

2025-2026 Olive Elementary PTO Summer Retreat

July 8, 2026

In attendance: Kenlyn Laureys, Sarah Lundell, Ashlyn Irk, Alice Nesvold, Alyssa Boggs, Tara Bush

Via Teams: Aryanna Doolittle, Megan Brunner

- 1) Introductions
- 2) Review bylaws
 - a) Combining Communication Coordinator position with Vice President
 - a) Approved with revisions
- 3) Review Code of Conduct (Ashlyn)
 - a) Approved with no revisions
 - a) Members only need to sign once
- 4) PTO meeting dates for 2026-2027 & other events
 - a) August 19
 - b) September 16
 - c) September 17 - Evening Book Fair & Food Truck (3-6 cst)
 - d) October 15 - Halloween Walk-A-Thon
 - e) October 21
 - f) November 12 - Family Bingo Night & Food Truck (4-6 cst)
 - g) November 18
 - h) December 16
 - i) January 20
 - j) February 17
 - k) February 19 - Fun Fair (5-7 cst)
 - l) March 17
 - m) April 21
 - n) May 12
 - o) Request Tiger's Den room reservation for meetings
 - p) Establish whether we will have childcare for meetings
 - a) Mrs. Bush will have teachers sign-up for the year
- 5) Review current PTO positions
 - a) Post
 - b) President: Kenlyn Laureys
 - c) Vice President/Social Media: Sarah Lundell
 - d) Secretary: Ashlyn Irk
 - e) Treasurer: Alice Nesvold
 - f) Teacher Representative: Tori Balanow
 - g) Give Back Coordinator: Jessica Warner
 - h) Teacher Appreciation Coordinator:
- 6) Communication
 - a) Continue with Microsoft Teams?
 - a) All approved to continue with Microsoft Teams
 - b) Allie will make links for each meeting. Sarah will help when needed

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- b) Website
 - a) Sarah will continue to keep updated
 - b) Send Mrs. Bush anything we would like to be published in her monthly newsletters
- c) Meeting reminders to be posted to Facebook at least 1 week prior
- d) Email with agenda requests sent out 1 week prior
 - a) GroupMe (calendar, reminders, etc)
- e) Per bylaws, welcome letter to all new families and staff
- 7) Review frequency of previously completed staff monthly activities and new activities
 - a) Luncheons
 - a) Quarterly? PTO funded?
 - (1) Voted yes to both.
 - b) Last year's expenses \$2,600
 - (1) Increase to \$3,000 for upcoming year
 - b) Fun monthly staff activity
 - a) Guess the number of items in a jar in the teacher's lounge
 - (1) Prize for winner announced at that month's PTO meeting?
 - (2) \$50/budget each month
 - (3) Rotating through PTO members to put together
- 8) Spirit Wear Sales (last year profit \$1,080)
 - a) New items: crew socks, belt bags, tiger face and tiger paw Croc charms
 - a) \$954.99 expense
 - b) Year round sales dates
 - a) All items will go home with students or left in office for pick up
 - (1) Orders available 2 weeks after end date
 - (a) August 4 - September 18 (includes Grandparents' Day events)
 - (b) October 12 - November 20 (prior to holidays)
 - (c) January 25 - February 21 (includes Fun Fair)
 - (d) March 15 - April 16th (includes Kindergarten Open house)
- 9) Fundraising
 - a) Walk-a-Thon
 - a) Collecting funds 10/5 - 10/15
 - b) Book Fair
 - a) Sign-up Genius coming out for helpers
 - c) EPI school pack sales
 - d) Spirit wear sales
- 10) Givebacks
 - a) Events with potential food trucks
 - (1) Kona Ice and Tom's Coffee Truck
 - I. August 4th: 4:30-6:30 cst; booked
 - II. May 21 1-4:00 cst; booked
 - b) Parent teacher conferences
 - a) Brisket Bisket on both nights

