

Hartland High School PAC
Meeting Minutes – June 19, 2013

Members Present:

Thom Dumond, Pres. (thomdu@sbcglobal.net)
Kim Mizuno, V.Pres. (rlmkwm@aol.com)
Laurie Cothran, Secr./Treas
(lauriecothran@yahoo.com)

Ben Mainka, Principal
(benmainka@hartlandschools.us)
Andrea Lautenschlager
(andrea.lautehschlager@gmx.de)
Kim Martonchik (ksm1369@comcast, net)

Call to membership: Forms made available to attendees.

Review/approve Minutes: May meeting minutes were motioned for approval by Kim Martonchik , seconded by Andrea Lautenschlager. All in favor. Motion passed.

Financial Report: See report. Annual Financial Report presented in a new format. All income and expenses broken down by month with the monthly bank reconciliation listed below each corresponding column, the far left columns budget to actual comparison. All members were very appreciative of the easy to read format. This format will be used for the future budget reports. Thank you Kim Mizuno for making the effort to supply the spreadsheet for the new look! Kim Mizuno motioned for approval , seconded by Laurie Cothran. Financial report numbers for the year end not complete. Approval of Year End Financial Report postponed to August meeting.

Old Business

- Elections- Kim Martonchik ran unopposed, and was unanimously elected to the Treasurer position.
- Teacher Appreciation Luncheon – Many thanks go out to those listed. Special thanks to those on the front line to help setup, serve and cleanup - Christina Monson, Charissa Klopfenstein, Kim Mizuno, Cyndi Kenrick, Jackie Hughes and Laurie Cothran. See attached sheet for specific items. The teachers and staff were very appreciative. They had favorable comments on the awesome food and the great raffle prizes! (See photos)
- Bus Driver Breakfast a BIG success – With many schools having already coordinated a gift for their respective drivers, Laurie Cothran and Christina Monson coordinated a breakfast sponsored by the Ore Creek PAC and the High School PAC. A continental breakfast was served at 5:45am with coffee supplied AND DELIVERED by Biggby Coffee owners, Mike and Denise Bogues. Special thanks to Victoria Cothran for picking up bagels at 5am. (See list for individual family contributions.)

Thank you was offered numerous times from each driver. Positive comments included table decorations, great food/beverages. (See photos). Laurie Cothran queried the group during the meal to see what would be a good date next year for a breakfast with the intention of coordinating all of the schools for a regular breakfast menu and raffle prizes.

New Business

- **PAC marketing at registration-talking pts**
 - Do we need a motto? Yes, Kim Martonchik will be looking to incorporate Andrea Lautenschlager's version of a motto into the welcome letter and other PAC marketing materials.

- Where/what/price listed on the reg. payment form ? Discussion resulted in agreement on providing three amounts (\$20, \$30 \$50) with the fourth option an open amount noting that a minimum of \$7 donation included the student directory.
 - The only way we currently raise money. Do we continue this line in our marketing material? No, we will focus on getting parents signed up for community rewards programs. A dance is included in the budget for fundraising.
 - List of programs we sponsor – Did you know? List Will be addressed at the August meeting.
 - Benefits of Student Dir. – need to included teachers extensions and promote at registration.
 - Volunteer Signup sheet. –Can be done electronically with all the info entered in a spreadsheet thus eliminating need to decipher handwriting, eliminate PAC input errors and better allocate PAC volunteer time. Laurie Cothran to develop.
 - What if “they can’t do online reg.” options. They will have to go to kiosk first when entering the school to pay. They can pay with a check to the school.
 - Do we still need a table for office hours? Yes we will focusing on getting parents signed up with Meijer, Gordon Foods, and Kroger.
- **PAC marketing for registration, Link-parent’s meeting and the Open House** will follow the same format. Marketing material will be available at a table including New Student Packets, copy of student directory, the tri-fold, and listing of programs the PAC sponsors. Have computers available for parents to sign up for community rewards programs.
- **List of Responsibilities to complete for the next meeting**
 - Thom Dumond will be talking to Ben Mainka regarding how to handle the options for the donation amounts requested on the electronic registration form.
 - Kim Mizuno will coordinate with Andrea Lautenschlager and Kim Martonchik regarding the wording of the marketing handout placed in the new student packet; contact Kroger to get the PAC signed up in the community rewards program; adjust the budget spreadsheet for needed changes.
 - Kim Martonchik will coordinate development of a logo for the PAC, review of the New Student Packet contents, get updated info from all groups represented in the packet, and adjust the cover photo; input budget info into new spreadsheet.
 - Laurie Cothran will adjust the 2012-13 Year-end Budget report and make a copy for use for 2013-14 school year; send out meeting minutes and agenda ahead of the meeting; develop volunteer signup sheet (send updated list to Kim Martonchik to update bottom portion of welcome letter), PAC flyer included in registration email with a link to signup, ¼ sheet with PAC meeting dates, cash receipt ½ sheet for misc. receipts of money, add enlarged lettering on the tri-fold. She suggested everyone bring laptops to the Link meeting to assist parents with signing up for the Meijer rewards program.
- **PAC marketing for Open house** - PAC present to capture more volunteers/donations. Meijer rewards – all grades, Gordon foods – senior parents

