

Alisha



# Johnstown

## Parent Teacher Organization Inc.

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*Johnstown Elementary & Johnstown Intermediate (JES & JIS)*

JES & JIS PTO Meeting  
March 4, 2024 at 5 PM  
JES Library

### **Members:**

Ashlea Wentzel, President  
Amanda Knicely, Vice President  
Jasmine Gentry, Treasurer  
Alisha Wheeler, Secretary

### **Staff:**

Roben Wagoner, JES Principal  
Ben Jagger, JIS Principal  
Amanda Douglass, Dean of Students

### **Guests:**

Scott Russell	Mallory Hamilton	Amanda Postle
Danielle Housler	Diana Camden	Taryn Stover
Annie Nesselroad	Ashley Clark	

### **Call to Order**

- The meeting was called to order at 5:00 pm by Ashlea Wentzel.

### **President's Report: Ashlea Wentzel**

- There was a moment of silence observed for the passing of Paula Rosser.
- Ashlea Wentzel led a discussion of her work with Katie Shaffer in creation of Ms. Paula's Book Nook to honor Paula Rosser who loved reading to kids at the school. The proposal is to create a reading area in the JES library with a bookcase and plaque. The nook would be filled with items from an Amazon and Scholastic wish list.  
**Motion:** Ashlea Wentzel moved to approve \$1,500 for the bookcase and other items to fill Ms. Paula's Book Nook area. Ben Jagger seconded the motion. All votes were in favor of the motion. The motion carried.
- The next order of business was to discuss increasing the credit limit on the PTO credit card to ensure sufficient available credit for future events. The credit card is utilized for expenses during events and programs and having an increased limit would help to easily cover purchases and payments in the future.  
**Motion:** Ashlea Wentzel moved to approve increases the credit limit on the PTO credit card to \$8,000. Roben Wagoner seconded the motion. All votes were in favor of the motion. The motion carried.
- The BJs Wholesale membership utilized by the PTO is an individual's membership therefore a proposal was made to the group to purchase an executive membership for the PTO which would allow for tax exempt purchases as well as multiple users on the account. The membership would be utilized to purchase supplies for events.  
**Motion:** Ashlea Wentzel moved to approve purchase of an executive membership at BJs Wholesale for the PTO. Amanda Postle seconded the motion. All votes were in favor of the motion. The motion carried.
- With the vacancy for PTO Secretary, Ashlea Wentzel appointed Alisha Wheeler. There were no concerns from the members of the PTO present with this decision and so the appointment was finalized.
- Amanda Postle provided a detailed update on the Spring Carnival which is scheduled for Saturday, March 16 from 10AM-2PM at Johnstown High School (JHS).
  - The inflatables have been ordered from Main Events.
  - Instead of face painting there will be a photo booth, also provided by Main Events. This will require tickets; wristbands will not be accepted for the photo booth or cake walk.
  - Most prizes have been received however there are a few more coming from Oriental Trading once the full order is placed.

- There are a limited number of volunteers currently signed up so the principals are helping by posting the link to the volunteer sign-up in their communications as well as sending to teachers. The high school administrators are also promoting to students to help who could be high school or middle school age.
- Set-up will be at JHS on Friday, March 15 starting at noon which is also the time for donation drop-offs and delivery of the inflatables and the photo booth. The team is hoping to be completed by 4. Teachers have a Professional Day and should be wrapping up when volunteers arrive. Amanda Postle has worked diligently to presort games and prizes which should make the set-up process efficient.
- Concessions will be run by the Athletic Boosters however the profits from the donated drinks will be given to the PTO.
- Remaining action items include:
  - Roben Wagoner will request 10-12 tables to be at the high school at the set-up time.
  - Final orders for the cake walk wheel as well as other minor items should be made in the next week.
  - PTO members are working to gather egg donations for the cakes which will be baked by the Culinary Arts Class at the high school.
- The plan for next year will be to find out the Professional Development date during March to coordinate the carnival timeframe as this allows early access to the high school for setup.
- An update was provided by Ashley Clark on the raffle baskets and donations. There are 35 different donations to date however a few local businesses are still outstanding so there should be more coming. There were some ideas provided and baskets promised during the meeting as well. The PTO also is planning on providing one or more larger items for the raffle.

#### **Vice President's Report: Amanda Knicely**

- Amanda Knicely provided an update on two topics.
  - There was a change of contact from the Chamber of Commerce for the school t-shirts which is being worked through and will take a little more time. Amanda is expecting to have more information by the end of the week.
  - Amanda is working on a Google form to identify interest in participating in the PTO for the future as well as gain feedback on events and activities and new ideas.

