

**KPATA Full Board Zoom Meeting**  
**August 20, 2021**  
**12-2 PM**

**Attendance:** Michelle Kelly, Leslie Sissel, Travis Rickford, Kicia Wagner, Janet Cody, Jenny Whitney, Dana Book, Callie Hoffman, Jennifer Bruns, Nis Wilbur, Brittany Denson, Kimberly Peterson

**Approval of July Minutes:** Jennifer moved to approve the July minutes, Janet seconded. No discussion, motion passed. Leslie Sissel abstained.

**Approval of PE job descriptions through email vote**

- August 5<sup>th</sup> Janet moved to approve the parent educator job description for the KPATA affiliate, Kicia seconded. Discussion: Hoping for already certified Pes during the first round, but will offer to all others based on implementation timeline. Motion passed with 8 votes.

**My PAT Story: Dana Book shared his PAT journey**

**President Report: Michelle Kelly**

- Appoint committee chairs
  - FFSP: Nancy Keel
  - Finance Committee: Leslie Sissel
    - Audit Committee: Jacki Himpel
  - Personnel Committee: Michelle Kelly
  - Membership, Nominating, Governance: Janet Cody
  - Education and Training Committee: Sarah Berkley
  - Advocacy Committee: Callie Hoffman
- Janet moved to accept the slate of committee chairs for 21-22, Travis seconded. Discussion: Sarah Berkley is the PAT Coordinator in Hutchinson. Policy committees meet on Thursdays and not Tuesday. Motion passed unanimously.

**KSDE Update: Nis Wilbur**

- Highlights on Early Childhood Updates sent on Wednesday
  - "If marking students as enrolled in both preschool and Kansas Parents as Teachers (KPAT) creates an error, then please check the settings for Directory Updates. The KPAT building must be marked as serving KPAT grade levels. The Directory Updates administrator (e.g. data clerk, superintendent, administrative assistant, etc.) must update the Directory to include "daycare", "Pre-School Aged Without IEP", and "Pre-School Aged with IEP." If these are unmarked in the Directory, then the KIDS Collection System will reject KPAT students."
  - Resources to support early childhood budgeting on webpage
  - TASN summer leadership slides are on the website
  - PAT update: registration will open 8/23 for KS Home Visiting Conference; team met yesterday to finalize
  - Workgroup Think Tank: proposal first draft completed and will begin taking feedback from State HV group and coordinators. Will make some edits and send out early next week
  - Office hours this week: Mostly Kansas specific questions.

- Governance: monitoring, reviewing and reporting: just finished passing through policies and procedures committee; Feedback after conference was shared.
- Goals for upcoming year:
  - Non-member KS PAT Programs
  - Welcome New Coordinators
  - 2020-2021 members join to obtain 2021-22 training pass: 140 new members at last count
  - Families exiting PAT services
- Janet moves to accept the M, N, G goals for 2021-2022, Jennifer seconded.
  - Discussion: packet of info to give to families containing milestones, car seats, K-readiness packet, KAPTA flyer introducing KPATA membership to families. Packet is free, but they could purchase membership for \$30. Spanish included in packets. All materials are virtual. Board of Director Commitment form has option to add membership for someone else (could be for a family).
  - Motion passed unanimously.
- Janet moves to approve the Procedures for the Membership, Nominating and Governance Committee, seconded by Jenny.
  - Discussion: We do not have to follow Robert's rules of order. Good idea to continue to have president as counting for quorum to help when attendance gets tricky. Typical to have Robert's Rules as a guidepost, but can't keep up with every changing updates.
  - Motion passed.

**Strategic Planning: Michelle Kelly**

- Survey with most important things for the board to focus on this year
  - #1 Long term funding for PAT
  - Campaign info to educate school board and superintendent on benefits of PAT
  - Recruitment support of local programs: social media marketing campaign for KAPTA and to support local program initiatives
- Michelle will email to get feedback and create work groups. Goal to have board member on each workgroup and to reach out to regional members to join. Hopefully, we'll have a few names by September meeting

**Next Meeting: September 17, 2021, 12-2 PM**

**October meeting changed: Michelle will email new date, likely Oct. 22 or 29<sup>th</sup>**

**Jennifer moved to adjourn, Leslie seconded. Motion passed unanimously**

*Kicia Wagner 9/17/2021*