



Present: Janet Cody, Hilary Koehn, Monique Koerner, Aaron Grunewald, Dana Book, Maria Torres, Michelle Kelly, Annette Wyatt, Monica Murnan, Sarah Eastman-Olivas, Dannielle Heideman, [Lisa Williams](#), Deanna Kessler-Miley

#### **Approval of [October Minutes](#)-**

A motion to approve the minutes was made by Maria Torres and Dana Book seconded. The motion was approved and passed unanimously.

#### **KSDE update, Lisa Williams-**

- In early November 6th and 7th there was a meeting in Wichita for State coordinators - there were 58 coordinators in attendance out of 64.
- Amanda Peterson, Early Childhood Director with KSDE, talked about the vision for early childhood.
- Janet Horace, Home Visitation Director for Iowa, is working with the state on the future of home visiting in Kansas.
  - Currently, there are 3 to 4 home visiting models in Kansas.
  - Janet Horace with the Iowa Department of Public Health and she's the home visitation director for Iowa. She's working with Kansas and our state home leadership group. She's working with home visiting alignment and the opportunities and potential for Kansas. She has looked at Kansas home visiting and PAT is looking good to be a good leader in the area of home visiting.
  - Ben Proctor KSDE Deputy Director listened to the coordinators and talked to them about the barrier the coordinators see in PAT.
    - One thing he heard was that superintendents need to understand more about PAT
    - He has plans to meet with superintendents, individually and in large group meetings, and is beginning to start incorporating Parents as Teachers as the evidence-based home visiting model that's supported by KSDE. He will start incorporating messages into his communication with superintendents across the state.
    - Lisa is working with him on some of the research and literature that we have to support the model, specifically related to early childhood literacy, family engagement, and behavior.
  - Kansas has 4 new Blue Ribbon affiliates  
The following PAT affiliates received Blue Ribbon status:

- Goddard Unified School District 265 Parents as Teachers.
- St. John-Hudson USD 350 Parents as Teachers.
- Hays USD 497 Parents as Teachers.
- Topeka USD 501 Parents as Teachers.
- Janet asked about the process and those who have received blue ribbons before.
- One of the four affiliates above had received a blue ribbon before this.
- Lisa committed to the process changes and that her expectation is not that every affiliate will achieve blue ribbon status but that all affiliates all engage in the PAT National Center Quality endorsement and improvement project.
  - There were 30 to 35 affiliates that were in the process of going through quality endorsement and improvement. Some have self-eliminated and recognized that they were just not ready. These affiliates will postpone for a year, which PIT National Center allows them to do one time. A couple of affiliates with the initial file review that's done by PAT National Center, that's one of the first things that's done.
  - The grant will be released in early December level fund
    - Due by late February or early March
    - Will be similar to last year and they will have a chart where you can see the minimum and maximum each affiliate can ask for.

KSDE update, Lisa Williams report was noted and received for filing.

### **President Report, Janet Cody**

- Early Learning Advocacy Day - March 6th
  - Jannet encourages all to attend
- KSDE Partnership
  - Janet reviewed a letter that [Lisa Williams](#) wrote. It talked about what KPATA has done for PAT and families in Kansas.

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

### **Executive Director Report, Hilary Koehn**

- [November 2023 Executive Director Report](#)
- Hilary asked for a member's 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 in January.
  - Action Item - In the Finance Committee reviewed the internal capacity for grant writing and identified 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.
    - If anyone has any input on the above please reach out to Janet or Hilary.

- Monique Koerner asked if anyone could attend
- Executive Director Report, Hilary Koehn report was noted and received for filing.

### **Bylaws, Policies, and Procedure, an update provided by [Janet Cody](#)**

Bylaws, Policies, and Procedure asking for the board to approve the following policy.

- Lifetime Honorary Membership - vote on policy  
 “The resigning/retiring Executive Director will be considered for an honorary lifetime membership. Following review by both the Membership, Nominating, and Governance Committee and the Finance Committee, the Board President will take recommendations including concerns or considerations to the Personnel Committee. Determination will be decided by the recommendation of the Personnel Committee and final approval by the KPATA Board.”

Monique Koerner made a motion and Michelle Kelly seconded to adopting the Lifetime Honorary Membership policy presented by Bylaws, Policies, and Procedure The policy was accepted unanimously.

- Committee members reviewing policy manual
- The Bylaws, Policies, and Procedures Committee update provided by Janet Cody report was noted and received for filing.

