Concordia Preschool Advisory Board
Meeting Minutes
October 12, 2026

Attendees:

Helen Spillan, Julie Moore, Nikole Heitmann, Nina Loudon, Gracey Tull, Deirdre Jeandell, Susan Dramis, Lindsey Hughes, Sarah Oberholzer, Lisa Westergren, Erin Foltz, Emily Earley, Marissa Le

Call to Order:

1st: Lindsey Hughes 2nd: Nina Loudon

Approval of September 14, 2026 Meeting Minutes:

1st: Emily Earley 2nd: Nina Loudon

Teacher's Report:

- Friday specials are going great.
- Original Art fundraiser is coming home on Thursday and Friday. If you would like to order something, send the artwork back with the order form. If you don't want to order anything, you can keep the artwork.
- Fall Festival for the 3-year-old classes will be on the playground on Wednesday, October 21.
- The 4-year-old classes will have their Ramsey Farm field trip on Wednesday, October 21.
- Conferences will be Monday, November 23 and Tuesday, November 24. Mrs. Caruso's class, Mrs. Spillan's 3-day 2s and Readiness will be on Monday. Mrs. Doran's class and Mrs. Spillan's 2-day 2s will be on Tuesday. Babysitting will be available during your child's conference time.
- Christmas Show dates have been determined. Each show will begin at 11:15.
    - December 9: Mrs. Spillan's 3-day 2s
    - December 10: Mrs. Spillan's 2-day 2s
    - December 11: Mrs. Wright's class
    - December 15: Readiness
    - December 16: Mrs. Caruso's class
    - December 17: Mrs. Doran's class

Director's Report:

- *Status*: The status of the preschool is good. There are currently 67 students enrolled. We have a new 2 day 2 that will begin on Thursday, October 15.
- Our new employees have been great. Staff files are good with the exception of Lily's out-of-state background checks, but she has a provisional from Delaware for 45 days while we wait for the background checks.
- A preschool newsletter will go home this week.
- We had a fun baby shower for our preschool grandmas during our staff meeting last Thursday!

- The preschool is grieving the loss of our beloved Deacon John. His funeral will be on Saturday at Concordia followed by a luncheon in the big room.
- A few 2-year-olds have contracted Hand, Foot and Mouth disease.
- *Licensing* – An unannounced licensing visit will be any day.
- *Playground* – JJID will be sending someone to fix the gate and replace a rail on the playground.
- *Emergency Planning* – An October fire drill will take place on an upcoming Tuesday or Thursday.
- *Garden* – Things are being planted and growing!
- *Field Trip Fees* - As in years past, we will have one fee due for all the trips. Helen is in the process of finalizing the trips and costs, which will hopefully be out by the end of the month. Fees will be due around November 15. Julie will invoice for the field trip fees with a small amount included to cover the Quick Books fee (1%). Parents can pay by check to avoid the fee.
- *Licensing*: Julie and Helen have a meeting scheduled with DIEEC TA to discuss our QIA for this year.
- Mrs. Wright will be on a long trip to China in November. Erin Chandler will cover while she is out.
- Mrs. Smookler will be out beginning on October 14, and Julie is covering music classes through Christmas break.

Church's Report:

- The heating system in the building has been fixed.
- Deacon John Hetrick passed away, and his funeral is Saturday, October 17. The visitation begins at 9:30 and the service begins at 11. The church is expecting a lot of people to attend, so there will be police presence helping with traffic and extra pews will be brought into the hallways for overflow seating. The funeral will be live streamed for anyone who cannot make the in-person event. It is requested that attendees wear vibrant colors instead of dark colors.
- Helen discussed assigning a Deacon to the preschool to improve communication with the preschool families and to provide age-appropriate chapel messages.

Treasurer's Report:

- A budget was sent showing the updated numbers. The budget will improve a lot if the preschool receives the grant from the state.
- Julie is keeping track of the Thrivent account. September wasn't a great month as we lost around $1,000, but overall, the money is up in this account.

Fundraising/Events:

- Sweet Lucy's fundraiser in September raised $99.
- Trunk or Treat fundraiser raised approximately $900. Cocco's Pizza in Aston, PA donated all the pizza. There was plenty of food and extra monetary donations made that helped make it a great event.
- Captain Hook's Playroom in Marcus Hook, PA is hosting a fundraising event for the preschool on Monday, November 23. The cost is $20 per child and free for the adult bringing the child. 25% of sales that day will go to the preschool.

- Raise Craze will start on November 2 and will run the whole month of November. More information to come home closer to the start date. This year, when information is sent to the families about Raise Craze, we will include examples of how to participate with your child.
- No Cook Night in December will be at Burgers by Wildwich tentatively scheduled for December 9. Burgers by Wildwich has a new requirement that two representatives from the preschool sit at the restaurant from 5-7 pm to greet guests and help inform regulars about the preschool since there may be extra waiting times. Erin Foltz and Marissa Le volunteered to be preschool representatives during this time. Mary reached out to Sprinkles Italian Bakery and we will have an additional No Cook Night during December at the bakery.

Parent Representative Report:

- *Emmanuel Dining Room*: Readiness will provide 12 trays of brownies for EDR this month. Brownies are due by October 23.

Old Business:

- Nothing to report.

New Business:

- Our next meeting is November 9, 2026.

Closing:

1st: Nina Loudon 2nd: Lindsey Hughes