

Hilltop PTSA 2023-2024 Meeting Agenda

Feb 8, 2024

In Attendance:

Online Sign in sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>

Not a member? Go to <https://tinyurl.com/HT2021join>

Introductions:

Call to Order time: _____

Secretary's report

- Review/Approve Agenda
- Approve Previous Minutes [1/11/24](#) {see below}
- Attendance and Quorum

Treasurer's Report - Emmy

- Revenue & Expenditures {see below}
 - [Budget](#)
 - [Reconciliation report](#)
- Review Grant Requests

Principal/Staff Update, needs from PTSA

-

Scouts' Report/needs from PTSA - Laura/Jamie

-

Program/Event Reports & Discussion

Hilltop Activity Calendar <http://tinyurl.com/HTactivities> {see below}

ESD Calendar <https://www.edmonds.wednet.edu/calendar>

- Staff Appreciation - 3/13 - Monisha
- Skate Night - 2/9 - Laura
- Restaurant Nights - 3/17 Round Table Pizza
- Read-a-thon - 2/26-4/22 Aquasox reserved section 5/5 4:05pm - Michelle & Deborah
- Basket Raffle - 4/18- Lenae
- Parent Appreciation - April 12?, May 17?, June 7?
- Grounds Clean Up - 4/13 - Jen/Lenae
- Mariner baseball night - 6/2 1:10pm - Emmy
- Movie Night -
- Send off to Summer -

President's Report/continued board business

- Announcements
- Training Requirements
- Docs to review

New Business

Adjournment time: _____

Minutes recorded by: _____

In Attendance: ([online sign-in](#)) **Helen Joung, Greg Schwab, Melissa Somoza, Lenae Olson, Emmy Behr, Kaytie Makin, Michelle Collins, Jason Thompson, Monita, Melissa, Erin Smith, Jen Bowman, Mark Randall, Jane Park, Deb Edmondson**

Not a member? Go to <https://tinyurl.com/HT2021join>

Introductions:

Call to Order time: **6:37pm**

Secretary's report

- Review/Approve Agenda
- Approve Previous Minutes [Dec](#) - **Approved**
- Attendance and Quorum

[2024 School Construction Bond and Replacement Technology/Capital Levy:](#)

https://docs.google.com/presentation/d/1Yly6swkvhTigd6qx53g29DKN_jSOH6DEZzHgwDtc-wc/edit#slide=id.g1b696e4eddd_0_72

Greg Schwab, assistant superintendent

Phone banking opportunities - Staff is helping call voters to remind them to vote. February 7th 5:00-6:25pm. Parents are welcome to join! 19105 36th Ave W. Suite 101 Lynnwood

February 13th - After school staff will be at Filbert Espresso to wave signs "Yes for Schools" 3:45-4:45pm

Hilltop would get a new roof and a new boiler

Bond and Levy endorsed, voting passed by board members

Treasurer's Report - Emmy

- [Dec](#) report

Overflow account funds now go to Cub Scouts

**5th grade requesting grant for 5th grade IXL for \$299 for each room totaling \$598
Lenae motioned to approve, Jason seconded**

- [Reconciliation report](#)

Upcoming Events

- MLK assembly 1/12 - 9:30am-10:20am
- Spirit Day (anything but backpack) 1/19
- Book Study 1/18, 2/1 **Order more books? Ask Fatima**
- Staff Appreciation Suggested Dates 2/2, 3/1, 3/13, 3/22* **Move Cotton candy to end of the year - teachers would prefer lunches. What about a variety of snacks/sparkling waters/healthier options...etc.**
- Feb PTSA meeting 2/8
- Skate Night 2/9
- Kindness Week Feb 12-16
- Multicultural Dinner 2/15 **(add to website and DEI tab)**
- Comedy Night 2/23 and 2/24 - **For every ticket sold PTSA gets \$10 per ticket, 2 nights at the Edmonds Art Center**
- [Read-a-thon](#) Suggestion Feb 27-Mar 22*

Students will be briefly introduced to program in library to create bookmarks Jan 29th-Feb 2nd. Bookmarks are due (to aquasox) by Feb 12th.

Students will be introduced to the program during library Feb 19th-23rd

In Library, students will set goals as a classroom as well as individuals. There are 4 weeks of reading to earn a single, double, triple and home run. Each week, students will fill out a reading form to be returned to the library the following week. A box will also be located at the office to drop off forms.

Prizes are:

- AquaSox Bookmark Designed by a Reading Program Participant
- Port of Subs Voucher
- AquaSox Pin Voucher
- One ticket to an AquaSox Game

Aquasox will provide enough prizes for ALL students. Returning forms will help determine class participation as well as enter individuals in extra opportunity prizes

Prizes will be delivered to classrooms

- **Class participation prizes may include: librarian for a day, popcorn party, etc.**
- **Basket Raffle March - Assemble on Friday the 12th, Sell at Open house on the 18th. Need more people selling than last year. Limit of \$4,999.**
- **Mariners Game - June 2nd 1:10pm game**

Scouts Reports - Up to 43 scouts!

