



## July 2024 Board of Directors Meeting

July 19, 2024; 12 noon to 2 pm

Present: Hilary Koehn, Janet Cody, Annette Wyatt, Sara Hunnicutt, Aaron Grunewald, Dannielle Heideman, Amber Dejmal, Dana Clary, Lisa Williams, Angie Mendez, Maria Torres, Kara Revell, Monique Koener, Tim Bannwarth

Approval of [June 2024 Minutes](#) -

A motion was made to accept the June 2024 Minutes by Janet and seconded by Maria. June 2024 Minutes passed unanimously, with changes to add Angie Mendez as the northeast regional director who is replacing Deanna. Also, add the person who seconded the motion for the finance report. Dannielle will review the recording of last month's meeting and add the name.

### **Tim Bannwarth SSC CPA - DCF Audit presentation**

- Tim Bannwarth, SSC CPA reviewed the KPATA Audit
  - Governance letter (a required communication at the end of an audit that SSC gives)
  - Audit report for fiscal year 2023.
    - This report is the combination of the work that we do throughout the audit process. Throughout the audit process, SSC CPA confirms accounts, bank accounts, confirm payments that were sent out to the subrecipients in each district. They look at analytics to see changes between the years, make sure the appreciation is recorded correctly, and the amounts received from the DCF as part of your grants.
    - SSC CPA audits in accordance with government auditing standards also can be called a yellow book, and that is due to the requirements from DCF.
  - There were no deficiencies, material weaknesses, or issues to report. It was a clean Audit report
- Hilary reported that all information for the Audit has been submitted to DCF today.

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

- Lisa gave an update on the Affiliate that she had mentioned last month and was still trying to decide if they want to continue with Parents as Teacher and Northwest Educational Service Center did not renew their agreement for PAT. This does leave

those districts without home visiting at this time. However, they do have other services in that area.

- Janet asked what the total number of affiliates in the state is now since a few have decided to not continue with the PAT model.
  - Lisa replied that with a few changes in the state with some programs being combined and a few choosing not to continue with the PAT agreement she would need to look into the new total and tell the board the new number next month.
- Maria asked how this would change the awards to the current affiliates.
  - Lisa replied that they would like to use this money to expand current quality programs in the state.
- Amber asked if virtual home visits would be an option for areas in the state that do not have home visiting being offered.
  - Lisa replied that this might be an option if the affiliate wants to provide that service.
- Janet asked if the district that is receiving the virtual visit would need to buy into the affiliate that is providing the services.
  - Lisa replied that they would also need to buy into the services that would be provided.

APR's for all affiliates are due by July 26th and will be reviewed by Lisa Williams.

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

### **President Report, Amber Dejmal**

Amber introduced new board members [2024-25 KPATA BOARD of DIRECTORS](#)

- Committee Chair Agreements have been sent out to board members and there are going to be three attachments and all board members will need to fill out these and send them back.
- Janet, Hilary, Amber, and Dana will be meeting at the end of July to go over how the year will go.

President Report, Amber Dejmal the report was noted and received for filing

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

- Hilary reviewed the (see attached) [July 2024 Executive Director Report](#)
  - Staff Trip to Topeka Brown vs. BOE scheduled for Sept. 10th if anyone on the board would like to attend please let Hilary know
- Angie recommends that Bright futures provide all Affiliates with signed assurances with Bright Futures receiving a list of people to contact when they have questions.
  - Hilary said that they do have a list but it is good to get that information to all new affiliates.
- [Annual Report](#)

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

### **Bylaws, Policies, and Procedures, Janet Cody**


- Janet presented the [Employee Exit Policy](#)- and asked for the board to read over the policy and checklist. Janet asked for board approval.

Janet made a motion, and Monique Koener seconded to approve the Employee Exit Policy, and it was passed unanimously

- The Disciplinary Action Plan will be presented to the Board at the next board meeting in August 2024.
- Feedback Results for 2024
  - [What KPATA Members Value](#)
  - [Comments](#)
- Committee will work on goals for the next year
- Janet committed that Monique has been an amazing contributor to this committee, but she has decided to move to a different committee for this for the 24 25 years. So if anyone knows someone who might be interested in this committee please let Janet know.


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

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

- Affiliate Parent Educators - focus areas covered in [July 2024 Executive Director Report](#)
- Contracts vs. Assurances- DCF required a change to a contract instead of assurances. These were sent out to districts to be signed. Programs that need to get the school board's approval before the contract is signed and their approval is not able to happen before the August 31st deadline, can initial their assurances from last year at the bottom, just to say that they will go ahead and continue to follow those assurances until that new contract is submitted.
- Program Meeting rescheduled for September 4th due to some changes that have been communicated to us by DCF that way all Affiliates get the information needed to deliver services to Bright Futures families.
- Hilary reviewed the attached  FFPSA Documents

A motion was made to accept the FFPSA report by Janet Cody and Dana Clary seconded it. The report was accepted unanimously. No discussion.

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

- Aaron reviewed the  Finance Documents - Post-Reviewed (see attached)

A motion was made to accept the Finance Report by Aaron Grunewald and seconded by Janet Cody, and the Finance report was passed unanimously, with no discussion.

### **Advocacy Committee Report Hilary Koehn**

- August - first meeting date where procedures will be reviewed and agreed upon
  - Chair, Madison Thompson

- Trying to find New Members that will help support Advocacy

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

### **Social Media Committee Report, shared by Angie Mendez**

- Had a meeting in early July
- Had a lunch and Learn in June called "Let's Get Social" Had 17 signed up and only 11 came. The group decided that they liked the idea of having a Facebook group where members can share ideas for social media. The social media committee will discuss how to manage the Facebook page in their August meeting
- They will also review Policies and Procedures at next month's meeting and will present them to the board.

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

### **Education and Training Committee Report, Hilary Koehn**

- Asking for a Regional response on where there are some ASQ Trainers in the state.
- Discussion about Spring Workshop day instead of a full conference.
- A committee survey was sent out to the committee members and Hilary will present this to the board next month.

The Education and Training Committee Report, shared by Hilary Koehn was noted and received for filing.

### **Membership, Nominating and Governance Committee shared by Amber Dejmaj**

- Hilary updated Committee Agreements and have been sent out to all committee chairs
  - All committee chairs will send out Committee Agreements to their members and they will need to be put into your committee Google folder.

#### Board Member Forms

- Board Member Agreements were sent out to board members from Amber and she will need those all back before the next board meeting.
- Board Member Quick Chats emails to sign up for a time will be sent out soon and will be done in August.

- Training Video will be sent out soon
  - KPATA is making 20-second videos that are going on social media to help people understand the different components of what KPATA supports.
  - The next one is going to be about training.
- Results of the Annual Membership Feedback form will be reviewed at the next meeting

and will be talked about at the next board meeting

Membership, Nominating, and Governance Committee, shared by Amber was noted and received for filing.

- Maria Torres asked where she can find peer-reviewed articles to learn more about PAT, and which journals or platforms researchers commonly use to publish their work on PAT
  - Lisa referred to the following link for information [Research and Results - Parents as Teachers](#)

A motion was made to Adjourn the meeting by Maria Torres and seconded by, Dana Clary

Meeting was adjourned at 2:04

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