



January 2024 Board of Directors Meeting Agenda
January 19th; 12 noon to 2 pm

Present: Hilary Koehn, Jenny Smith, Bee Hatridge, Janet Cody, Sara Hunnicutt, Aaron Grunewald, Deanna Kessler-Miley, Dana Book, Lisa Williams, Michelle Kelly, Monique Koerner, Dannielle Heideman

- Introductions of new staff:
 - Affiliate Director Position Update - Jenny Smith
 - Affiliate Coordinator Position Update - Bee Hatridge

Approve [November Minutes](#)-

A motion to approve the minutes was made by Deanna Kessler-Miley and Aaron Grunewald seconded. The motion was approved and passed unanimously.

KSDE update, Lisa Williams-

- Currently, we have 25 affiliates that are going through PAT Quality Improvement Process Lisa expanded the process for the affiliates going through this process.
- Pat National Center received a large endowment and with some of that money, they have decided to award grants to some of the affiliates. Five of our Kansas affiliates were awarded the grant.
- Mid-year reports are due today and affiliates will be reporting on their grant requirements
- The PAT grant will be out in the next couple of weeks, but Lisa is still working on it. Lisa feels there may be a few affiliates who are struggling and may not reapply. The grant is currently at 9.4 million and that is level funding.
- Kansas's goal at this point with funding is really to work with existing high-functioning affiliates and expand their service areas that do not necessarily expand and have more PAT infrastructures.
- Following up on our last meeting, Lisa reported that they had a coordinators meeting in November where all of the available coordinators came in.
 - Together part of that was really to start talking with superintendents of school districts and raising their awareness on how parents as teachers are an important part of an early childhood education strategy specifically for school improvement outcomes that are measured by KSDE and also kindergarten readiness

- Lisa and Amanda Peterson (Director of Early Childhood with KSDE) met with the Council of Superintendents with 80 to 100 Superintendents in attendance earlier this week. They focused on literacy, and family engagement, the third component was kindergarten readiness. PAT does all of these components already.
- KSDE update, Lisa Williams report was noted and received for filing.

President Report, Janet Cody

- Reminder about the Early Learning Advocacy Day - March 6th
 - There will be break-out sessions for coordinators to help them understand how things are moving forward.

President Report, Janet Cody- the report was noted and received for filing

Personnel Committee Report - Janet Cody

- Honorary Lifetime Membership Policy - update on approval for Callie Hoffman
 - Michelle Kelly made a motion to offer Callie Hoffman an Honorary Lifetime Membership Policy and Deanna Kessler-Miley seconded.
The motion was approved and passed unanimously.
- PTO Policy Update-Personnel Committee reviewed PTO Policy and this will be presented to the board for input during Bylaws, Policies & Procedures Committee report.
- 11.28.23 -Via email Michelle Kelly made a motion to offer Bee Hatridge the position of KPATA Affiliate Coordinator. Aaron Grunewald seconded. The motion was brought to a vote by the full board and passed.
- 12.6.23-Via email Monica Murnan made a motion to approve Jenny Smith as the candidate to be offered the position of KPATA Affiliate Director. Michelle Kelly seconded. The motion was brought to a vote by the full board and passed.

Personnel Committee Report-Janet Cody- the report was noted and received for filing

Executive Director Report, Hilary Koehn

- [January 2024 ED Report](#)

KPATA Action Plan Updates:

- Board Member Feedback Requested on the following:
 - Action Item - Identify and communicate the top three priorities of the Board for 23- 24. We will discuss this during the Board Vision Quick Meets.
 - [Hilary Koehn](#) will send Signup Genius to Dana Book and Dannielle Heideman since they did not receive the link to sign up.

