



MEETING MINUTES

May 5, 2026

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 type="checkbox"/> Christina Montell, Treasurer | <input 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, Vice President |
| <input type="checkbox"/> Vacant, Volunteers | <input checked="" type="checkbox"/> Brittany Chamblin, |

Activities

- | | |
|--|--|
| <input checked="" type="checkbox"/> Julie Hufton, Room Parents | <input type="checkbox"/> Vacant, Spirit Wear |
|--|--|

INTRO & WELCOME

5:45-5:50pm

- Welcome
- Highlights

PRINCIPAL REPORT

5:50-5:55pm

- Erica Obrist not able to attend, no notes passed along.

TEACHER REPORT

5:55-6:00pm

- Sign up to help in Makerspace for end of year clean up June 5th. If that could be shared that would be great.

<https://www.signupgenius.com/go/10C044EAAA82FA13-63964764-makerspace#/>

THANK YOU for all of the time, energy, and hard work that has been put into Teacher Appreciation. We feel it and we are so grateful for you!

PRESIDENT REPORT

6:00-6:05pm

- 2026/2027 Budget Approval:**
 - **Key Updates:**
 - **Innovation TOSA** cost to increase from last year's budget to \$119,000
 - Elimination of Intervention specialist line item
 - Elimination of **parent/guardian/family education** events (e.g., math night).

- Innovation TOSA costs increased slightly
 - Line items requiring purchasing of product, food etc increased by 10% to account for higher prices
 - **Technology/Subscriptions:** Reduced to \$4,600 due to elimination of Brain Pop and Learning A-Z. Teachers may bring additional requests TBD.
 - **Student Programs & Equity:** Reduce equity item to \$1500 based on use this year
 - **Movie night:** Absorb cost to make a free event
- **Summary:**
 - Total budget for 2026/2027:
 - **Projected income:** \$239,400
 - **Projected expenses against income (cost to run events and : \$39,400**
 - Subtotal (income minus expense): \$200,000
 - Expenses in direction donations, operations costs, and planned reserve: \$186,200
 - Surplus: \$13,800
 - Motion to approve: Julie K. motioned, Julie H.- passed
 -
- Draft Calendar
 - Transition plans
 - Feedback survey plan- Kevin

SECRETARY REPORT
6:05-6:10pm

- Motion to certify the results of the 2026–2027 Double Peak PTO Board election.
 - A total of 15 ballots were cast:

Kevin Banares	<i>Vice President</i>	9 votes
Julie Kaplan	Treasurer	15 votes
Maureen Anderson	Secretary	14 votes
Sarah Harris	Communications	15 votes
Lhuween Hardie	Volunteer Coordinator	14 votes
Julie Hufton	Room Parent Coordinator	14 votes
	Activities	
Kristine Cruz	Spirit Wear	14 votes
Danni Li	Spirit Wear	3 votes
Jennie Guerena	Director of Fundraising	14 votes

Brittany- received 2 write in votes, she respectfully declines the position

- This board will take effect on July 1, 2026

Kelly Le Roux, <i>President</i>	Jenalin Steinberger, <i>Teacher Rep</i>
Kevin Banares, <i>Vice President</i>	Sarah Harris, <i>Communications</i>
Julie Kaplan, <i>Treasurer</i>	Lhuween Hardie, <i>Volunteer Coordinator</i>
Maureen Anderson, <i>Secretary</i>	Kristine Cox, <i>Spirit Wear Coordinator</i>

Julie Hufton, <i>Room Parent Coordinator</i>	Erica Obrist, <i>Principal</i>
Jennie Guereña, Director of Fundraising	

- Transition Plans:
- Vote to approve April minutes emailed to the board on 4/19

Motion by	Second by	Those Opposed	Abstained
Brittany	Kelly		

TREASURER REPORT

6:10-6:15pm

- Accounting information as of May 5, 2026:
- Total Checking Account: \$147,066.39
- Total Revenue: \$ 49,598.49
- Net Revenue: \$38,710.67
- Revenue and Expenses Highlights:
- DPS Program and Support Expenditure: \$2075.46
- Total Checking Account for Funds in Holding: \$
- Art(yearbook): \$-172.47
- Athletics: \$5998.66
- Innovation: \$48,979.11
- Library: \$9663.31
- Upper Grade Science: \$1228.22

