



September 2024 Board of Directors Meeting  
September 20, 2024; 12 noon to 2 pm

Present: Hilary Koehn, Janet Cody, Annette Wyatt, Sara Hunnicutt, Aaron Grunewald, Dannielle Heideman, Amber Dejmaj, Dana Clary, Lisa Williams, Angie Mendez, Maria Torres, Monique Koener, Kelly Peak, Sara Eastman-Olivas

### Approval of August 2024 Minutes -

Kelly Peak made a motion to accept the August 2024 Minutes.  
Seconded by Maria Torres. The motion to accept the August 2024 Minutes passed unanimously, No discussion

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

- Lisa said that she and Hilary are just finishing up their sessions with the Onboarding and Orientation sessions with all the new Kansas coordinators.
  - They reviewed the essential requirements, the structure in Kansas, including KPATA and Bright Futures
  - 8 coordinators attended the sessions.
- Updates on PAT National Center
  - QEIP- Kansas had 20 affiliates that participated in the QEIP in the last year and those affiliates will be finding out the result from this review process in October. They will receive feedback from National Center on the 81 quality standards they provided information on. Then if they meet at a certain percentage of those standards then they may even be awarded the Blue Ribbon which is the highest level of quality that an affiliate can be awarded from National Center. Next year there will be less than 10 going through this process.
  - National Center for about the last year in a half is that National Center is going through a rebranding of the curriculum back to a past use name of Born to Learn.
    - It is going to combine the curriculum together for prenatal through five years old. And so there won't be what we now call a Foundational 1 which is for prenatal through three, and then a Foundational 2, which is ages three through five. They have the Born to learn slogan on their website but that is about all at this time.
- Janet asked if they would be adding some of the information from the old Born to Learn Curriculum.

- Lisa said that they are updating the curriculum but not bringing back Born to Learn.
- Angie asked when the new curriculum will be out.
  - Lisa said their has not been a lot of information but she feels that they plan to announce it at conference. She said that it will not be new curriculum but that it will be a new format combining both of the other foundation curriculums that are currently being used.

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

### President Report, Amber Dejmaj

- Update on Board Member Quick Chats
  - next date 9/26 for those that have not done theirs and Amber will be sending out a Signup through email soon.
- Bylaws
  - Full Board has been asked to reviewed and Duties of the Board of Directors by next board meeting so they can be voted on at the next meeting.
- Best Practices for a Non-Profit Board were reviewed and read by Amber (<https://www.councilofnonprofits.org/running-nonprofit/governance-leadership/board-roles-and-responsibilities>):
 

**Just as for any corporation, the board of directors of a nonprofit has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”**

  1. Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and goodwill;
  2. Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; *not in the best interest of the individual board member* (or any other individual or for-profit entity).
  3. Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

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

### Executive Director Report, Hilary Koehn

- Health Insurance Annual Review - in process see below

## Policy 2016: Health Insurance Coverage

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**Date of Policy:** January 19, 2024

**Person or Committee Responsible:** Kansas Parents as Teachers Association Board

**Purpose:** To establish health insurance coverage for KPATA employees.

**Policy:** Kansas Parents as Teachers Association offers health insurance coverage to those KPATA employees contracted to work .75 FTE or more. This health insurance coverage is paid by the employer (KPATA) for the **employee only** and will begin on the first day of the month following the employee's start date. Employees have 30 days from their hire date to enroll or waive benefits for themselves and family members. Other enrollment times would be during open enrollment in October for a November 1st start date or if the employee has a qualifying life event. A qualifying family member would be a spouse, child by birth or adoption. Health insurance for a family member must be paid through payroll deduction.

The current healthcare plan in place is: **UnitedHealthcare Level Funded**

Annual review will be conducted by the Executive Director with the KPATA Board of Directors voting on the continuation of the healthcare plan based upon the Executive Director's report.

- Hilary share a follow up document with the board see link [Follow-up: Supporting Care Providers](#)
  - Angie asked if the funding to pay for KPATA employees to take on this program would come from the Supporting Care Providers Grant
    - Hilary replied that all expenses would be part of their grant and budget.
  - Hilary said that they will ask for a vote from the finance committee at the beginning of next week and ask for their feedback as well as their blessing to move forward with it if they so choose. Then if that happens they would be asking for a vote via email from the full board. So that there's an opportunity for everyone to be a part of that decision making.
  - Janet asked for Dana Books opinion of this opportunities?
    - Dana said that he is very excited bout this opportunity but also ask Hilary if any other organization currently doing something like this.
    - Hilary responded that not that she knows of and the need for this kid of program to be offered.
    - Sara Hunnicutt asked what KDHE's opinion was on this about non lienced daycare and how that might effects this program.
    - Hilary said that this is something that will need to be consierded.

- Lisa responded that she does feel that this is becoming a bigger focus with Nationals and DCF.
- Hilary said that this would not focused on those facilities that are running unlicensed daycares but really family, friends and neighbors that are doing just to help the families and kids in their care.
- Board member continued to ask qualifications and obsticals that might come up.