- Action Item - Review internal capacity for grant writing and identify action steps to address.
 - A written plan that quantifies current capacity, and desired capacity, and has action steps to bridge the gap is completed by April 2024. The plan is presented to the Board.
- The finance committee is in the process of reviewing and giving feedback as well

Bright Futures Updates:

- The part-time Affiliate Coordinator position and the Affiliate Director started on 12/28.
- We held our mid-year program update which allowed for us to communicate needed updates and changes directly to program supervisors.
- The action item with the finance committee is that they are continuing to have discussions about reviewing the internal capacity for grant writing. What role the finance committee can play in that work and also in seeking out those grant opportunities and in which direction we would like to go with our organization? This will be an ongoing process with the finance committee.
- Datakeeper has fine-tuned our needs with the coordinated intake system and the staff is starting a trial run with the program.
- We held our mid-year program update which allowed for us to communicate needed updates and changes directly to program supervisors.
- Affiliate Director - Jenny Smith, and Affiliate Coordinator Position - Bee Hatridge started December 28th.
- When looking at the budget for the year a decision to no longer be able to continue to pay programs for training for the second semester was made so that as much funding as possible could go into direct services for families.

Kansas Children's Cabinet Meeting (Updates):

- [KCCTF-Agenda-Dec-1-2023.pdf](#)
- <https://www.youtube.com/live/8Cp4KFYoP5E?si=nXGkRa3H43Mf2dPq>
- Annual report update - [Cabinet-Annual-Report-2023.pdf](#)
- Early Childhood Transition Task Force Report
 - [Kansas-Early-Childhood-Transition-Task-Force-Final-Report \(1\).pdf](#)
 - https://www.kac.org/streamlining_the_child_care_and_early_learning_system?utm_campaign=2024_insider_recap_week_2&utm_medium=email&utm_source=kac
- Hilary has been a part of discussions about what is the potential for home visiting and what it could look like, how will we continue to address it.

Early Learning Caucus Planning Meeting:

- Hilary was invited to attend and be part of the Early Learning Caucus Planning Committee.
 - January 22nd Zach Vincent, Deputy Director for Legislative Affairs will be making the presentation. The bill for the early childhood transition task force will be introduced on Monday or Tuesday per KAC.

DEIA GRANT Award from PATNC

- KPATA was awarded \$25,000
 - Hilary reviewed the Impact of this grant Statewide.
 - See [January 2024 ED Report](#) for more information on the impact of this grant.

Executive Director Report, Hilary Koehn report was noted and received for filing.

Bylaws, Policies, and Procedure, update provided by Janet (Sarah could not attend)

- PTO Policy review and input - [DRAFT: Staff PTO.docx](#)
 - The board reviewed the documents and decided to move forward with the vote. Monique Koerner moves to adopt this policy and Aaron Grunewald seconds it. The motion was approved and passed unanimously.
- [DRAFT Health Insurance Coverage](#) (Personnel Committee has reviewed)
 - The board reviewed documents and Monique Koerner made a motion to accept the Health Insurance Coverage and Maria Torres seconded it. The motion was approved and passed unanimously.
- Next steps (will be addressed at the January meeting):
 - Employee Exit Policy and Retirement
 - Review of Grievance Policy by committee members

The Bylaws, Policies, and Procedures Committee update provided by Janet Cody report was noted and received for filing.

FFPSA Report, Hilary Koehn

- Bee Hatridge (Affiliate Coordinator) and Jenny Smith (Affiliate Director) started on 12/28
- Melissa Nead (KC area PE) started on 12/14
- Affiliate Parent Educators - still seeking interested candidates for both NW and SW Focus areas
- [2023.10.31 October DCF Report for KPATA FFPSA Monthly Grantee Report SFY2024.pdf](#)
- [FFPSA 11.14.2023 Meeting Minutes.pdf](#)

- [FFPSA 12.4.2023 Agenda.docx](#)
- [November 2023 Infographic.pdf](#)
- Safety Planning - met with PATNC on potential companion documents and was asked to be a part of feedback/panel planning with CPS worker survey to review how the CPS workers feel families are responding to PAT.

