

Concordia Preschool Advisory Board
Meeting Minutes
November 10, 2025

Attendees:

Helen Spillan, Julie Moore, Annie Masone, Gracey Tull, Nina Loudon, Deirdre Jeandell, Susan Dramis, Nikole Heitmann, Marissa Le, Tiffany Juliano, Emily Earley, Kelsey Piotti

Call to Order:

1st: Marissa Le 2nd: Tiffany Juliano

Approval of October 13, 2025 Meeting Minutes:

1st: Marissa Le 2nd: Tiffany Juliano

Teacher's Report:

- Conferences will be at the end of this month. Each teacher will send out more information to sign up.
- We will still be going outside every day, weather permitting, so please always send your child in with a warm coat each day.
- John Gallen is coming this week for school photos on Wednesday and Thursday.
- The students are currently practicing for their Christmas shows.

Director's Report:

- *Status:* The status of the preschool is good. This past month, we had a 3 day student switch to the 5 day program. We added a new 2 day student, but sadly lost a 2 day student as well. Our current enrollment is 69 students.
- We collected a good amount of candy for Stockings for Soldiers. Helen is going to drop it off this week.
- Our Readiness class is scheduled to do an outreach at Harbor Chase on December 14. They will sing songs for the residents and deliver hand made cards and drawings.
- Lunch Bunch and Friday Specials are well attended and running smoothly. We will register for the next session that begins in January on Monday, December 8. We will offer soccer, dance, karate and yoga.
- *Development Screening:* We are in compliance with this mandated task. Helen is seeing an increase of students getting services with this program. Helen is chasing down a few stragglers. She also sent an email to the main email with a few questions.
- *Licensing:* Our unannounced visit happened on October 15. All went well. We should receive our new license any day now.
- *Playground:* The leaf clean up should happen soon.
- *Chapel:* We will collect canned goods for the food pantry at our chapel service on November 19. We will also give our "Thankful Lollipops" that day.

- *Field Trip Fees:* Field trips are all booked and fee sheets will be distributed soon. We will either include a small amount to cover the Quick Books fee or have the fee as a line item. We will most likely add the Wilmington Western Railroad to the Readiness class and bill separately for that. The 3-year-old classes yoga program was good. The 3-year-old classes will also have a program this Friday from DE Nature Society called “Autumn Adventures”. We did it last year and they liked it.
- *QIA:* Our plan was approved, and the award amount was deposited in our account. Per our plan, Helen is tracking the observations that staff puts into the TSG program. Our goal is for each objective (38 total with several having subsets) to have documentation for each student over the course of the year. Next year, we plan to have each one documented for each check point period.
- *Book Fair:* The scholastic book fair is running until Friday morning.
- School Photos and Parent/Teacher conferences are this month.

Church’s Report:

- Nothing to report.

Treasurer’s Report:

- Vanco is being used by three families. We are going to remove this option to avoid the fees. Julie will delete the program off the website.
- We will vote to decide if we should pass transaction fee to the parents. The fees are 1% for ACH payments and 2.99% for credit card payments. Julie is going to reach out to Quick Books to see if there is a way to add the fee based on how you are paying. No one is opposed to passing this transaction fee to the parents. Julie is going to open up credit cards and figure out how to pass along the fee based on how the payment is being done. Julie can still accept cash and check. Anything being paid via Quick Books going forward will include the transaction fee.

Fundraising/Events

- Raise Craze fundraiser information was sent out last week. Gracey will send information to the parent reps to send their classes. The two week mark will be on November 18 and Gracey will send more information at that time. We ask that parents share photos of the acts of kindness to the class Facebook groups. Participation requested to get 100% for the whole school. We would like to find an incentive for the first class to get 100% participation.
- Guest Bartending invitations went out. This event is December 4 from 6-9 at Homesbase and kids are welcome. Susan needs one more teacher to participate in the bartending slots. We will be promoting it more in the coming weeks.
- Cookies with Santa is an event discussed to be added to the fundraisers. We are going to skip this event this year as Santa will be at the school anyway for the students. Next year, maybe we can push bartending to November or January and do cookies with Santa in December instead.

Parent Rep/Parent Report:

- *Emmanuel Dining Room:* We have been asked to make peanut butter and jelly sandwiches. Please put peanut butter on both sides and jelly in the middle, wrap in saran wrap or sandwich bags and place the sandwiches in the church freezer.

Old Business:

- Nothing to report.

New Business:

- Car line: It has come to our attention that people are not using careline correctly and this is concerning for the students safety. Parents are parking and walking their children to the doors and skipping the line. Helen says that if someone is adamant about parking and walking their child to the door, we can't ask them not to. Helen will be add a reminder to her next newsletter about the rules for carline.
- Our next meeting is December 8, 2025.

Closing:

1st: Marissa Le

2nd: Tiffany Juliano