



GENERAL MEETING MINUTES

October 7, 2025
Double Peak School Library

CALL TO ORDER:

ROLL CALL:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Kelly Le Roux, President | <input checked="" type="checkbox"/> Jenalin Steinberger, Teacher Rep |
| <input checked="" type="checkbox"/> Christina Montell,
Treasurer | <input checked="" type="checkbox"/> Erica Obrist, Principal |
| <input checked="" type="checkbox"/> Lilah Wagner, Volunteers | <input type="checkbox"/> Nicole O’Neal & Sarah
Harris, Communications |
| <input type="checkbox"/> Vacant, Secretary | <input type="checkbox"/> Julie Kaplan, Spirit Wear |
| <input checked="" type="checkbox"/> Julie Hufton, Room
Parents | <input checked="" type="checkbox"/> Brittany Chamblin, Activities |

INTRO & WELCOME

5:30-5:35pm

- Walk to School day a success

PRINCIPAL REPORT

5:35-5:40pm

- General School Update
- Parent Teacher Conferences under way
- Report cards posted

TEACHER REPORT

5:40-5:45pm

- STEAM Camp update- 64 students enrolled, \$2,500 to PTO Art line item and \$4,120 to Innovation line item
- Fun Run Update

PRESIDENT REPORT

5:45-5:50pm

- Secretary role nomination: Lilah proposed move from volunteer coordinator to secretary role. Vote and approved:

Motion by	Second by	Those Opposed	Abstained
Kelly Le Roux	Christina Montell		

SECRETARY REPORT

5:50-5:55pm

- Vacant position to be filled
- Vote to approve September minutes emailed to the board on 10/5
- Conflict of interest form-Christina
- Vote on Bylaws “Amendment D” for volunteer cash handlers-Christina.



- o Christina to email vote and document for reading and approval of a trial period for Fall Festival

TREASURER REPORT

5:55-6:00pm

- Accounting information as of October 7, 2025:
- Total Checking Account: \$172,369.06
 - o Funds in Holding: \$51,734.82
 - MS Art: \$7610.70
 - Athletics: \$142.13
 - Innovation: \$29,601.02
 - Library: \$-
 - Upper Grade Science: \$300
 - o Total Expenses: \$1596.59
 - o Total Revenue: \$33,199.95
 - o Net Revenue: \$62,650.81
- o PTO Equity: \$197,242
 - PTO Program and Support Paid to Date for 2025-2026 School Year:
 - o Technology & Subscriptions (Brain Pop, Learning A to Z, Scholastic): \$5620.63
 - Provide updates on accounting and tax filing
 - Disneyland Fieldtrip for ASB/Yearbook/S Cubed

ROOM PARENT REPORT

6:00-6:05pm

- Over 50 room parents this year - had a successful orientation meeting with over 30 people in attendance
- Jenna is helping with Pumpkins
- Adopting "Specialty Teachers" this year, where \$10 from each classroom will be donated to fund the gifts for these teachers
- Bagels donated by Big Apple Bagels for Teacher Conferences this week
- Following up with Room Parents this week to request more volunteers for Fall Fest 8k

FUNDRAISING

6:05-6:15pm

- Active Fundraising:
 - o Fund the Suns: the active campaign runs through October 7, 2025
 - Total Raised as of October 7, 2025: \$53,166 of 65k goal
 - o Dine Outs:
 - August 22, 2025: Froyo Love \$892
 - September:
 - October:
 - November: Handels/Canes scheduled for Nov 12th
 - December: Sets



- Handel's from spring 2025 \$579
 - Panda Express from spring 2025 \$331
 - Potentials being worked on Shanes, Vine and Tap, Thai one on, Pizza Bar
- Corporate Sponsorship Updates from Emily Carignan
- Passive Fundraising:
 - Kroger (Ralph's): reminder to sign up!
 - Birthday banner- won't be able to do it for this year. Will need to adjust the budget for loss of \$1800.
 - Fun Run: \$7k donated from Target, \$8k in sponsorships.
 - Budget adjustment, reviewed by board and approved.

Motion by	Second by	Those Opposed	Abstained
Christina Montell	Julie Hufton		

ACTIVITIES REPORT

- Movie Night outcome, \$200 positive
- Fall Fest updates- \$1860 in punch cards and food sales to date
- Winter Storybook - character selected (Grinch) will book and start forming the committee after FF

SPIRIT WEAR REPORT

- \$1,494 in Spirit Wear sales since last meeting. This includes 22 shirts preordered for Fall Fest for a total of \$396
- Decade shirts were reordered, and we have sold 25 more since the last meeting.
- Planning on doing a big sale to coincide with the Winter Storybook event. Try to move remaining toddler items and excess inventory.
- Looking to add some more low-priced items. Kids often have a few dollars on Friday mornings and are interested in more than just temporary tattoos. If you have ideas, please suggest them!

VOLUNTEER REPORT

6:15-6:20pm

- Started new process of volunteer forms being filled out and stored online.
- Need volunteers for Fall Fest, 30% filled



COMMUNICATIONS REPORT

6:20-6:25pm

NEW BUSINESS

6:25-6:30pm

Teacher experience auction- Does PTO want to include silent auction items, and committee formation- No. Auction items will go to Spring Tea Party.

ACTION ITEMS

Date	Action Item	Person Responsible	Status
9/2/2025	Conflict of interest	Christina	
9/2/2025	Board review the updated budget (emailed out with minutes)	Executive Board	
9/2/2025	Handels Dine Out-setup for November	Jenalin	
9/2/2025	Push out for Ralphs and company matching	Nicole	
9/2/2025	Establish a 'volunteer rules table' and determine what events to attend	Sarah Harris	
9/2/2025	Update bylaws to include an addendum for monetary policy	Christina, Julie Kaplan, & Jenna G	In Progress
9/2/2025	Venmo with Google Voice number	Christina	In Progress

ADJOURNMENT

(September) MINUTES APPROVED BY BOARD:

