

Johnstown Parent Teacher Organization Inc.

Johnstown Elementary & Johnstown Intermediate



November 7, 2022

5 pm

JIS Commons

Executive Board Members:

Ashlea Wentzel, President

Stephanie Youst-Giannini, Vice President

Marci Parpart, Treasurer

Paula Rosser, Secretary

Marcie Wilson, JES Principal (absent)

Janet Smith, JIS Principal

Members & Guests:

Melissa DeHart

Taryn Stover

Amanda Knicely

Call to Order

- The meeting was called to order at 5:04 pm by Ashlea Wentzel.

President's Report

- Ashlea Wentzel received and deposited the final Walk-a-Thon check in the amount of \$20,826.75 on October 25, 2022. The Walk-a-Thon event has been closed.
- Ashlea Wentzel discussed the Winter Art Show updates that are listed below.
- Ashlea Wentzel discussed the Teacher Holiday Shop Event and informed that she will send out a survey to the teachers asking for suggestions of items needed.

Vice President's Report

- Stephanie Youst-Giannini reported that she spoke with the district nurse Annie Britton and said that she preferred the Oreos for holiday cookies because they work for a lot of different allergies and are much safer. There is currently only one student that is gluten free in the elementary school.
- Stephanie Youst-Giannini suggested that the PTO purchase Oreos and juice boxes for the classroom Christmas parties. All were in favor of this, and the PTO decided to purchase Oreos, 1 gluten free Oreo, and juice boxes for the classroom Christmas parties. Ashlea Wentzel will be purchasing these items after the Teacher Holiday Shop event items have been purchased due to credit card limitations.

Secretary Report

- Paula Rosser reviewed the October 3, 2022 meeting minutes. Corrections to be made because of several deposits that were added after the closing date of the event. Need to change the total profit

for the Walk-a-Thon to \$20,669.23 with the total deposits as \$28,195.05 and total expenses as \$7,525.82 .

Motion: Ashlea Wentzel moved to approve the October 3, 2022 meeting minutes with corrections as stated. Stephanie Youst-Giannini seconded the motion. All votes were in favor of the motion. The motion carried.

Treasurer Report

- Marci Parpart announced that 3 late deposits were made after closing the Walk-a-Thon event, and that we need to adjust the total amounts from the October meeting minutes.
- Marci Parpart informed everyone that she will be filing the necessary yearly tax documents before Thanksgiving.
- Marci Parpart informed everyone that she will not be able to attend the December meeting.
- The official financial report is attached to the minutes for reference.

Financial Report:

JES:	\$18,712.76
General:	\$3,432.92
<i>OVERALL:</i>	\$22,145.68

Principal's Report

- Mrs. Wilson was absent and didn't have any report.
 - Marianne Derenberger has requested funds for the Veterans Day coffee and cookies for Friday November 11, 2022 and will be ordered through the school cafeteria. This is under the \$200 allowed budget.
- Mrs. Smith made a request to order black construction paper for the Art Teacher.
 - Ashlea Wentzel will order/deliver the construction paper to the school once we get confirmation from Amanda Knicely, the chairperson of the event, for the size of paper needed and how much is needed.
 - Mrs. Smith thanked the PTO for the much-needed microwave and expressed her appreciation for the time that the PTO spends on these school events.

Teacher Holiday Shop Event

- Teacher Holiday Shop Event will be before school starts on Wednesday December 14, 2022 at JES and before school starts on Thursday December 15, 2022 at JIS.
- The PTO has budgeted \$5,000.00 for this event.
- Ashlea Wentzel will send out a survey for teachers to fill out for suggestions of items needed.
- Stephanie Youst-Giannini suggested that the teachers bring a box or basket for this event because the Kroger bags were not strong enough in previous years.
- The PTO will divide up and set up at each school prior to start time. Supplies will also be divided by age/grade appropriateness.

Winter Art Show

- The 2022 Winter Art Show will be held on December 8, 2022 at JES from 6pm – 7:30pm
- The Winter Art Show will feature art from all students at JES and JIS.
- The PTO has budgeted \$1,000.00 for this event.
- PTO will be purchasing hot cocoa, cups, stir sticks, napkins, and candy canes for the event.
- PTO will be purchasing black construction paper and double-sided tape for the event.
- The PTO will be handing out hot cocoa and cookies to guests.
- There is no fee for this event, but PTO suggests a \$20 family donation at door for the event.
- The Winter Art Show is open to all Johnstown Elementary and Johnstown Intermediate students, the student's family members, and staff. Students must be accompanied by an adult.
- There will be a raffle (tickets are \$2 each or 6 for \$10)
- This will be a cash only event.
- Ashlea Wentzel informed us that the choir will not be able to attend this event.
- Ashlea Wentzel will do a sign-up sheet for cookie donations for this event.
- Ashlea Wentzel will print off event flyers and signs and drop off at the schools for this event.
- Santa will be there for pictures and currently waiting for confirmation of Santa and a Santa chair for the event. Santa will be set up in the corner of commons close to the playground windows. Santa will pass out candy canes to the students.
- Janet Smith will be playing Christmas music on the piano/organ at the beginning of the event and will also play Christmas Carols on the speakers during this event.
- Ashlea Wentzel asked that the principals put an order in for carpet to be put down and we will need 10 tables to set up for this event.
- The Winter Art Show will be set up in the JES gymnasium and placed on sectional walls.
- Janet Smith informed that both schools have 2 carafes (total of 4) that the PTO could use for the hot cocoa for this event.
- Amanda Knicely the chairperson for the event informed the group that she was meeting with the Art Teachers to get more information of the theme and stations for the event and will inform Ashlea Wentzel afterwards.
- Amanda Knicely the chairperson for the event informed that we would need 6 additional volunteers for this event.
- The PTO can have access to the inside of JES building after 3:30 pm to set up for this event.

The next meeting will be December 5, 2022 in the JES Commons at 5pm.

The meeting adjourned at 5:59 pm.

Respectfully Submitted,

Paula Rosser, Secretary