



EnrichED

Caledonia Community Schools

## Meeting Agenda

**Date** November 14, 2017 | **Location:** Caledonia Administration

**Times:** 12:00 pm - 1:00 pm

### Attendees:

Board Members - Stephanie Pearson, Beth McLean, Kelly Clark

Advisory Members - Kris Vydareny, Wendy Cammet, Kathy Sebel, Christine Flodin

### Item

Call to order and welcome

The meeting was called to order at 12:01pm.

### Old Business

- Approval of Minutes from last meeting
  - Beth motioned to approve the minutes and Kelly seconded the motion.
- Clarification of [May, 2016](#) minutes - "teams"
  - May 2016 Minutes stated:
    - Odyssey of the Mind - It was discussed that there may be a need to move the Elementary & High School OM teams under the EnrichED umbrella. This past year there were some difficulties in both programs and some members feel if it was moved under EnrichED it may run more smoothly. Randy was not opposed to moving OM at the High School and Elementary levels if this is what they really wanted. **Teams** will not be forced to join but if they are asking to join EnrichED it can be considered. Stephanie/Beth will reach out to OM leaders at the High School and Elementary and set up a meeting to see if this is what they would like to do.
  - The board would like to clarify the intent of this discussion held back in May 2016. The word "teams" should have read "Committees". The intent of this discussion was to show that we'd not force Entire **Committees**(Ie: OM, Science Olympiad, Math Olympiad, etc) to come under the Entire umbrella but if they did we'd take them as an entire group. It was not meant for individual teams to pick and choose if they'd come under the EnrichED

umbrella. If it was decided a group(Committee) wanted to come under EnrichED, all teams in that program would come along with it and follow the policies and procedures set forth by EnrichED.

- Beth motioned to approve the change and Kelly seconded the motion.

#### New Business

- Odyssey of the Mind 2017/2018
  - Coordinator(s)
    - We are excited to announce two new coordinators for OM have joined as of August 2017. Kathy Sebel, Christine Flodin
- [Caledonia EnrichED Guidelines](#) & supporting documents including:
  - The EnrichED Guidelines(see attached) has been created to help serve as a guide for new and existing Coordinators. As we brought on OM this past summer, it was evident a document was needed to help guide Coordinators on policies and procedures. This document was presented today as a draft. Beth made a motion to adopt this document as a guideline for EnrichED. This can be modified year to year as needed. Below is a list of highlights contained within the document.
    - Roles & Responsibilities (OM, JrFLL, FLL, VEX)
    - FAQs (to be added to Caledonia EnrichED website)
    - Code of Conduct & Contract (to be added to all student registration forms in 2018)
    - KMMS Tech Room Guidelines
    - Purchasing & Reimbursements Procedures
    - Fundraiser Request Form (for World qualifying teams ONLY)
    - Cash Tally Sheet
    - Background Checks - All Coordinators have been given access to files containing background check info for volunteers for each Committee.
    - OM photo release added to form for next year.
  - Beth motioned to approve the guidelines and Kelly seconded the motion.
- Access to KMMS
  - It would be nice if the EnrichED President has key card access to KMMS. The closet at KMMS is where all JR, FLL, and VEX supplies are stored and many events (OM & Robotics take place at KMMS). It would be helpful if Stephanie could be given access to KMMS. Kelly & Beth already have access.
    - Kris is going to check with Steve & Operations to see if this is possible.

## Committee Reports

- Cal Robotics
  - Jr FLL

### **2017 Season Update shared by Wendy Cammet:**

- Currently wrapping up our 2017 fall season, concluding with Saturday's Expo
- Nine teams this season, with two from every school except Paris Ridge, which has one team combined with some Emmons students. We have two non-district students this year as well, one from Dutton Christian and one home schooled.
- 51 students participating this year, up from 41 in 2016 (participation up 20% year over year.) Almost all of participants are 3rd graders, with the exception of three 1st graders.
- Registration is now closed
- Nine new WeDo2.0 kits were purchased and are in use along with the donated laptops, positive feedback from teams about what this adds to the experience
- One scholarship granted this year, parent is coaching
- Practices started 9/4 and will conclude this week, moving up our season also positively received by parents and coaches who appreciate ending before the holidays
- Season ending Expo scheduled for Nov 18 at Kraft Meadows, working on last minute details now, first time holding a "local only" Expo vs a FIRST sponsored event
- Beth – short judge meeting/training?
- Season wrap up – hoping to collect all equipment by Dec 1st
- Will want to remember to advertise our May info night to our incoming 2nd and 3rd graders to bridge that gap in our participation levels (send home individual flyers)
- It was discussed that JR FLL may want to look at next year moving EXPO to a Friday night to save on Facility Fees and miss FLL tournaments.

