



Caledonia Community Schools

## Meeting Minutes

**Date:** August 9, 2016 | **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

Call to order and welcome

- Stephanie called the meeting to order at 12:04 pm .

Old Business

- Approval of Minutes from last meeting
  - The meeting minutes from the May 11 meeting were distributed for review. There was a motion by Beth and a second by Kelly to approve the May 11, 2016 Meeting Minutes. The May 11, 2016 Meeting Minutes were approved.

New Business

- Discuss and set policies regarding:
  - Refunds
    - After some discussion a motion was passed to not offer refunds after registration for a group has ended. It was discussed that all groups should make sure this is clear to all parents/students that register. It should be clearly noted on websites and all registration information. This was not the case on all group registration this Spring and changes will be made consistent from here on out. (Beth - Motion to Approve, Kelly - Seconded the Motion).
  - Scholarships
    - It was decided that a scholarship policy should be adopted. Stephanie volunteered to create a draft of a form for review by September 1, 2016. The form will serve as a written request to show why a family feels they need financial assistance. Some items this form may include items such as: Ask if they qualify for free and reduced lunch, get approval to verify from school if they are F/R, Partial Payment options, Volunteer Opportunities, In lieu of fee they are willing to help in what way. (Beth - Motion to Approve, Kelly - Seconded the Motion).
    - Beth offered to reach out to the Kiwanis Club to see if they might be willing to sponsor students that need scholarships. Currently FLL

has 2 students this year and VEX has 1 student that qualify for scholarships for the 2016-2017 school year.

- non-CCS student participation
  - A motion was passed allowing all students that are in good standing with Caledonia Community Schools and live within the Caledonia School District will be allowed to participate in EnrichED programs.
  - Registration forms will be modified next year to allow for different questions for students that are not currently enrolled in CCS.
  - (Beth - Motion to Approve, Kelly - Seconded the Motion)

#### Committee Reports

- Cal Robotics

- Upcoming events
  - JR FLL: Wendy met with Rosemary from Grandville and learned a lot about the JR FLL program. JR FLL will be holding an informational night on September 12 at 6:30 at Emmons Lake Elementary. Registration for JR FLL will open after that. JR FLL is open to 2-3 grades. JR FLL is also exploring hosting an expo at Caledonia Community Schools on December 3.
  - FLL: Stephanie updated that FLL has 7 teams this year. On August 30, the new problem for this year will be released. Stephanie plans to hold a meeting on August 31 with coaches to kickstart the season. Practices will begin starting the first week of school. Equipment will be ordered after this meeting for the 7 teams.
  - VEX: Beth updated the group about the Middle School Coaches meeting being held tonight (August 9). Equipment for the 13 teams is being purchased in the next few weeks as well as decisions on which software to purchase.
- Laptops
  - We have reached out to a representative from Mercy Health about obtaining up to 20 more laptops for our robotics program.
  - Beth, Kelly & Stephanie will be meeting with a representative from Mercy Health to discuss a new West Michigan K-12 Stem program he is hoping to start.
- Odyssey of the Mind - reevaluate in spring
  - A meeting was held on July 14 to discuss the possibility of adding OM under the EnrichED umbrella. After much discussion it was decided to wait on this decision for now and revisit it in the Spring.

#### Treasurer's Report

- Current treasurer's report
  - Beth reviewed the CHEM Bank and Paypal accounts. A motion was passed to have all groups under the EnrichED umbrella submit a budget to Beth and report on that budget at the quarterly meetings. This will help the board have a better understanding of how money is being spent and allow

for oversight.

- Vote on proposed purchases for Cal Robotics
  - Three purchases were submitted electronically for Special Purchase review.
  - FLL made a request to purchase 7 Challenge sets for their teams and Register all their teams. This motion was passed. (Beth - Motion to Approve, Kelly - Seconded the Motion).
  - VEX made a request to purchase up to \$5000 worth of VEX robot equipment. This motion was passed. (Beth - Motion to Approve, Kelly - Seconded the Motion).
  - VEX made a request to purchase software for the Robots Up to \$1700 worth of software. This motion was passed. Kelly will submit a request for this before she purchases. She will let the board know the final decision on what they are buying. (Beth - Motion to Approve, Kelly - Seconded the Motion).
  
- Distribution of \$6023.11 from CRC
  - It was decided that VEX would receive \$3500 of the CRC allocation, JR FLL would receive \$550 of the CRC allocation, and the remaining funds (\$1973) would stay in the FLL account. (Beth - Motion to Approve, Kelly - Seconded the Motion).

The meeting was adjourned at 1:10 pm.

## Action Items

Item Description	Persons Responsible	Timeline	Notes
Budgets	JR, FLL, VEX	Sept. 1	All groups will submit a budget to Beth for their respective program.
Website	Kelly Clark	Sept. 1	Kelly is still working on moving the EnrichED website under the Community tab.
VEX Software Purchase	Beth	Sept. 1	Beth will submit a request for purchase of VEX software.
Update	Kris	Sept. 1	Kris will send an update to Administrators.
Website	JR, FLL, VEX	Sept. 1	All groups will review current

			information on the EnrichED website and send Kelly changes.
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