

LCDC PTO Meeting Agenda
May 28, 2015

I. Welcome

II. Business – Amanda

- A. End of Year party- Sarah Waechter has volunteered to chair
1. Theme is “B”ecoming of Summer- bubbles, balls, balloons, and bounce house
 2. Email was sent out from Sarah with information and sign-up genius to volunteer to help out or bring items
 - a. Need volunteers to man bounce house and ball activities
 - b. Need a few borrowed items (games and food)
 - c. Timeframe for the party will be 3:30-5:00
 - d. Need volunteers to help setup and cleanup
 - 3. Update after the PTO Meeting**
 - a. Due to weather, the party has been moved to June 19th from 3:30 to 5:00
 - b. The chair is moving that day and thus will not be able to participate in set-up and clean-up. If anyone would like to volunteer, it would be appreciated. Everything has been coordinated and most items have been purchased, so it’s mostly just getting everything done the day before and day of the party. Please let Sarah or the PTO board know if you are able to help.
 - c. This is the first Friday of Summer camp so there will be a few more children. We have ordered a larger bounce house to accommodate the age range of the children. For the children's safety, kids will have to take turns with children of their same age group. We will have someone supervising the bounce house yet we will need the help and support of the parents when trying to coordinate taking turns in the bounce house.
- B. Solicit for PTO Board
1. If you are interested in any of the positions, please contact one of the board members
 2. The by-laws state that the board members can serve for 2 years and all the board members are willing to serve for another year
 3. Two board members will be temporarily out for maternity leave so if anyone would like to volunteer to help the board or

LCDC PTO Meeting Agenda

May 28, 2015

would like to have a trial run on what the board entails please contact either Amanda or David.

- C. Farm Fresh Receipts end May 31st
- D. Need new Box Tops Coordinator/Labels for Education
 - 1. The current coordinator is juggling two schools and would like to have a new coordinator for the LCDC
 - 2. Please contact a board member if you are interested
 - 3. Nicole Hintermeister will be available to walk the new coordinator through the process
- E. Labels for Education-There is currently a double points promotion going on and which needs to be mailed by June 10th for double points. So please turn in any labels you have.

III. Finance – Carly

- A. As of 5/1 the account balance is \$3,354
- B. Teacher Appreciation Week expenses were ~\$800
- C. We are still awaiting profits Flower Power and LifeTouch Spring pictures

IV. Directors Report – Ms. Cak

- A. Exchange Operations Information/Clarification- Randy Cone
 - 1. Please see the attached letter that was sent out via Tadpoles on May 13th.
 - 2. LCDC operates as part of the exchange
 - 3. Teach pay increases have been implemented with performance based increases coming following the rating period which ends in September
 - 4. Updates to classroom configurations now provide 85 available spaces
 - 5. Ms. Cak has been tasked with documenting the career progression to stay up to date with the state requirements
 - 6. All parents and teachers are encouraged to contact Ms. Loretta or Randy with any new ideas for the LCDC
- B. Demo/Construction Update- permanent closure of E. Walcott
 - 1. Back building demolition prep will begin with internal cleanup on June 1 and temporary fence construction to follow. Actual demo will happen over the weekend in late June. Dates are still flexible.

LCDC PTO Meeting Agenda
May 28, 2015

2. New construction will begin in August and E. Walcott will be close permanently at that point
 3. Mailbox has moved in front of 1212
 4. Safety Reminder: Be cautious at the 3-way intersection at the entrance of LCDC. There will potentially be more traffic at this intersection as E. Walcott is closed and Taylor will be the only access to the credit union.
- C. Ms. Cak's announcement on her leaving- letter was sent via Tadpoles
1. She will be here through mid-August
 2. This was not planned, but her husband was sought out for a job in Ohio which is closer to family and he has accepted it.
 3. Position has posted on careerbuilder.com and internally and will close June 15th
 4. It would be nice to have overlap but it isn't guaranteed

