
MEMORANDUM

TO: KESPA Delegates to the 154th KEA Delegate Assembly

FROM: Valerie Leathers
Executive Director's Office

DATE: February 11, 2026

RE: 154th KEA DELEGATE ASSEMBLY

The 154th KEA Delegate Assembly will be held in-person **on April 9-10, 2026**, at the Crowne Plaza, 830 Phillips Lane, Louisville, KY. **Note that the DA schedule is compressed this year; the First Business Session will begin at 1:00 p.m. eastern on Thursday, April 9.**

KESPA delegates must use the enclosed form to make their room reservations. KESPA will pay for double occupancy rooms; if you request a single room, you are responsible to pay the difference. The single/double rate is \$155 plus 17.66%. **Please do not call the hotel directly to make your room reservations. Instead, complete the enclosed room request form and return it to Valerie Leathers by 5:00 p.m. EST on Thursday, 26, 2026.**

Parking at the hotel: Parking is a surface lot and is free

Delegate information:

The First Business Session will convene at 1:00 p.m. EST on Thursday, April 9. If you serve on a standing committee, please check with your KEA staff liaison to see if your committee is meeting that day. The voting schedule and other pertinent information can be found on the enclosed flyers.

KEA Bylaws require that members who do not automatically pay their dues through electronic bank draft, credit card, or payroll deduction must have their annual dues paid in full by March 15 in order to serve as a delegate.

Masks are optional at this event. We recommend that you bring your own mask if you choose to wear one.

Please remember to bring a picture ID to use for registration.

Only those delegates who are properly registered by Thursday evening (April 9th) will be eligible to vote. There will be at least three (3) opportunities to register on Thursday.

The schedule for registration is:

Thursday, April 9

- 10:00 a.m. to 12:45 p.m. EST Registration of Delegates and Alternates
- At call of the Chair Registration will reopen for 15 minutes
- Upon recess of the First Business Session Registration will open for 15 minutes

Friday, April 10

8:00 a.m. – 8:45 a.m. EST Registration of Delegates and Alternates

Non-delegate visitors, including family members, do not have floor privileges so they cannot sit with you during Business Sessions. Visitor seating will be provided in a specified area of the assembly hall. Visitors must obtain a guest badge from the “help desk” located in the registration area.

The minutes of the April 2025 Delegate Assembly, 2026-2027 Proposed Budget, and 2026-2027 Legislative Program will be distributed at your district pre-delegate caucus meeting. They will also be posted on the KEA website at www.kea.org and the edCommunities page for the KEA Delegate Assembly 2026. Copies of the 2025 DA minutes will not be included in your delegate packet.

Proposed New Business Items must be submitted by noon on Thursday, April 9, 2026. NOTE: this deadline is **before** the DA officially begins at 1:00 p.m. EST that same day. The form can be found on the KEA website/Members/2026 KEA Delegate Assembly or on the edCommunities page.



*As a part of KEA Goes Green, routine reports will not be duplicated and included in delegate packets. Check out the Delegate Assembly page on www.kea.org or the edCommunities page KEA Delegate Assembly 2026 after **March 20** to view these reports, all enclosures listed below, and maps of the hotel and area parking garage(s).*

If you have any questions, please do not hesitate to contact me. We look forward to seeing you at the DA!

Enclosures: Voting Reminders New Delegate flyer KESPA room reservation form
NEA Fund flyer KEA Color Guard flyer KEA Choir flyer
DA Schedule

**KESPA Delegate room reservation form
KEA Delegate Assembly, April 9-10, 2026
Crowne Plaza
830 Phillips Lane, Louisville, KY**

***Deadline to submit this form to Valerie Leathers:
5:00 PM EST, Thursday, February 26, 2026***

KESPA will pay for double-occupancy rooms for elected Delegates for Thursday evening, April 9, 2026. Delegates will be responsible for all charges other than room and tax. Room rate is \$155 + \$17.66 tax = 182.37.

Your Name: _____ Email: _____

Home Address: _____
Street City, Zip

Local Association: _____ Day Phone: _____

Gender: Male Female

I would like to room with: ** _____ Local: _____

****If you do not indicate another delegate to room with, we will assign another delegate to room with you.**

SINGLE ROOM REQUESTS: If you wish to have a single room, you (or your local) must pay ½ the cost of the room in advance. If you select a single room (one king bed), please mail this form to the address listed below and include a check made out to KESPA in the amount of \$91.19 which is ½ of the room and tax cost for one night's single occupancy. Reservation requests for single rooms will not be accepted without the required payment.

One King bed Two Queen beds

** Due to varied check-in and check-out dates of our hotel guests, we are unable to guarantee a specific room number or location. Requests are met when possible and cannot be guaranteed.

If you need a handicap accessible room, indicate here:

***E-mail, fax, or mail this form to:
Valerie Leathers, KEA, 401 Capitol Ave., Frankfort, KY 40601
Phone: (800) 231-4532
E-mail: vleathers@kea.org***

Please type or clearly print information. **Valerie Leathers must RECEIVE this form by February 26, 2026. After that date, rooms may not be available.**