

**Kansas Parents As Teachers Association
Board Meeting - Go To Meeting
January 25, 2012**

ATTENDANCE Pres Joan Dunn, Past Pres Cammie Braden, VP Jacki Himpel, Treas Barbara Goecke, Sec Donna Anderson, NC Reg Dir LaNell Keeler, NE Reg Dir Kevin Lunsford, SC Reg Dir Hilary Koehn, SW Reg Dir Mendy Howe*, Janet Newton, Barbara Inman, Nancy Keel and Christina Jackowski

Absent: Pres Elect Callie Benton, NE Reg Dir Bobbi McClellan, NW Reg Dir Tiffini Carter, and SE Reg Dir Melissa Elliott

*Mendy Howe only had listening in capability during this meeting.

Minutes of Sept 15, 2011 Meeting - The Sept minutes were reviewed. Jacki moved and Kevin seconded that the minutes be approved as written. The motion carried.

REPORTS

Treasurer's Report - Barbara Goecke reported that she is still working on the report. She is getting familiar with the reports and will have an accurate report at the next full board meeting in March.

President's Report - Joan presented an email report which listed activities that have happened since the September meeting. The one exception was the death of Karla Guardiola, Newton's Spanish speaking Parent Educator on 1/21/12.

Executive Director's Report – Nancy & Christina have been working primarily on KELC during the past quarter- writing the grant, the year end reports, and getting out the new contracts. Training is being planned for PFS and OAE. The PFS training is on hold right now as Janet Newton is working on this training and will get information out to all coordinators. The OAE training is being planned by the Regional Directors with administrative help from Christina. Several are already planned and the registration brochures are on the KPATA website.

We looked at the KPATA website together and saw all the great information and various links. Christina and Nancy are using KPATA e-mail addresses that are provided free through the website. More pictures would be welcomed for the KPATA website. We would also like to have information about your Block Fest training and events to put on the website and/or website. A goal has been to improve communication for the organization and all its members. The Yahoo Group is still up but Christina and Nancy are only using an e-group free service, Mail Chimp. Paid KPATA members should be receiving information through this Mail Chimp e-group. It was suggested that there be a link on the website to this e-group for KPATA members. At our March meeting we would like to address the old yahoo group and what to do with it.

Project Manager Report - Barbara Inman submitted an email report on the Breastfeeding Project. Initially, the Breastfeeding Support Group Project wanted a group in each region but they are feeling good about the progress they have made in the state. Most support groups are meeting in another facility rather than a PAT location and that is within the grant guidelines. Both the Breastfeeding Specialists and the participating PAT program or parent educator receive a stipend for each of their six sessions. Barbara has the tax and 'request for payment' forms available for all participating in the project.

There are 6 Breastfeeding Support groups throughout the state participating in the projects. For the grant records the project needs a copy of the sign in sheet with mom's name, age of child(ren) and date of attendance. Any nursing moms may participate, PAT participation, while encouraged, is not required.

Re: Block Fest - From Sept 2010 and Sept 2011, 1472 adults and more than 1600 children have attended, with the highest usage in the NE region. Some equipment is being replaced. Terry Sanders from Block Fest is the person to work with on these issues. There are additional KELC funds that can be used for replacement costs of Block Fest equipment.

Barbara Inman welcomes questions and comments at any time about any of the ongoing projects and grants.

OLD BUSINESS

Website Update - Callie could not attend this Go To Meeting. We saw the website as reported above.

KELC Grant - Nancy's report spoke to this agenda item.

Regional Reports – each regional director was asked to give a 2 to 3 sentence report on what has been happening in their region; trainings, meetings, Block Fests, Breastfeeding, etc.

- NE - Kevin reported they have 5 Block Fest scheduled between now and April. Area Coordinator's Meeting is being planned.
- SE - none
- NC - LaNell reported the regions Coordinators meet the 1st Wed of the Month in Salina and share their concerns and apprehensions. Janet Newton will attend their next meeting. They have had Block Fest in Abilene, Clay Center & Chapman areas. Their blocks are housed in Manhattan, making it an added distance to get the blocks for much of their region. Marion Co. PAT is planning a breastfeeding support group. OAE Training was provided in November, 2011 in Salina with about 30 in attendance.
- SC - Hilary stated that Area Coordinators meet monthly with the same apprehension re: new curriculum and other changes. A blog page for SC Region Coordinators only has been started. The Wichita PAT had some PFS training. Maize, Wichita & Rosehill are planning Block Fest events.

- NW - Joan reported the NW Regional Coordinators meetings have started and are scheduled quarterly at this time. They have a webinar this Friday (Jan 27) about purchasing OAE equipment. (Following the meeting this information was sent out. OAE is made possible through The ECHO initiative and can be found on the following website: kidshearing.org. Click on the Early Head Start button for information on use and purchase of OAE hearing screening.)
- SW - no report

Nancy encouraged all regional directors to: 1)send pictures of staff and/or families at events and 2)share any trainings, especially those that would be open to attendance from other areas. KPATA could help advertise events and trainings while illustrating how active our programs are.

