

Parley's Park Elementary PTA Meeting Minutes

Date: October 8, 2026

Time: 8:34–9:56 AM

1. Principal's Update — Kim Howe

- **Parent-Teacher Conferences:** Thanked the PTA for providing meals and snacks during conference weeks.
- **Acadience Reports:** Shared information about developing individualized reading plans based on Acadience assessment results.
- **Lunch Protocol:** Reviewed the updated lunch procedures.
- **Fall Festival:** Confirmed that the Fall Festival will be held outdoors this year. Parents will be responsible for supervising their children.
- **Fun Run Recap:** Reviewed the recent Fun Run fundraiser and auction results.
- **School Community Council (SCC):** Provided an update and announced that the next SCC meeting is scheduled for Monday, October 12.

2. Staff Appreciation — Mrs. West

- Thanked the PTA for providing meals during parent-teacher conference weeks.
- Shared that breakfast had been provided for staff on the day of the meeting.

3. PTA Board and Committee Updates — Mira

Open Board Positions

The following board positions remain open:

- Communications Chair
- Vice President

The PTA discussed the responsibilities and expectations for these positions

Talent Show, Spring Event, and Yearbook

- Discussed the need for chairs to organize the talent show and spring event. These events will not take place if no chairs are available to lead them.

- A Yearbook Co-Chair is also needed. Erin P. has stepped up to help lead yearbook efforts.
- Parents are encouraged to submit photos throughout the school year.
- Student Council has expressed interest in helping with yearbook efforts.
- Potential photo-collection methods include Google Drive and room parents. The process has not yet been finalized.
- Parents should reach out to Erin P. with yearbook ideas.
- The PTA will explore whether Karina is interested in taking additional photos at school events.

4. Treasurer's Report and Budget — Lindsay

Fundraising Recap

- Thanked Karen, Julia, Stacey, Mira, and all volunteers who helped make the Fun Run successful.
- Thanked Luke and PCEF for their support.
- Reviewed fundraising revenue and expenditures.

Budget Discussion and Adjustments

- Reviewed current revenue and expenditure projections.
- **Motion:** Lindsay moved to approve the budget.
- **Second:** Mira seconded the motion.
- **Vote:** The budget was approved.
- An additional \$500 will be allocated for one more Park City High School scholarship.
- Discussed funding for the new school arch.
- Ten percent of the Fun Run total will be allocated to Staff Appreciation.
- The student birthday budget line can be removed.
- Funds allocated to events without a chair may be reallocated if those events do not take place.
- The PTA will reforecast the budget in January and revisit whether excess funds could support classroom snacks or other classroom needs.
- A decision about whether to hold a spring event will be made at a future meeting.

Book Fair Funds

- Book Fair proceeds remain in the Scholastic system.
- The PTA retains 50% of proceeds in Scholastic Dollars for purchases by teachers and the librarian.
- Funds may be used for books, the vending machine, Fun Run prizes, Scholastic News, and other approved classroom or educational needs.
- Teachers may use available funds for approved educational needs beyond books.

Staff and Nonprofit Funding

- Discussed IRS-related considerations for nonprofit spending, including the approximate 20% staff allocation guideline raised during the meeting.
- Reviewed the budget pie chart and expenditure categories.

Corporate Matching and Donor-Advised Funds

- Discussed corporate matching opportunities and donor-advised fund (DAF) donations through Utah PTA.
- Follow up with Monica for additional information.

Voting Members Present

The following 10 voting members were recorded as present:

- Anne
- Karen
- Lindsay
- Caitlin
- Elena
- Erin
- Mira
- Julia
- Tara
- Jason

5. Fall Festival - Melissa

The PTA discussed plans for the upcoming Fall Festival, which will be held outdoors this year.

