



GENERAL MEETING MINUTES

December 2, 2025
Double Peak School Library

CALL TO ORDER:

- ROLL CALL:**
- | | |
|--|---|
| <input checked="" type="checkbox"/> Kelly Le Roux, President | <input type="checkbox"/> Jenalin Steinberger, Teacher Rep |
| <input type="checkbox"/> Christina Montell, Treasurer | <input checked="" type="checkbox"/> Erica Obrist, Principal |
| <input checked="" type="checkbox"/> Lilah Wagner, Secretary | <input checked="" type="checkbox"/> Nicole O'Neal, Communications |
| <input type="checkbox"/> Sarah Harris, Communications | <input checked="" type="checkbox"/> Julie Kaplan, Spirit Wear |
| <input type="checkbox"/> Vacant, Volunteers | <input checked="" type="checkbox"/> Brittany Chamblin, |

Activities

- | | |
|--|---|
| <input checked="" type="checkbox"/> Julie Hufton, Room Parents | <input checked="" type="checkbox"/> Rachel Munoz, Fundraising |
|--|---|

INTRO & WELCOME

5:45-5:50pm

- Thank you to teachers, community and volunteers for Fun Run
- Norm-setting principles for PTO:
 - What values do we want our board members to embody in every interaction? Open minded, welcoming, inclusive, flexible, make it work, positive energy, teamwork, community, open to exchange of information, and different perspectives, understanding and integrity, capacity, do what you can, and allow everyone to participate in their own way, more than one way to be involved, it's always for the kids.

PRINCIPAL REPORT

5:50-5:55pm

- General School Update

TEACHER REPORT

5:55-6:00pm

- Jena will let teachers know about the upcoming Teacher Auction and will send out sign ups after Winter Break.
- Handels Dine Out- \$590
- Canes- \$560
- Total: \$1150
- Turkey trot- the timing worked well for Mrs. Dixon
- Alana Freidman put in a grant request that she would need to have delivered by next Friday. She is checking on status.

PRESIDENT REPORT

6:00-6:05pm

- Interest in supporting the DPS Giving tree requested by Alana Friedman
- Facilitron- needs to be scheduled for two hours after end time, private insurance coverage is higher than what facilitron offers.
- Overall, program costs are over budget for about 50% of activities. Actual fundraising net is \$213,343, remaining to goal is \$29,872.
- VP, and Volunteer role vacancy
 - Updates to the board to get Julie K ready to onboard as Treasurer for 26/27 school year.
 -

Motion by	Second by	Those Opposed	Abstained
Kelly Le Roux	Lilah Wagner	N/A	

SECRETARY REPORT

6:05-6:10pm

- Vote to approve November minutes emailed to the board on 11/5

Motion by	Second by	Those Opposed	Abstained
Lilah Wagner	Julie Kaplan	N/A	N/A

TREASURER REPORT

6:10-6:15pm

- Accounting information as of December 2, 2025:
- Total Checking Account: \$192,007.10 (this includes incoming deposit from paypal for fun run)
- Total Expenses: \$215.26
- Net Revenue: \$84117.8
- PTO Equity: \$210316.2
- PTO Program and Support Paid this month: \$15,149.84
- Funds in Holding: \$44,599.86
- MS Art: \$4,050.27
- Athletics: \$756
- Innovation: \$30,711.64

- Library: \$2,345
- Upper Grade Science: \$19.46

ROOM PARENT REPORT

6:15-6:20pm

- Celebrated Alexis Alegre & Crystal Trasvina for School Psychology Week
- Celebrated our two site subs: Mrs. Yurasek & Mrs. Doe for Substitute Teacher Day
- Special Education Day to celebrate our SAI & Base Teams
- Next week is Computer Science Week & will celebrate Mrs. Dixon
- Connected with Michele for upper grades and hoping to collaborate on luncheon for teachers after the holiday break

FUNDRAISING

6:20-6:25pm

- Sets dine out 12/15
- Fun Run Update

Paid CC + Checks	\$ 106,952.00
Cash	\$ 360.00
Potential Total if all checks come in + Company Matches.Norm	\$ 112,449.00
Sponsor Revenue	8,420*

FYI-- \$1353.25 of the \$106,708 was people "covering" the fees of their transactions. This just shows as additional revenue.

- Includes 2 donations for \$865 for track shirts?
- Expenses
 - \$1,195 paid to pledgestar - that is the max fee.
 - \$2,921.89 is the total approximate paypal fees
 - \$1,810 in other expenses (prizes, printing)
 - \$6,867.98 for shirts. Need to get the invoice.
- Net \$102,936.70

ACTIVITIES REPORT

6:25-6:30pm

- Winter Storybook
- Family Dance

SPIRIT WEAR REPORT

6:30-6:35pm

- Sales - \$333 in the last month. Most of this was at Handel's dine out.

VOLUNTEER REPORT

6:35-6:40pm

- Winter Storybook Volunteers needed

COMMUNICATIONS REPORT

6:40-6:45pm

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NEW BUSINESS

6:45-6:50pm

ACTION ITEMS

Date	Action Item	Person Responsible	Status
9/2/2025	Establish a 'volunteer rules table' and determine what events to attend	Sarah Harris	In Progress
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
12/2/2025	Review of dates and calendar crowding, recommendations	Nicole O'Neal	In Progress

Date	Action Item	Person Responsible	Status

ADJOURNMENT

(November) MINUTES APPROVED BY BOARD:

CALENDAR

Dec Calendar		
<i>Calendar Types: (A) Activity, (F), Fundraiser, (H) Holiday, (M) Meeting, (SE) School Event</i>		
Type	Date	Event
M	12/2	PTO Meeting (First Tuesday)
SE	12/4	Winter Storybook
F	1/30-2/6	Teacher Experience Auction
SE	2/6	Family Dance