



GENERAL MEETING MINUTES

November 4, 2025
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, Spirit Wear
 Vacant, Volunteers Brittany Chamblin,

Activities

Julie Huffton, Room Parents Rachel Munoz, Fundraising
 Sarah Parisi, Equity Grants

INTRO & WELCOME

5:45-5:50pm

- Acknowledgements: parent and community volunteers, Teacher champions for Fall Fest and Turkey Trot, Alana Friedman- social worker, and front desk staff.
- This month: Amazing events and collaboration this year- Fall Festival, Walk to School Day, SNAP benefits fundraiser.
- Currently: Square1, Turkey Trot
- Future: Winter Storybook, Sets Dine out

PRINCIPAL REPORT

5:50-5:55pm

- General School Update
- Progress reports will be distributed soon
- Food Pantry started for families affected by lack of SNAP benefits.

TEACHER REPORT

5:55-6:00pm

- Positive feedback on Fall Fest from teachers.
- Kelly Banger, amazon business account inquiry. Christina will make purchases if she loads what is needed into the amazon cart.
- Innovation- first week of Dec hour of Code

PRESIDENT REPORT

6:00-6:05pm

- Garden update- Potential donation from Hunter Industries
- Focus on economic realities, utilize our resources and stock vs buying more and asking families for more.

- PTO Google drive-- please create documents within PTO shared drive to support transfer of knowledge
- Veruca summary

SECRETARY REPORT

6:05-6:10pm

- Vote to approve October minutes emailed to the board on 10/25

Motion by	Second by	Those Opposed	Abstained
Lilah Wagner	Christina Montell		

- Vote on Bylaws "Amendment D" for volunteer cash handlers-Christina.

Motion by	Second by	Those Opposed	Abstained
Lilah Wagner	Christina Montell		

TREASURER REPORT

6:10-6:15pm

- Square fees going up increase from 2.9% + 30¢ per transaction to 3.3% + 30¢– is this still the best platform option?
- Accounting information as of November 4, 2025:
- Total Checking Account: \$97,093.77
 - o Funds in Holding: \$45,556.42
 - MS Art: \$4,070.72
 - Athletics: \$142.13
 - Innovation: \$30,820.96
 - Library: \$-
 - Upper Grade Science: \$300
 - o Total Expenses: \$468.00
 - o Total Revenue: \$-74,537.05
 - o Net Revenue: \$-11,886.24
 - o PTO Equity: \$122,705.16
- PTO Program and Support Paid to Date for 2025-2026 School Year:
 - o Technology & Subscriptions (Brain Pop, Learning A to Z, Scholastic): \$5620.63
 - o Equity Grants \$422.84
 - o Brain Pop \$4,500
 - o Scholastic News \$4,562.63
 - o Learning A to Z \$1,058.00
 - o Elementary art TOSA \$17,520
 - o Innovation TOSA \$55,736

ROOM PARENT REPORT

6:15-6:20pm

- First classroom parties seemed to be a success & continuing to spread the word for Turkey Trot volunteers
- 20 Specialty Teachers being adopted (7 have not been claimed so I'll celebrate them)
- Request to increase the Room Parent Coordinator budget by \$200 to help cover the costs of their gifts (will come out to \$24/teacher) so it is not entirely hitting each classroom budget

Motion by	Second by	Those Opposed	Abstained
Julie Kaplan	Lilah Wagner		

FUNDRAISING

6:20-6:25pm

- Fun Run Update
 - o Turkey trot toolkits coming out at tomorrow's teacher meeting.
 - o Clip with details attached to each kid's backpack
 - o More volunteers needed for the Trot Stop and day of run.
- SNAP donations: \$1325 donated in grocery store gift cards plus groceries. Funds and groceries are already being distributed. Alana Friedman is managing donations, and has connected with La Mirada Academy's social worker to distribute formula that our families won't utilize.
- Dine outs: Handel's/Cans 11/12, Sets 12/15
- Square 1 From Akiko: The Square1Art box was shipped out 10/28. Catalogs arrive November 17th. Last year I believe we received them a little earlier but no later than then. We can start promoting the fundraiser before then to have parents look out for the catalogs from the kids. Order deadline is December 1st. But we want to encourage parents to order as early as possible if they want their order to arrive in time for the holidays. Also some parents last year mentioned some of the items were sold out, so ordering earlier the better for many reasons. I think most people received their order in a timely manner and got them before the holidays. I also shared the link to the coordinator's corner for Square1Art. There you should find some flyers and info to promote the fundraiser. I also attached the flyer I created last year and edited for this year. And last year, a few of the PTO members took pics of our kiddos stuff we ordered to help promote for this year. I have some pics, Nicole has some, and others may have too. Those could maybe be used for social?
 - Consider timing for next year
 - Start 11/20

ACTIVITIES REPORT

6:25-6:30pm

- Positive reviews for Fall Fest
- Winter Storybook planning underway

SPIRIT WEAR REPORT

6:30-6:35pm

- \$1,095 in sales since last meeting.
- Upcoming Pop-Ups
 - Friday 11/7 AM before school
 - Wednesday 11/12 at Handel's Dine Out. We still need some help in the 4-5 and 5-6 time slots.
 - Friday 11/21 AM before school
- Spirit Wear SOP
 - Inventory is tracked and should remain in the PTO room unless taken out to set up for sales pop-ups.
 - Items should not be removed from the PTO room and given to anyone before they are sold
 - Items need to be rung properly at events to keep inventory accurate, especially for items listed on the website.

VOLUNTEER REPORT

6:35-6:40pm

- Winter Storybook Signup completed

COMMUNICATIONS REPORT

6:40-6:45pm

- Timeline for promoting upcoming events
- Nov 7th- Nov 19th Turkey Trot only
 - Nov 20/21 to December 1st - Square 1
 - WST- December 2-4th

NEW BUSINESS

6:45-6:50pm

ACTION ITEMS

Date	Action Item	Person Responsible	Status
9/2/2025	Board review the updated budget (emailed out with minutes)	Executive Board	
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
12/2/2025	Review of dates and calendar crowding, recommendations	Nicole O'Neal	

ADJOURNMENT

(October) MINUTES APPROVED BY BOARD:

CALENDAR

Oct Calendar		
Calendar Types: (A) Activity, (F) Fundraiser, (H) Holiday, (M) Meeting, (SE) School Event		
Type	Date	Event
SE	11/7	Fun Run pep rally
SE	11/12-19	Fun Run Week wed-wed (run on Wed 11/19)
M	12/2	PTO Meeting (First Tuesday)
SE	12/4	Winter Storybook/food drive combo