ROOM PARENT REPORT

6:15-6:20pm

- Annual Wrap up

FUNDRAISING

6:20-6:25pm

- 8th grade signs- in the office and being distributed by administration.
- Annual Wrap up
 - Most successful actual income:
 - Turkey Trot: \$115,488
 - Fund the Suns: \$53,376
 - Fall Festival: \$18,358.14
 - Corporate matches: \$12,945.00
 - Teacher Experience Auction: ~\$8,000
 - Recommendations for next year: Discontinue Square1, birthday marquee. Consolidate sponsorship efforts to reduce duplicate asks, add up all

sponsorships to identify impact and continue collaboration, limit # of dine outs

ACTIVITIES REPORT

6:25-6:30pm

Annual Wrap up (25/26 Activities in Review)

- Get the Scoop
Great welcome back event
Highly attended, gave out 500-1000 cones
Suggestions for next year, switch to an easier treat, ice cream sandwiches
- Movie Night 9/5 lower than expected attendance
Rental equipment and operation higher than previous years.
Potentially look into purchasing our own screen and hiring AV support for cost savings
Potentially replace with a “dine out” at Edward’s or cinepolis?
- Fall Fest
Huge success
Suggestion to have PTO supply all prizes for games
Pumpkin auction did not work online, suggest keeping any auction to paper format. Must be present to win
- Winter Storybook
Food vendors invited, helps with low volunteer sign ups and cost savings
Scavenger hunt, themed raffle, and cookie decorating are successful.
NOTE: get cookies at Ralph’s before the event, most cost effective. Also pre package sprinkles and if time allows frosting.
Confirm lap top is compatible for running the slide show Mrs. Black creates for read along. Nino helped us out this year.
- Family Dance
Time of year was a little tricky, WST and then coming off break made planning feel a little rushed. Possibly move back to spring?
Sold 330 tickets and 116 swag bags per Give Butter
Any type of glow theme is a hit and can reuse left over items
Graffiti wall is successful
Opted for food vendors, concessions snacks and pizza bar
Book DJ, Photo Booth as soon as date is finalized, they tend to book up and it can be hard to find an affordable option
- Campus Clean up
More attendance than expected, hopefully can grow interest next year
Great easy give back opportunity for students and families
 - Suggested for next year
Did not get around to food drive this year, previously done during holiday time but can be any time of year.

Previous years S cubed/leadership has helped collect donations in each class room and track donations for a class competition.

Winner received small prize, varies on lower vs upper grades, something like popsicles/pizza/extra recess (if admin by in)

SPIRIT WEAR REPORT

6:30-6:35pm

Annual Wrap up

August - \$1,918.00

September - \$1,074.00

October - \$1,550.00

November - \$333.00

December - \$343.00

January - \$0

February - \$0

March - \$0

April - \$1,221.00

Total Revenue - \$6,439

Total Spent - \$3,426.17

We have been working on continuing to move old stock that pre-dates me, pre-2024. We are going to give some away for teacher appreciation and also donate what remains. This way we will gain space and not be drowning in dead stock.

What worked

- Selling at events, Get the Scoop, Fall Fest, Winter Storybook, Back to School Nights.
- NEW Decade shirt and having full size availability at Get the Scoop August event.

What didn't work

- Very few website orders w/o promotion.
- Fall Fest shirts were less popular than the first year.

