

Johnstown

Parent Teacher Organization Inc.

Johnstown Elementary & Johnstown Intermediate



March 6, 2023
5 pm
JIS Commons

Executive Board Members:

Ashlea Wentzel, President (absent)
Stephanie Youst-Giannini, Vice President
Marci Parpart, Treasurer

Paula Rosser, Secretary
Marcie Wilson, JES Principal
Janet Smith, JIS Principal

Members & Guests:

Melissa DeHart
Taryn Stover

Ashley Clark
Alisha Wheeler

Call to Order

- The meeting was called to order at 5:05 pm by Stephanie Youst-Giannini.

President's Report

- Ashlea Wentzel was absent and informed Stephanie Youst-Giannini of all updates.

Vice President's Report

- Update on Spring Carnival
 - Stephanie Youst-Giannini informed us that she and Ashlea Wentzel met with Derick Busenburg, Robbie Brickner, and Dave Jenney at the high school and decided on the rooms to be used for this event. The event will be on the first floor only and in one hallway. We will need to inform high-school teachers to move any personal items or private records prior to the event. We will make sure to put items back where they were if we must move anything in the classrooms.
 - Stephanie Youst-Giannini mentioned that PTO will contact Derick Busenburg about blocking off the stairs, within fire code, and suggested locking classroom doors to the computer rooms to keep guests out of those classrooms.
 - Stephanie Youst-Giannini informed us that there will be extra maintenance personnel for trash and bathroom cleanup.
 - Stephanie Youst-Giannini informed that there are (2) two-hour shifts and approximately 30 volunteers that will be needed per shift. We have the morning volunteer shifts pretty much covered but still need second shift volunteers. Still need more raffle baskets and cakes also.

- Stephanie Youst-Giannini informed us that a face painter is still needed. Marci Parpart said that Josh would be able to do face paintings with stencils.
- Stephanie Youst-Giannini informed us that we would be able to start setting up on Friday March 17th at 11am and set up until approximately 7pm. Maintenance will have all the rugs down and ready by 11am Friday. The Johnstown High School staff will be present in case we may need any questions answered. Saturday morning, the board members and event coordinators will meet at the high school at 8am. The volunteers will meet Saturday at 10am.
- Stephanie Youst-Giannini will make arrangements to have a safe on premises on the day of the event for safe handling of cash.
- Stephanie Youst-Giannini informed that Ashlea Wentzel is setting up a Square account to be able to accept credit cards for this event.
- Stephanie Youst-Giannini informed us that Ashlea Wentzel purchased a new Oculus for the main raffle item.

Secretary Report

- Paula Rosser informed that she made the needed changes to Spring Carnival flyers, printed flyers and distributed them at JES and JIS.
- Paula Rosser will remove the QR code on the Spring Carnival flyer and email Marcie Wilson in Word document so Marcie Wilson could forward it to the Communication Specialist.
- Paula Rosser handed out extra copies of the Spring Carnival flyers and extra donation request letters to Ashley Clark.
- Paula Rosser reviewed the February 6, 2023 meeting minutes.

MOTION: Marci Parpart moved to approve the February 6, 2023 meeting minutes. Ashley Clark seconded the motion. All votes were in favor of the motion. The motion carried.

Treasurer Report

- Marci Parpart informed us that we received a check from Amazon Smiles for \$117.00
- Marci Parpart informed us that checks were completed for Family Math and Family Reading Nights.
- The official financial report is attached to the minutes for reference.

Financial Report:

JES JIS:	\$13,089.62
General:	\$2,887.16
OVERALL:	\$15,976.78

Principals Report

Janet Smith – JIS Principal

- Janet Smith made a request for \$500 for the OST breakfast snacks for testing in April and May.
- Janet Smith requested reimbursement for \$800 for two sessions with a virtual author visit Margaret Haddix on March 8th. Marci Parpart informed that was within the budget for 4th & 5th grade assemblies. Once Janet Smith receives an Invoice from Margaret Haddix after the event, she will send the address to Marci Parpart to mail the \$800 check directly to Margaret Haddix.

- Janet Smith requested reimbursement for Jennifer Cartwright for Ohio's Birthday supplies. Marci Parpart informed that was within the \$250 budget for Ohio's Birthday. Janet Smith will email the receipts to Marci Parpart later.

MOTION: Stephanie Youst-Giannini moved to approve \$500 for the OST breakfast snacks for testing in April and May. Paula Rosser seconded the motion. All votes were in favor of the motion. The motion carried.

Marcie Wilson – JES Principal

- Marcie Wilson made a request for \$500 for the OST breakfast snacks for testing in April and May. Marci Parpart informed that was within the \$500 budget.
- Marcie Wilson made a request for \$350.00 for the STEAM WORKS Night on April 27th.
- Marcie Wilson made a request for \$700-\$1050 for STEAM WORKS Assembly held during school hours. Marci Parpart informed that was within the budget for this event.
- Marcie Wilson informed us that another family event is planned for April 27th but will have more information at the next meeting.
- Marcie Wilson informed that the staff was very thankful for the new Microwave in break room and very appreciative for sponsoring the Family Math Night and Family Reading Nights.

MOTION: Stephanie Youst-Giannini moved to approve \$350 for the STEAM WORKS Night. Paula Rosser seconded the motion. All votes were in favor of the motion. The motion carried.

Open Forum

- We received the most beautiful, handwritten Thank-You cards from the students at JIS for the Ohio's Birthday event.
- Marcie Wilson asked for a copy of the Spring Carnival flyer without a QR code. Paula Rosser informed that she would get that sent to Marcie Wilson via email.
- Ashley Clark informed us with a list of donations she has received for the Spring Carnival.
- Ashley Clark will inform members of businesses or individuals that still need to be contacted.
- Ashley Clark asked about the labels/cards for the baskets.
- A question was asked about the price of tickets but that had not been determined at this time and we will check with Ashlea Wentzel.

Spring Carnival

- Date: confirmed March 18, 2023
- Times: 10:30 am – 2:30 pm
- Place: Johnstown High School on first floor only in hallway
- Budget: \$5,000
- The Spring Carnival consists of games, prizes, raffle, concessions, and a cake walk.
- Inflatables will be provided by Main Events Entertainment in Newark. This will include the following: double slide inflatable, wrecking ball inflatable, giant Jenga inflatable, toss inflatable, obstacle course, and a few small yard games.
- The PTO will be using arm bands for the inflatables and tickets for the carnival games.
- The PTO will sponsor one Special Prize: Oculus.
- Due to the school contract, we can only provide Coca Cola products.

- There will be (2) two-hour shifts and approximately 30 volunteers will be needed per shift.
- It takes approximately 5 hours to set up for the event and 5 hours to tear down after the event. The set up will be Friday March 17th at 11am – 7pm.
- Carnival supplies from previous years are in storage and have been there for the last 3 years.
- Spring Carnival committee consists of 4 chairpersons. There will be a chairperson for each of these: (1) Games & Prizes (2) Gather Volunteers (3) Concessions and (4) Raffles. Ashley Clark is the Chairperson for Raffles.
- A walk-thru visit at the high school was completed and decided on the first floor only and in 1 hallway for the event.

The next meeting will be April 11, 2023 in the JES Commons at 5pm.

The meeting adjourned at 5:40 pm.

Respectfully Submitted,

Paula Rosser, Secretary