secretary shall serve under the direction and guidance of the Executive Board and shall attend meetings as requested by the president for the purpose of keeping the board advised of record keeping, database and directory matters. This position is funded with a yearly stipend and expenses as determined by the Executive Board in the annual budget.

Upon the approval and guidance of the Executive Board, the Executive Membership Secretary will maintain a database of members, a mailing labels list and the directory template for the Kansas Reading Association. The Executive Membership Secretary will print certificates for awards presented by the Kansas Reading Association.

The Executive Membership Secretary will receive all membership forms and monies for memberships. The Executive Membership Secretary will forward monies to the Kansas Reading Association Treasurer and the membership forms to the Kansas Reading Association Director of Membership monthly.



STRATEGIC PLAN

KRA Strategic Plan January 2012

Leaders from two organizations, Kansas Reading Association (KRA), and Kansas Reading Professionals of Higher Education (KRPHE) joined together to create this strategic plan. Each organization has its distinct role. Kansas Reading Association is a state-level organization, under the International Literacy Association, and it is comprised of classroom teachers and educators who have an interest and commitment to promote literacy. Kansas Reading Professionals of Higher Education is an organization comprised of literacy professors at the colleges and universities within the state who realize their responsibility to train educators. The creation of this strategic plan by leaders from both organizations, KRA and KRPHE, realize they are not merging the two organizations, but rather they are establishing a partnership. This partnership attempts to accomplish two goals for KRA.

Goal 1: Create a clear description of our identity

- **Starting point is to revise the current mission statement.** This defines who we are. We need to embrace our mission statement. Current mission statement says, “The mission of the Kansas Reading Association is to promote learning through quality literacy experiences for all.” (Goal autumn 2012)
- **Identify what we can offer to members**
 - Develop how KRA can positively impact teachers and enhance their professional knowledge. (Goal winter 2012-2013)

Goal 2: Become visible

- **Become visible within our own organization (KRA)**
 - Completely revise the handbook and make committees and information more relevant, possibly add technology (Goal September 2012)
 - Complete revision of the website making it less complex and more valuable, keeping educators knowledgeable (Goal December 2012)
 - Make the KRA leaders accessible to members (Goal immediately)
 - Bill Martin Jr. Award – look to make sure the procedures and processes are working well. (Goal ongoing 2012-2013)
 - Communication – Facebook, Google sites, Sunflower Seeds, Newsletter, use washburn.edu listserv (Goal winter 2012-2013)
- **Become visible to the state department of education (KSDE)**
 - Send a letter, visit in person with KSDE leaders (Kris Shaw, Matt Copeland, Jeanette Nobo) to offer them our services (Completed spring/summer 2012, ongoing)
 - Have a KSDE liaison.
 - Sunflower Literacy Project (ongoing)
 - Ask KSDE leaders to come to all of our meetings (Goal ongoing 2012-2013)
 - Become involved in KLFA by having representation (Completed summer 2012)

KRA’s Strategic Plan includes:

- **Become visible to the state government**

- Legislative – local councils can contact representatives and senators to attend their local meetings. Start making local connections and this will strengthen KRA’s connections with the state. (Ongoing)
- **Become visible to school districts**
 - Annual conference – host a reliable conference each year. Plan 2-3 years in advance with a full-course professional development menu. (Fall 2012)
 - Contact district administrators with information about our organization and how it will help their teachers (Ongoing 2012-2013)
- **Become visible to the pre-service teachers in our colleges/universities**
 - Local councils should include pre-service teachers in meetings and opportunities. Build relationships that will last. (Ongoing 2012-2013)

In attempts to meet these goals, work groups were formed for Summer Leadership 2012. They were as follows:

1. Website
2. Bylaws
3. Sunflower Merit
4. Membership
5. Legislative
6. Conference Planning
7. Communications
8. Bill Martin Jr.
9. Awards

The reports that were completed from each of the work groups on July 12, 2012, indicate goals and activities for the 2012-2013 year. The executive board supports the proposed goals and suggestions and will strive to make progress toward meeting the goals outlined by the work groups. Our ultimate objective is to continually improve our identity, communication, and visibility within our organization and within the state.



PROCEDURES

KRA PROCEDURES
REVISED August 2012

The following are procedures commonly followed in KRA but not found elsewhere in written form. The procedures were outlined in an Executive Board meeting held on May 19, 1984, and are revised as necessary by the Board. These procedures are subject to change at any time with the agreement of the Executive Board of the Kansas Reading Association.

1. EXECUTIVE BOARD MEETINGS:

Spring Meeting - Reorganization Meeting: Site by consensus. Planning, committees, Summer Leadership.

Summer Leadership - Before Summer Leadership on location of Summer Leadership Site.

Two Fall Meetings - If possible, these meetings may be held in conjunction with other state professional meetings.

Winter Meeting - Site by consensus, or conference call. Preliminary budget should be prepared, nominations, proposal for conference.

Pre-Conference Meeting - On location of the Conference Site

Other times - Conference calls when needed.

