

LCDC PTO Meeting Agenda
August 18, 2016

I. Business – Amanda

A. Ex-officio position

1. Last meeting of current board. New board has been elected via time lapse (% of families needed for vote was not met).
2. New board:
 - a. Rick Winski – President
 - b. Rosemary Smith – VP
 - c. Julia Virok – Secretary
 - d. Angela Williams - Treasurer
3. Ex Officio position voted on by both boards on 8/11. Position will be filled by Carly Bosco

B. Teacher Wish List

1. Tina & Carly are in the process of ordering items and continuing to coordinate with Ms Richey on items. Due to discount codes we are able to order over \$2000 in product with the initial \$1700 budget.
2. Budget will be overrun, however, due to the supplier not honoring tax exempt since personal cards were used to make purchase.
 - a. In the future, may exploring “unsolicited donation” to exchange for director to place order

C. Ornaments- committee chair and committee members

1. Still looking for volunteers. This is time sensitive due to Director’s Social.

D. Pictures

1. Delays due to one family with an issue that LifeTouch didn’t provide the envelope on picture day.
2. Order will hopefully be in very shortly.

II. Finance – Carly

A. \$2658 current combined account balance.

1. Upcoming Expenses for TWL and lunch on teacher work day.
2. Summer picture profits anticipated ~\$300 as final income for this fiscal year.

III. Directors Report – Ms. Richey

A. Turnover/Hiring

1. 2 new teachers hired – 1 for Shining Stars (Ms. Katherine Collazo), 1 for Twinkle Stars (Ms. Victoria Johnson)
 2. Twinkle Stars classroom will be “resurfaced” for older 2 year olds in a shared classroom with Shining Stars.
 3. Relooking at benefits/pay package to assist in teacher retention.
 - a. Potential discount to tuition for teacher’s own students
- B. Transitions
1. Large enrollment in Rockets this year, impacts the other classrooms.
 2. The center will be having Transition week in an effort to create opportunities for students that will ease the stress and fear of transitioning to a new environment.
- C. Update on Playground/classroom environment
1. Pest control still in contact regarding tick management. Mulch has been placed around perimeter of playground and has been helping greatly.
- D. HVAC work order/power outages
1. Has been behind schedule due to manpower.
 2. No additional power outages planned.
- E. Parking Lot Improvements
1. Improvements on hold until HVAC work completed

IV. Parent Comments/Questions

- A. Diaper Changes(Big Dippers)
1. Concern regarding frequency of diaper changes. Diapering is included within the daily schedule. However soiled diapers will be changed “on demand”. Ms Richey is looking into this more to understand how this is being followed in classrooms.
 2. If a parent has a specific concern regarding their child being diapered Ms. Richey encouraged parents to bring their concern directly to her so that she can address it specifically with classroom teachers.
- B. Tadpoles notices
1. Some classrooms are having issues with connectivity, Ms Richey will be working with IT.
 2. Potential for wireless keyboards for ease of use.
- C. Additional Question raised regarding lunch – it has not been reliably at 11am.

1. Lunch is supposed to be at 11am. Working with the cafeteria to meet this.
 2. Also discussion regarding potentially changing breakfast later to accommodate drop off time.
- D. Question about menu review (that had initially been discussed in November but then put on hold with director changes).
1. Current menu was developed with the cafeteria and has been finalized. The menu developed follows reimburse requirements for USDA to ensure that we do not violate policy and have to pay back funds. The cafeteria manager will be invited to the next meeting to discuss the menu development and there will be added discussion about USDA requirements at Parent Orientation to help parents understand the changes that have occurred.

V. Important Upcoming Dates

9/2: Staff Development Day- LCDC CLOSED

9/5: Labor Day- LCDC Closed

9/15: PTO Meeting

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, David.M.Reeves@NASA.gov, Christina.M.Guldin@NASA.gov, and Carly.A.Bosco@NASA.gov) or at 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, September 15, 2016**, at **12:00pm**. We will meet in the **2102 room 262**.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134