

(DRAFT) November PTA Meeting Notes

Date: November 20, 2025

Start Time: 6:36 PM

End Time: 7:23 PM

Attendees: Hilary Raptis, Danielle Wenzel, Pam Bargren, Dan Bates, Ray Seixas, Kevin Howie, Maria Resime, Bobbi Forwood, Cynthia DeStefney, Brooke Terranova

1. Approval of Previous Minutes

- Minutes from the last meeting were reviewed.
- Motion to approve: **Hilary**
- Second: **Danielle**
- Minutes approved with no objections.

2. Commandant's Report

- **Capt. Bates** reported for the Commandant at the PTA meeting that evening.
- No major updates but Commandant mentioned how great the vet breakfast went and said thank you for Staff Appreciation Turkey Lunch and is looking forward to Winter break.

3. Treasurer's Report (Pam)

- All data reflects **October**.
- **\$798** posted for Friday lunch.
- Bank reconciliation completed; QuickBooks matches bank activity.
- Outstanding items from after the October close noted.
- Savings account: Funds earmarked for cart purchases (approved in first meeting).
- Budget sheet reviewed comparing approved budget vs. year-to-date (July 1–Oct 31).
- Friday lunch revenue is **\$1,600 ahead of last year** despite increased prices and fewer Fridays.
- Membership currently at **~74 members**, with ~36 families.
- Staff participation increased significantly after outreach by **Captain Bates**.
- Net profit currently **\$3,900**.
- Pam noted next year's treasurer may receive additional comparative reporting (e.g., year-to-year comparisons).

4. New Business

- Veterans Breakfast – Issues & Discussion
- Several concerns were raised regarding the Veterans Breakfast:

Positives

- The ceremony was excellent.
- Guest veterans appreciated the event.
- New relationships formed with external groups (VA, recruiters, etc.).
- The event was considered a “success” from a Commandant perspective.

Issues Identified

- **Food shortages:** Several cadets and some veterans did not receive food or coffee.
- **Coffee arrived late;** recommendation is that it be available by **6:30 AM**.
- **Volunteer coordination breakdown:**

- Multiple parents volunteered but **never heard back** from the event chair.
- PTA was not contacted for support.
- Staffing/oversight issues at check-in, including freshmen managing sign-in.
- **Cadet attendance control issues:**
 - No adult present to ensure only approved cadets attended.
 - Sign-in process unclear; intended QR system not executed properly.

Root Causes Identified

- Lack of communication between event chair, PTA, and school staff.
- No pre-planning meeting involving all necessary parties.
- Last-minute logistics problems (late food delivery two years in a row).

Recommendations / Action Items for Next Year

- **Mandatory planning meeting** at least one month in advance, with:
 - Event chair
 - PTA executive board
 - School Staff
- **All veteran and cadet sign-up communication must copy** the PTA board (total numbers)
- **Earlier food delivery**; coffee ready by **6–6:30 AM**.
- **More structured sign-in**, possibly using wristbands or controlled check-in.
- **A member of the executive board** should be involved in all communication regarding vet breakfast.
- **Return to traditional hot breakfast (pancakes, eggs, etc.);** volunteers available to cook/serve.
- Multiple volunteers (including PTA) to staff check-in tables.
- Plan dates earlier:
 - Veterans Day falls on Wednesday next year → propose holding breakfast Friday.

5. Activities Chair Report

- No update at this time; nothing scheduled until the end of school year.

6. Friday Lunch Report (Pam reporting on behalf of Cynthia)

- Upcoming **No-Lunch Dates:**
 - **Nov 28** (Thanksgiving break)
 - **Dec 26** (Winter break)
 - **Jan 2** (Winter break)
- No field trips are expected to affect Friday lunches at this time.

7. Hospitality Chair Report

- Question regarding **January 31st Drill Competition** and whether PTA will run a hospitality room.
 - Last year's drill staff appreciated having a hospitality room.
 - Need confirmation from **Brennaman**, who initially indicated it may not be needed.
- **Thanksgiving Lunch Suggestion**
 - Suggestion to move **Thanksgiving Staff Lunch to the day of Parent-Teacher Conferences at 2:30 PM**, so staff can go directly into evening conferences without leaving campus.
 - PTA agreed to note this for next year and will check with the administration.

8. Military Services Chair Report

- Not present; no report.
- Veterans Breakfast issues already discussed.

9. Staff Appreciation Chair Report

- No report.
- Next year may require scaling back (e.g., monthly → quarterly).

10. Membership Chair Report

- Brooke & Danielle are working on reconciling membership numbers.
Current membership:
 - **30 staff**
 - **46 families**
- Discussed confusion among families about yearly renewal requirements.
- Need improved clarity in membership materials.
- Discussion post meeting with executive board.

11. Old Business

Marksmanship Carts Purchase

- Costs increased 30%; initial cart will not fit needed equipment.
- Howie exploring second-hand commercial kitchen or restaurant supply options.
- Danielle will reach out to DMA community members for ideas
- PTA funds already earmarked; awaiting suitable equipment.

12. Parent/Staff Input

Mandatory Membership Requirement

- Discussion about whether families are required to join PTA and how to enforce it.
- Historically stated on enrollment paperwork, but **not consistently enforced**.
- Accountability must come from the school, not PTA.
- Suggestion for:
 - Incentives for companies with highest participation.
 - Clear communication from school at the start of the year.

Possible Transition: PTA → PTO

- Strong support for moving from PTA to PTO next year.
- Benefits:
 - Lower membership fees.
 - No dues paid to the state PTA.
 - More flexibility.
- Would require several administrative changes; PTA board will explore transition steps and financial handling procedures.

Membership Outreach

- Suggestion: Email past members via Givebacks.
 - Must test for accuracy; may include alumni families.
 - Families can unsubscribe if no longer affiliated.

Parent-Teacher Conferences – Clarification

- Conferences are not mandatory.
- Teachers typically initiate if there are concerns.
- Parents may request a conference even if slots appear full; teachers will accommodate.
- Teachers often coordinate group conferences for shared concerns.

14. Adjournment

- Motion to adjourn at **7:23 PM**.
- Second: **Danielle**