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- c) Evening Book Fair - September 17th
- d) Family Bingo Night - November 12th
- 11) EPI school packs
 - a) Delivery July 24th
 - b) Do we need volunteers to disperse?
 - a) Bush Babies will sort and deliver to classrooms
- 12) Back to School night
 - a) Spirit wear sales staff volunteers available?
 - b) Set-up 1.5 hours prior
 - a) Look into purchasing a personalized Olive tent
 - c) Kona Ice/Tom's coffee
 - d) Yard sign for two days?
 - a) Set up before 3pm on the 4th. Tear down after school dismissal on 5th
 - (1) Make sure grass is cut before it gets installed
- 13) Book Fair
 - a) Set-up Friday, September 11
 - b) Sales September 14-18
 - c) Evening Book Fair is Thursday Sept 17th at 3-6 CST
 - a) Anyone who comes can enter drawing to win free book
 - b) Looking into food truck options
- 14) Family event first semester
 - a) Family bingo event?
 - a) Nov 12th - small budget to purchase prizes
 - b) Need to get projector
- 15) Ideas to discuss regarding potential needs of the school?
 - a) Recess cart
 - a) Budget of \$1000/year
 - b) Update cart each semester
 - (1) Check with Mr. Reffo on options to buy quality items in bulk
 - b) Field day shirts
 - c) Gaga ball pit
 - d) Resurface black top
 - e) Volleyball net
 - f) Head phones
 - a) Not needed
 - g) Stem lab needs
 - a) Mrs. Deutscher is in charge of stocking the Stem Lab and getting things ready for each class; each class will attend once every 3 weeks
 - h) Star lab
 - i) BMX speaker
 - j) Replacing water fountains with water bottler fillers (8 fountains total)
 - a) PTO willing to donate \$4,000 from last year's profits

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16) Activities by Month

- a) August
 - a) 4th - 5th Card My Yard
 - b) 4th - Back to School Event before 1st day of school
 - (1) set up table to advertise PTO, spirit wear
 - c) 19th - PTO meeting
 - d) TBD School wide fun: Chalk the Walk
 - e) Update teacher's favorite lists
 - f) Gift for new teachers
 - (1) No new teachers
 - g) Spirit Wear Sale opens August 4th - September 20th
 - h) Reserve Fun Fair bounce houses
 - (1) Sarah will reach out to Always Bouncing
- b) September
 - a) 11th - Book Fair set-up after school
 - b) 14th - 15th - Grandparents Day events
 - (1) Volunteers
 - (2) Photo Backdrop
 - (3) No coffee
 - c) 14th - 18th - Book Fair
 - d) 16th - PTO meeting
 - e) TBD - School wide fun
- c) October
 - a) 6th or 7th - School wide fun: Anti-Bully event
 - b) 15th - Walk-A-Thon
 - c) 21st - PTO meeting
 - d) Make first post regarding Fun Fair - save the date
 - e) Start discussion on 5th grade graduation items
 - f) Formalize Fun Fair Committee (initial raffle item request items need 12 weeks)
- d) November
 - a) 12th - Family Bingo Night
 - b) 18th - PTO meeting
 - c) School wide fun: Not having one
 - d) Discuss staff Christmas gifts
 - e) Decide teacher appreciation week theme
- e) December
 - a) 16th - PTO meeting
 - b) TBD (17th ?) - School wide fun: ornament making
 - (1) Allie will look into what ornaments are available to purchase
 - c) Review scholarship application prepare to post in January
- f) January
 - a) Publish scholarship application - promote on all platforms

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- b) 20th - PTO meeting
- c) Start discussion on Kindergarten Open House
- d) School wide fun:
- g) February
 - a) 17th - PTO meeting
 - b) 19th - Fun Fair
 - c) TBD - School wide fun
 - d) Promote scholarship
- h) March
 - a) 17th - PTO meeting
 - b) Kindergarten Call out date
 - c) TBD - School wide fun: Egg Hunt (Easter is Sunday, March 28th)
 - d) Discuss Field Day shirts
 - e) Promote scholarship
 - f) Finalize school supply list for next year
- i) April
 - a) 5th - 9th - Spring Break
 - b) 21st - PTO meeting
 - c) TBD - School wide fun
 - d) Promote scholarship
- j) May
 - a) 1st (?) - Scholarship deadline
 - (1) Choose scholarship winner
 - b) 3rd - 7th - Staff Appreciation Week
 - (1) Card My Yard on 3rd
 - c) Yard card for staff appreciation and last day of school
 - d) 12th - PTO meeting
 - e) Field Day - School wide fun: Foam party
 - f) 21st - Last day of school
 - (1) Card My Yard
 - (2) 5th grade graduation shirt and gift

17) Determine date of board meeting to finalize next year's budget