

3200 S Lead Flower Ave Tucson, AZ 85735 (520)908-5700

Banks Elementary Parent Teacher (PTO) Meeting Minutes

Tuesday, September 16, 2025

Time 12:30PM

Location: Science Lab/PD Room

Agenda:

I. Call to order

- Meeting was called to order at 12:35
- Attendees in meeting were to include Alex Holman (President), Izzy Shreves (Vice President), Ashly Seerup (Treasurer), Karla Lopez (Secretary) & Bella Martinez (Volunteer Coordinator)

II. PTO Duties

- Nominations were held for PTO Bylaws and were confirmed by unanimous vote.
- Discussed and agreed upon setting up new email for PTO and people in charge of monitoring and replying to emails received.
- Agreed upon and setup new PTO email of ptobanks@gmail.com
- Discussed setting up contact list of PTO members

III. Insurance

- Discussed and agreed upon per unanimous decision to establish insurance policy per previous declarations page and new quote obtained for \$155 for year.

IV. Events/Calendar for School year

- Discussed teacher/staff appreciation gift and agreed upon birthday “gift” with agreed upon budget (ie: personal cake, small gift, etc..)
 - Will need to provide teachers/staff with paper to fill out for basic personal info and return to PTO for our records and birthday tracking.

- Discussed events that will be held throughout 25-26 school year and agreed upon Boo- grams, Fall Festival, Christmas grams, Valentine Heart grams, possible spring river rock project, possible movie night(s) and possible talent show. All with tentative dates.

V. School Merch

- Discussed possibility of starting merch store with custom school supplies
- Discussed different merch options to sell at merch store as well as at events (ex. Shirts, pencils, notebooks, etc)
- Agreed upon searching more vendor options to discuss at next meeting

VI. Fall Festival

- Agreed upon Fall Festival and discussed matters within event with date of November 21st.
 - Discussed option of getting food trucks for event; with PTO managing food as second option.
 - Discussed and agreed upon using tickets for both stands with teachers hosting their own booth and stating their own ticket cost
 - Discussed cost per ticket as well as doing a bundle as well as flash sale to motivate kids/parent to purchase. (1e: \$1.00 tickets, bundle purchase \$20 get 5 tickets free, flash sale 50% off
 - Discussed tentative dates to start promoting Fall Festival as of 11/3 along with sale of tickets potentially starting 11/10 and having flash sales 11/17 - 11/19

VII. Adjournment

- The meeting was adjourned at 2:30PM

Meeting minutes submitted by:

Karla Lopez, Secretary