



KASC BOARD MEETING

November 6, 2021 • First Baptist Church-Danville & Zoom • 9:00 to 3:00

In attendance	Absent
Allene Houston Jones Angela Ballinger Bill Bradford Bryan Flachbart Cameron Jackson Cyndi Wrenn Emily Barber Kelland Garland Lauren Mitchell Malina Owens Mark Rose Melissa Turner Michelle Burke Pam Wright Shawna Stenton Tracie Bottoms Ronda Harmon Cindy Blevins Crystal Scott Jennifer Moore Lynne Keen Lynne Slone	Allen Poynter Allison Carter Rains Amanda Carroll Austin Vahle Cassie Ipock David Roach Mike Wilson

OPENING BUSINESS

- Kelland Garland called the meeting to order at 9:15 AM. There was a delay due to technology issues and waiting for enough directors to reach quorum.
- A motion to approve the agenda was made by Lauren Mitchell; second by Angela Ballinger. Consensus reached.
- A motion to approve the July 10, 2021 meeting minutes with grammatical errors to be addressed, was made by Lauren Mitchell; second by Mark Rose. Consensus reached.
- Each director and staff member introduced themselves.
- 2022 Meeting dates were decided: March 5, June 4, September 15 (online delegate meeting), November 5

BOARD ROLES & RESPONSIBILITIES

Cindy Blevins led the board in a retrieval practice to name the five roles of a board member as introduced in the Propel Nonprofits board video.



Cindy gave an overview for the content of the meeting to focus on those five roles and move into developing a new strategic plan. Each responsibility was reviewed with updates on what KASC and board members could or already do to support the organization.

- **Responsibility 1: Supporting and Supervising the Executive Director** — Kelland Garland updated the board that the Executive Committee is working on a revised Executive Director Evaluation Policy (part of Personnel Policy) and has completed a draft of Ronda Harmon's 2021 evaluation and shared it with her on Friday, November 5. The next step in the process is for Ronda to review the draft evaluation, provide additional information, ask questions, etc. before the evaluation is final. The completed evaluation report will be given at the March meeting.
- **Responsibility 2: Ensuring Healthy Governance — Duty of Care, Loyalty, and Obedience** — Cindy reviewed how directors can ensure healthy governance through monitoring of KASC Bylaws and Policies, plus promote the organization through their roles. Several examples were given by directors on what they currently do to advocate for KASC. Cindy also included how directors are kept abreast of KASC efforts for schools/districts, policies, and promotions through:
 - o Reading KASC communication (to members and to directors)
 - o Weekly staff minutes (includes regular policy review scheduled in the KASC Work Plan)
 - o Participating in KASC events and using KASC resources
 - o Financial reports posted each month
 - o Board meetings
- **Responsibility 3: Ensuring Financial Stability** — Cindy reviewed the directors' responsibilities in oversight and promotion of KASC. The directors broke into small groups to answer specific questions to help with promotion and communication. The [questions and the group brainstorming](#) notes are in the Post Meeting Google folder. Cindy and Ronda emphasized the need for every board member to send ideas when they think, "I wish I had..." since these items often turn into member freebies, tools for Members Only, or products.

After a break, the agenda was amended (since the schedule was behind) to focus on finance, director communication, and legislative issues. Motion to amend the agenda was made by Lauren Mitchell; second by Bill Bradford. Consensus reached.

Responsibility 4 and 5: Leading Strategically & Serving as an Ambassador

- Lynne Slone shared takeaways from the Kentucky Education Summit with input from Ronda Harmon and Bill Bradford who were also in attendance:
 - o signaled a shift in the types of assessment in the future and the ways schools are held accountable. KASC staff thinks this is a move in the right direction
 - o stressed the need for teachers and professional learning across the state
 - o called for and modeled the need for input from stakeholders is necessary for decisions at all levels, student and community voice is also vital to ensuring that schools are reaching the need.
- Lynne's written comments can be viewed in the meeting [PowerPoint](#). This report was included at this point in the meeting to provide a statewide context for future KASC work.
- Overview of Member Benefits — The staff shared hard copies of a few member benefits to give examples of larger categories: Agenda News, SBDM freebies, professional learning freebies, policy sample, SBDM resource screenshot, etc. Ronda led the directors in a small group activity to provide feedback on current/future KASC work, prioritize needs, and roll into a Strategic Plan. Those group ideas will be compiled



