

LCDC PTO Meeting Agenda

January 22, 2015

I. Welcome

II. Business – Amanda

- i. Thanks to Kandyce and Hillary chairing the Holiday Party and for all parents who volunteered and donated items.
- ii. Scholastic Book Sales- A parent requested that the teachers make suggestions for books to purchase that will work for the age group and/or are related to topics that will be covered in the class.
- iii. Plans for weekly PTO email- The PTO Board plans to send a consolidated email out on Thursdays. This is to try to prevent receiving multiple emails from the board. If parents have anything they would like to share, such as local events in the area, please send them to any of the board members by Thursday mornings.
- iv. Update from Exchange Council Meeting- status of rate increase approvals (no \$\$ will be discussed)- See attachment
 - Anticipate having vote from Exchange Council on the rate increase and other improvements by the end of January
 - Families will be given a month's notice of any change. Tentative rate increase will go into effect on March 1st.
 - Futures Team study showed that transitioning the food from the LCDC to the cafeteria would save money, is this still the case? Yes there is going to be a payroll savings since the kitchen staff is no longer paid from the LCDC. The cafeteria charges a % over the food cost to cover overhead.

III. Directors Report – Ms. Cak

- i. Kitchen update-
 - Transition from the kitchen at LCDC to the cafeteria is complete. Everything is now being prepared and transported from the cafeteria. There have been some minor challenges but no show stoppers
 - Planned monthly menu attached. Ms. Cak will send out finalized menu after Steve Francisco, Ms. Joanne, and herself review it for food availability. New menu planned to start first week of February.
- ii. Tadpoles
 - Waiting on Exchange Council vote to implement Tadpoles

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- The transition will take several months and will start with a few room at first then roll out to the other classrooms
- iii. Demo of back two buildings
- The demo is still on schedule to happen in spring (tentatively March)
 - Larger building will be demoed first and the demo site will erect temporary fencing during the demo period.
 - Major demolition will occur during the weekend
 - Randy and Ms. Cak have asked for parents suggestions on the new use of the space. The new space will most likely be available to the children in the fall. The parent suggestions that are requested are for plans for improvements over the next 5 years.
- iv. Shining Stars/Comets room transition update
- Older Comets children transitioned into a new space in the Shining Stars classroom. The new class is being called the Twinkle Stars
 - The Shining Stars classroom has been divided into two spaces to accommodate the Twinkle Stars and Shining Stars classes.
 - The children have done well with the transition and Ms. Cak is looking for an additional support staff to help in the morning
- IV. Finance – Carly**
- i. Updated financial report.
- As of 1/1/15 – Combined account balances = \$3,017.84
 - There are no currently outstanding expenses. We are expecting profits from winter pictures soon.
 - Upcoming expenses will be teacher birthday
 - Yankee Candle was a great success. Grand total Profits = \$2014.80 exceeding both our initial and upside budget projection. Thank you to everyone who participated!
 - In December LCDC received \$141.70 from Box Tops. Another submission for \$44.30 was sent in December. The next deadline is in early April.
- V. Parent and Teachers Comments/Questions**

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- i. Website- both the PTO and the LCDC website need some updates. Please use the links provided in the meeting minutes (and that will be provided in the weekly PTO email) because some hyperlinks lead to older versions of the websites
- ii. Staffing
 - Over the last few months the staffing issues have been better
 - Biggest challenges occurs when there are traffic issues or issues at the Badge and Pass Office
 - The additional support staff that is needed for the Twinkle Stars will help with the staffing issues
- iii. Teacher Wish List- Can the teachers provide a wish list of items (toys, books, etc.) that parents could purchase for the class? There is a requirement that the school does not solicit the parents so this would need to be coordinated through the PTO.
- iv. Construction- There will be a considerable amount of construction around the LCDC in the next few months. Along with the demo of the two buildings at the LCDC, the new data center which will be located in the triangular green space across from the LFCU and a renovation project to B1230 will be starting soon. Key items to note:
 - a. The data center laydown yard is the area between the LFCU and LCDC
 - b. The construction activities will begin in March with heavy construction beginning in August
 - c. East Walcott St. (between 1230 and the triangle green space) will be closed for construction of the data center and will NOT reopen because it is becoming a pedestrian spine. The only way to access the LCDC will be East Taylor St (between the hanger and B1230) until Lindbergh Way is open which will not occur until the end of 2017.

