

Concordia Preschool Advisory Board
Meeting Minutes
January 13, 2025

Attendees:

Helen Spillan, Julie Moore, Annie Masone, Nina Loudon, Gracey Tull, Deirdre Jeandell, Robin Scott, Susan Dramis, Brianna Coughlan, Jenn Shellem, Coty Smith, Jen Mantle, Amanda Hyman, Emily Earley, Nikole Heitmann, Marissa Le

Call to Order:

1st: Marissa Le 2nd: Jen Mantle

Approval of December 9, 2024 Meeting Minutes:

1st: Jenn Shellem 2nd: Emily Earley

Teacher's Report:

- The students were able to transition back to school after a long break very easily.
- The students are continuing to go outside every day, so please pack mittens and hats!
- Friday specials started on Friday, January 10 and it went well. There are a lot of students signed up since yoga is an additional special offered this session.

Director's Report:

- *Status:* The status of the preschool is good. Enrollment is 72 (gained one student). As a reminder, please keep your child home if they have diarrhea or vomiting and do not return to school until your child is symptom free for 48 hours.
- *2025-2026 Registration Update:* 44 students are registered so far. At this time last year, we had 49 students registered. At this time two years ago, we had 44 registered. Paper forms were sent home today to the current 12 students who have not yet registered. Forms were emailed today to families who toured this fall. Mr. Kummer will get the banner up soon. Julie is going to make a flyer about open registration and will post on Concordia's Facebook page and North Wilmington Moms Facebook page.
- *Specials:* The new session of Friday specials began last Friday, January 10 and went well. There are 19 in soccer, 7 in Karate, 7 in dance and 8 in Yoga (41 total). Good turn out!
- *Snow Day:* The call multiplier worked well on Helen's end.
- *Grant:* The DIEEC grant application was submitted and we are in the review phase.
- *Upcoming Field Trip:* There is an in-house field trip, "Play on Music", for the 3's and 4's classes this Friday, January 17. The cost was included on the annual fee sheet. All field trip fees were collected.
- *Art Fair:* Art Fair memos will go out soon. The art fair is two weeks later this year as the staff wanted extra time to work on projects. The date is Friday, February 21 from 6-7:30pm.

- *Landscaping*: The preschool is looking for bids from new companies to mulch the playground. Please let Helen know if you have any recommendations.
- *Blue Rocks Game*: Brianna Coughlan was given the Blue Rocks information binder and a template email message to begin to set up this year's outing.
- *Book Fair*: A scholastic book order will be sent home this month and again in March. The spring book fair is scheduled for March 26 through April 4. Coty Smith volunteered to set up the Sign-Up Genius for the spring book fair. Helen wants to continue to offer the morning sessions.
- *Spring Conferences*: Conferences will be held March 27 and March 28. There will be no school either of these days.

Church's Report:

- Nothing to report.

Treasurer's Report:

- If a parent has not paid an invoice by a certain date, an automatic reminder will be sent to pay the invoice.

Fundraising/Events:

- Anthony's Coal Fire Pizza No Cook Night will be on Wednesday, January 22. There is no flyer required, but please mention Concordia Preschool when you are ordering or pick up your food.
- Ladies Bingo Night is Thursday, March 13. The Sign-Up Genius will be sent around to all attendees and the same food is going to be offered as last year. Nina and Gracey are going to look through their notes from last year and ask a few people to get in touch with restaurants/companies to help request the baskets to raffle during the night. We are going to sell extra bingo cards on the night of the event. This year, there will be more games with smaller gift cards. Ticket prices will be the same as last year at \$20 per person. You can pay for tickets via Venmo. Nina and Gracey will need help the night before to set up and the night of the event to help set up food, check attendees in, hand out bags, sell extra bingo cards, and call games. Raffle tickets will be sold at pick up during the week leading up to the event. The board members will donate a "Favorite Things" basket and asks that each member of the board send in one of their favorite items for the basket.
- Preschool Prom is Friday, May 16. Nina and Gracey are considering doing the event outside, since that is where most of the students spend a lot of their time at the event in years past. There will be a request for four people to help coordinate décor, set up, clean up and sell food in the lobby.
- Teacher Appreciation Week will be very similar to last year. We will ask for donations and Nina and Gracey will coordinate the gifts and events during the week.

Parent Rep/Parent Report:

- Brownies for Emmanuel Dining Room are needed by Friday, January 24. Coty Smith, Jen Shellem, Amanda Hyman, Emily Earley, Marissa Le (2) have volunteered to make a tray of brownies.

Old Business:

- Nothing to report.

New Business:

- Our next meeting is February 10, 2025.

Closing:

1st: Nina Loudon 2nd: Jenn Shellem