#### **Treasurer Report: Jasmine Gentry**

- Jasmine Gentry provided an update on the financials for the PTO:

##### **Financial Report:**

JES/JIS:       \$14,622.47

General:       \$4,382.47

OVERALL:      \$19,004.94

- There was about \$3,000 left in the budget for the PTO carnival to be used for the open expenses discussed during the meeting.
- An Oriental Trading account for the PTO was created and approved for tax exempt purchases on 3/4/2024. As soon as the current order is finalized, it will be placed.
- The check for the author visit was provided.
- Jasmine plans to coordinate a meeting with the JES and JIS Principals along with the PTO President to discuss the budget for future years based on potential plans for the upcoming school year.

#### **Secretary Report: Ashlea Wentzel**

- Ashlea Wentzel provided the meeting minutes for the prior meeting to be reviewed. There was a minor change noted within the Update on Spring Carnival section in the President's Report to document the schedule of the carnival was 10AM – 2PM.

**Motion:** Ashlea Wentzel made a motion to approve the meeting minutes with the minor update. Amanda Knicely seconded the motion. All votes were in favor of the motion. The motion carried.

#### **JES Principals Report: Roben Wagoner & Amanda Douglass**

- Roben Wagoner provided an update for JES:
  - JES Field Day is being planned and Main Events has been booked to provide activities. The budget for JES was \$1,500 so there was a proposal for JIS to have a similar budget.
 

**Motion:** Ashlea Wentzel made a motion to increase the JIS budget for Field Day to \$1,500. Roben Wagoner seconded the motion. All votes were in favor of the motion. The motion carried.
  - The 1<sup>st</sup> grade teachers presented a request for funds to support the April zoo trip for the first graders. The students are working on animal research projects and the trip will supply a multi-sensory learning opportunity for students to learn first-hand about animals. There will be 114 students with a cost of \$7 per student and chaperones (free for members). There is also a \$10 per bus cost. Upon further discussion, the group decided to propose a flat \$550 to fund the trip.

**Motion:** Ashlea Wentzel made a motion to provide \$550 in funds to support the 1<sup>st</sup> grade zoo trip in April. Amanda Knicely seconded the motion. All votes were in favor of the motion. The motion carried.

- A discussion took place to plan for a standard fund, potentially per child, to support trips. The decision was made to put forth a motion for an Educational Experience Fund of \$1,000.

**Motion:** Ashlea Wentzel made a motion to set aside an Educational Experience Fund for \$1,000. Amanda Knicely seconded the motion. All votes were in favor of the motion. The motion carried.

- Thank you cards made by the Kindergarteners for their May zoo trip were presented. There was a minor increase made to the budget for the May zoo trip to \$550 to match what was approved for the 1<sup>st</sup> grade zoo trip. There was no need for a vote because the increase was only \$40.
- Right to Read Week was taking place on 3/4-3/8 with an evening event with the author on 3/7.
- There was a reminder of the 3<sup>rd</sup> grade performance scheduled for 7PM on March 20 at the Johnstown Performing Arts Center.
- The Kindergarten enrollment event was held and there were about 60 families who attended. There will be a Signing Night event on 5/16 from 6:30-7:30PM.
- Amanda Douglass spoke about the upcoming STEAM night planned for April 25<sup>th</sup> with a budget of \$300. The plan is to have 2 assemblies during the day and an evening event which would have 5 stations to visit; all events would be provided by The Works. The group discussed reallocation of the COSI on Wheels budget of \$1,000 to the STEAM night since COSI on Wheels is no longer available. The movement of the funds was agreed upon by the members present.
- Lastly, there was a brief discussion noting JES will be moving to Dojo for communications. The transition is beginning slowly this year however will be the primary method for communications in the 2024-2025 school year.

#### **JIS Principals Report: Ben Jagger**

- Right to Read Week kicked off and will have text message communications going out to parents on the events. During the “Drop Everything and Read” time, the school was completely silent while students actively participated, reading quietly for 30 minutes.
- The author visit for JIS is scheduled for May.
- There is a video update for the Scholastic book fair being created to share.
- The 5<sup>th</sup> grade camp planning is going well and all chaperones are signed up.
- The 4<sup>th</sup> grade trip to the statehouse is being confirmed so a date should be available soon. There will be a request for a budget to support transportation and lunches; no budget will be needed to enter the statehouse as student admission is free.
- There is already a budget for concrete painting at JIS and supplies were discussed.
- There was a note that positions have been posted for the next school year.

#### **Open Forum**

- There was a final discussion for the carnival for one of the principals to arrive earlier Saturday morning to get the keys for JHS. Anyone who is available is welcome to arrive early on Saturday morning to help with last minute setup.

The next meeting will be by April 2, 2024 in the JES Library at 5pm.

Schedule:

April 2, 2024 (Tuesday)

May 6, 2024

June 3, 2024

The meeting adjourned at 5:53pm.

Respectfully Submitted,

Alisha Wheeler, Secretary