



October 2024 Board of Directors Meeting
October 25, 2024; 12 noon to 2 pm

Present: Hilary Koehn, Janet Cody, Annette Wyatt, Sara Hunnicutt, Aaron Grunewald, Dannielle Heideman, Angie Mendez, Kelly Peak, Sara Eastman-Olivas, Dana Book, Monique Koener

Approval of September 2024 Minutes-

Annette Wyatt made a motion to accept the September 2024 Minutes. Seconded by Angie Mendez. The motion to accept the September 2024 Minutes passed unanimously, no discussion.

KSDE update, provided by Hilary on behalf of Lisa Williams:

- Blue Ribbon affiliates were notified by PATNC and they will be announced and Celebrated at the State Coordinators meeting in Rose Hill in November.
- Coordinators meeting in Rose Hill on November 7th and 8th
 - KPATA is sharing about Social Media Committee Plans, Advocacy Committee, and the Collaborative Learning Day planned for the spring.
- Lisa will share about the meeting with the board next month.

*The report was noted and received for filing.

President Report, shared by Janet Cody in Amber Dejmal's absence

- Update on Board Member Quick Chats - I just need to meet with 2 more people
- Vote on [Bylaws](#)

Angie Mendez made a motion to approve the bylaws signed by the 2024-25 President Amber Dejmal. Seconded by Kelly Peak. The motion to approve the bylaws signed by the 2024-25 President Amber Dejmal passed unanimously, No discussion.

- Hilary Reviewed Best Practices for a Non-Profit Board (https://leadingwithintent.org/wp-content/uploads/2021/06/2021-Leading-with-Intent-Report.pdf?utm_referrer=https%3A%2F%2Fleadingwithintent.org%2F):
- Amber Dejmal will share a little bit about Board roles and function during her President Report each month.

- Angie asked Hilary where most of her time and focus is as the Executive Director.
 - Hilary responded how she prioritizes and delegates what she and her team are doing.

<p>1. Boards are disconnected from the communities and people they serve.</p> <p>Almost half (49%) of all chief executives said that they did not have the right board members to “establish trust with the communities they serve.” Only a third of boards (32%) place a high priority on “knowledge of the community served,” and even fewer (28%) place a high priority on “membership within the community served.”</p>	<p>2. Boards that prioritize fundraising above all else when it comes to the board's role do so at the expense of organizational strategy, relevance, and impact.</p> <p>Executives that reported placing the highest level of importance on fundraising have lower ratings in several key areas of performance as compared to those that do not place such high importance on fundraising.</p>
<p>3. Boards and executives should reflect on what is prioritized in terms of board expectations and how time is spent.</p> <p>When asked to rate how much time is spent on each board area, executives reported that not enough time was spent on building a diverse and inclusive board with a commitment to equity, understanding the context in which the organization is working, building relationships within the community that help support and inform the organization's work (Separate From Fundraising).</p> <p>But, when asked about how important these areas are, executives placed them very low on the list in terms of their expectations for the board.</p>	<p>4. The board chair's leadership in ensuring that there are clear expectations of board service seems to matter most when it comes to the board's overall culture.</p> <p>When executives rated their chairs higher in terms of the board chair's performance in all categories, but especially in ensuring clear expectations, the executive was more likely to rate the board higher than the average across all areas of board culture.</p> <p>While we cannot determine causation or even directionality, it may be helpful for boards that are having culture challenges to consider the ways in which changes in board chair engagement could make a difference.</p>

*The report was noted as received for filing.

Executive Director Report, Hilary Koehn

- Health Insurance Annual Review - Policy attached below
 - Recommendation to KPATA Board to continue with the current plan: 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.

Angie Mendez made a motion to continue with the current health care plan United Health Care Level Funded. Seconded by Kelly Peak.

- Discussion: Monique Koener asked if the staff is happy with the current plan. Hilary said that they met with staff and discussed the policy and they feel the plan is working for all of them. Hilary stated that they do have to get at least three bids for other plan options and that the current plan is the most economical to meet the needs of the program.
- The motion to approve the continuation of the current health care plan United Health Care passed unanimously.

Policy 2016: Health Insurance Coverage

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.

- Supporting Care Providers - Update and Next Steps
 - Hilary and Becky met in the last month and they talked about the next steps.
 - They have met with a couple of FFPSA program providers and evaluators through KU to have some conversation around whether or not there could be potential for funding with FFPSA for Supporting Care Providers.
- Hilary Reviewed the [October 2024 Executive Director Report](#)
Executive Director Report, Hilary Koehn

*The report was noted as received for filing.