Activities and Attractions

Planned activities and attractions include:

- Gaga ball and carnival games
- Chili and macaroni and cheese competitions, with prizes
- Hot dogs and pie
- Photo booth
- Pumpkin decorating
- Paper leaf decorating
- Student goodie bags
- Voter cards distributed to adults only

Logistics

- Families will enter through the preschool gates.
- Custodians will assist with tables.
- Outreach has been made to Ecker and the Park City High School National Honor Society (NHS) for potential assistance.
- Parents will be responsible for supervising their children throughout the event.

6. Trunk-or-Treat - Erin H.

- The PTA will partner with St. Luke's for Trunk-or-Treat.
- Volunteers are needed to host decorated parent trunks.
- Families were encouraged to sign up through SignUpGenius.
- The PTA will purchase additional candy and bags for the event.

7. Staff Appreciation - Caitlin & Emily

- Reviewed staff appreciation plans for the October parent-teacher conference weeks.
- Food and staff lounge support to date have included Bagel Den, Cafe Zupas, and a "Stock the Lounge" effort.
- Future appreciation efforts will include holiday activities, February conference support, and additional staff appreciation plans.

8. Speaker Series and Assemblies - Jason

- Three assemblies are planned for the school year.
- Kindness will be a central theme.
- Erin P. has a potential author connection, possibly involving Nuzzles.
- Speakers who incorporate visual elements or engaging demonstrations are preferred.

9. Missoula Children's Theatre - Lindsay

- The Missoula Children's Theatre program is scheduled for November 30–December 5.
- This year's production will be *Rapunzel*.
- Rehearsal and participation hours will be determined on Monday after roles have been assigned.

10. PCEF Updates - Mira

- Shared results from the PCEF Build the Foundation fundraiser.
- Reminded attendees about the upcoming Red Apple Gala.

11. Live PC / Give PC - Lindsay

The PTA discussed whether to participate in Live PC / Give PC and how to encourage community giving without requesting additional donations from parents.

- The PTA will not conduct a separate fundraiser for Live PC / Give PC this year but will support the initiative in other ways.
- Discussed the possibility of participating without conducting a separate fundraiser.
- Asked whether a volunteer would be willing to chair the effort.
- The PTA will support the initiative with generic signs.
- Proposed creating a social media reel asking families which nonprofits they like to support.
- An alternative proposal for each grade to donate to a different nonprofit was discussed but not supported.

12. Fun Run & Auction - Karen, Julia, Stacey, Mira

- Shared results from the fun run fundraising including student fundraising, auction, and sponsors
- Auction distribution will be October 12th and 21st
- All students received a Fun Run tshirt
- Students who have raised at least \$1 and students who have been recognized for kindness have been entered into the Basin Rec field trip raffle
- Extra rare parley's park squishies will be distributed to staff for student use

13. Room Parents and Parent Communication - Mira

- Discussed room parent coordination and the need to connect with Chelsea regarding room parent communications.
- Emphasized the importance of remaining open and responsive when parents have questions.
- Continued coordination with room parents will help support classroom activities throughout the year.

Action Items

- **PTA Board:** Recruit volunteers for the Communications Chair and Vice President positions.
- **Yearbook Committee:** Recruit a co-chair and establish a process for collecting photos from families.

- **Yearbook:** Contact Erin P. regarding ideas and opportunities to help; explore whether Karina can take additional photos at school events.
- **Treasurer/Lindsay:** Follow up with Monica about corporate matching and DAF donations through Utah PTA.
- **Fall Festival Committee:** Finalize outdoor event logistics, activities, food, and volunteer support.
- **Trunk-or-Treat Committee:** Recruit parent trunk volunteers through SignUpGenius and coordinate candy and bags.
- **Staff Appreciation Committee:** Coordinate conference-week meals and staff lounge contributions.
- **Live PC / Give PC:** Identify a potential chair and explore ways to engage families in community giving.
- **PTA:** Reforecast the budget in January and revisit spring event plans and potential classroom support.
- **Room Parent Coordinator:** Follow up with Chelsea regarding room parent communications.
- **Missoula Children's Theatre Team:** Confirm rehearsal hours once roles have been assigned.

Meeting adjourned: 9:56 AM