Carriel PTO Meeting Minutes
Wednesday, January 21, 2026
Carriel Library

In attendance: Cheri Kline, Christy Martin, Kelley Goeden, Julie Dietz, Sara Cleary, Sylwia Houlston, Liz Collazo, Diana Bryant, Amanda Hintz, Jennifer Foster, Michelle Jackson

The meeting was called to order by Diana Bryant at 6:33 p.m.

I. Welcome

II. Bylaws: Diana read our purpose and goals.

III. Mrs. Jackson/School Administration Report

1. Mrs. Jackson will be attending the PTO meetings for the remainder of this school year in lieu of Dr. Foehrkolb.
2. Mrs. Jackson acknowledged the generous donation from Carriel parent, Dustin Eckhardt, that will be made to CJHS for gym refurbishments. Some of that money will be used to replace the scoreboard and upgrade the existing house banners.
3. The Amazing Shake school wide contest is underway and has been wonderfully successful so far. The contest will wrap up this week.
4. Land for Learning parent meeting will take place on January 27.
5. The Cardboard Boat Regatta was so fun and a wonderful experience! Mrs. Jackson shared her gratitude for all of the volunteers and the YMCA.
6. Cold Weather is coming this week. Students will go out to recess so long as the real feel temperature is above 15 degrees.
7. Mrs. Jackson assured the PTO that there will be quite a number of Carriel staff members on hand at the upcoming GloBingo event who will be available to help in any way needed.

IV. Board Reports

1. President – Diana is grateful for the PTO executive board and the clear and transparent communication between all of the board members.

2. Vice-President – Regarding the Carriel Food Pantry, many of the reusable bags that were donated have not been returned by students, so there is a need for more bags. Ms. Steen has also expressed the need for a rolling cart so she's not constantly having to borrow from different offices and the cafeteria. The PTO members in attendance discussed the purchase of a cart and found that one can be purchased for less than $100. The members in attendance agreed that the PTO could purchase this item for the food pantry and PTO use. The pantry is still in need of additional shelving.

3. Secretary – The minutes from the November 2025 meeting were reviewed. A motion for approval was made by Liz and seconded by Kelley. All were in favor of approving the minutes.

4. Treasurer – Kelley presented her most recent income and expense reports. The current budget was presented to members and Kelley highlighted that the executive board approved an increase in the Staff Appreciation budget for the semester refresh and for the annual appreciation event.

5. Teacher Liaison – MAP testing is happening this week. Mrs. Cleary shared how important it is that students are aware of the directions for E-Learning, as there is a potential for E-Learning with the incoming weather. The Amazing Shake has been absolutely fantastic so far, it has been wonderful to see the kids shine and learn unique and interesting things about the students. The staff continues to share their appreciation for everything PTO provides in the lounge and mailboxes. The Land for Learning parent meeting will be January 27 at 6 pm. The dates for the trip are May 6-8 and May 13-15. The science team is deciding if there will be a March Mammal Madness event this year, if there is, we would like to see how the PTO might contribute.

6. Fundraising Coordinator – We are still waiting to find out how much we earned during our 3 day fundraising event at Joe's Pizza. Liz has been in contact with the Battlehawks and STL City2 regarding "Carriel Night" events. Liz will be pitching the idea of a Tattoo the Teacher fundraiser to Dr. Foehrkolb, to be held potentially during the April House Day. GloBingo rounds have all acquired a sponsor and auction items are steadily being donated. Our Bingo license has been approved and tickets should go on sale by the end of this week.

7. Volunteer Coordinator – Library volunteers need more information about what goes on when they come to volunteer and how to be sure they are fully prepared. Sylwia has asked that a post be made to social media with additional volunteer resources that are specifically geared towards library volunteers. Amanda suggested that we add a stop in the library during the next Cougar Crawl to introduce the idea of volunteering in the library to parents/caregivers.