### **Financial Report (updated 8/8/17):**

- Recent purchase: Team T-shirts for Jr FLL participants and coaches = \$548.50 from Grand Rapids Print Co
- Recent purchase: 53 individual trophies for Jr FLL Expo = \$212.50 from Pegasus Sports, Rockford

- FLL

### **Updates shared by Stephanie on FLL:**

- 11/18 Grandville Regional Tournament - DE1 & PRE1
- 11/18 Allendale Regional Tournament - KLE1 & KLE2
- 12/02 GR Regional Tournament - CE1 & ELE1
- Team ELE1 will plan on representing FLL at the Robotics

## Open House on 11/18

### ■ VEX

#### **Beth & Kelly shared these updates on VEX:**

- Separation
  - Beth reached out to Brady Lake about a space for High School VEX teams at Caledonia High School. On Halloween the High School packed up  $\frac{1}{3}$  of the VEX equipment and moved it over to their new space at the High School.
  - This transition will take some time and further meetings to figure out how to share the space, parts and finances evenly amongst the MS/HS teams.
- MS Only League Updates
  - Caledonia VEX Robotics kicked off its very first ever League event on 11/6. We have held two League nights so far; One at Caledonia & One at Grandville. Both have gone really well and we have received a lot of compliments about our facility and how the league has been run. Grandville has once again been a huge help to get this new adventure kicked off.
  - Several parents have volunteered to help get the league night going and we could not have done this without them.
  - We are excited about what this can do for our Robotics programs.
- Several Tournaments in Dec/Jan.
  - Both the MS/HS teams are competing in several tournaments starting in December. Most are attending Grandville or Jenison Tournaments.
- Skills event - 2/2
  - We will be hosting our first ever skills event on February 2 at KMMS. This will be a great opportunity for teams to have one last chance to up their scores at a chance to advance to State.

### ■ STEAM Night at Kettle Lake - January 18 5:30-7:30

- We are hoping to send some JR, FLL and/or VEX teams to the STEAM night at Kettle Lake. This is a great opportunity for kids to be exposed to our Robotics programs.

### ■ OM

- Odyssey of the Mind (OM) is still working to form teams. They have several registered and paid, but they still have a few teams they are trying to finalize. At this time it looks like there will be representation from every building in the District (4 ELEM, 3 MS, 1 HS)
- OM coordinators went to a training last weekend and have

lots of good information to share with Coaches. They will be updating coaches soon with this information and will register teams once they have all paid.

- EnrichED board discussed that it would be a good idea for each team to be given a budget of what they can spend on materials. The OM coordinators will look into this.

## Treasurer's Report

### **Beth shared the Current treasurer's report**

- OM Financials
  - Track funds by team or school?
    - It was decided to track teams by school.
  - Funds from HS, KL and EL? How to apply?
    - It's in a General Fund for now till decisions can be made later..
  - Admin costs? Charge OM ¼ or ½?
    - It was decided to split the administration costs 5 ways between OM, JR, FLL, MS VEX & HS VEX.
    - Beth made a motion to approve this, and Kelly seconded the motion.
- Vote on any proposed purchases
  - VEX Team Tournament/League Fees - \$1600
    - Kelly made a motion to approve these purchase, and Beth seconded the motion.

## Q&A

- Bidergy
  - This was not shared at the meeting, but in an email to all in attendance after.
    - Kelly met with Bidergy & Gary to help figure out what equipment could be auctioned off from the KMMS tech room. Bidergy came out last week to start tagging equipment to auction. They should finish up this week with other equipment in the District and we will share the Auction link with families when it is made available. They hope to have it live by Mid/Late November.

## Adjournment

The meeting was adjourned at 1:04 pm. The next meeting is February 13 at 12:00 pm at Caledonia Administration.

## Action Items

Item Description	Persons Responsible	Timeline	Notes
FAQ's from Guidelines added to EnrichED website	EnrichED Board	Feb. 2018	FAQ's needs to be added. The board will work this out before the next meeting and figure out what other info besides the FAQ's should go on the website publically and update it.
Code of Conduct & Contract added to all Registrations by 2018	Each Coordinator	May 2018	Each group will update their own registrations to include this if not already there.
Add Photo release to OM registration for next year	OM Coordinator(s)	May 2019	
Access to KMMS for Stephanie - Kris check with Steve/Jen	Kris	Dec 2017	
Flyers for 2nd/3rd Graders for JR FLL at Registration time	Wendy	May 2018	