

**LCDC PTO Meeting Agenda
April 21, 2016**

I. Business – Amanda

- A. Thank you to all the teachers for Week of the Young Child events
- B. Teacher Appreciation Week (May 2-6)
 - 1. Looking for volunteers. Please see email the Zehna Windle sent out or stop by the front desk from more information.
- C. 2016-2017 PTO Board Elections
 - a. Please talk to any of the board members if you have questions, nominate someone, or self-nominate
 - b. The board positions are President, Vice President, Treasurer and Secretary
- D. End of Year Party- planned for June 10th
 - 1. Need a chairperson and volunteers
 - 2. The past two parties had a bounce house as the entertainment and then snacks and drinks were provided by the parents.
- E. Spring Pictures are in- if you have any question please contact Tina Guldin (christina.m.guldin@nasa.gov) Also, there was a typo in the email- everything must be purchased by May 8th.

II. Finance – Carly

Savings Balance \$3231.43
Checking \$93.94

- A. No income or expenses this period. Upcoming expenses for TAW, Summer Party & Lunch on Teacher Work Day
- B. No additional income from fundraisers planned outside of Spring and Summer photo profits. Flower Power was taken off the plan when Square 1 was done in November.

III. Directors Report –

- A. Update on hiring
 - 1. Director-See attached letter that was sent out by Randy Cone
 - 2. Teachers-
 - a. All teacher/professional positions at the LCDC are full with respect to the personal requirements document. The complement is 22 and currently there are 20

teachers on board without the new director starting in June. The last position is the operation assistant position which is not being filled. If an operation assistant is needed then it will be filled from the exchange.

- b. Flex/on-call: Ms. Chenelle is returning for the summer. In past years the summer camp has increased the number of children at the daycare drastically. This year there will not be as much of a change in numbers because of this there will not be the need to hire extra help for the summer.

B. Summer Camp update-

1. Only 12 children signed up and there are 30 total slots available.
2. Trying to promote the summer camp around the center.
3. First day of summer camp is June 20th and registration will continue throughout.
4. The plan will remain that summer camp will be for children who will start kindergarten in September through children who will start 3rd grade in September.

C. Update on playground and classroom improvements- 2nd bid has been received and will review with PTO Board.

1. Thank you very much to Mr. Wells who helped move the sand to the appropriate areas. Pictures of before and after will be posted shortly.
2. Pressure washing, planting trees and the grass have really improved the outside playground area to include presser
3. Mulch was delivered today and a signup genius will be sent out shortly.
4. Ms. Barbara Amons- will be at the LCDC on 4/22 to read to the children and help plant the planter boxes since she is a master gardener
5. Classroom improvements- Will review with PTO Board

D. Friday before Memorial Day closure- Still planning on having a professional development day. PTO has in the budget to give the LCDC \$100 to help provide lunch for the teachers on the development day.

- E. Fashion Show for SHAW- Robbin Freeman (SFAB) is working with Ms. Purham to have a PPE fashion show at Safety and Health EXPO. The plan is to have the Rockets class do a fashion show of various PPE to include goggles, helmets and lifejackets. Other classrooms will be able to attend the fashion show and the City of Newport News Recycling Manager will come to the LCDC after the EXPO to talk to the children.
- F. Thanks you to all the parents and teachers for everything they did for Week of the Young Child.

IV. Parent Comments/Questions

- A. Environmental parade- A parent suggested that the LCDC could also do a recycling fashion show where the children make costumes out of recyclables and then do a fashion show. Ms. Deborah and Ms. Chelsey will talk with the teachers to see if they are on board with the idea.
- B. What is the Exchange doing with the money that isn't being used since the LCDC has been without a director for 5 months?
 - 1. This money will be seen as saving associated with the bottom line at the end of the year.
 - 2. Some money has been used for temporary promotions but the Exchange does not re-allocate money from one specific line item to another line item line appropriations.
- C. Proposed menu changes- Menu is on hold until new director comes and will be revisited with the PTO Board
- D. Tadpoles not updated on the food and bathroom sections and class out of ratio
 - 1. Been working internet improvements and the Tadpoles restrictions
 - 2. Tadpoles operation procedures will be incorporated into the Parent Handbook and guidelines will be set by age group. Information may be distributed before the new handbook comes out.
 - 3. Classroom ratio- Been aggressively making sure the ratio is correct. Sometimes the ratio shifts quickly in the morning if multiple parents drop off at the same time. If you have a

concern about the ratio, please stop and see Ms. Chelsey or Ms. Deborah.

V. Important Upcoming Dates

5/2-6: Teacher Appreciation Week

5/8: Mother's Day

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, May 19, 2016**, at **12:00pm**. We will meet in the 2102 room 116.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134