What people want

- Another option that isn't our "standard" logos.
- New hats

COMMUNICATIONS REPORT

6:40-6:45pm

- Social media one of the most effective ways to communicate (always tag @dpsk8suns for collab) 25K views in last 90 days (55.6% in stories and 44.4% in posts)
- Parent Square: Continue to lean into targeted messages to grades (For example: sent each grade a separate teacher experience auction email and listed what was being auctioned and direct links to those items)
- Explainer message to TK/Kindergarten parents for new events to help them

understand what the event and get them involved for ticket sales and volunteers (for example: Fall Fest & Winter Storybook)

- If the school has already sent me personally 2-3 emails/texts I hold my Parent Square email or post on social media instead for fear of information overload
- PTO minute is good to use during down times when you want to communicate 4-5 things at once but nothing is pressing (by pressing I mean we're not in desperate need of volunteers or donations- in that case it's best to reserve messages to specific events)
- Communicate with as few words as possible but very clearly:) This may mean NOT using AI - as AI can be very confusing with copy
- Use text for day of communications: (ie: Family Dance is tonight: you can buy tickets at the door or Dine Out Happening Today)
- Factor in schools NON PTO asks (ie: Scholastic Book Fair & Heart Health)

NEW BUSINESS/OPEN FEEDBACK

6:45-6:50pm

- Tshirt design competition update
- Suggestions for next year
- Motion to approve Nikki Cornwell to vacant role of Activities Coordinator for 2026-27 year

Motion by	Second by	Those Opposed	Abstained
Julie Kaplan	Julie Hufton		

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	Venmo with Google Voice number	Christina	In Progress
12/2/2025	Review of dates and calendar crowding, recommendations	Nicole O'Neal	Completed
2/3/2026	Website update	Sarah Harris, Nicole O'Neal	In Progress
4/14/2026	all board members to complete their board job descriptions docs on the google drive	Each individual board member	In Progress

ADJOURNMENT

(April) 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
F	4/20	Thai One On
A	4/22	Earth day Campus Clean Up
SE	5/4-8	Teacher Appreciation Week
SE	5/25	VAPA

Projected budget for 2026-27 school year

A - INCOME

Notes / Subcategories	Item	Category	Projected Income
	1	Dine Outs	\$3,500.00
	2	Spirit Wear	\$5,000.00
	3	Misc. Donations (non campaign related)	\$100.00
	4	Hops in the Hills	\$2,000.00
	5	Fund the Suns	\$50,000.00
	6	8th Grade Promotion Yard Signs	\$400.00
	7	Family Movie Night - Fall/Spring	0
	8	Fall Festival	\$19,000.00
	9	Fun Run	\$115,000.00
	10	Innovation Transfer	\$10,000.00
	11	Winter Storybook Theatre	\$1,400.00
	12	Teacher Experience Auction	\$8,000.00
	13	Family Dance	\$6,000.00
	14	Talent Show	\$0.00
	15	Advertising Banners	\$4,500.00
	16	Middle School Dance	\$0.00
	17	Teacher Appreciation Week	\$0.00
	18	Multicultural Night	\$0.00
	19	Passive (Ralphs/RaiseRight/Boxtops)	\$1,500.00
	20	Community Sponsors	\$0.00
	21	Corporate Matches	\$13,000.00
		TOTAL INCOME	\$239,400.00

B - EXPENSES - AGAINST INCOME CATEGORIES

Notes / Subcategories	Item	Category	Actual Expense (offs
	1	Dine Outs	
	2	Spirit Wear	\$5,000.00
	3	Misc. Donations (non campaign related)	\$0.00
	4	Hops in the Hills	\$0.00
	5	Fund the Suns	\$2,200.00
	6	8th Grade Promotion Yard Signs	\$0.00
	7	Family Movie Night - Fall/Spring	\$2,200.00
	8	Fall Festival	\$8,000.00
	9	Fun Run	\$12,800.00
	10	Innovation Transfer	\$0.00
	11	Winter Storybook Theatre	\$550.00