NEW BUSINESS

Survey Monkey monthly fee of \$17 for extended services

Nancy explained this extended service would allow *unlimited* number of Surveys and responses. The expenditure could be paid through KELC. All surveys would come to KPATA Executive office and the reports would then be compiled and send back to those involved in each survey group. Nancy believes this would allow more sophistication for KPATA. Any PAT program or KPATA member could use this. There would be a general KPATA password and then each survey could have its own individual survey password.

Joan encouraged procedures be written. Christina is writing procedures about her work with all the various programs so they will add this to the list. Kevin suggested the Survey Monkey procedures could be on KPATA website. Nancy said that should be a "Members Only" item though. They will have procedures and any additional costs of the "members only" feature on the website by the March meeting. This item was tabled until the March meeting to get the additional information.

Visit Tracker costs for updates to allow direct input into KIDS system

Visit Tracker (Laura) has stated it would cost \$3,000 to provide this feature. There was a question whether could this be updated annually then at no cost. Janet N said about 70% to 75% of the state programs are using Visit Tracker. Janet feels the update should be included for the cost. Not all programs have gotten KIDS ID # at this time. Janet said this should be a priority to get KIDS # done ASAP. Please do not wait until June 30, 2012.

Jacki asked if a letter could go to Superintendents regarding this requirement. Janet suggested that we use our copy of the current years grant out to show to Superintendents. It is clearly stated in the grant that this is a requirement. She also said if there is a problem in a specific district, let Janet know and she will work with that program. She reminded us of the KSDE website - to PAT - to Resources - to KIDS # 2011 as a resource. Janet encourages use of the forum that has been created. She will be sending an email soon to all programs.

PAT Day – March 7th

Jacki (PAT DAY Chair) explained why we are in a different location this year (Dillon House was double booked). Sen Laura Kelly, Doug Bowman and Janet Newton will speak. Nancy reported that KPATA has not received the \$40 Dillon House deposit check back. Jacki will check on this as she will be in Topeka this week. Of great concern is Gov. Brownback's suggested cuts to PAT. As many programs (staff and/or families) as possible are encouraged to participate on the 7th of March. Letters or emails to legislators are also encouraged from participating families.

Additional hours for KPATA's Executive Secretary, Christina

Nancy is asking for one more day per week for Christina's position. There are funds in KELC to cover this administrative cost. Christina currently works one day for KPATA and one day for KELC each week. Christina has had a greater work load with KPATA's website, Facebook, KELC and other KPATA duties.

LaNell moved that the Executive Sec position (Christina's) time be increased as requested. Seconded by Kevin. Barbara Inman spoke in favor of the motion. The motion carried. Joan expressed her thanks to Christina. This increase in time will start as soon as possible.

Role of KPATA and the KELC grant - Joan wanted to clarify that KPATA is more than the KELC grant. Nancy stated that grants must be followed as the rules of each grant are stated.

Training Funds available

These are the topics that have been suggested to spend down the training funds that are available.

1. Reflective Supervision with Peggy North Jones
2. Additional Block Fest Trainings
3. ASQ & ASQ:SE trainings for each region of Kansas
4. Goal Setting training - as this is stressed in the new curriculum
5. Three Year Regional Training plans - each region could have input to what training is needed.
6. How to Give Parents "Bad News" or how to deal with touchy subjects
7. Help defray training costs for OAE

Joan asked if this list is comprehensive. Nancy suggested using Survey Monkey for 3 year Regional Training plans. Janet is willing to work up a template.

Jacki encourages all KPATA members being able to vote on the list. Nancy encouraged regional monthly meetings to gather information on these.

OTHER BUSINESS

The next full Board meeting will be Tues, March 6 in Topeka. - Christina & Nancy with Joan are working on the location.

Board Members Expenses for the next Meeting

Jacki recommended that we secure a hotel for KPATA Board members to stay in one place. Nancy recommends that we pay mileage - if programs pay the mileage, than those persons

would not also receive mileage from KPATA. Christina verified that only hotel and meals were paid in September.

Jacki moved that KPATA would cover hotel, meal(s) and mileage for those who are not reimbursed otherwise. Seconded by LaNell. Discussion: It is the responsibility of each Board Member to submit any bills, mileage and costs. Nancy suggested Holiday Inn or other major hotels because they could provide a meeting room. Christina will check out prices for the Board. Motion carried.

Joan will also let us know specific time for the March Board meeting after the location is determined. Clarification about which meal(s) will be included or reimbursed.

Jacki asked that Go To Meeting notices be sent again one week prior so the link is again available. Jacki's district email system saves emails only for a short amount of time & she loses the link before the meeting. FYI: If Board Members have Google calendar setup, then once the meeting is clicked to attend, it is automatically entered into Google calendar and the link is saved there.

Kevin moved to adjourn and Jacki seconded. Motion carried.