



EnrichED

Caledonia Community Schools

Meeting Minutes

Date: January 7, 2016 | **Location:** Caledonia Administration

Times: 9:00-11:00 am

Attendees

Kelly Clark
Beth McLean
Stephanie Pearson
Randy Rodriguez

Minutes

Call to Order

- Stephanie Pearson called the meeting to order at 9:03 am on January 7, 2016.

Item #1 - Timeline for 501c3 EnrichED

- The following EnrichED timeline was shared with Randy Rodriguez. He agreed this looked like a good start.
 - **December 2015** - Submit 502 (Articles of Incorporation) and EIN paperwork (effective 12/16/15)
 - **January 7** - Meet with Randy, and other necessary parties, to discuss partnership
 - **January** - Meet with potential board members and prepare mission statement and bylaws
 - **January** - Find/meet with a CPA and establish a budget
 - **January 26** - Present to Board of Education?
 - **February 10** - Present to Caledonia Township? (meets the 2nd Wednesday of each month)
 - **February** - File 1023 (or [1023 EZ](#)) Paperwork

Item #2 - Robotics Timeline

- A timeline for the Robotics program was also shared with Randy Rodriguez.
 - **January 19** - Robotics Parent Meeting to "Start the Conversation"
 - **Late January** - Obtain 10 VEX kits, on loan from Gville, for use in our Robotics Pilot Program
 - **February and March** - Hold a 6-8 week evening VEX robotics workshop for students in 5th-11th
 - **April 1** - CEF Grant Application Due
 - **April 6** - Michigan STEM Grant Application Due
 - **April 16** - 2016 VEX EDR Competition Game Video Released
 - **May** - Hold Parent Information Meeting & Form Teams
 - **June** - Apply for Michigan VEX Grant
 - **June/July** - Register Teams and Order VEX Kits
 - **August/September** - Begin practices
 - **November through December** - Participate in VEX (Late Fall) 6 week League Play
 - **December** - Grandville Holiday VEX Tournament
 - **January 2017** - Jenison and/or GR VEX Tournament
 - **February 21, 2017** - *State Championship VEX Tournament at Michigan State (for those who advance)*

Item #3 - Name

- It was decided that we would name our group EnrichED. We chose this name as a blend of the words Enrichment and Education.

Item #4 - ByLaws

- Kelly will work to put together the ByLaws for EnrichED. She will look at the Paris Ridge & Emmons Lake PTO ByLaws as a starting point. The Caledonia Community Schools Best Practices and Procedures document as a guide for how to handle money.

Item #5 - Background Checks

- Randy said that it was okay for us to use the schools to perform

background checks on volunteers for any subgroups to EnrichED.

Item #6 - District Staff Representative

- It was agreed that it would be a good idea to have a District staff representative that serves in an Advisory Role for EnrichED. Randy suggested a principal be this person and could serve 1 year terms. Randy will discuss this with the principals.

Item #7 - Key Communicators Meeting

- It was suggested that EnrichED attend a Key Communicators meeting to let them know who we are and what we are about. The Key Communicators meet the third Thursdays of the month.

Item #8 - CYSA

- Beth talked with Dave Teitsma from CYSA. They discussed how their organization is structured and how it functions.

Item #9 - Present to School Board

- It was suggested that we present to the School Board to let them know who we are and what we are about. Randy will let us know what meeting to attend.

Item #10 - Facility Use

- It was agreed that at this time there will be no charge for using Caledonia Community Schools spaces for EnrichED programs. Randy noted that currently there is space available and he would be happy to let us use the space if we continue to keep it in the condition we found it and work to clean up after ourselves. In the future if District space becomes tight or we require janitorial service for an event we may have to re-evaluate this agreement.

Item #11- Structure

- A tentative EnrichED structure diagram was passed out to those in attendance. This was given to present an idea of what subgroups would fall under the EnrichED Umbrella. The group would like to focus on STEM based groups. Each subgroup would have a representative that would serve on an Advisory Panel for EnrichED. Certain requirements for money handling and budgets will be developed a later date.

Adjournment

- Stephanie Pearson adjourned the meeting at 11:05 am

Minutes Submitted by: Kelly Clark

Action Items

Item Description	Persons Responsible	Timeline	Notes
Talk with Principals about EnrichED	Randy Rodriguez	By March	
Create a guideline for the subgroups and representatives	EnrichED Board	By May	
Create Executive Board Job Descriptions	EnrichED Board	By May	