

Johnstown Parent Teacher Organization Inc.

Johnstown Elementary & Johnstown Intermediate



February 6, 2023

5 pm

JES Commons

Executive Board Members:

Ashlea Wentzel, President

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

Call to Order

- The meeting was called to order at 5:08 pm by Ashlea Wentzel.

President's Report

- Update on Valentine's Day Party
 - Will order items for parties this week and have delivered to schools by Tuesday Feb. 14th.
- Update on Spring Carnival
 - Ashlea Wentzel made a request to move the time to 10:30 am to 2:30 pm. Everyone agreed to a time change.
 - Ashlea Wentzel informed that there are (2) two-hour shifts and approximately 30 volunteers that will be needed per shift.
 - Ashlea Wentzel informed that she received an estimate from Main Events in Newark for the inflatables for \$2,800. 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 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 asked to make a request for 20 tables, floor coverings, and removal of a bar for maintenance. Janet Smith informed that she would get a request sent to Robbie Brickner and Derick Busenburg. Janet Smith will also complete a fundraiser request.
 - Ashlea Wentzel asked for input on the event flyer. Suggestions were made for bulleted list, volunteers needed on top, and use a QR Code to Sign-Up Genius. Ashlea Wentzel created a link to Sign-Up Genius and QR Code. Paula Rosser made changes and the event flyer is complete.

- 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. Interested members: Ashley Clark, Jennifer Carter, Kelsie Thrash, Taylor Stover, and Joanna McClain.

Vice President's Report

- Stephanie Youst-Giannini didn't have any report.

Secretary Report

- Paula Rosser will make the necessary changes to Spring Carnival flyer, print flyers and distribute them at JES and JIS.
- Paula Rosser will make an updated donation request letter and tax letter for businesses.
- Paula Rosser reviewed the January 3, 2023 meeting minutes.

MOTION: Ashlea Wentzel moved to approve the January 3, 2023 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 Amazon is a monthly charge of \$14.99 per month instead of yearly.
- Marci Parpart informed us that bank charges increased their monthly fee from \$5 to \$8.
- The official financial report is attached to the minutes for reference.

Financial Report:

JES JIS:	\$17,109.77
General:	\$3,045.42
<i>OVERALL:</i>	\$20,155.19

Principals Report

Janet Smith – JIS Principal

- Janet Smith made a request for \$200 for the Math Fact Challenge pizza party for 4 classrooms. Janet Smith will order pizzas for the parties and turn in receipts at next meeting.
- Janet Smith requested reimbursement for \$90.49 for Manufacturing Day snacks. Janet Smith turned in receipts. Marci Parpart wrote a check for reimbursement. A big Thanks to the Johnstown Monroe Athletic Boosters for their generous donation of popcorn and popcorn machine for this event.

MOTION: Ashlea Wentzel moved to approve \$200 for Math Fact Challenge pizza parties. Stephanie Youst-Giannini seconded the motion. All votes were in favor of the motion. The motion carried.

Marcie Wilson – JES Principal

- Marcie Wilson made a request for \$350 for Family Reading Night, will be a Dr. Seuss fish theme with door prizes.
- Marcie Wilson made a request for \$500 for Author Visit. Guest will read a book to each individual class.
- Marcie Wilson made a request for \$200 for new Microwave in break room.

MOTION: Ashlea Wentzel moved to approve \$350 for supplies for the Family Reading Night. Stephanie Youst-Giannini seconded the motion. All votes were in favor of the motion. The motion carried.

MOTION: Ashlea Wentzel moved to approve \$500 for Author visit. Stephanie Youst-Giannini seconded the motion. All votes were in favor of the motion. The motion carried.

MOTION: Ashlea Wentzel moved to approve up to \$200 for purchase of a new microwave in break room. Stephanie Youst-Giannini 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 White Elephant Project.
- Suggestion made: bake sale for Spring Carnival
- Suggestion made: arm bands and/instead of tickets for the Spring Carnival
- Suggestion made: Zoom meeting to get information out to the parents and volunteers about the Spring Carnival. Zoom meeting scheduled for 2/11 at 10 am and 2/26 at 7 pm.

Spring Carnival

- Date: confirmed March 18, 2023
- Times: 10:30 am – 2:30 pm
- 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 March 6, 2023 in the JIS Commons at 5pm.

The meeting adjourned at 5:39 pm.

Respectfully Submitted,

Paula Rosser, Secretary