



PSO October 7 2025 Meeting Minutes  
Meeting at Rockwood Valley – 9:30 am

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**In attendance:** Jenifer Robertson, Dr. Higgins, Stacey Scott, Annie Miller, Jenny Arbuszewski, Jennifer Adams, Devon Bussen, April Ladner, Jillian Weems, Jen Biermann

Absent: Tara Sintek

**Introductions:**

## **Minutes**

September draft meeting minutes reviewed –motion was made to approve September meeting minutes – minutes approved.

Prop S Presentation

- Dr. Cohen came to present for the district for an informational meeting on Prop S

## **President’s Report – Jenifer Robertson**

- President’s Forum
  - Jen and Dr. Higgins were able to attend, great informational event as always
  - Shared at the forum that gift cards are NOT ALLOWED to be purchased at all using PSO funds. Doing so means the staff member receiving the card needs to claim the funds as income. We can accept parent donations of gift cards to give to staff, we just cannot buy them
- Jen is working on Benevity to try to make it easier for parents to navigate, which should make it easier to get matching corporate donations

## **Principal’s Report—Dr. Higgins**

- Merlin celebration will be held on Friday, November 7 during lunch shifts (7th grade- 11:25-11:50am, 8th grade- 10:45-11:05am)
  - Ice cream treats with toppings
  - About 53 students will be recognized

## **Counselor’s Report—Stacey Scott**

- Announced during Monday’s Professional Development meeting that all enrollment will be online this year EXCEPT for incoming 6th graders, details are forthcoming
- Molly Meinhart (8th grade counselor) will be on maternity leave this winter. A part time sub will be filling in, with additional support from the other counselors
- Adopt A Family has been renamed Holiday Hugs
  - Process of identifying families is happening now
  - Reaching out to parent volunteers (Kendra Chaney and Francesca Abernathy) to confirm their continued interest in helping and planning timeline for this semester, including determining wrap party dates

## **Treasurer’s Report – Jillian Weems**

- School store improvements just came through for reimbursement
- Budget docs available on RVMS website



## Vice President's Reports:

### School Community—April Ladner

- The next staff celebration will be held on either November 7 or 14
- September celebration was a hit. The sign up was completely full and the staff enjoyed the various breakfast items provided
- After the November staff celebration, there will not be any more until Spring as we have other types of celebration events in the intervening months
- Student of the Month had a new start time last month and that will be kept moving forward as it worked well
- Staff Conference Meals went well. Stacy Smith did a great job with everything. The RSVP from staff members was helpful for numbers and to learn more about dietary needs to make sure we can support everyone (as a result they could accommodate a vegan staff member with an impossible meat option)
- Valentine's Day raffle planning is already occurring. This year we will have a combination of parent purchased and donated gift cards and themed prizes.
- Individual recognition: Custodian Appreciation Day was last week and April brought them cookies to celebrate
- April would like to do some sort of recognition for veterans. Dr. Higgins and Officer Shepard are the only known veterans but Dr. Higgins will double check to make sure we don't miss anyone

### Communications – Jen Adams

- Membership Toolkit: Amanda Venezia will manage this year; all forms have been duplicated from last year-going great so far, going through FERPA data now and updating everything.

### Fundraising – Devon Bussen

- Fun Food Friday is next week, the volunteer sign up is full, and flyers will be up early next week
- School Store improvements are done/mostly done, everything looks great and is much more open and accessible. Focusing on food purchases for now. Update that we have sold \$3500 just for punch cards

### School Events –Annie Miller

- Glow Bash:
  - Sitting at 294 tickets and 220 t-shirts sold.
  - We still need to sell 61 more tickets to break even. DJ is about \$3200 including headsets, photo booth and several staff members to insure everything runs smoothly
  - Prices will have to increase a bit for everything next year (to make sure we recoup cost of DJ and to cover the rising cost of food), probably to \$12
  - Still working on prizes: have magnets, sling bags, foam glow sticks, getting gift cards. Will need to get more prizes again next year
  - Most supplies are ready-still placing orders for perishables, facepaint but game supplies are ready
  - No 9 square this year
  - Adding quiet area in library for students that are overwhelmed and need a calm place to relax for a bit
  - Map for gym layout is coming soon
  - Pick-up and drop off will be the same as last year
  - Checking on price and cost to cover Office Shepard being at the event. Unsure if there is a difference in district vs. school sponsored events



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**Service Projects – Jenny Arbuszewski –**

- Adopt-a-Family: name to change to Holiday Hugs, Stacey to follow up with parent volunteers about schedule
- Coin Drive: Jenny Oliver and Krisit Denner will co-chair, Annie and Jenny A will be on hand to help as needed
- Teacher/Staff Grants: meeting to discuss plans for the year with co-chairs and Dr. Higgins tomorrow (October 8)

**New Business**

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**Questions?**

Meeting adjourned.

**Calendar for PSO Meetings**

Next meeting Tuesday, November 11th @ 9:30am