

**LCDC PTO Meeting Agenda  
June 16, 2016**

**I. Business – Amanda**

- A. Introduction of new director
- B. Thank you to Rick Winski, Ms. Deborah and Ms. Chelsey for planning and organizing the Summer Party.
- C. 2016-2017 PTO Board Elections
  - a. Please vote! We need over 50% of the parents to vote to make the elections official
  - b. [https://docs.google.com/forms/d/1YWx8oV3WSEHaT-wDqBh1CnivmVIbbPOu0\\_VXBWNDIbg/viewform?c=0&w=1](https://docs.google.com/forms/d/1YWx8oV3WSEHaT-wDqBh1CnivmVIbbPOu0_VXBWNDIbg/viewform?c=0&w=1)
- D. Update of Labels for Education/Boxtops/ Farm Fresh 123-4
  - 1. Labels for education- program ending July 31st. **Please submit all your Labels for Education later than noon on 7/29.** Bethany will be making our final submission by the end of July.
  - 2. Update on Box Tops: Bethany made a submission for \$44.60 back on 5/30, but there have been a ton of Box Tops show up in the box with expirations at the end of this month, so I will mailing in another submission on 6/29. **Parents please submit by noon on 6/28!**
  - 3. Farm Fresh program: Ms. Richey just ordered the following with our 32,000+ points accumulation from this past year – pack of 10 dry-erase pupil boards, 3-in-1 portable easel, and a laminated jumbo wall calendar. A big thanks to all those who supported the Farm Fresh program, and hold onto those key ring tabs for use again in September!
- E. Ex-officio position/By-laws change
  - a. Plan to have bylaws voting meeting in July meeting. Petition needs 15% of parents' signatures. Hope to circulate and have signatures in the next two weeks to allow the required two weeks of review before the meeting to vote.

**II. Finance – Carly**

- A. As of June 1, account balances \$2501. Recent Expenses were lunch for teacher work day, cake for the meet & greet and the end of

school party. Next expenses will be Teacher Wish List in August. Lifetouch spring photos income expected soon.

### III. Directors Report – Ms. Richey

- A. Summer schedule
- B. Summer Camp Update
  - 1. Teachers are working on lesson plans to implement Ed Department curriculum. Schedule will be provided to parents
  - 2. 19 students enrolled for Camp. T/Th field trips. Friday using LaRC gym.
  - 3. Water play begins on 6/27:
    - a. Little Dippers: Tuesday (for 6months +)
    - b. Big Dippers Wednesday
    - c. Comets Tuesday
    - d. Shining Stars Monday (will be a make up for July 4<sup>th</sup> holiday)
    - e. Rockets Thursday
    - f. Camp Lunar Friday
      - i. There will be flexibility to reschedule for poor weather.
- C. Update on Playground/classroom environment
  - 1. Fence relocation undergoing. Expected to complete 6/17.
  - 2. Summer transition of Rockets/Shining Stars shared classroom
    - a. Includes equipment upgrades out of the \$7500 in FY16 budget
    - b. New Rugs in Little Dippers, Comets, Rockets & Shining Stars – not part of \$7500 capitalized expenses
      - i. Delay from company on one rug resulted in \$100 credit by company – used to buy manipulatives for Shining Stars
- D. HVAC work order
  - 1. Week of July 24 – 2 parking spaces will be lost during work
- E. Hiring
  - 1. 3 interviews for 2 open positions.
- F. Staff transition plan
  - 1. Ms Deborah & Ms Chelsey working to get Ms Richey fully up to speed. They will return to their previous positions as of 6/13,

but working on ways to keep them as part of center leadership team.

- G. Randy: “Very proud of Ms Deborah and Ms Chelsey and the extraordinary job they have done in the interim along with the other teachers who stepped up to also fill in for them.”

#### IV. Parent Comments/Questions

- A. Phone in the lobby
  - 1. New phone in place now – classroom phone numbers to be reposted
- B. Painting lines in the parking lot
  - 1. Randy has sent a note to COD/Vital to look at redoing parking lot. Rodney Harris has been to center and met with Ms Richey. Will be working on an updated parking lot (potential redesign or just painting of existing lines)
- C. Question on new process for badges for non-NASA personnel
  - 1. LF103 needs to be done for visitor badges
  - 2. PIV forms no longer filled out at front desk. Provide name/email and Ms Chris contacts them to get information and process 6 month temp badge.

#### V. Important Upcoming Dates

6/17: Pre-K Graduation

6/19: Father’s Day

7/4: Independence Day- LCDC CLOSED

7/TBD: Summer Pictures

Tina is investigating non-Lifetouch options, date may change if an alternative company is found to use

#### VI. General reminders

- A. LCDC is on the web (<http://pto.larc.nasa.gov/>) and on Facebook
- B. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Sherry Johnson)
- C. Parents Concerns options:
  - a. Ms. Richey would love to encourage families who may have concerns to come directly to her so that you can work together to address them

- b. The PTO Parent Concerns form is still available and can be found at <http://tinyurl.com/o5x7no5>. This is an anonymous way to communicate concerns to the PTO board and are addressed at the PTO meetings.
- c. We can also be reached at any of our NASA email addresses ([Amanda.M.Cutright@NASA.gov](mailto:Amanda.M.Cutright@NASA.gov), [David.M.Reeves@NASA.gov](mailto:David.M.Reeves@NASA.gov), [Christina.M.Guldin@NASA.gov](mailto:Christina.M.Guldin@NASA.gov), and [Carly.A.Bosco@NASA.gov](mailto:Carly.A.Bosco@NASA.gov)) or at [lcdcpto@gmail.com](mailto:lcdcpto@gmail.com)
- D. Please remember to collect and bring in your Box Tops, Labels for Education and use your Farm Fresh 123-4 and Harris Teeter key tag. The drop-off location is outside the Big Dippers room. Contact Bethany Schiller with any questions.
  - 1. The Harris Teeter school code is 3594.

## VII. Closing Remarks – Amanda

- A. The next PTO Meeting will be **Thursday, July 21, 2016**, at **12:00pm**. We will meet in the 2102 room 116.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134