- **Special Dates to remember for PAC Marketing**
 - ✚ August 20, Tues – Registration 8am Freshmen, 12pm Senior
 - ✚ August 21, Wed – Registration 8am Sophomore, 12pm Junior
 - ✚ August 27, Tues – Freshmen Orientation with Link – Parent meeting'
 - ✚ September 10, Tues – Open House 6:30pm
 - ✚ September 17, Tues – Senior Parent Night
 - ✚ October 4, Fri – Homecoming 7pm
 - ✚ January 9, Thur – Freshman College Planning night

- **Set 2013-14 Calendar Meeting dates are**
 - ✚ August 13
 - ✚ October 8
 - ✚ November 5
 - ✚ December 5
 - ✚ February 4
 - ✚ March 4
 - ✚ May 6
 - ✚ June meeting set by the new board

- Call to membership

Budget Proposal – closed meeting

- New format of budget report was well received
- Fundraisers – calendar, dodge ball addressed at August meeting. There was a consensus that the calendar needed to be started in January and would benefit the following school year.
- Budget adjustments were made. See proposed budget report at August meeting.

Meeting adjourned –

NEXT PAC MEETING: August 13, 2013 at 7:30am in the Main office conference room.

Submitted by Laurie Cothran

Teacher Appreciation Luncheon



THANKS goes out to

Qty	Item	First Name	Last Name	Sign Up Comment
1	Desserts - 3 doz each	Julie	Albring	Julie Albring, Lemon Bars
1	Salad serves 20	Julie	Albring	Julie Albring, Broccoli Salad
1	Soda	Terri	Caris	Terri Caris - Coca Cola
1	Baked Veggie casserole serves 20	Laurie	Cothran	Broccoli/cauliflower bake
1	Baked Veggie casserole serves 20	Laurie	Cothran	Laurie C Cheesy Potatoes
2	Corn bread muffins serves 20	Laurie	Cothran	Mason Cothran reg. and blueberry mixed
1	Menu Planner	Laurie	Cothran	k Mizuno, L Cothran
1	Raffle Prizes	Laurie	Cothran	LC -Kensington Grill
1	Serve and Cleanup	Laurie	Cothran	Laurie C
1	Setup & serve	Laurie	Cothran	Laurie C
1	Table Cloths	Laurie	Cothran	HHS PAC
1	Salad serves 20	Alexandra	Cushing	Alex Cushing/ Asian Ramen Coleslaw
1	Bottled water	Renee	Francois	
1	Salad serves 20	Renee	Francois	toss salad
1	Baked beans- serves 20	Helen	Garrick	Helen Garrick
1	Mac and Cheese- serves 20	Helen	Garrick	Helen Garrick
1	Desserts - 3 doz each	Debbie	Gauthier	Debbie Gauthier-cookies

