

## **KPATA Full Board Zoom Meeting**

**March 25, 2022**

**12PM**

**Attendance:** Callie Hoffman, Michelle Kelly, Dana Book, Leslie Sissel, Janet Cody, Brittany Denson, Jenny Whitney, Leslie Ewy, Travis Rickford, Jennifer Bruns, Laurie Logan, Tammy Jilka  
**Absent:** Kicia Wagoner, Kim Peterson

Janet Cody was appointed as acting secretary for the March-2022 Board Meeting.

(February-2022 minutes not voted for approval due to lack of quorum at the beginning of the meeting.)

**Motivational Minute:** Amanda Peterson shared her first acquaintance with PAT. Her parents were enrolled in PAT with their first-born child, 10-month-old Amanda.

### **KSDE Update:** Amanda Peterson

- April 18th will be the start date for the newly hired Early Childhood / Kansas Parents as Teachers Consultant; Kansas State Department of Education.
- The pool of funds to fulfill PAT program grants is the same amount as 2021-22.
- Additional funds could arise if programs turn in unspent grant money and if districts request less money for the upcoming program year.
- Funding formula supplied by KSDE allowed Twin Valley PAT to request at a higher level then in turn opened positive conversation with the district to increase funding for PAT.
- KS Legislature previously supplemented funding to school districts with no stipulations; Legislature likely will be more prescriptive by naming specific programs where additional funding should go.
- Summer budget workshops highlighted early childhood programs as worthy recipients of increased funding.

### **President's Report:** Michelle Kelly

- The April 11-12 KPATA Conference has 107 registrants, as of mid-week.
- Timing of the Conference was designed to allow for a one-night-stay only. Start time is 1:30pm, April 11; conference will close with All Members Meeting from 1- 2pm on April 12.
- Monday evening offers a Social Event at Chicken N Pickle, Overland Park.

### **Board Retreat Homework:** Michelle Kelly

- Two core directions for Board governance: management vs governing or oversight
- Governing or oversight moves the board from executing minimal tasks then positions the staff to take over this role.
- As task work reduces the Board can apply efforts to the mission and vision of KPATA creating and implementing strategic plans.
- "When we let go we then grab hold of something else."

- Suggested: celebrate community members.
- Suggested: develop a system for monitoring performance.
- Suggested: develop fund-raising/sustainability plans.
- Areas for growth: a social media presence, goal setting and a performance dashboard to measure goal attainment.
- April 8 Michelle and Callie will comb through KPATA's Strategic Plan identifying accomplishments and areas requiring additional attention.

**Executive Director Report:** Callie Hoffman

- Report is in the March-2022 folder in the Board Drive.
- An appreciative thank-you to the Personnel Committee and to Michelle for the Executive Director's annual evaluation
- PAT Day at the Capitol was successful. Families from Lawrence PAT attended. The book drive was successful. Plans are to duplicate the same format for 2023.
- Callie's presentation at KPATA Conference has been accepted by National PAT for presentation at NPAT Conference, 2022.
- Callie has volunteered to be a part of the review team for the Kindergarten Readiness Quality Subgrant.
- SPARKS grant preliminary information lists KPATA as an applicant. A meeting is scheduled today.
- Outside audit has been completed. The Finance Committee will stand in for a formal Audit Committee and hear the Audit Report from SSC Advisors, Inc.
- DCF audit's only finding was a one-month inaccurate mileage reimbursement amount.

**FFPSA Report:** Callie Hoffman

- Reports are in the shared drive.
- Collaboration has begun on the budget with the grant manager.
- Jacki Himpel, Program Director, continues progressing positive relationship building with DCF offices and personnel.
- The new flyer "Tell Me About PAT" will be made available to DCF workers to share with families.

Jennifer Bruns moved to accept the ED Report and the FFPSA Report, seconded by Leslie Ewy. Discussion: Michelle asked that "Tell Me About PAT" flyer be placed in the Members Drive so programs can utilize it also. Motion passed unanimously.

**Finance Report:** Leslie Sissel

- Reports are in the shared drive.
- Leslie reiterated the successful audit conclusion.
- The accounting move from cash basis to accrual basis might cause questionable figures in the finance documents. Once the transition is completed, this will be rectified.

- Audit Committee chair resigned to take a KPATA staff position so the Finance Committee will serve, in the short term, as the Audit Committee in order to close out the 2020 outside audit.
- Six weeks prior to the May Board of Directors vote for budget approval the Finance Committee will be presented with the 2022-23 budget.

Jenny Whitney moved to accept the Finance Report, seconded by Brittany Denson. Motion passed unanimously.

**Bylaws, Policies & Procedures Report:** Jennifer Bruns

- Policies located in the March-2022 folder in the Board Drive.

Jennifer Bruns moved to adopt the updated Policy 204 Line of Credit, Brittany seconded. Motion passed unanimously.

Janet Cody moved to accept the Committee Policy packet, Jenny Whitney seconded. Motion passed. Leslie Sissel abstained.

**Membership, Nominating & Governance Report:** Janet Cody

- Introduced the 2022-23 proposed Slate of Officers, found in shared drive.

Leslie Ewy moved to accept the proposed slate of officers, Jennifer Bruns seconded. Motion passed unanimously.

Janet Cody moved to increase the membership rate from \$30 annually to \$40 for 2022-23 and increase to \$50 for 2023-24, Jennifer Bruns seconded.

Discussion: Other professional organizations reviewed have dues set at a much higher rate. MN&G looked at the inflation rate comparing 2015, the date of the last increase, to today. Based on inflation dues should be \$35.59. If dues increase to \$50 that brings the cost of trainings and Bright Futures participation to less than \$15.00 per membership. In order to gain more KPATA advocacy time for the Executive Director it is necessary to move some of her responsibilities/salary out of the FFPSA grant requiring salary be made up from another source. Michelle noted that her program's budget line item for trainings has hardly been touched due to the extensive and quality trainings provided through KPATA-Bright Futures. MN&G suggests that the invoice from KPATA state "TRAINING PASS" to clarify with school districts that it is covering trainings. PAT programs would be able to purchase their 2022-23 Training Pass (membership) early, prior to July 1, 2022, for the current \$30. Multiple year memberships would not be able to be purchased at the lower rate. Board members asked for an email notice with an explanation to be sent to all member programs as soon as possible so their grant submission request could reflect the increase.

Motion passed with 8 yays and 1 nay-Brittany Denson.

**April Meeting:** Board meeting will be held in conjunction with the All Members Meeting, April 12, 1pm, after close of the Conference. Board members encouraged to attend in person; Zoom

attendance will be set up. Committee chairs have been asked to present accomplishments for 2022-23 and outlook for the future.

**May Meeting:** Michelle asked for a show of hands for approval to move the start time from 12 noon to 1pm on Friday, May 20. Approved unanimously.

Leslie moved to adjourn at 1:36pm, Jennifer Bruns seconded. Motion passed unanimously.

Respectfully submitted,

  
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Janet Cody (acting secretary)