V. Upcoming Events

1. Land for Learning Parent Meeting Tues 1/27 @ 6:00 pm

2. Parent-Teacher Conference Meals Thurs, 2/12 – A SignUp Genius for food donations has been circulated via social media. Christy has requested that Dr. Foehrkolb send both a text and email blast with the signup.

3. D2D: La Casa Mexicana Thurs, 2/12 – The fundraiser at La Casa will be active for the entire day and we will earn a portion of everyone who dines in the restaurant that day.

4. General Meeting Wed, 2/18 @ 6:15 pm – The February meeting will begin 15 minutes earlier than our regular meeting time in order for us to attend the school board meeting, which will be held at 7:00pm at Carriel on February 18.

VI. Committee Reports

1. Staff Appreciation – Christy is requesting pictures of the staff from their middle school days as part of an installation that will go up during staff appreciation week. Sara will send a request to staff asking for their pictures. Some staff members have asked about a PTO sponsored vending machine in the lounge. The executive board discussed this idea at their last executive board meeting and ultimately decided against being indefinitely responsible for a vending machine

2. GloBingo – The Bingo license has been issued; ticket sales will begin this week. Online sales are preferred. Sylwia has been bringing in a substantial amount of donations and has been fantastic in garnering community support for this event. At present, Tribout's will allow us to set up for the event at 5:30 pm, with doors opening at 6:00 pm. Liz will be requesting that we have access to the facility beginning at 5:00 pm, in order to get the auction and raffle set up. Administration will provide Liz with a list of staff members that plans to be in attendance so that she may delegate tasks that need attention.

3. Glow Dance – This event will be May 8 and Diana has secured a DJ for the dance. Closer to the event, a SignUp Genius will be circulated to families in order to gather donations for food and beverages that will be sold as concessions. The committee is still discussing the pros and cons of having the dance in the gym vs the cafetorium. The committee is considering the use of a 360° photo booth.

VII. Additional Business

1. Bylaws Review & Revision – Kelley presented a bylaw amendment (see next page for reference). This revision will be voted on at the next general meeting.

2. Landscape Funding Update – The landscaping around the Amelia Carriel fountain, located in the front of the building, is complete and the aesthetic is very pleasant.

3. Library Volunteers – We are still in dire need of volunteers.

4. KG Spirit Wear – The virtual Carriel store front is open and orders may be placed at any time. Five dollars of every sale goes back to support the Carriel PTO.

VIII. Open Discussion

Amanda Hintz informed the members that she did an inspection for repairs on the sound system in the cafetorium. It was discovered that one of the four speakers needed to be replaced. Over the winter break, the drama director, Jennifer Moskowitz, approved a purchase of a speaker that needed replacing. Because the speaker was on a limited time, deeply discounted sale, the drama department did not go through our standard purchase request of acquiring multiple bids and presenting them to the PTO. The drama department was hopeful that PTO would be able to cover the cost of this speaker, however, per the bylaws, the PTO was not able to entertain a request for funding because there were no bids presented and, additionally, we cannot cover purchases retroactively.

The January meeting was adjourned at 8:10 pm.

For Reference
PROPOSED BYLAW REVISION:

Section 2. The Executive Board's duties shall be to transact necessary business in the intervals between school PTO meetings and such other business as may be referred to it by the school's PTO; to create committees; to approve the plans of work of the committees; to present a report at the regular meetings of the PTO; to appoint an auditor or an auditing committee at least two weeks before the final report to audit the treasurer's accounts; *to assist in preparing and to submit to the organization for approval a budget for the fiscal year at the first meeting of the school year* ~~the school's PTO President in preparing and to submit to the organization for approval a budget for the following fiscal year on or before the April meeting~~; and to approve expenditures within the limits of the budget. Regular meetings of the school's Executive Board shall be held as needed throughout the year and a majority shall constitute a quorum. A special meeting of an Executive Board may be called by the school's PTO President or a majority of the board. Each Executive Board shall present a report at the school's PTO meetings for information and for any necessary action. No Executive Board action shall be in conflict with that taken by the voting body of the school PTO.