Principal/Staff Update, needs from PTSA - **March 7th is Kindergarten Kickoff at Hilltop. Incoming Kindergarten families encouraged to attend District Kindergarten Fair on February 3rd. 10:00-1:00 at Mountlake Terrace High School.**

March 26th, Hilltop will be highlighted at the School Board meeting. Student Council executive board and possibly school chorus to sing a song. At Central Office or attend on Zoom.

Dental Event: Volunteer opportunity February 8th and 15th 8:50-11:00 - 2nd, 3rd, 4th, and 6th. They might offer sealants for kids.

In need of size 5-8 gently used or new underwear/leggings

President's Report/continued board business

New Business - Open Discussion with new families

Adjournment: **8:20pm**

Minutes recorded by: Lenae Olson

Hilltop Elementary PTSA

Treasurer's Report

01/01/2024 - 01/31/2024

2023-2024 Budget Proposal for Hilltop PTSA	Income	Expenses	Year to Date	Net Budget	More/-Less
Funds available at beginning of financial year (07/01/2023)	-	-	-	\$50,000.00	-\$50,000.00
2023-2024 Budget Proposal for Hilltop PTSA Totals	-	-	-	\$50,000.00	-\$50,000.00
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Fundraisers					
Fun Run Donations	\$140.00	-	\$27,589.11	\$17,500.00	\$10,089.11
Cards for a Cause	-	-	-	\$500.00	-\$500.00
Fall Fundraisers Totals	\$140.00	-	\$27,589.11	\$18,000.00	\$9,589.11
Spring Fundraisers					
Raffle/Auction	-	-	-	\$4,800.00	-\$4,800.00
Comedy Night	-	-	-	\$75.00	-\$75.00
Read-A-Thon	-	-	-	\$6,000.00	-\$6,000.00
Spring Fundraisers Totals	-	-	-	\$10,875.00	-\$10,875.00
Year Round/ Passive Fundraisers					
Spirit Wear	\$31.99	-	\$94.64	\$200.00	-\$105.36
Fred Meyer Rewards	-	-	\$86.65	\$100.00	-\$13.35
Honest Mocha Partnership	-	-	-	\$20.00	-\$20.00
Donations	\$180.32	-	\$2,757.93	\$3,000.00	-\$242.07
Year Round/ Passive Fundraisers Totals	\$212.31	-	\$2,939.22	\$3,320.00	-\$380.78
Fundraising Totals	\$352.31	-	\$30,528.33	\$32,195.00	-\$1,666.67
Staff/ School Support	Income	Expenses	Year to Date	Net Budget	More/-Less
School Program Support					
Jump Start/1st Day of Kindergarten	-	-	-\$51.44	-\$100.00	\$48.56
Assemblies	-	-	-\$104.29	-\$900.00	\$795.71
Field Day	-	-	-	-\$100.00	\$100.00
Multicultural Events	-	-	-	-\$250.00	\$250.00
STEAM events	-	-	-	-\$1,250.00	\$1,250.00
Yearbook	-	-	-	-\$200.00	\$200.00
Recorders for All Students (until 2026-2027 school year)	-	-	-\$362.25	-\$500.00	\$137.75
School Program Support Totals	-	-	-\$517.98	-\$3,300.00	\$2,782.02