Bylaws, Policies and Procedures, Janet Cody

- Bereavement Policy - Plan to clean up this policy and have it be an addition to the current PTO policy.
- Harassment and Discrimination Policy - Hope to be voted on in the next meeting.
- Retirement Policy -  KPATA Retirement Plan current- The policy needs to be written, it needs to be approved, and the deadline that we need to have this final approval from the KPATA Board and then pass it to Mutual of America is by November 30th.
- Aaron recommended that we reach out to Mutual of America to see what policy they have because they have a more detailed policy than what was shared.
 - Hilary agreed and said that they are going to try to get all the information combined and share it with the committee so that they can finalize the policy.

*The report was noted as received for filing.

Personnel Committee, Dannielle Heideman and Hilary Koehn

- Discussed Parent Educator Affiliate Interviews
 - We offered a position to a parent educator who resided in the northwest area and she declined, deciding that this was not the best fit for her at this point in time.
 - Posted a position in the Kansas City area because we had a Kansas City area parent educator who resigned, she's starting a new position that will not allow her to have time for a part-time position anymore.
 - Posted that position and already had an applicant and conducted an interview and it went very well.
- Shared about Retirement Policy Research and Options
 - Aaron agreed to attend a meeting with Mutual America and talk about options.

- KPATA Action Plan work, example below
 - Talk about the first goal and revise the chart to be shared with members in the future.

*The report was noted as received for filing.

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	

FFPSA Report, Hilary Koehn

- Hilary reviewed the attached [FFPSA Documents](#)
A motion was made to accept the FFPSA report by Aaron Grunewald and Angie Mendez seconded it. No discussion. The motion passed unanimously.

Finance Report, Aaron Grunewald

- Aaron reviewed [Finance Documents - Post-Reviewed](#)
A motion was made to accept the Finance Report by Aaron Grunewald and seconded by Dana Book, the motion passed unanimously with no discussion.

Advocacy Committee Report, shared by Dana Book

- We met and discussed the following items:
 - “Everyday Advocacy”
 - What does it mean to you?
 - Hilary Koehn shared the Kansas Child article
 - Policy and Procedure Doc.
 - Updates will be needed
 - Will work on this next time
 - Committee Agreements
 - Padlet Feedback
 - What direction do you see us going?
 - Add your individual thoughts
 - Janet asked what Padlet was
 - Hilary clarified that it is an online format that your computer screen functions like a sticky post-it note board so people can go in and put in their information about what they want to share.

We will hold two meetings in November.

The Advocacy Committee Report, shared by Hilary Koehn

*The report was noted as received for filing.

Social Media Committee Report, Angie Mendez

- October is our first month of posting on KPATA social media with our social media plan - using reels to make short videos for post
- We are still working out the kinks of how to create/post easily, possibly using Canva for uniformity

-Week 1- Group Connection post

-Week 2-Social media tip

-Week 3 -Parent Educator tip and trick

-Week 4- Day in the Life of PAT

- Discussed how to manage the various posts - color coding for each week (GC in blue), using a QR code to scan and submit from other programs
- Work on tracking engagements on KPATA site to show efficacy of committee and work

- Possibly sharing with PAT coordinators a little about our focus during the November meeting
- Have a list of social media accounts from Kansas PAT programs - have about 40 accounts listed

Social Media Committee Report, Angie Mendez

*The report was noted as received for filing.

Education and Training Committee Report, Hilary Koehn

- Upcoming Trainings:
 - November - Parent Health Literacy Training
 - December - Safety Training
 - DEIA Parent Listening Sessions - communication will be out soon
- Plan for spring Collaborative Learning Day - updates
 - The location has been finalized- Manhattan K-State Alumni Center
 - Some topics have been finalized
 - Have the ability to live stream the sessions so that people who cannot make it can still be a part of it.
 - At the November coordinators meeting, we are going to ask people to give feedback through an electronic survey, like a Mentimeter, where they will prioritize the session.

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

Membership, Nominating and Governance Committee, Dana Clary

- Started conversations about KPATA officer positions that will be opening up next year and potential people to reach out to for interest & availability
- 291 members current
- Amber & Hilary wrapped up "Quick Chats" with each Board member @ the end of September
- Working to finalize the next video to release with our infamous kids; will touch on self-care (will be ready to go by 1st of Oct)

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

The meeting was adjourned at 1:55

Next Meeting: November 15th, 2024 12:00 - 2:00 pm