### **FFPSA Report, Hilary Koehn**

- Affiliate Coordinator Position and Affiliate Director Position interviews are taking place currently - several highly qualified candidates
- Affiliate Parent Educators - interested candidates for both NW and SW areas, will hold interviews in December

[2023.09.30 September DCF Report for KPATA FFPSA Monthly Grantee Report SFY2024 Units Updated 10.16.pdf](#)

- [October 2023 Infographic.pdf](#)
- Hilary reviewed the draft of the Safety Planning document and how they will use it. [Bright Futures Safety Planning DOC \(DRAFT\) \(1\).pdf](#)

A motion was made Deanna Kessler-Miley and Monique Koerner seconded it. The report was accepted unanimously. No discussion.

### **Finance Report, Aaron Grunewald**

- [2023.10 AR Summary with Notes.pdf](#)
- [2023.10 Balance Sheet with Notes vs 2022.12.pdf](#)
- [2023.10 CapFed Reconciliation w\\_ Statement.pdf](#)

- [2023.10 KPATA Actual vs Budget.pdf](#)
- [2023.10 P&L by Class with Notes.pdf](#)
- [2023.10 P&L YTD \(Jan-Oct 23\).pdf](#)
- [2023.10 UMB Checking Reconciliation w Statement.pdf](#)
- [2023.10 UMB Savings Reconciliation w Statement.pdf](#)
- [2023.10.16 KPATA October 2023 CreditCard Reconciliation 6059\\_Koehn.pdf](#)
- [2023.10.16 KPATA October 2023 CreditCard Reconciliation 6760\\_Himpel.pdf](#)

A motion was made by Aaron Grunewald and seconded by Monique Koerner to accept the Finance Report. Janet asked for clarification on the IRS charges that Aaron and the report was passed unanimously

### **Advocacy Committee Report, shared by Hilary**

- Early Learning Day - working on how to get information out to all programs in Kansas.
- Janet asked about the timeline of the Early Learning Day

Advocacy Committee Report, shared by Hilary was noted and received for filing.

### **Social Media Committee Report, shared by Hilary**

- Shared a survey at the state Coordinator's meeting to see what help Coordinators need when it comes to social media in their program.
  - A social Media tips sheet is being put together and will go out in December
  - A new Instagram page has been made kpata\_voice
    - [Hilary Koehn](#) encourage all to begin following the page.
- Social Media Committee Report, shared by Hilary was noted and received for filing.

### **Education and Training Committee Report, shared by [Hilary Koehn](#)**

- Upcoming December Training - Autism Within Families, 12/14
  - Provided by Amber Dejmal a specialist working with autism and families who have a child that has been diagnosed with autism.
  - She was also a PAT parent in the past and a parent educator.
- A grant was written for 25,000 to be able to implement DEIA Training for KPATA Staff. Board members are also invited to be part of this training as well if funding is rewarded. Would also like to open a few slots to KPATA members as well.
- KPATA Conference is set for April 23rd/24th at Webster Conference Center in Salina - The theme is "A Night at the Oscars".
- Fall Coordinator Training Follow-Up
  - Information from the meeting will be used to extend our training efforts or think about needs that programs across the state have as well.

**Education and Training Committee Report, shared by [Hilary Koehn](#)** was noted and received for filing.

## Membership, Nominating & Governance Report, [Hilary Koehn](#)

- Update about Internship
  - Contacted an Intern who is currently attending KU
  - Hilary met with her and talked to the intern about what KPATA would like to see in the videos.
  - Working on a couple of videos
    - The first video would share information about all of the things that KPATA is doing, why KPATA is important, and how it can benefit people, not just in Kansas, but other individuals as well in the early childhood field.
  
    - The second video is a training and membership video to highlight that KPATA is such a strong force with training. That membership allows you to have access to great high-quality training for a minimum fee.
  
- How can we reach out to state coordinators and leaders - next steps: Hilary has been talking to Lisa about ways to get information out to state leaders and coordinators about getting a membership through KPATA.
- Hilary had a couple of state leaders reach out to her after seeing our t-shirts at the Parents' Teachers National conference and asked me more questions about KPATA and wanted to know more about what KPATA is providing, and what's happening.

Monica proposed to cancel the December meeting and Michelle Kelly seconded.

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

**Next Meeting: January 19th, 2024 12:00 - 2:00 pm**