

LCDC PTO Meeting Agenda
March 24, 2016

I. Business – Amanda

- A. Teacher Appreciation Week (May 2-6)
 - 1. Looking for chair and volunteers. Thank you to Zehna Windle and Jennifer Viudez for volunteering.
- B. Box Tops for Education- Money used to purchase 3 new highchairs for Little Dippers
- C. Classroom wish lists-
 - 1. Looking for new coordinator
 - 2. This is an ongoing wish list for the teachers or the classroom and is different than the yearly Teacher Wish List that the PTO funds
 - 3. Lindsay Rogers will provide the information collected so far
- D. Spring Pictures- will be doing individual, siblings, classrooms, and cap and gown
- E. 2015 Holiday video was sent out. Please contact a board member if you want a copy and didn't receive it.
- F. 2016-2017 PTO Board Elections
 - a. Ex-officio position- plan is to have one of the current board members stay available for next year's board to help with transitioning
 - b. By-laws state term is one year but most of the time the board serves two years
 - c. Please talk to any of the board members if you have questions, nominate someone, or self-nominate

II. Finance – Carly

III. Directors Report –

- A. Week of the Young Child – This is an opportunity for to celebrate young learners.
 - 1. Children will get to meet people from the community. The current list of activities includes Hampton Police Department with McGruff, Langley Dental Clinic, LFCU, Maddie (the racecar driver), KHS show choir, Delegate Marcia Price and Healthy Families (which will conduct car seat checks)

2. Parade- Plant to move the time up to 11:45AM and trying to work with the hanger to have the route go there due to the construction
- B. Update on hiring
1. Teachers-
 - a. Two new teachers have been hired- Ms. Melissa Fields and Ms. Corrine MacDonald
 - b. Ms. Chenelle will be returning during the summer.
 2. Director-
 - a. Total of 12 qualified. Selection panel is rating those that were qualified and will then figure out who to interview (to include telephone interviews). Hope to have interviews done within 2 week timeframe.
- C. Summer Camp
1. Registration has started. Open registration starts March 28th. Two field trips a week, one off-site and one on-site. Camp will run from 7:30-5:30 includes USDA lunches. Field Trip fees not included.
 2. LCDC has been working with the Office of Education to work on curriculums for the summer program. Teachers will be trained on various activities in April.
- D. Parent volunteer to help move the sand that will be delivered next week. (sign-up sheet will be sent out later)

IV. Parent Comments/Questions

- A. Picking up children properly- concern with how to lift children appropriately to prevent injury to both the child and the teacher
1. LaRC Safety conducted training to the LCDC staff on 3/24 on proper lifting techniques.
- B. Fencing on playground
1. The current plans for the playground area is to fix the safety issues first which include swinging gate. A contractor has come in and is to provide an estimate on relocating the white vinyl fence to improve the toddler playground and the new garden area.
 - a. Exterior fencing was purchased by the center. The white vinyl fencing was NAF funded.

- b. LCDC has asked the center to help remove the chain link fence that use to connect to the back of B1231.
2. LCDC is also partnering with the Garden Club to help establish gardens in the playground area.

V. Important Upcoming Dates

3/27: Easter Sunday

4/1: Spring Pictures

4/10-16: Week of the Young Child

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, April 21, 2016**, at **12:00pm**. We will meet in the 2102 room 116.

- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134