



Kaleidoscope Board Meeting

Kaleidoscope Hancock and Teleconference

June 12, 2025

6:04-6:41 p.m.

Kaleidoscope Mission

Kaleidoscope provides holistic support and engaging learning experiences to families through classes and community events.

Kaleidoscope Values

- We are inclusive
- We operate in a collegial spirit
- We embrace mutual respect
- We strive to embrace many educational philosophies

Board meeting called to order at 6:04 pm.

Board members present: Tim Rietz, Sheri Werner, Erin Barnett

Board members not present: Vicky Walters, Roz Heidtke

Staff Present: Erin Gregorcich

Action Items:

1. Approve board minutes. **Motion by Erin Barnett to approve April 2025 Board Minutes, Second by Sheri Werner. Approved unanimously.**
2. Board Conflict of Interest Statements - Vicky Walters' statement will be mailed. All others have been received.
3. **Director's Report** by Erin Gregorcich (see below)
 - a. L'Anse and Hancock Notes: Recent flooding in L'Anse location did not require filing an insurance claim. The new landlord handled the flooding very professionally.
 - b. Summer Programming
 - c. 2025/26 CLK Registration: There will be electives available for any new families enrolling for the fall semester. Erin G. is working to have CLK communications regarding virtual programs to be in writing. Kaleidoscope will have to change very little to comply with new state requirements.
 - d. Administrative Duties (see below): The current administrative structure is working effectively.
 - e. 2025/26 Growth Plan (see below): Kaleidoscope is seeing early interest from community members for fall enrollment. Erin B. will be looking into having transportation from Houghton schools to the building through Keweenaw Community Foundation. Arvon School is doubling the amount of programming we provide for the 2025/26 school year.



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4. Treasurer's Report: None

5. Secretary's Report:

Conflict of Interest Statements are received with Vicky Walters' to be mailed.

6. Leadership Plan:

The current administrative structure is working. Erin G. does not wish to expand the director's role to full time or add hours from what they are currently. Executive Director position is responsible for general oversight of the organization. An organization chart should be created.

Motion by Tim Reitz to appoint Erin Gregorcich to Programs Director (formerly titled Executive Director). Second by Erin Barnett. Approved unanimously.

Erin Gregorcich's wage shall be increased to \$27/hr starting September 1, 2025. **Motion by Erin Barnett to approve the wage increase for Erin Gregorcich to \$27/hour for the Programs Director Position. Second by Renata Sommerville. Approved unanimously.**

Motion to adjourn by Erin Barnett. Second by Renata Sommerville. Approved unanimously.

Meeting adjourned at 6:41 pm.

Next Board meeting is August 14, 2025.

Director's Report

- **Notes from Kaleidoscope Hancock by Mallory White**

While the 24/25 school year classes have ended, we are gearing up for our summer events and classes! Kids on the Green is happening this Friday, June 13th. We are again making slime, as it was such a huge hit last year! Drama Camp begins at the Calumet Theatre Monday, June 16th, and goes until Saturday, June 21st. The campers will be producing Treasure Island this year. We begin a full day of arts and martial arts for summer classes July 8th.

- **Notes from Kaleidoscope L'Anse by Erin Lempkowski**

Kaleidoscope L'Anse had a successful first day of Summer Clubs with 12 eager returning students. Next week we expect more as the schools let out and word spreads.

Preparation for Battle of the Books is well underway. A record 60 students are registered and will be getting their books this week. Art Camp and our new Around the World Camp are on the horizon as well, as are our Summer Classes. We are pushing advertising to get more enrollees.

Our facility experienced a sewage backup/flood in May during the heavy rainstorms (as did the neighboring houses). Our landlord acted quickly and had a professional cleanup crew take care of the sanitizing and cleanup. We lost very few items (nothing important) and we now have new carpeting in the half of the building that was affected. We are just waiting for the new flooring in our laundry room. This couldn't have happened at a more convenient time as it was during the break between school year classes and the start of summer programming!