Staff/ School Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Staff Support/ Club Support (see spreadsheet for details)					
Classroom Reimbursements	-	\$541.13	-\$4,740.12	-\$12,000.00	\$7,259.88
Specialist Reimbursements	-	\$139.20	-\$541.26	-\$2,700.00	\$2,158.74
Support Staff Reimbursements	-	-	-	-\$3,700.00	\$3,700.00
Student Clubs Support	-	-	-	-\$1,600.00	\$1,600.00
Brainworks (\$100/participating teacher)	-	-	-	-\$1,100.00	\$1,100.00
Art Docent	-	-	-	-\$300.00	\$300.00
Staff Support/ Club Support (see spreadsheet for details) Totals	-	-\$680.33	-\$5,281.38	-\$21,400.00	\$16,118.62
6th Grade					
6th Grade Camp (scholarships)	-	-	-	-\$1,200.00	\$1,200.00
6th Grade Celebration	-	-	-	-\$1,200.00	\$1,200.00
6th Grade Camp Fundraising	-	-	\$49.23	-	\$49.23
6th Grade Totals	-	-	\$49.23	-\$2,400.00	\$2,449.23
Staff Appreciation					
Back to School Lunch,Monthly Lunches, SAW, End of Year Lunch	-	-	\$200.37	-\$500.00	\$700.37
Staff Appreciation Totals	-	-	\$200.37	-\$500.00	\$700.37
Staff/ School Support Totals	-	-\$680.33	-\$5,549.76	-\$27,600.00	\$22,050.24
Family/Community Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Community Events					
Summer park playdates	-	-	-\$22.07	-\$100.00	\$77.93
Grounds Cleanup Fall and Spring	-	-	-\$53.00	-\$300.00	\$247.00
Back to School Events	-	-	-\$27.60	-\$250.00	\$222.40
Fall Party	-	-	-\$2,047.38	-\$2,500.00	\$452.62
Skate Nights	\$642.30	-	\$43.80	-\$50.00	\$93.80
Winter Party	-	-	-	-\$2,500.00	\$2,500.00
Movie Night (includes 450 for movie license)	-	-	-	-\$450.00	\$450.00
Spring Party	-	-	-	-\$2,500.00	\$2,500.00
Community Events Totals	\$642.30	-	-\$2,106.25	-\$8,650.00	\$6,543.75
Community Support					
School Supply Sales	-	-	-	-	-
Parent/Caregiver Appreciation	-	-	-	-\$400.00	\$400.00
Student Financial Aid/Scholarships	-	-	-	-\$250.00	\$250.00
All School Student Gifts	-	-	-	-\$500.00	\$500.00
Sunshine Committee	-	-	-	-\$500.00	\$500.00
Pack 64 Scouts - donations/matching	-	-	\$1,100.72	-	\$1,100.72
Community Support Totals	-	-	\$1,100.72	-\$1,650.00	\$2,750.72
Family/Community Support Totals	\$642.30	-	-\$1,005.53	-\$10,300.00	\$9,294.47

Admin	Income	Expenses	Year to Date	Net Budget	More/-Less
Board + Membership training					
PTA Convention	-	-	-	-\$450.00	\$450.00
Hospitality	-	-	-	-\$250.00	\$250.00
PTSA Giveaways	-	-	-	-\$150.00	\$150.00
PTSA Speakers	-	-	-	-\$200.00	\$200.00
PTSA Board Identification Merch	-	-	-	-\$150.00	\$150.00
Summer Board Planning Session	-	-	-	-\$400.00	\$400.00
PTSA Board Appreciation	-	-	-	-\$250.00	\$250.00
Board + Membership training Totals	-	-	-	-\$1,850.00	\$1,850.00
Grants					
Single Year Program Grants	-	-	-\$1,372.15	-\$5,000.00	\$3,627.85
Art Grants (restricted line)	-	-	-	-	-
Grants Totals	-	-	-\$1,372.15	-\$5,000.00	\$3,627.85
Administrative items					
Annual Fees (website, software, Moneyminder, etc)	-	\$140.00	-\$396.96	-\$400.00	\$3.04
Supplies	-	-	-\$230.01	-\$5,000.00	\$4,769.99
Bond/Liability Insurance	-	-	-\$225.00	-\$550.00	\$325.00
PayPal Fees. Uncategorized	-	-	-	-\$100.00	\$100.00
Banking Fees and Interest	\$0.31	-	\$8.83	-\$80.00	\$88.83
Non Profit Filing Fees	-	-	-\$109.99	-\$160.00	\$50.01
Membership (dues and supplies)	-	-	\$104.13	\$100.00	\$4.13
Special Awards (Golden Acorn/Husky Hero)	-	-	-	-\$150.00	\$150.00
Previous FY uncashed checks	-	-	-	-\$200.00	\$200.00
Accessibility	-	-	-	-\$500.00	\$500.00
Administrative items Totals	\$0.31	-\$140.00	-\$849.00	-\$7,040.00	\$6,191.00
Admin Totals	\$0.31	-\$140.00	-\$2,221.15	-\$13,890.00	\$11,668.85
Grand Totals					
	\$994.92	-\$820.33	\$21,751.89	\$30,405.00	-\$8,653.11

Bank Account Balances	01/01/2024	01/31/2024	Last reconciled	Summary for the Period	
Primary Checking Account	\$64,799.92	\$64,450.20	01/31/2024	Starting Total	\$76,649.45
Savings Account	\$11,273.37	\$11,273.68	01/31/2024	Income \$994.92	
Checking - Scouts Pack 64	\$576.16	\$1,100.16	01/31/2024	Expenses -\$820.33	\$174.59
Totals	\$76,649.45	\$76,824.04		Ending Total	\$76,824.04
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: _____ Signature: _____ Date: _____

Reconciliation 01/31/2024

Reconciled Date: 02/08/2024

Bank Statement Ending Date: 01/31/2024

Bank Statement Ending Balance: \$64,660.44

✓ These deposits cleared the bank during the period ending 01/31/2024.

