

**LCDC PTO Meeting Agenda
November 19, 2015**

I. Business – Amanda

- A. Holiday Party- volunteers needed
 - 1. Planned for 12/18
 - 2. Chairs- Melissa Yang, Sarah Waechter, and Zenha Windle
 - 3. Planned events include children holiday program, crafts, Santa and backdrop with NASA photographer available
 - 4. Main volunteering will be for setup, cleanup and food.
- B. Last year's videos-
 - 1. 2014 Holiday Party performance- Please send your email address to a board member by 12/4 to get a copy via large file transfer
 - 2. 2015 Pre-K Graduation- also available. If you know parents of children who were in pre-k please pass along the message to send a board member an email so we can send the file out via large file transfer by 12/14.
- C. Free fundraising update-
 - 1. Box tops – 647 Box tops were turned in before the November 2 deadline, which gave us \$64.70. Total check for December should be \$122.20.
 - 2. The Farm Fresh program updates every month, and we have 11,460 points so far. Please continue using the key tags! There is a stack of key tags on the front desk counter if anyone needs to pick one up.

II. Finance – Carly

- A. As of 11/1 Balances total \$3626 in checking & savings combined. Current YC profits total \$1140.86. Summer photos \$370. Square one expected ~\$300 in profit.
- B. Upcoming expenses for Holiday Party.

III. Directors Report – Ms. Jones

- A. 2015-2016 School Calendar- Notice the 2 new half days and 2 teacher Development days
 - 1. Christmas Eve closes at 12:30
 - 2. New Year's Eve closes at 12:30

3. Staff Development Day-Friday before Memorial Day
 4. Staff Development Day-Friday before Labor Day
 5. Approval from the Exchange Council- This was done when the budget was presented to the Council.
- B. Handbook status and content-especially any changes
1. PTO Board has commented on the draft Handbook. Still working and needs to go to the Exchange Council for approval. After approval it will be sent out to families.
- C. Classroom ratios
1. The classroom operate at the requirements for the youngest child in the classroom. Example: Shining Stars class is stated to be 1:10 ratio but if a 2 year old is in the classroom then the ratio goes to 1:7
- D. New teacher- Ms. Dymond and plans for Rockets class
1. Apologize for lack of communication about Ms. Dymond.
 2. The team of Ms. Purham, Ms. Johnson, and Ms. Dymond are working well together.
 3. The goal is to establish a curriculum that focuses on phonemic and phonologic awareness so that the children will be prepared for kindergarten. This is a supplement to Creative Curriculum.
 4. Due to the mix of 3 and pre-k children in one class, the children are working in small groups with children of like skill sets.
- E. Playground update
1. Exchange council approve \$20K for playground updates and \$7.5K for furniture improvements. Both items are included in a five year strategic plan. Inside classroom improvements will completed by 9/30/2016.
 2. Two companies came and did a survey of the playground area. Goal would include a play area for infant in the 5 year plans. Moving forward with one of the companies to inspection and correct the safety issues before moving forwards with the improvements.
 3. East side where largest empty area is planned to become a gross motor skill area such as a soccer field. West side is planned to become a garden. Potential to use raised beds so that we can potentially be accessibly for handicap.

4. Plans to move fencing to more appropriate places
- F. Plans for planter/barricade
 1. Initial plan will not work because the planter holds water. Need to research planter to determine if the issue can be corrected before long term plans are decided.
- G. New menu
 1. Changes being made to the menu are only being made at the request of the cafeteria manager. Some items are not being consumed by the children and other items have been discontinued by the vendor.
 2. Several families questioned the reason behind juice replacing water. Ms. Jones noted it would be an option to have either juice or water. She also noted some families had asked about juice. Concern was then expressed about giving the children the choice versus the parents. A possible alternative of alternating juice/water each day was suggested.
 3. Nutritionist will review the menu and provide feedback to Cafeteria Manager. In the review the nutritionist will look at caloric count and nutritional values.
 4. Survey to parents about opinions on current menu will be sent out by Ms. Jones.

IV. Parent Comments/Questions

- A. Is there any chance of LCDC offering a holiday childcare for older kids during the Christmas holidays?
 1. Yes there is plans to offer holiday childcare to children up to second grade. LCDC is currently in the process of getting a new occupancy certificate so that they can be sure of the maximum number of children that room should have. Last one took into consideration so structural changes into account. Standard is that there should be 35 square feet per child
- B. Why is the Thanksgiving Potluck from 12-2 when the children eat lunch earlier?
 1. Children are required to be served the USDA lunch therefore the time of the event is planned for after they eat. Children are allowed to participate in the potluck as long as they have a parent supervising them.

V. Important Upcoming Dates

- 11/20-LCDC Thanksgiving Potluck
- 11/26-27- Thanksgiving- LCDC Closed
- 12/18- PTO Holiday Party
- 12/24- Christmas Eve- LCDC Closed at 12:30
- 12/25- Christmas- LCDC Closed
- 12/31- New Year's Eve LCDC Closed at 12:30
- 1/1- New Year's 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 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.
- D. Scholastic Book Sale information -shop online: scholastic.com/readingclub, One-Time Class Activation Code: NFMHD
- E. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Sherry Johnson)

VII. Closing Remarks – Amanda

- A. The next PTO Meeting will be **Thursday, January 21, 2015**, at **12:00pm**. We will meet in the 2102 room 116.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134