

**LCDC PTO Meeting Minutes  
October 16, 2014**

**1. Welcome**

**2. Business – Tina**

*A. PTO Fall Festival*

1. There are still volunteer positions open for games and art and crafts.
2. Teachers plan on working on setting up at lunch. So any parents that can stop by at lunch to help will be appreciated.
3. Need volunteers to help setup starting at 2:00 for the petting zoo.

*B. Yankee Candle Fundraiser- (Chair-Kandyce Goodliff)*

1. The Yankee Candle fundraising packets are due this Friday, October 17. Please turn them in at the front desk. The PTO will receive 40% of the purchase price for profit. Please consider ordering if you haven't already. Please turn in your packet even if you didn't order so we can make sure we didn't miss anyone's order.
2. If you have friends and family that are out of town, they can order online and the profits will still come to us. See the emails that have been sent out for online ordering instructions.
3. As of Wednesday (10/15) evening, we are at \$872 for online orders. Help us meet our goal of \$1500!
4. Online sales can continue until January 17<sup>th</sup>.

*C. PTO Holiday Party- Need a chair and volunteers for the Holiday Party planned for **December 12th**. The following is an overview of the items needed for the festival*

1. Santa and Mrs. Claus- already booked. Will need to coordinate badges and times/location.
2. IESB Reid Conference Room- already booked
3. Food- organize collections from parents

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4. Decorations- plan and decorate the day of the event

*D. Scholastic Book Sales-*

1. Scholastic book orders have gone home with each child and are due back on October 24th. Parents are able to order online or can return the forms to LCDC with a check as payment. Every purchase helps LCDC earn free books for the classrooms! If our order is over \$100 every student who orders will receive an additional book for free. The teachers are very excited about this and are looking forward to expanding the classroom libraries in each room! If anyone has questions please see Ms. Cak or Angela Reeves (Landon & Bryce's Mom) at areeves723@gmail.com or (804)832-2526.

**3. Finance – Carly**

- A. As of 10/1 Account balances were \$1203. Income was \$23 from a donation + sale of old wishlist item (still waiting on Summer picture profits), Expenses include August teacher birthday's and fall party expenses. Yankee Candle will send online sales profits every 30 days.*

**4. Directors Report – Ms. Cak**

*A. Paperwork Reminder-*

1. Fill out all paperwork and return by October 24th. There is an audit at the end of the month and the records need to be up to date before the audit.

*B. Family Feast (Shenq)-*

1. LCDC is planning a family lunch similar to Diversity Day. Each family will bring in a dish that is part of their traditional Thanksgiving dinner. Please provide a list of ingredients since there are kids with food allergies.
2. Planned for Friday November 21<sup>st</sup> at noon

*C. WIN Program Status Report*

1. The LCDC has a group working on revamping the WIN Program. They are currently looking over the all current documentation and

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hope to get new information out next month. If you have ideas for the program or ways to earn points, please let Ms. Cak know.

*D. Badge Entry Update*

1. Security has a meeting set for Monday (10/20) to discuss the possibility of parents using their badges to enter the LCDC.

*E. Book Fair- The book fair will be onsite from November 17-24.*

*F. Kitchen update- There is no update on the kitchen move. The kitchen move was pushed until after the grand opening of the IESB which was October 17<sup>th</sup>.*

**5. Parent and Teachers Comments/Questions**

*A. There has been parental concerns reported regarding staffing at the front desk. Parents trying to visit or pick up their kids have had to wait over 5 minutes at times to be buzzed in even when ringing the bell.*

1. The front desk staff has to leave the desk to check student counts and to make sure the student/teacher ratios stay within the limits.

2. A new sign has been created to explain that the front desk staff needs to step away and will be back shortly.

3. A phone number list will be added to the phone that is in the front area to the left of the door to allow parents to call the individual classrooms.

**6. Important Upcoming Dates**

*A. October 24th – PTO Fall Festival*

*B. November 4th- Winter Pictures*

*C. November 11- Veteran's Day- LCDC closed*

*D. November 17-20- Parent/Teacher Conferences*

**7. General reminders**

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

*B. Parents Concerns options:*

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*C. 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*

*D. 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.*

*E. We can also be reached at any of our NASA email addresses or at [lcdcpto@gmail.com](mailto:lcdcpto@gmail.com)*

*F. 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.*

*G. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Nicole Hintermeister)*

**8. Closing Remarks – Amanda**

**9. The next PTO Meeting will be Thursday, November 20th, 2014, at 12:00pm. We will meet in the 2102 room 106.**