Hilary shared the September 2024 attached- [July 2024 Executive Director Report](#) Executive Director Report, Hilary Koehn The report was noted and received for filing

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

- Reviewed the Social Media Policies and Procedures and did not see any needed changes.  
Discussion:
  - Members like that this will support program-level growth and development
  - Members like that there will be a drive available to access social media support as well as templates and social media shares.
- Reviewed the Harassment and Discrimination policy and looked at needed updates
- Reviewed Board Manual
- Future/Tabled Business/Next Steps:
  - A Retirement Policy - Staff will work on at upcoming staff meetings
  - An Affiliate Staff Planning Drive has been created for these and other administrative documents for staff. The KPATA President will have access.
  - Confidentiality Policy - [Privacy](#)

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

### **Personnel Committee, Dannielle Heideman and Amber Dejmal**

- Committee reviewed the KPATA Action Plan work, example below

**KPATA Action Plan** (Board approved \*\*)  
**Update**

**Previous Goal One: Create an equitable system of service provision for all Kansas families.**

**Vision: Develop and implement a statewide equitable PAT home visit service program that ensures all Kansas families, regardless of geographic location or socioeconomic status, have equal access to home visit services.**

Goal: By July 2026, KPATA will implement and support the expansion of Parents as Teachers in at least two Kansas (KS) communities that currently lack access to home visit services.				
Action Item	Who Completes	Due Date	Progress Steps	Goal Accomplishments
Identify gaps and capacity in families having equitable access to home visiting services in their Kansas community.	State HV Leadership Team  Executive Director  KPATA Board  KSDE		<input type="checkbox"/> Information for map showing KS Home Visiting services as well as KS Home Visiting Deserts compiled with input from the <u>SHVLT</u> .  <input type="checkbox"/> Information for map showing home visiting	

Personnel Committee update provided by Dannielle Heideman and Amber Dejmal, report was noted and received for filing

**FFPSA Report, Hilary Koehn**

- September 4th there was program Meeting with all the participating program and these are help 2 times a year.
- Hilary shared [FFPSA Documents](#) (see link)
- Also had an Advisory Council Meeting
- Hilary is working on sending out an email about Tailored Services PATNC working with families who are involved in child welfare to all programs so that they are informed about this.

A motion was made to accept the FFPSA report by Janet Cody and Dana Book seconded it.

Discussion after motion:

Janet asked about the referral numbers being down and wanted clarification of why. Hilary answered that referrals are down across the board. Hilary also said that with all the changes in DCF that it is very important that you are communicating and educating your local DCF about Parents as Teacher program so that they know why they should refer a family to Parents as Teachers.

A plan is being put together to present to the FFPSA committee next month.

Motion passed unanimously.

### **Finance Report, Aaron Grunewald **Motion/Vote Needed To Accept****

- Arron reviewed that Finance documents with the board
  - ▣ Finance Documents - Post-Reviewed (See attached link)
    - Maria Torres asked if the referral do not increased then will that have an negative impact on the budget.
    - Hilary said that they are working on correcting this and communicating with DCF to get those referrals up.

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

Amber Dejmaj had to leave and turn the meeting over to be lead by Maria Torres

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

- Meeting scheduled for October 21st, 12-1 pm
- New Committee Member:
  - **Pempho Moyo** -*Policy Coordinator*

Pempho Moyo is a Policy Coordinator for Thrive Allen County and Thrive Kansas. Her focus is on both state and local policies. In addition to this, she also compiles public policy research and data and focuses on educating individuals on the impact and function of local and state policies. Pempho is a graduate of Swarthmore College with a bachelor's degree in Educational Studies and Psychology and a graduate of the Harvard Graduate School of Education with a master's degree in Education Policy.

Madison Thompson, Chair [mthompson1@gckschools.com](mailto:mthompson1@gckschools.com)

1. Dana Book [dbook@kcsd.org](mailto:dbook@kcsd.org)
2. Kari Troyer, [ktroyer@usd405.com](mailto:ktroyer@usd405.com)
3. Amber Dejmaj, [adejmaj@kpata.org](mailto:adejmaj@kpata.org)
4. Emily Ward, [egoetz@usd261.com](mailto:egoetz@usd261.com)
5. Monique Koerner, [moniquek@ksu.edu](mailto:moniquek@ksu.edu)
6. Emailed Pempho and she agreed

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

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

- SM committee created plans for this year to focus on:
  - -Supporting KPATA committees and KPAT programs with networking and learning through use of SM
  - -Creating content for KPATA social media account to be "Resource connections for parent educators"
  - -Streamlining content creation to be shared among SM committee members to make it easy to create and share/post
  - [KPATA has a YOUTUBE channel now](#)

### **Education and Training Committee Report, Maria Torres**

- Upcoming Trainings:
  - 9/19 Part B/C Services
  - DEIA Parent Listening Sessions - communication will be out soon
  - Other training needs: Safe Sleep
- Plan for spring Collaborative Learning Day - updates
  - Location Discussion
    - Venues, cost
  - How do we meet the needs of all regions
    - Do we need two different locations?

The Education and Training Committee Report, shared by Maria Torres was noted and received for filing.

### **Membership, Nominating and Governance Committee, Dana Clary**

- A new committee members was added Bobbi McClellan
- Newest video shared with the board:  
<https://staging-share.descript.com/view/ikjSjaGFMFg>
  - More vidoes will be shared soon.

- 290 members currently

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

A motion was made to Adjourn the meeting by Janet Cody and seconded by, Angie Mendez no discussion and motion passed unanimously

Meeting was adjourned at 2:10

Next Meeting: October 25th (reminder that this is a change from normal meeting day),  
2024 12:00 - 2:00 pm