VI. Important Upcoming Dates

- i. February 14th- Valentine's Day
- ii. February 16th – Presidents Day- LCDC closed

VII. General reminders

- i. LCDC is on the web (<http://pto.larc.nasa.gov/>) and on Facebook

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- ii. Parents Concerns options:
 - i. Ms. Cak would love to encourage families who may have concerns to come directly to her so that you can work together to address them
 - ii. 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.
 - iii. We can also be reached at any of our NASA email addresses or at lcdcpto@gmail.com
 - iii. 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 Nicole Hintermeister with any questions.
 - iv. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Nicole Hintermeister)

VIII. Closing Remarks – Amanda

- i. The next PTO Meeting will be **Thursday, February 19, 2015**, at **12:00pm**. We will meet in the 2102 room 115.



NASA Langley
Child Development Center

Building For Success





* The general cost of goods continues to rise. Tuition increases help to offset these expenses

* Curriculum Supplies: Teachers will have up to \$2/week per enrolled child in their classroom which is allocated specifically to purchase the materials necessary to implement Creative Curriculum



* Classroom Consumables:
\$100 is set aside each month for the restocking of art supplies necessary for providing a variety of art experiences for children

* Classroom Toys/Equipment:
As toys/equipment break or show extensive wear, it will be replaced. As standards change, we will be able to remain in compliance.



* Teacher/Curriculum Resources: Books and programming which will further support the implementation of Creative Curriculum will be added to our library.

* Teacher Training: Teachers will be supported through more varied avenues to further their education and meet quality training requirements.



* Teacher Increases: With solid performance and increased education, teachers should receive periodic increases and/or regular appointment status.

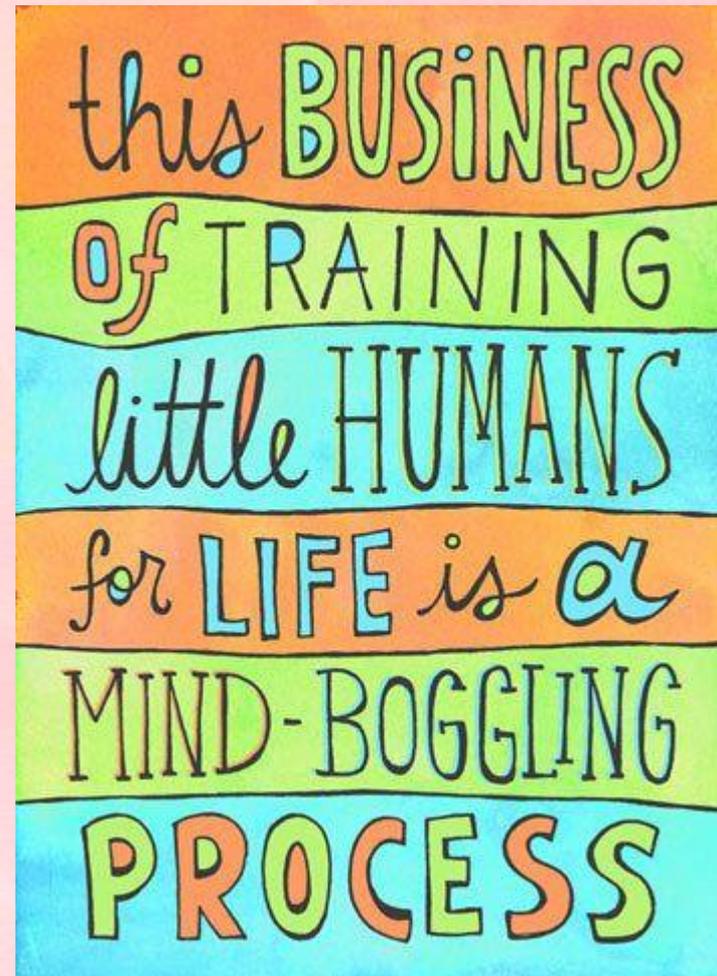
* Food: With an updated menu providing more varied and healthier options, including fresh fruits and vegetables, as well as whole grains, there will be an increase in spending.



* Technology: From both a classroom curricular and administrative aspect, available technology is significantly out of date. Through the addition of technology, academic learning, family communication, information tracking, etc will be positively effected.

A woman with blonde hair and glasses is leaning over a young child with blonde hair, reading a book together. The child is wearing a pink cardigan. In the foreground, there are colorful alphabet blocks with letters 'o', 'l', 'e', 'u', '6' visible.

Thank you for sharing your child(ren) with us each day. This is a privilege we take seriously. We appreciate your trust.

A vertical graphic with six horizontal bands of different colors (orange, green, blue, orange, green, blue). Each band contains a line of text in a mix of cursive and blocky, hand-drawn fonts.

this BUSINESS
of TRAINING
little HUMANS
for LIFE is a
MIND-BOGGLING
PROCESS