1	Bottled water	Tammy	Gorial	Tammy gorial
1	Mac and Cheese- serves 20	Christina	Hawkins	Chritstina Hawkins Mac n cheese
1	Fruit Tray serves 20	Michelle	Hermann	(1) fruit tray
2	Lemonade	Michelle	Hermann	lemonade (6-8 pack)
1	Napkins	Michelle	Hermann	200 napkins
2	Iced Tea	J	Hughes	Jackie Hughes - iced tea
1	Serve and Cleanup	J	Hughes	Jackie hughes - (10:30-12)
1	Desserts - 3 doz each	Cyndi	Kenrick	chocolate chip cookie
1	Setup & serve	Cyndi	Kenrick	8:30 -11:00
1	Veggie Tray serves 20	Tracy	Kilbane	Tracy Kilbane
1	Baked Veggie casserole serves 20	Charissa	Klopfenstein	Chessy potato bake
1	Salad serves 20	Charissa	Klopfenstein	bean salad
1	Serve and Cleanup	Charissa	Klopfenstein	Charissa Klopfenstein
1	Setup & serve	Charissa	Klopfenstein	Charissa Klopfenstein
1	Desserts - 3 doz each	Connie	Knauss	Connie Knauss cookies
1	Desserts - 3 doz each	Wendy	Loruss	Wendy Loruss Brownies
1	Salad serves 20	Heather	Lovern	pasta
1	Raffle Prizes	Kim	Mizuno	8 gift certificates
1	2 Lg Bags of Ice	Kim	Mizuno	Kim Mizuno Ice
1	Cups	Kim	Mizuno	Kim Mizuno
1	Fruit Tray serves 20	Kim	Mizuno	Kim Mizuno
1	Setup & serve	Kim	Mizuno	Kim Mizuno
1	Center Pieces	Christina	Monson	HHS PAC
1	Fruit Tray serves 20	Christina	Monson	Christina Monson
1	Serve and Cleanup	Christina	Monson	Christina Monson
1	Setup & serve	Christina	Monson	Christina Monson
1	Veggie Tray serves 20	Ruth	Aymond	Veg/Dip Tray
1	Chicken serves 125	HHS	PAC	Broasted
1	Desserts - 3 doz each	Laura	Page	Laura Page Lemon Poppy Seed Cake
1	Bottled water	Cathy	Peck	Cathy &Tim Peck
1	Desserts - 3 doz each	Shari	Russano	Shari - brownies
1	Desserts - 3 doz each	Mary		
1	Desserts - 3 doz each	Anne	Schira	Mary Anne Schira - Cup cakes
1	Desserts - 3 doz each	Michele	Semones	Cookies
1	Salad serves 20	Michele	Semones	Tossed
1	Soda	Janet	Slavin	Case of diet Pepsi/12pack
3	Soda	Monica	Stamos	Monica Stamos -Soda
1	Corn bread muffins serves 20	Beth	Telando	Beth Telando/ cornbread muffins
1	Paper Plates	WENDY	ULMER	WENDY ULMER
1	Plastic Utensils	Janet	Vestergaard	Janet Vestergaard
1	Soda	Barb	Watkins	sprite
1	Desserts - 3 doz each	Suzanne	Zayan	Decorated white cake with raspberry filling and my special light buttercream frosting.
1	Salad serves 20	Tina	Zimbalatti	Tina Zimbalatti-Luce *tossed salad

Bus Driver Appreciation Breakfast



THANKS goes out to

Milk – HHS PAC

Orange Juice (2 gals)- O.C. PAC

Coffee and all related items Delivered! - Biggby

Bottled water- Holly Houtman and Moms in Prayer

Breakfast Bakes 3 pans - Cothran Family (blueberry cream cheese, triple berry and cinnamon)

Muffins – Cothran Family, Christensen Family and Dembowski Family

Donuts - HHS PAC

Yogurt 25 cups - O.C. PAC and HHS PAC

Fruit bowl (serving 20)- Faye Family

Fruit bowl - (serving 20) - Monson Family

Table cloths (10) variety of solid summer colors - O.C. PAC

Place settings - Holly Houtman and Moms in Prayer

Centerpieces/raffle prizes- Monson Family and HHS PAC

