Carriel PTO Meeting Minutes
Wednesday, February 18, 2026
Carriel Cafeteria

In attendance: Cheri Kline, Christy Martin, Kelley Goeden, Sara Cleary, Sylwia Houlston, Liz Collazo, Diana Bryant, Missy Polete, Tunisia Huddleston, Dan Foehrkolb, Michelle Jackson

The meeting was called to order by Diana Bryant at 6:16 p.m.

I. Welcome

II. Bylaws: Diana read our purpose and goals.

III. Dr. Foehrkolb/School Administration Report
1. The funds that were recently donated from Carriel parent, Dustin Eckhardt, will be used to purchase a new scoreboard system for the Carriel gym. The estimated cost is $61,000. The Eckhardt donation will cover $60,000. Dr. Foehrkolb is working to supply the remainder of the scoreboard cost and will also be exploring options to fund the estimated $2,500 annual fee that provides access to the software needed to operate the scoreboard. This system will consist of two large panels and will be used not only for sporting events, but also for P.E. classes, assemblies, House Day events, and more. There is no date yet for when this system will be purchased.
2. Dr. Foehrkolb will be working on a list of items that Carriel can donate to the GloBingo silent auction.
3. Administration will be working on the calendar for fundraising events for the 2026-2027 school year and would like to review the events PTO is considering.
4. If anyone has suggestions/concerns about items in the Carriel Handbook, now would be the time to voice those as the 2026-2027 handbook is currently under review.

IV. Board Reports
1. President – Diana expressed her gratitude tenfold to the executive board for all of their hard work.
2. Vice-President – Julie was absent from the meeting due to illness.
3. Secretary – The minutes from the February 2026 meeting were reviewed. A motion for approval was made by Diana and seconded by Kelley. All were in favor of approving the minutes.
4. Treasurer – Kelley presented her most recent income and expense reports.
5. Teacher Liaison – Mrs. Cleary shared how the staff continues to express their appreciation for everything PTO provides in the lounge, mailboxes, and for the most recent staff appreciation dinner held on Feb 12. The March Mammal Madness Family Night event will take place on Wednesday, March 4, from 5:30-7:00pm. Mrs. Cleary asked for volunteers to help with preparing and serving food for the families, more info to come for volunteers. The Land for Learning event has around 105 students signed up and there are many parent chaperones that have expressed interest in attending.
6. Fundraising Coordinator – Liz has received correspondence from the STL Battlehawks regarding possible upcoming fundraising availability. She will be reviewing that information to determine if this would be a good fundraising partnership. At this time, Dairy Queen is not able to support our request to partner for a fundraiser, due to a lack of employee coverage. Liz will shift her focus to researching a Texas Roadhouse dine to donate event. The Tattoo a Teacher event that was proposed in a previous meeting will be considered for the 2026-2027 school year.
7. Volunteer Coordinator – Sylwia shared they have successfully filled all volunteer slots for GloBingo.

V. Upcoming Events
1. PTO General Meeting - Wednesday, March 18 – At our March meeting, we will be accepting nominations for all board positions (excluding treasurer, as the current treasurer is in the first year of her two-year commitment).
2. GloBingo Event - Saturday, March 21
3. D2D: Dairy Queen (date TBD) – As stated in her board report, this fundraiser will not take place.
4. PTO General Meeting - Wednesday, April 22 (Voting) – We will be voting for the 2026-2027 Carriel PTO Executive Board.
5. Glow Dance Celebration - Friday, May 8

VI. Committee Reports

1. Staff Appreciation – Christy reported that the staff appreciation dinner was a success and stated that lots of work is currently being done on the upcoming Staff Appreciation Week celebration.

2. GloBingo – Liz and her team are continuing to collect donations for silent auction items. They are also gathering items being sent in by Carriel families to make baskets from each House. Volunteers will begin working at 4:00pm on the day of the GloBingo event to assist with setup.

3. Glow Dance – A SignUp Genius will be circulated for volunteers to chaperone the dance and to provide donations and concessions. Diana stated that they would like to have 3 staff members working the admissions area. The event will take place from 6:30-8:00 pm in the cafeteria.

VII. Additional Business

1. Bylaws Review & Revision – The proposed bylaw amendment, which was presented at the last meeting and posted publicly, as well as two other amendments were voted on – see last page for reference. Diana made a motion to approve the amendments, Kelley seconded the motion, all were in favor.

2. Food Pantry Update – Kelley reported that a cart was purchased by the PTO for use in the food pantry. Julie will provide further food pantry updates at our next meeting.

3. Library Volunteers – Sylwia continued to express her concern for parents not understanding what happens during a library volunteer session. Christy suggested the idea of a short video explaining the easy process of library volunteering.

4. KG Spirit Wear – Kelley reminded us that 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

There were no questions or concerns stated.

The February meeting was adjourned at 7:02 pm.

For Reference
PROPOSED BYLAW REVISION – APPROVED WEDNESDAY, FEBRUARY 18, 2026

Article VIII: Executive Board

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.

Article VI: Officers and Their Election

Section 2. Nominations for officers shall be submitted by any eligible voting member to include self nominations to the current Executive Board starting in March and accepted until the elections are held in *April* ~~May~~ of each year (with the exception of Teacher Liaison(s) which the school administration is responsible for that position's nominations) at which time the nominees will be presented to the membership at the PTO meeting. Once nominations are received and prior to elections, the Executive Board will ensure nominees are eligible for the offices for which they have been nominated and their names placed on the ballot. The Executive Board shall ensure there is at least one candidate for each office to be filled. If there is only one nominee for each office, elections will not take place and each nominee will be awarded the position by default at the election meeting. In cases of an election, consent to serve must be obtained before a name is placed in nomination status, and the nomination must be accepted within 24 hours of notification for an executive board position.

Article VII: Duties of Officers

A detailed written description of the duties and responsibilities for each Board position (Officers and Committee Chairs) are developed and maintained by the school's PTO Executive Board, amended as needed from time to time by majority vote of said Board. These descriptions are attached to these bylaws as Appendix A). All Executive Board members will have access to the PTO social media pages, email, and *electronic payment* ~~square~~ accounts.