V. Parent Comments/Questions

- A. Front Desk Safety- Has there been any consideration given to improving the security of the entry way and lobby of the building?
1. Have spoken with security- have got a response with some options
 - a. Vehicle barrier has been ordered for front of building that will be installed
 - b. Potential for safety glass barrier at front desk
 - c. Motion sensors
 - d. Place current buzzer access to glass door rather than internal door
 - e. Parent badge access is not recommended by security
 2. The fact that the LCDC is located on NASA gives added security that outside daycares don't have.
 3. The LCDC does have panic buttons in various places throughout the building and there are plans in place in the event something was to happen. These plans include the locations where the teachers are to take the children to get out of line of sight. These plans are currently being reviewed with the all the teachers.
 4. Tornado drill- The designated locations in the building use to be behind locked doors but Safety and Fire reviewed the plans

LCDC PTO Meeting Agenda

May 28, 2015

and came up with new locations. These new locations are the bonding room, staff room, and the adult bathrooms. During the tornado drill, the teachers and children went to the designated areas for practice.

5. Fire Drills are completed monthly and all the classes exit through the outside exit of the classroom then they go to the specified location at a set distance away from the building.
 6. Badge access has been dropped as of now due to the added cost of having to managing the non-NASA personnel who need access to the LCDC
- B. Teacher ratio and leaving- There are times when the teachers are leaving at the same time that the parents are leaving with their kids. This can leave the perception that the teachers can't wait to leave and are running out the door or are being asked to leave as soon as the ratio drops below the cutoff
1. Sentiments were shared by parents that this perception is not seen by everyone and that it is recognized that the teachers are a group of compassionate and hard-working ladies who challenge and engage the children in fun learning opportunities. This is greatly appreciated.
 2. There has been discussion with the teachers to make sure they are trying make an unobtrusive break from the classroom when leaving for the day.
 3. Management would need additional details to provide better feedback
 4. Teacher comment- Teachers can be caught in a tough place if they are needed to move to another room based on ratios. There is a lot that is needed to be performed in the room and teachers do routinely return to their room to perform these tasks but are at many times pushing on the 7.5 hours/day. Teachers do enjoy their jobs but also feel the stress at times to complete everything on time. Would like to readdress this situation to help find a solution where the teachers can regularly leave without stress and have all the items they need completed done.
 5. Teacher Comment - The teachers are not being forced to leave. There are sometimes that there is adjustments made to

LCDC PTO Meeting Agenda May 28, 2015

schedules and classrooms based on teachers being sick or on leave which does make transitions more complicated. Once the ratio drops the teachers are supposed to start working their way out but are not required to leave the second the ratio drops. Also there are times when teachers' outside lives come into play. If there is somewhere they need to be at a given time after work (school classes, pick up their kids, etc.) there may be times that they may be in more of a rush to leave than normal once they are released.

- C. Menu changes and portions sizes- is there a standard portion size?
 - 1. For each meal the USDA sets the serving size based on age. The snack serving sizes were initially too small but these issues have been addressed. There is a supply of additional snacks in the classrooms if needed.
 - 2. The staff would like to rate the menu and make some modifications to the menu based on overall kid's likes/dislike.
- D. Photos of other children - In Tadpoles you can't share pictures of other children, but there was a class photo by lifetouch which included other children. Is there some consistency in the rule?
 - 1. Tadpoles and lifetouch are separate and have separate rules, Tadpoles has more strict regulations for safety since the images are digital can be uploaded to the internet
- E. Classroom Wish List Update (Lindsay Rogers)
 - 1. Currently doing research on a mechanism for the best way of implementation.
 - 2. When a solution is found it will be communicated.

VI. Important Upcoming Dates

- A. May 26-29: Parent/Teacher Conferences
- B. June 5: End of School Year Party
- C. June 12: Rocket's Preschool Graduation

VII. General reminders

- A. LCDC is on the web (<http://pto.larc.nasa.gov/>) and on Facebook
- B. Parents Concerns options:

LCDC PTO Meeting Agenda
May 28, 2015

1. 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
 2. 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.
 3. We can also be reached at any of our NASA email addresses 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 Nicole Hintermeister 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, One-Time Class Activation Code: NFMHD

VIII. Closing Remarks – Amanda

- A. The next PTO Meeting will be **Thursday, June 18, 2015, at 12:00pm.**
We will meet in the 2102 room 115.
USA Toll Free #: 1-844-467-6272
Participant Passcode: #: 630134