KRA pays for travel expenses related to Executive Board meetings not paid for by board members' employers. A KRA expense voucher with receipts must be presented to the KRA Treasurer.

Note: Mileage only will be paid to Executive Board members for one round trip per meeting.

2. STATE CONFERENCE:

PROCEDURE

- a. Select site two years in advance.
- b. Copies of meeting minutes are to be sent to: State liaison of the State Conference Committee (KRA President-elect), State Coordinator and the next Conference Chair.
- c. KRA will advance seed money not to exceed \$1000.00 upon request of the conference coordinator with all advance monies to be returned to KRA when the books are closed on the conference/institute for which money was advanced.
- d. The local arrangements conference chair will generate a written responsibility list to the conference chair that will include a negotiated percentage of how profits will be shared between KRA and local councils. This agreement is subject to the approval of the KRA Executive Board.
- e. Collect the advance by 90 days after conference date before profits are declared.
- f. A final financial report must be submitted for audit to the KRA treasurer, Vice President, and State Coordinator by 90 days after the conference.
- g. Final Conference settlement with KRA Executive Board **must** be made 90 days following the conference date.

- h. The Conference Chair must compile a digital notebook of conference information. The information should be kept by the present conference chair and went to the future conference chair.
- i. KRA provides liability insurance for state conferences.

PROGRAM

- a. At least one full day should be planned for the conference.
- b. A time and place for KRA Delegates Assembly will be jointly agreed upon by KRA Executive Board and Local Conference Planning Committee.

REGISTRATION

- a. All persons attending the conference, except keynote speakers, are required to pay registration fee at the conference.
- b. A cut-off date for registration refunds should be included in the initial correspondence to conference participants.
- c. Registration fees must be approved by Executive Board prior to printing of conference registration forms.
- d. Complimentary registrations will be provided for keynote speakers, ILA Professional Associate and ILA Board members.

PROTOCOL

- a. Conference coordinator will confirm the invitation to an ILA Professional Development Associate and one ILA Board Member. Complimentary registration will be provided by conference budget.

EXPENSES

- a. Meal tickets are provided for keynote speakers, invited dignitaries, and two meal tickets for each KRA award recipient. State Officers, local committee workers, presenters and all other participants pay their own way.
- b. If complimentary hotel rooms are available, they should be provided for (in this order):
 - 1. The Local Conference Planning Committee Chair (to stay in or to meet and/or store items).
 - 2. The State President
 - 3. State President-elect
 - 4. State Vice President
 - 5. State Coordinator

If the above rooms are not complimentary, they will be paid for by the KRA leaders.

- c. ILA officers will receive travel, room & some honorarium from ILA. Complimentary registration and meals will be provided by the conference.
- d. KRA will pay up to the honorarium for the Bill Martin, Jr. Picture Book award winners (\$500 author and \$500 illustrator). Travel to the conference for author/illustrator will be paid for by the publisher. KRA Conference Expenses will cover author/illustrator lodging, food, and transportation to/from airport. Work with Bill Martin, Jr. committee to schedule author.

CHECK POLICY

When a check is provided as payment to Kansas Reading Association, you authorize KRA to draw from your account these funds. If your payment is returned unpaid for any reason, you will reimburse KRA the original payment and any banking charges incurred at KRA's expense, plus a \$25.00 service charge. Councils or individuals requesting reissued KRA checks will incur the current bank charges to stop payment on the original KRA check.

EXHIBITS

- a. The ILA membership booth will display and sell ILA publications. The State Coordinator will be in charge.
 - b. The KRA Membership Committee is responsible for organizing and/or delegating work responsibilities involved in the KRA booth operation. The KRA membership booth will be coordinated by the KRA Membership Chairman.
 - c. Free space shall be provided for the KRA membership booth, IRA membership/publications, KRA promotions and the next conference site committee.
 - d. When it is available, free space shall be provided for KRA committees and council activities upon request.
 - e. On a space available basis, non-educational material exhibitors shall be allowed to exhibit at the state conference for \$50.00 above the established rate with Executive Board approval.
 - f. Exhibitor registration will be dated upon receipt. If space is limited, exhibitors shall be assigned space according to dated regulations.
- 4. COMMUNICATIONS:**
- a. The outgoing President shall recognize KRA Executive Board members, outgoing KRA Committee Chair persons and members, and Local Council Presidents at the annual Delegates Assembly. Committees will receive special recognition at the discretion of the President or upon Executive Board request.
 - b. The President will send letters of commendation to the Superintendent/or Principal of newly elected/selected incoming Executive Board Members, KRA Chairpersons, and Local Council Presidents following Summer Leadership.
 - c. Incoming Council Presidents will be recognized with a KRA pin at Summer Leadership.
- 5. TRAVEL:**
- a. When state officers or state committees visit a local council by invitation, the local council should pay mileage reimbursement at 51 cents per mile (effective July 12, 2012).
 - b. If a council with limited funds invites a state officer to visit, mileage may be paid from Executive Board travel. The local council must request this at the time the invitation is extended or prior to the visit.
- 6. MEMBERSHIP:**
- A. Joint Membership. KRA dues of \$30.00 covers a joint membership. Joint membership include dues for both state and local council (\$20.00 state and \$10.00 local). Student/retired dues are \$15.00 (\$10.00 state and \$5.00 local).

