

**LCDC PTO Meeting Agenda
February 18, 2016**

I. Business – Amanda

- A. Teacher Appreciation Week (May 2-6)
 - 1. Please contact a board member if you are interested in chairing or volunteering.
 - 2. This is the week we show the teachers our appreciation. There are various activities during the week which range from breakfast or lunch to small gifts.
- B. March PTO meeting moved from the 17th to the 24th
- C. Box Tops and Labels for Education programs
 - 1. Box tops- Please submit by 2/26 for 3/1 submission
 - 2. Labels for Education- program is ending so please send in your labels so they can be submitted.

II. Finance – Carly

Current Balances (as of 2/1/16)	
Savings	\$2,930.04
Checking	\$350.24
Total	\$3,280.28

Winter picture profits received at \$325.81. No additional planned expenditures of PTO funds until Teacher Appreciation Week in April.

III. Directors Report –

- A. Diversity Day Lunch- Feb 23rd
 - 1. Sign-ups in the classrooms
 - 2. All the decorative boards are complete. Please spend some time reading about the teachers on their board.
 - 3. Potluck lunch will be from 11:30-1:00. The USDA lunch will still be provided.
 - 4. Items can be dropped off early. There is a tag to label all the dishes.
- B. Barricade/planter update
 - 1. The barricade has been fixed and the plants have been funded. Once the weather is a warmer, the plants and mulch will be put into the planter.

C. Update on hiring

1. Teachers

- a. Ms. Chelsey and Ms. Deborah have gone through resumes and they have identified 8 they would like to interview.
- b. Teachers have been covering the rooms and moving from room to room to maintain ratios. Currently there are 18 teachers and the LCDC has a maximum amount of 22 teachers.

2. Director

- a. First round of recruitment through Careerbuilder with the local area identified did not render any qualified personnel. The minimum requirements are-
 - i. Bachelors in early childhood education
 - ii. 2 years of experience
- b. The position is now reopened for a longer timeframe and the requirements remain the same. The local area restriction has been lifted and now the position is open to all the US.
- c. The announcement is open to share-
http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.21.0.0.0&job_id=J308GW63NNQL4K9WX7Y&showNewJDP=yes&IPath=JRKV0A
- d. Has there been thought of posting the announcement to professional publications? The announcement has been shared with Tidewater Association for Early Childhood Development and Child and Family Connection Peninsula Regional Office
- e. Next steps after viable candidates are selected-
 - i. Selection panel- Randy, OHCM and Amanda Cutright
 - ii. Top candidates based on resume are asked for interviews.
- f. Interview consist of a list of weighted questions that cover a variety of topics to include in areas such as Education, Program, Financial and Personnel management, and communication
- g. Might be until mid-April before the position is filled

3. NAEYC Accreditation- The Exchange Council decided that the funding to meet NAEYC progressive educational requirements and training was too great of a burden on the parents to pursue accreditation. An alternative plan was presented to Exchange Council to work with the Virginia Star Quality Initiative instead since much of the same principle for quality care is required by the program at less costly rate. The center has achieved 3 star ratings two times. LCDC developed a letter to protest the last 3 star rating because our teachers and mentor felt that we were hit too hard in the training section. The State determined that the rating would stand. We are continuing with the state Quality rating program at this time to improve our rate above the 3 star level.

D. Summer Camp

1. Registration March 14th. In-house registration for the first 2 weeks and then open to everyone starting the first week of April
2. Registration fee went down to \$40
3. Working to get brochure out to explain the program
4. The board consist of parents and personnel from the Education Office. NASA based curriculum/themes have been developed with associated LaRC field trips and off-site field trips.

IV. Parent Comments/Questions

A. Plans for Little Dippers room

1. Background: The Big Dippers room is stated to be from 16-24 months with a ratio of 1:5. At some point in the past children where transitioned starting at 12 months.
2. Any changes to the Little Dippers room will be on hold until a new director is hired. Until that time the Big Dippers and Little Dippers room will now have a 1:4 ratio to match the ratio requirements of the youngest child in the classroom.
3. Also, the Fire Department looked at the Little Dippers room and evaluated the maximum capacity. Due to the cribs in the room, the maximum capacity for the current room is 12. The demand for the Little Dippers room is very high but any plans

to switch rooms will also be on hold until a new director is hired.

- B. Pictures/Memories in Tadpoles
 - 1. All pictures in Tadpoles are available to be downloaded through the app for 90 days after a child is unenrolled from the LCDC.
 - 2. The LCDC also keeps all information from Tadpoles for 3 years.

V. Important Upcoming Dates

- 2/23- Diversity Day
- 3/13- Daylight Savings Begins
- 3/17-Saint Patrick's Day
- 3/27- Easter
- 4/1- Spring Pictures

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.

- E. Scholastic Book Sale information -shop online:
scholastic.com/readingclub, One-Time Class Activation Code: NFMHD

VII. Closing Remarks – Amanda

- A. The next PTO Meeting will be **Thursday, March 24, 2016**, at
12:00pm. We will meet in the 2102 room 116.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134