	12	Teacher Experience Auction	\$0.00
	13	Family Dance	\$2,500.00
	14	Talent Show	\$500.00
	15	Advertising Banners	\$0.00
	16	Middle School Dance	\$1,650.00
	17	Teacher Appreciation Week	
	18	Multicultural Night	\$4,000.00
	19	Passive (Ralphs/RaiseRight/Boxtops)	\$0.00
	20	Community Sponsors	\$0.00
	21	Corporate Matches	\$0.00
		TOTAL	\$39,400.00

C - EXPENSES Donations and fixed cost

Program Area	Item	Line Item	Budgeted Spend
PTO Expenses	22	Reserves for Next Year	\$15,000.00
Schoolwide Curriculum & Support	23	Innovation TOSA	\$119,000.00
Schoolwide Curriculum & Support	24	Elementary Art Instructor	\$18,000.00
Schoolwide Curriculum & Support	25	Admin Support-Staff Shirts	\$1,300.00
Technology & Subscriptions	26	Scholastic News	\$4,600.00
Technology & Subscriptions	27	iSchoolRide	\$1,500.00
Grade Level Support	28	Teacher Materials & Supplies (Grant Request)	\$2,500.00
Grade Level Support	29	Inquiry Class Maker's Market	\$750.00
Grade Level Support	30	Athletics (Elem Track Team T-shirts)	\$1,500.00
Grade Level Support	31	TK-5 Art Supplies	\$1,100.00
Student Programs/Recognition	32	Student Leadership / ASB	\$1,500.00
Student Programs/Recognition	33	Student Incentives	\$1,000.00
Student Programs/Recognition	34	8th Grade Promotion & Celebration	\$1,650.00
Student Programs/Recognition	35	Student Equity (Fieldtrips & Grants)	\$1,500.00
Community Events	36	Fun the Suns Kickoff Ice Cream Party	\$1,200.00
PTO Expenses	37	Welcome Back Luncheon	\$2,000.00
PTO Expenses	38	Teacher, Staff & Custodial Appreciation	\$3,000.00
PTO Expenses	39	Spirit Wear	\$5,000.00
PTO Expenses	40	Operating Costs (Jotform, Quickbooks, Chase, etc)	\$1,600.00
PTO Expenses	41	Tax Preparation	\$2,500.00
		TOTAL	\$186,200.00

D - NET TOTAL PROFIT / SURPLUS

	80	NET TOTAL PROFIT / SURPLUS (A-B-C)	13,800.00

Proposed 2026/27 calendar

Month	Date(s)	Event
August ▾	9	TK/Kinder/1/2 playdate
August ▾	14 or 15	Teacher Lunch and shirts
August ▾	17	Meet the teachers, "Get the Scoop!" ice cream party/PTO info table
August ▾	18	<i>First Day of School</i>
August ▾	17-Sept 4	Fund the Suns
August ▾	28	Back to school Movie Night/volunteer drive
September ▾	1	PTO Meeting (first Tuesday)
September ▾	1-11	Room parent meeting
October ▾	6	Conference week bagels
October ▾	7	Walk/Bike to school day
October ▾	13	PTO Meeting (first Tuesday)
October ▾	17	Fall Festival
November ▾	3	PTO meeting (first Tuesday)
November ▾	TBD	Handel's/Cane's
November ▾	6	Fun Run pep rally
November ▾	6-18	Fun Run Week
December ▾	1	PTO Meeting (First Tuesday)
December ▾	3	Winter Storybook

February ▾	2	PTO Meeting (First Tuesday)
February ▾	TBD	Dine out
February ▾	19	Family Dance
March ▾	2	PTO Meeting (First Tuesday)
March ▾	2/28-14	<i>School Musical</i>
March ▾	14	Teacher experience auction starts
	25	Teacher experience auction ends
April ▾	6	PTO Meeting (First Tuesday)
April ▾	TBD	Multicultural day
April ▾	22	Earth Day campus clean up
May ▾	4	PTO Meeting (First Tuesday)
May ▾	8	<i>VAPA Day</i>
May ▾	3-7	Teacher Appreciation Week
May ▾	TBD	Talent Show
June ▾	4	End of year event
June ▾	11	<i>Last day of school</i>