



MEETING MINUTES

February 3, 2026
Double Peak School Library

CALL TO ORDER:

ROLL CALL: Kelly Le Roux, President Jenalin Steinberger, Teacher Rep
 Christina Montell, Treasurer Erica Obrist, Principal
 Lilah Wagner, Secretary Nicole O'Neal, Communications
 Sarah Harris, Communications Julie Kaplan, Vice President
 Vacant, Volunteers Brittany Chamblin,

Activities

Julie Hufton, Room Parents Vacant, Spirit Wear

INTRO & WELCOME

5:45-5:50pm

- Goals for 2026

PRINCIPAL REPORT

5:50-5:55pm

- Report cards will post for elementary on February 12th.
- The staff was very grateful for the lunch hosted by PTO - THANK YOU!
- Kelly and Erica have been working on 8th grade promotion signs, once we have a link to order Erica will handle marketing to families. Signs will sell from 2/9-4/8, with a last call email on 4/6. Timeline for distribution on 5/1. Proposed pricing \$28.

TEACHER REPORT

5:55-6:00pm

- Thank you for goodies/bagels.
- School Psychologist week lunch was appreciated.
- Review of subscriptions and teacher feedback, what's used/needed.
- Teacher first day of school shirts, potential for teacher design contest.
- Teacher Experience auction, moving date to kickoff the day of the tea party (march 14th) and run for 10 days.

PRESIDENT REPORT

6:00-6:05pm

- Upcoming elections process review: In March individuals interested in holding a board spot to submit their statements for application. In April we will vote on applicants per role. Results will be announced in our May meeting.

- Nonprofit 101: Board approval process/requirements.
- Grants: Lindsay Oberi applying for grants for teacher projects.
- Removal of Rachel Munoz from Fundraising Chair at her request.

Motion by	Second by	Those Opposed	Abstained
Kelly	Julie Kaplan	none	none

SECRETARY REPORT

6:05-6:10pm

- Vote to approve December minutes emailed to the board on 1/8

Motion by	Second by	Those Opposed	Abstained
Christina Montell	Julie Kaplan	none	None

TREASURER REPORT

6:10-6:15pm

- Teacher Grant Report, discuss any proposed changes to processes (Sarah Parisi)
- Taxes pending, we have an extension through July 31st.
- Insurance due March/April timeframe.
- Julie Kaplan shadowing roles and responsibilities for treasurer for a smooth transition. Keep both in the loop for any needs.

Statement of Activity, Double Peak Parent Teacher Organization

December 2, 2025-February 3, 2026

Distribution account	Total Income
Activities Revenue	
School Dance Event	
Dance Expenses	-300.00
Total for School Dance Event	-\$300.00
Total for Activities Revenue	-\$300.00
Contributions, Gifts, and Grants	

Business/Corporate Matching Donations	4,037.82
Family or Community Donations	150.00
Fund the Suns	
Fund the Suns - Revenue	179.50
Total for Fund the Suns	\$179.50
Fun Run Event	
Fun Run Event- Expenses	-6,838.26
Fun Run Event - Revenue	105,675.89
Total for Fun Run Event	\$98,837.63
Total for Contributions, Gifts, and Grants	\$103,204.95
Fundraising Revenue	
Fundraising Revenue - Active	
Art Based Fundraisers	2,065.65
Fall School Event/Fundraiser	
Fall School Event - Revenue	1,495.89
Total for Fall School Event/Fundraiser	\$1,495.89
Winter School Event/Fundraiser	
Winter Event- Expenses	-375.00
Winter Event - Revenue	745.00
Total for Winter School Event/Fundraiser	\$370.00
Total for Fundraising Revenue - Active	\$3,931.54
Fundraising Revenue - Passive	
Dine Out Revenue	1,150.00
Kroger/Ralphs	497.23
Total for Fundraising Revenue - Passive	\$1,647.23
Total for Fundraising Revenue	\$5,578.77

Sales of Product Revenue	
Spirit Wear	
Spirit Wear Expenses	-612.61
Spirit Wear- Revenue	281.00
Total for Spirit Wear	-\$331.61
Total for Sales of Product Revenue	-\$331.61
Uncategorized Income	479.88
Total for Income	\$108,631.99
Cost of Goods Sold	
Program and Support Expenditures - (Included in PTO Yearly Budget)	
Field Trip Support-ASB/Middle School Art	-10,733.00
Program and Support Expenditures - 8th Grade Promotion and Events	-751.00
Student Equity & Sponsorship- Field Trips etc.	393.89
Teacher Equity Grant from PTO Budget	440.12
Total for Program and Support Expenditures - (Included in PTO Yearly Budget)	-\$10,649.99
Total for Cost of Goods Sold	-\$10,649.99
Total for Cost of Goods Sold	-\$10,649.99
Gross Profit	\$119,281.98
Expenses	
Office Supplies & Software	238.72
Total for Expenses	\$238.72
Net Operating Income	\$119,043.26
Net Other Income	
Net Income	\$119,043.26