- Ronda also explained the need to change the Improvement Plan to a Strategic Plan and use a different timeline. November meetings are difficult to induct new members, reflect on the past Improvement Plan and develop a new plan. Today will be focused on understanding the complex and varied work of KASC. March will be digging into the development of the Strategic Plan, and the plan will be finalized by the board in the summer meeting.
- Even though there was not time to go over the last [KASC Improvement Plan](#) (ended October 2021), the board has had continuous access to the updates and can ask questions at any time. The most recent updates are in blue font in the current document.

NEW BUSINESS

During the meeting, Michelle Burke expressed the need for KASC to have a new mission statement. The mission statement is adopted by the board so it can be revised by the board at any time.

STATEWIDE NEWS

- Cyndi Wrenn and Lauren Mitchell gave a brief update on their involvement with the Commissioner's Parent Advisory Committee. That group is rewriting *The Missing Piece* and it will now be known as the *Kentucky Family and School Partnership Guide*.
- Angela Ballinger reported on work with the Early Childhood Institute and the state partnership with KET to provide family resources related to literacy. [LetsLearnKY.org](#) provides resources for parents and caregivers to promote kindergarten readiness, which is a major need in Kentucky. Schools/districts should be sharing these resources to support families.
- Angela also pointed out the [Dolly Parton Imagination Library](#) program expanding in Kentucky. Promoting literacy among families should be a top priority of all schools. KASC has promoted this expansion on social media and our website.

FINANCES

- The Financial Review Committee Report was given by Pam Wright. The committee met with Jennifer Moore (in person and Zoom) on Tuesday, November 2 to ask questions, look at hard copies of documents, and gather information about KASC. The committee agreed that all financial policies and procedures are in order and there are thorough, double checks on every transaction.
- The committee was unable to schedule a meeting with the auditor and accounting firm to determine whether an annual audit is necessary. Pam Wright and Jennifer Moore shared the details about how the annual audit and the monthly bookkeeping by the accounting firm were overlapping. The board could save some money by doing a periodic audit. The committee recommended that Jennifer request a written statement from Denise Keene, auditor, and then send to Larry Clark, CPA for written comment. The committee would receive those emails and possibly do a phone call with Mr. Clark before issuing a final recommendation on the audit to the board in March.
- The [year-to-date financial reports](#) were made available to the board. Questions may be sent to [Jennifer](#).
- 2022 Proposed Budget was presented by Jennifer Moore and Ronda Harmon. Discussion was focused on expected income and expense, school needs, etc. Emily Barber made a motion to accept the budget; no second because there were more questions. This motion was eventually rescinded. During the budget discussion, Ronda explained to the full board that approval of the 2022 budget, was also approving the Associate Executive Director position first suggested to the board in an August 30 personnel update email. After more discussion about whether to delay adopting a budget, a motion was made by Malina Owens to accept the 2022 proposed budget;



second by Bill Bradford. Consensus could not be reached. After discussion about possible next steps, the board decided to take a vote. The budget passed with 7 in favor of the budget, 1 opposed, and 4 abstaining from the vote.

- These linked documents are the same ones from the board meeting:
 - [Budget Overview](#) (see document #1)
 - [More detailed budget document](#) (also includes narrative and response to questions)

LEGISLATIVE UPDATE

- The budget discussion ran to the end of the meeting, so Lynne Slone said she would follow up with each board member individually.
- The discussion of KASC's legislative priorities will be reviewed by the board electronically after more after the November 15 joint education committee meeting and survey results from KASC members.

ADJOURNMENT

A motion was made by Bill Bradford to adjourn the meeting at 3:44 PM EST; second by Lauren Mitchell. Consensus reached.