1. Professional Membership for the purpose of Journal Subscription can be obtained for \$20.00. Professional membership is available to libraries, public and educational and archival agencies.
2. The KRA joint membership year will include membership for July 1st to June 30.
3. Membership should be paid in one of the following ways:
 - a. Through the website, with a check sent directly to the executive membership secretary.
 - b. Through the local council. All personal checks should be written to the local council, then dues will be paid to KRA by a check from the local council.

B. Institutional Membership - Any undergraduate who is enrolled in at least 12 hours or a graduate student who is enrolled in at least 9 credit hours and have been admitted into a university's professional education program may join with an institutional membership. Each institution must have a contact person who sends in all the names which they are paying for as a KRA membership by October 1st of each year to the executive secretary. This will verify that they are a student at the institution and admitted into the university's professional education program. No refunds or replacements will be allowed throughout the year. Payment through the university shall be as follows:

1-25 students \$125
25-100 students \$250
100 - 250 students \$500
250 - 500 students \$750
500 - 1,000 students \$1000

1. Undergraduates must be enrolled in at least 12 hours and Graduate students for 9 hours and admitted into the university's professional education program.
2. The institutional membership would run from July 1 to June 30 just like a normal membership would run. No replacements or refunds will be allowed.
3. As an institutional member they would have voting privileges except upon KRA policy which is conducted at Delegate's Assembly. Since they are KRA members, they may be nominated for KRA awards if they meet the criteria.
4. The institutions would encourage the pre-service educators to attend ILA and KRA conferences, join book studies, utilize the KJR, use the ILA and KRA web sites for information and resources, and to continue their membership after they graduate.
5. It will be the responsibility of the KRA Membership Chairman to be in charge of sharing ILA's and KRA's business and be a voice for the pre-service teachers to the KRA Board.

C. KRA membership lists will not be sold or distributed.

D. **KRA check policies: When a check is provided as payment to Kansas Reading Association, you authorize KRA to draw from your account these funds. If your payment is returned unpaid for any reason, you will reimburse KRA the original payment and any banking charges incurred at KRA's expense, plus a \$25.00 service charge. Councils or individuals requesting reissued KRA checks will incur the current bank charges to stop payment on the original KRA check.**

7. PUBLICATIONS:

KRA NEWSLETTER

- a. KRA will post a fall/spring newsletter online.
- b. The KRA Newsletter editor will print current a single copy of the current newsletter for members upon written request to the editor.

KANSAS JOURNAL OF READING

- c. KRA will fund an annual Kansas Journal of Reading for members.
- d. The Kansas Journal of Reading editors shall be posted on the KRA website for members to access. KRA will print from 100 copies for promotion.
- e. The Kansas Journal of Reading format, featured information are subject to Executive Board approval. The KRA Membership Information Request Form is to be included at the request of the Executive Board.

KRA WEBSITE

KRA will not endorse products, event or programs sponsored by private organizations for their profit. KRA will promote collaborative partnerships that support our mission subject to Board approval. KRA reserves the right to accept or reject any requests to post on our website.

8. TAX NUMBERS AND TAX EXEMPTIONS:

- a. KRA and all Local Councils are only tax exempt for Income Tax purposes. KRA and all Local councils are NOT sales tax exempt.
- b. Since March 1964, the Kansas Reading Association is a state affiliate of the International Literacy Association, a nonprofit corporation exempt from Federal income tax under Internal Revenue Code Section 501 (3) (c), as an organization organized and operated exclusively for educational purposes. KRA and each of the local councils fall under the ILA umbrella and are exempt under the same section as a result of a group exemption obtained by IRA for subordinate organizations affiliated with them. KRA and all local councils are required to file IRS Form 990EZ annually to maintain this status. On this form KRA and all local councils need to list the ILA Group Exemption Number (GEN) 1737. The Employer Identification Number (EIN) for the Kansas Reading Association is 480761404. Each local council has its own Employer Identification number to use on the form.
- c. The Kansas Sales Tax Number for the Kansas Reading Association is 103-0398 T188 and should be used by KRA to obtain sales tax exemption when purchasing items for resale through our promotional committee. Sales tax collected on items sold by KRA shall be submitted to the Kansas Sales Tax Division annually as specified by law.
- d. Local councils who sell items for profit must obtain their own Kansas Sales Tax Number to use for collecting and submitting sales tax to the State of Kansas.
- e. Local Councils hosting a State conference must obtain their own Kansas Sales Tax Number. The KRA tax number may not be used by conferences.

9. ADDITIONAL ITEMS:

- a. The KRA Past President is responsible for collecting all historical records and passing them onto the current president. Any duplicate copies will be made available as specified by the Executive Board.
- b. KRA Past President or appointed official will make annual revisions of the materials in the KRA Handbook and Directory each Spring and new material distributed at Summer Leadership.