

**LCDC PTO Meeting Agenda
May 19, 2016**

I. Business – Amanda

- A. Thank you to Zehna Windle, Jennifer Viudez, Mengyao Stamnes and all the parents who helped make Teacher Appreciation Week a success.
 - 1. See attachment for Thank You card from the Big Dippers
- B. End of Year Party- planned for June 3rd
 - 1. Rick Winski has volunteered to be the chair. Still need volunteers.
 - 2. Please sign up to help make this party a success-
<http://www.signupgenius.com/go/20f0f49a5a62ca6ff2-lcdc>
- C. 2016-2017 PTO Board Elections
 - a. Elections occur beginning of June. Need 50% of families to participate.
 - b. Please talk to any of the board members if you have questions, nominate someone, or self-nominate
- D. New Director Meet and Greet
 - 1. The PTO will host a Meet and Greet for the new director the week of June 6th. An email with the details will be sent to the parents

II. Finance – Carly

| Current Balances (as of 5/1/16) | |
|---------------------------------|------------|
| Savings | \$3,231.56 |
| Checking | \$93.94 |
| Total | \$3,325.50 |

- A. Teacher Appreciation Week expenses \$625.
- B. Box Tops income of \$64.30 (LCDC Director directed spending - purchased an additional high chair)
- C. Upcoming expenses are End of School Party and Lunch for Teacher Work day (5/27).
- D. Pending income from Spring Photos.

III. Directors Report –

- A. Parent Teacher Conferences

1. Planned for the week of 5/23-5/26. If you are unable to meet with the teacher on the scheduled day, please talk to your teacher or Ms. Deborah/Ms. Chelsey
- B. Staff Development Day
1. Plans include child abuse training, CPR training, medicine administration training (allows for the administration of prescription medicine) , team building and cleaning/housekeeping
- C. Update on Playground/classroom environment
1. Thanks you to all the parents who have volunteered to help spread sand and mulch and clean up the playground area.
 2. Hercules Fence is the company who has been selected to modify the interior fencing in the playground. Plan to have the fencing improvements completed by the end of July.
 3. Master gardener Barbara Ammons will also be coming to the LCDC for the next 4 weeks to teach the children about gardening.
- D. Summer Camp Update
1. Advertisement on the marquee has increased interested in the summer camp program. Many interested parents did not know that the LCDC was having a summer camp this year.
 2. Staff will go to training on June 2nd to help with the lesson plans for summer. These lesson plans will apply to all classrooms.
- E. HVAC work order
1. HVAC replacement will occur in July.
 2. A portion of the parking lot will be used as a laydown area.
 3. Limiting the disruption to classrooms has been discussed with the contractor.
- F. Ms. Kim Bailey's last day is May 26th. Plan is for Ms. Melissa, Ms. Karen and Ms. Greta to have a more active role in the Big Dippers class.
1. A vacancy announcement will be posted on @LaRC and with the Virginia Employment Commission. If you know people who are interested, please have the contact Ms. Deborah, Ms. Chelsey or Ms. Richey.

- G. Meet and Greet- the staff will have a Meet and Greet with the new director on June 6th during lunch.

IV. Parent Comments/Questions

V. Important Upcoming Dates

- 5/23-5/26: Parent/Teacher conferences
- 5/27: Staff Development Day- LCDC CLOSED
- 5/30: Memorial Day- LCDC CLOSED
- 6/1: PTO Board Elections begin
- 6/3: PTO Summer Festival
- 6/6: Ms. Richey (New LCDC director) starts
- 6/17: Pre-K Graduation

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. Deborah and Ms. Chelsey 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, June 16, 2016**, at **12:00pm**. We will meet in the 2102 room 116.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134