- **Summer Programming**

- Summer Classes ([L'Anse](#) and [Hancock](#)): 75% running so far
- Summer Camps
 - [Drama](#): 100% full for ages 8+, 70% full for ages 5-7
 - [Around the World](#): 16% full
 - [Art](#): 50% full
- [Summer Clubs](#), [Kids on the Green](#), [Grownups Art Night](#), [STEAM Saturday](#), [Battle of the Books](#), [Ranger III Family Free Day](#)

- **2025/26 CLK Registration**

- 353 CLK electives (seeking clarification on electives for high schoolers)
- [2025/26 Proposal for CLK](#)

- **[Administrative Duties](#)** - planned duties based on current administrative structure

- **[2025/26 Growth Plan](#)** - working plan for increasing community participation

Administrative Duties

Programs Coordinator (Erin Gregorcich)

- Supervise coordinators and virtual instructors
- Run annual registration process
- Serve as liaison to CLK
- Run staff trainings
- Orient new and prospective families
- Manage data in Airtable
- Attend and report at board meetings
- Run administrative meetings
- Connect programming to long and short term goals
- Train administrative staff
- Communicate with Insurance agent
- File annual Licensing and Regulatory Affairs (LARA) paperwork
- Work with Finance Coordinator on budget
- Interview and hire new staff
- Resolve staff issues
- Resolve parent issues
- Set up and maintain internal systems
- Review virtual elective content and provide support as needed
- Update Member Handbook policies and procedures
- Conduct surveys
- Teach classes

L'Anse Coordinator (Erin Lempkowski)

- Manage Kaleidoscope L'Anse building schedule
- Manage Kaleidoscope L'Anse staff schedule
- Act as liaison between Kaleidoscope L'Anse and the Programs Coordinator
- Manage Kaleidoscope L'Anse facility
- Manage Kaleidoscope L'Anse budget
- Supervise Kaleidoscope L'Anse instructors
- Plan and supervise special events at Kaleidoscope L'Anse
- Parent communication
- Teach classes
- Make purchases for students
- Process reimbursements for students
- Maintain Kaleidoscope website

- Manage Kaleidoscope social media
- Produce marketing materials for Kaleidoscope L'Anse and for online use
- Grant writing
- Participate in Michigan After School Partnership (MASP)

Hancock Coordinator (Mallory White)

- Manage Kaleidoscope Hancock building schedule
- Manage Kaleidoscope Hancock staff schedule
- Act as liaison between Kaleidoscope Hancock and the Programs Coordinator
- Manage Kaleidoscope Hancock facility
- Manage Kaleidoscope Hancock budget
- Supervise Kaleidoscope Hancock instructors
- Plan and supervise special events at Kaleidoscope Hancock
- Parent communication
- Teach classes
- Make purchases for students
- Process reimbursements for students
- Produce marketing materials for Kaleidoscope Hancock

Finance and Community Coordinator (Sheri Werner)

- File paperwork
- Communicate with parents
- Substitute for classes
- Manage office supplies
- Run payroll
- Manage finances in Quickbooks
- Manage annual budget
- Proofread and edit virtual elective content
- Assist in creating online class content
- Attend Chamber events and other local community meetings
- Host information table at local farmers markets
- Develop relationships and partnerships with local businesses
- Renew charitable solicitation license and other yearly renewals
- Assist in planning and executing Kaleidoscope Hancock events
- Communicate with accountant to solve issues
- Distribute flyers/marketing materials
- Solicit donations for events
- Clean office, bathrooms, and vacuum the hallway

2025/26 Growth Plan

June-August

- Advertise at local events
- Plan feedback survey for Kaleidoscope families

September-November

- Survey Kaleidoscope families
- Update space rental policy and add to website
- Communicate with L'Anse Schools superintendent about programming and a possible partnership
- Consider possible second Drama Camp in Baraga County

December-January

- Plan 2026-27 after school programming
- Review and update scholarship process
- Update website and marketing materials

February-March

- Plan 2026 summer programming
- Distribute local marketing materials

April-June

- Run [paid marketing](#) campaign
- Register students for 2026-27