

# Johnstown

## Parent Teacher Organization Inc.

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*Johnstown Elementary & Johnstown Intermediate*



January 3, 2023

5 pm

JIS Commons

### **Executive Board Members:**

Ashlea Wentzel, President

Stephanie Youst-Giannini, Vice President (absent)

Marci Parpart, Treasurer

Paula Rosser, Secretary

Marcie Wilson, JES Principal (absent)

Janet Smith, JIS Principal

### **Members & Guests:**

Melissa DeHart

Taryn Stover

Jennifer Carter

Ashley Clark

### **Call to Order**

- The meeting was called to order at 5:07 pm by Ashlea Wentzel.

### **President's Report**

- Update from Winter Art Show, Holiday Parties, and Teacher Shop
  - The Winter Art Show was a huge success and a great turn out. The total profit of the Winter Art Show was \$4,680.90.
  - Christmas Holiday Party cookies and drinks were purchased and delivered to school before Christmas Break.
  - The Teacher Shop was another successful and great event. The PTO was able to get much needed supplies per teachers' wish lists for their classrooms. The PTO was able to have the shop open before school hours at each school before Christmas Break.
- Plans for Spring Carnival
  - With such a great turn out for the Winter Art Show, Ashlea Wentzel suggested increasing the Spring Carnival budget from \$3,000 to \$5,000.
  - For parking purposes, the suggestion was made to have the Spring Carnival at the high school.
  - The PTO is requesting the date for Spring Carnival for Saturday, March 18, 2023. Janet Smith will check with the high school for scheduling. Alternative dates are Saturday March 11<sup>th</sup> or 4<sup>th</sup>. Janet Smith will notify everyone once she gets confirmation on a date.
  - Ashlea Wentzel mentioned this event will take a lot of planning and volunteers needed. The Spring Carnival consists of games, prizes, raffle, concessions, and a cake walk. The PTO will sponsor one Special Prize to be determined later.

- Ashlea Wentzel mentioned that usually there are (2) two-hour shifts and approximately 30 volunteers will be needed per shift. Usually, it takes approximately 5 hours to set up for the event and 5 hours to tear down after the event.
- Ashlea Wentzel informed that only Coca Cola products per school contract.
- Ashlea Wentzel informed that supplies from previous years Spring Carnival are in storage and have been there for the last 3 years.
- Marci Parpart informed that the 2019 total profit for the Spring Carnival was \$10,991.00
- Ashlea Wentzel will meet with the Spring Carnival committee once we find 4 chairpersons. There will be a chairperson for each of these: (1) Games & Prizes (2) Gather Volunteers (3) Concessions and (4) Raffles.

**MOTION:** Ashlea Wentzel moved to approve the Spring Carnival budget from \$3,000 to \$5,000. Paula Rosser seconded the motion. All votes were in favor of the motion. The motion carried.

### **Vice President's Report**

- Stephanie Youst-Giannini was absent.

### **Secretary Report**

- Paula Rosser mentioned that the Valentines Party will be soon after next meeting. Ashlea Wentzel will get snacks and drinks ordered for class Valentines Party next week.
- Paula Rosser reviewed the November 7, 2022 meeting minutes.
- Paula Rosser mentioned that the December 5, 2022 meeting was cancelled.

**MOTION:** Ashlea Wentzel moved to approve the November 7, 2022 meeting minutes. Marci Parpart seconded the motion. All votes were in favor of the motion. The motion carried.

### **Treasurer Report**

- Marci Parpart informed us that the Teacher Shop was over the 10% budgeted allowance by \$701.22.
- Marci Parpart informed us that all Federal and State forms have been completed.
- The official financial report is attached to the minutes for reference.

#### **Financial Report:**

JES JIS:	\$17,383.83
General:	\$3,257.24
<i>OVERALL:</i>	\$20,641.07

**MOTION:** Ashlea Wentzel moved to increase the Teacher Shop budget by an additional \$701.22. Paula Rosser seconded the motion. All votes were in favor of the motion. The motion carried.

### **Principals Report**

- Mrs. Janet Smith didn't have any report.
- Mrs. Marcie Wilson was absent but requested \$350 for supplies for the Family Math Night.
- Mrs. Marcie Wilson was absent but requested \$250 for supplies for the 100<sup>th</sup> Day of School. This was within budget.

**MOTION:** Ashlea Wentzel moved to approve \$350 for supplies for the Family Math Night. Paula Rosser seconded the motion. All votes were in favor of the motion. The motion carried.

### Open Forum

- Feedback from the Art Show – everyone enjoyed this event.
- Suggestion made: Santa Clause will be more visible next year.
- Suggestion made: Hot Cocoa line will move faster next year.
- Extra cookies were donated to the local Johnstown Fire Station and the staff at Johnstown Pointe Nursing Home.

### Spring Carnival

- Date: confirmed March 18, 2023
- Times: 10am – 2pm
- Place: Johnstown High School
- Budget: \$5,000
- The Spring Carnival consists of games, prizes, raffle, concessions, and a cake walk.
- The PTO will sponsor one Special Prize to be determined later.
- 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.
- Due to the school contract, we can only provide Coca Cola products.
- Carnival supplies from previous years are in storage and have been there for the last 3 years.
- Ashlea Wentzel will meet with the Spring Carnival committee once we find 4 chairpersons. There will be a chairperson for each of these: (1) Games & Prizes (2) Gather Volunteers (3) Concessions and (4) Raffles.
- Ashlea Wentzel will schedule a walk-thru visit at the high school to decide where we will set up for the event.

The next meeting will be February 6, 2023 in the JES Commons at 5pm.

The meeting adjourned at 5:41 pm.

Respectfully Submitted,

Paula Rosser, Secretary