Statement of Financial Position, Double Peak Parent Teacher Organization

As of February 3, 2026

	Total
Distribution account	
Assets	
Current Assets	
Bank Accounts	
Funds in Holding Checking (3905)	57,273.87
Gen PTO Fund Checking (9536)	208,422.29
Total for Bank Accounts	\$265,696.16
Total for Current Assets	\$265,696.16
Total for Assets	\$265,696.16
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Athletics - Funds in Holding	
Athletics - C/Yr. After School Sport Uniforms Money In	-1,211.11
Athletics - C/Yr Bike Club Money In/Out	96.97
Athletics - C/Yr. Contrib./Participat. Fees Money In	261.52
Athletics - C/Yr Expenditures Out	-3,435.21
Athletics - C/Yr. Misc. Money In	6,294.73
Athletics - C/Yr. PE Uniform Sales In & Costs Out	112.52
Athletics - Running Club Money In/Out	-55.00
Athletics - Soccer Money In	260.00
Athletics - Track and Field In/Out	-826.07

Total for Due to Athletics - Funds in Holding	\$1,498.35
Due to Innovation/Makerspace - Funds in Holding	
C/Yr. After School Prog.-Money In	21,730.00
C/Yr. Misc. Money In	661.00
C/Yr Money In - Revenue	37,513.58
Innovation /Yr Money Out - Expenditures	-28,068.88
Total for Due to Innovation/Makerspace - Funds in Holding	\$31,835.70
Due to Library - Funds in Holding	-1,051.20
Library C/Yr Money In - Revenue	19,327.12
Library C/Yr Money Out - Expenses	-17,691.58
Total for Due to Library - Funds in Holding	\$584.34
Due To Lighthouse Team	-600.00
Due to Middle School Art - Funds in Holding	13,260.00
Middle School Art C/Yr Beginning Balance	-416.85
Middle School Art C/Yr Class Money In	8,027.55
Middle School Art C/Yr Money Out	246.43
Total for Middle School Art C/Yr Beginning Balance	\$7,364.27
Middle School Art C/Yr. Z-Expenditures Out	-23,652.13
Total for Due to Middle School Art - Funds in Holding	-\$3,027.86
Due to Middle School Science - Funds in Holding	-280.54
Middle School Science - Revenue	300.00
Total for Due to Middle School Science - Funds in Holding	\$19.46
Due to Scholastic Newsletter Fund	-439.56
Due to 4th Grade	-808.12
Total for Due to Scholastic Newsletter Fund	-\$1,247.68
Due to WE Day/Inquiry Program - Kniseley	-28.22

Middle School Dance	
Middle School Dance- Expenses	-2,239.06
Total for Middle School Dance	-\$2,239.06
Yearbook Middle School Class	
Yearbook Expenses	-8,591.85
Yearbook Revenue	15,444.00
Total for Yearbook Middle School Class	\$6,852.15
Total for Other Current Liabilities	\$33,647.18
Total for Current Liabilities	\$33,647.18
Total for Liabilities	\$33,647.18
Equity	
Opening Balance Equity	101,713.10
Retained Earnings	36,689.71
Net Income	93,646.17
Total for Equity	\$232,048.98
Total for Liabilities and Equity	\$265,696.16

ROOM PARENT REPORT
6:15-6:20pm

- Teacher Luncheon 1/23
- Prep for Teacher Appreciation Week

FUNDRAISING
6:20-6:25pm

- Spring Fundraising target: \$243,095 vs where we currently are \$227,933
 - Family dance
 - Teacher Experience
 - Dine out proposed, Kabab shop Thursday March 5th
 - 8th grade signs: Sell 2/9-4/8 last call email on 4/6 with distribution on 5/1 \$30
 - Sky Zone fundraiser in planning phase, Friday June 5th ,
 - Donations with restrictions- call for input (Kelly), target audience needs to be

- kids, not grownups. \$2,500 min. Giveaways need approval.
- Ralphs fundraiser has brought in \$1,500 so far, need to promote via parent square to encourage further donations

ACTIVITIES REPORT

6:25-6:30pm

- Multicultural Day- Committee chair- Akiko Nakatani, co chair requested.
- Family Dance
- Tea Party, search for sponsorships underway

SPIRIT WEAR REPORT

6:30-6:35pm

- Additional storage closet not available

VOLUNTEER REPORT

6:35-6:40pm

- N/A

COMMUNICATIONS REPORT

6:40-6:45pm

- N/A

NEW BUSINESS

6:45-6:50pm

- N/A

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	