A motion was made to accept the FFPSA report by Deanna Kessler-Miley and Aaron Grunewald seconded it. The report was accepted unanimously. No discussion.

Finance Report, Aaron Grunewald

- [Finance Reports - Post-Reviewed](#)
- Finance all look normal for this time of the year.
- Fixed assets changed a little bit. During the inventory check, it was found that a vision screener and a hearing screener had been lost. Between the two of those, it's about \$14,000 loss.
- If they are found in the future, it will be adjusted accordingly.
 - Hilary has already put procedures in place to mitigate any future asset loss between asset tags that can be scanned when they're checked out and then also with luggage tags that clearly identify our assets as KPAT assets.
 - We currently only have 33% left of our budget. Hillary just mentioned that there is a meeting scheduled with DCF in the next week or two to hopefully address this to either get some more funding or figure out how to move forward as far as revising our budget.

A motion was made to accept the Finance Report by Aaron Grunewald and seconded by Dana Book and the Finance report was passed unanimously

- [Kansas Parents As Teachers CPA Report Letter.pdf](#)
- Aaron talked through the above attached letter.
 - Still looking at what kind of Audit needs to be done.
 - Janet asked for clarification of the yellow book Audit that was done.
 - Hilary updated information on this audit. She reached out to all partners to schedule a meeting to ensure clarity for moving forward about what needs to be done and what is required.
 - Janet asked if Aaron could be a part of the partners' meeting.

Advocacy Committee Report, Hilary Koehn

- [Kansas-Early-Childhood-Transition-Task-Force-Final-Report \(1\).pdf](#)
- [Early Childhood Transition Task Force \(Meeting 5\) 12/11/2023](#)
- Early Learning Day - working with KAC and PES Committee
 - KPATA will be helping to support the activity that will take place with children and families for legislators to stop by in the Rotunda.
 - Learning opportunities for those who are attending to also find out more about what's going on with early childhood, with child care, and also some components and pieces around how to advocate for early childhood and home visiting.
 - Advocacy Committee Report, shared by Hilary was noted and received for filing.

Social Media Committee Report, shared by Hilary

- [Follow Me to Playgroup! \(1\).mp4](#)
 - Hilary shared this video with the board.
- Social Media Flyer with results from a survey sent out to KPATA Members
 - [KPATA Social Media Committee Content.pdf](#)
- Lunch and Learn is scheduled for March 28th at noon to support PAT Programs (Angie and Tessa are working on the planning for this event)

The Social Media Committee Report, shared by Hilary was noted and received for filing.

Education and Training Committee Report, shared by Dana Book

- The racial equality training was canceled
- Autism Within Families, 12/14 111 people attended
- PLAY Training, 1/18 Jennifer Whiteford Houk presenting
- DEIA Grant and Training Plan
 - Will be presented at next year's conference but will be noted at this year's conference.
- KPATA Conference is set for April 23rd/24th at Webster Conference Center in Salina - The theme is "A Night at the Oscars". Task groups have been formed and the "call for proposals" went out in December. Please encourage those who can share their area of expertise in a session!
 - Still looking for a keynote speaker
 - How long should the sessions last
 - Feedback from last year what the attendees would like more time to network and talk

- Increase the number of vendors at the event.
- Michelle also brought up that the regional director should encourage members to share their expertise

Education and Training Committee Report, shared by Dana Book was noted and received for filing.

Membership, Nominating & Governance Report, Janet Cody (Amber Dejmajal absent)

- Update about the Internship video - The committee still needs to review the video and will discuss how they would like to move forward.
- The committee will develop a communication plan to promote KPATA membership with out-of-state state leaders
- Nomination letters the members who will be finishing their term should have received a letter from Amber and if they have not they need to email Amber

Monique Koerner made a motion to adjourn the meeting and Maria Torres seconded it. The meeting was adjourned at 1: 20.

Next Meeting: February 16th, 2024 12:00 - 2:00 pm