

**LCDC PTO Meeting Agenda**  
**August 20, 2015**

**I. Business – Amanda**

- A. Introduction of new director and Ms. Chelsey
- B. 2015-2016 PTO Board
  - 1. Current board will remain as the 2015-2016 board
- C. Summer Pictures- Pictures are in. Please view/purchase by 8/28.
- D. Yankee Candle Fundraiser
  - 1. Timeframe for the fundraiser will be 9/21-10/2. Online sales will continue through the end of the year.
  - 2. Volunteers needed to staff a table outside the cafeteria to promote the fundraiser. We cannot promote the fundraiser once CFC has begun so we moved the fundraising time up from last year to minimize the conflict.
  - 3. Online orders will continue to be accepted after 10/2. We'll announce a final date for online orders as soon as we have one.
- E. Fall Festival- need chair
  - 1. The date for the party is 10/23.
  - 2. Some normal party activities have included a costume parade, games, music, petting zoo, and food. The chair has flexibility to plan the event anyway they choose.
- F. Teacher Wish List
  - 1. All items have been ordered and all but 1 has been delivered. The final item is for the Little Dippers and should be in mid-September.
  - 2. Thanks Nicole Hintermeister for chairing this event and for all the other activities you have volunteered to at the LCDC. You will be missed.

**II. Finance – Carly**

**III. Directors Report – Ms. Jones**

- A. New Teachers- Actively seeking qualified candidate to lead preschool classroom for 2015-2016. Interviews are being scheduled. Several resumes are being considered to develop a large pool of applicants

- B. Room Transition (getting rid of Twinkle Stars, plans for Rockets class with new addition of 3-4 year olds)- Teachers are in the process of rearranging their rooms for the upcoming year. A work day is also scheduled for 8/29/15. The goal is for all of the children in each classroom to be of the same age which is better for their learning and development. There is the possibility that older three year olds who show a readiness for preschool learning may be placed in the room with four year olds. Age progression of children is still being tracked so that children are transitioned at the appropriate time.
- C. Demo/Construction Update- Construction is ongoing. Contractors are in the process of clearing the areas of the demolished buildings. This activity though is stirring the ground and slightly increasing incidents of insect bites. In addition to having staff check children for ticks when returning from the playground. Ms. Jones is checking the standards for applying insect repellent in child care centers.  
- Computation Research Facility- Closure of E. Walcott will happen 8/31 (see attachment)
- D. Family Orientation Night- Scheduled for 9/22/15 is an opportunity for existing and new families learn about how the LCDC operates, meet teachers and tours classrooms to build a working relationship to last throughout the year. An Open House is also being planned for interested families with the hopes of increasing enrollment.
- E. Parent Recognition – **A TEXAS SIZED THANK YOU to Jon Waechter** who almost single handedly assembled new cribs and helped to store away the old cribs. An awesome example of what the WIN Program does for this center.
- F. Security barricade-The new mysterious structure in the front of the building will be painted by staff as a team building activity. PTO has generously agreed to supply plants and gardening supplies to make it a nice attraction.

#### IV. Parent Comments/Questions

- A. Camp field trips- There was a bunch of wasted food that was untouched and could have been saved but was thrown away.
  - 1. Ms. Jones is going to check on the USDA standards to find out the regulations and will advise the teachers in the class.

- B. Ms. Chelsey's role- Please expand upon Ms. Chelsey's role as a lead teacher and administrative support.
  - 1. Another lead teacher/program position has been added to fill the need for support of Lead Teachers and assistant teachers. The position will serve as a lead teacher substitute when a lead teachers go on leave or need a substitute during other times that lead teachers need for program and curriculum implementation planning or conferencing with parents. The position will increase support for teachers training and development based on the Virginia Star Quality Initiative report revealing the need to improve teacher training and curriculum implementation. The position will also support keeping teacher staff at the front desk. The position will allow team building through rotation of the teachers at the front desk and provide opportunity to have face time with the parents at the front desk.
- C. Farm Fresh 123-4 program- Sarah Puckett attended a reopening of the Willow Oaks Farm Fresh as a representative for the LCDC. The LCDC received 5000 points for the 123-4 program.
  - 1. The 123-4 program is being updated and will have a key fob to scan at the register rather than collecting receipts. More information will be provided to families when the program provides more details.

## V. Important Upcoming Dates

- A. 9/7- Labor Day- LCDC Closed

## VI. General reminders

- A. LCDC is on the web (<http://pto.larc.nasa.gov/>) and on Facebook
- B. Parents Concerns options:
  - a. Ms. Jones 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
- C. Please remember to collect and bring in your Box Tops, Labels for Education and Farm Fresh 123-4 receipts. The drop-off location is outside the Big Dippers room. Contact Bethany Schiller with any questions.
- D. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Nicole Hintermeister)
- E. Scholastic Book Sale information -shop online: [scholastic.com/readingclub](http://scholastic.com/readingclub), One-Time Class Activation Code: NFMHD

**VII. Closing Remarks – Amanda**

- A. The next PTO Meeting will be **Thursday, September 17, 2015**, at **12:00pm**. We will meet in the 2102 room 116.  
USA Toll Free #: 1-844-467-6272  
Participant Passcode: #: 630134