Date	Reference		Details	Deposit
01/05/2024			Deposit - Boosterthon	\$140.00
01/09/2024			Deposit - Matching	\$70.00
01/11/2024			Deposit	\$31.99
01/30/2024			Deposit	\$0.12
01/31/2024			Deposit	\$110.20
01/31/2024	Paypal transfer		November skate night PayPal	\$642.30
Total				\$994.61

✓ These withdrawals cleared the bank during the period ending 01/31/2024.

Date	Reference		Details	Withdrawal
12/07/2023	6285		Esprit Sager	-\$17.53
01/09/2024	6297		Shana Dumo	-\$239.14
01/09/2024	6298		Caroline Montreuil	-\$139.20
01/09/2024	6300		Shana Dumo	-\$38.01
01/11/2024	null	↔	Transfer to Checking - Scouts Pack 64	-\$524.00
01/11/2024	6301		Emmy Bahr	-\$20.00
01/11/2024	6302		Diana Browne	-\$157.98
01/11/2024	PayPal payment		East West Alliance for Education	-\$120.00
Total				-\$1,255.86

⊗ These withdrawals had not cleared the bank as of 01/31/2024.

Date	Reference		Details	Withdrawal
06/16/2023	6245		Andriana Haugh	-\$63.98
12/07/2023	6292		Sharon Sloan	-\$40.26
01/09/2024	6299		Debbie O'Brien	-\$106.00
Total				-\$210.24

Statement Opening Balance **\$64,921.69**

Plus: 6 cleared deposit(s) **\$994.61**

Minus: 8 cleared withdrawal(s) **-\$1,255.86**

Bank Statement Ending Balance **\$64,660.44**

Plus: 0 uncleared deposit(s) **\$0.00**

Minus: 3 uncleared withdrawal(s) **-\$210.24**

MoneyMinder ending balance **\$64,450.20**







Reviewed by:

Name: _____ Signature: _____ Date: _____

Hilltop School Activity Calendar for 2023-2024 updated 2/8/2024

For detailed calendar information go to www.edmonds.wednet.edu/hte
Events and times may change. Throughout the year events are added and removed.

KEY

-  No School
-  "Half Day" early release
-  75 minute early release
-  End of Quarter
-  Spirit Days
-  PTSA meeting

DECEMBER						
<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>	<i>Su</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Winter Break						
25	26	27	28	29	30	31
Winter Break						

JANUARY 2024						
<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>	<i>Su</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2024						
<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>	<i>Su</i>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2024						
<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>	<i>Su</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2024						
<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>	<i>Su</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2024						
<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>	<i>Su</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

JUNE 2024						
<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>	<i>Su</i>
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FONTS KEY

PTSA Events

School Events

Student Council Events

Feb 8	PTSA Meeting 6:30-8pm in Library
Feb. 9	Skate Night 5-7pm
Feb 12-16	Student Council Kindness Week
Feb 19	NO SCHOOL - Presidents' Day
Feb 20	NO SCHOOL - Presidents' Day Break
Feb 23	Student Council SPIRIT DAY
Mar 5	Multicultural Dinner 6-7:30
Mar 7	Kindergarten Kick off 6:30
Mar 13-14	½ Day Conferences
Mar 14	PTSA Meeting 6:30-8pm in Library
Mar 15	NO SCHOOL - Staff Work Day
Mar 29	Student Council SPIRIT DAY
Apr 1-5	NO SCHOOL - Spring Break
Apr 11	PTSA Meeting 6:30-8pm in Library
Apr 13	Spring Campus Clean Up
Apr 18	Open House & Basket Raffle
Apr 26	Student Council SPIRIT DAY
May 4 or 5	Hilltop Day at the Aquasox
May 6-10	Staff Appreciation Week
May 23	PTSA Meeting 6:30-8pm in Library
May 24	NO SCHOOL - Staff Work Day
May 27	NO SCHOOL - Memorial Day
May 30	Reading Night
May 31	Student Council SPIRIT DAY
May 2	Hilltop Day at the Mariners
June 4	5th & 6th grade band & orchestra concert Time TBA
June 14	Student Council SPIRIT DAY
June 14	Send off to Summer & PTSA MEETING 5-7P
June 19	NO SCHOOL - Juneteenth
June 24	Last Day of School – ½ Day

possible future events!

Staff Appreciation Lunches (Monthly/Bimonthly)

Read-a-thon (Feb?)

Music Concerts

Student Council Can food drive

STEAM day

Field Day

Volunteer Tea

Hilltop Hero/Golden Acorn Awards (June)

Parent Appreciation (Moms&Muffins, Dads&Donuts, etc)

Faith days to note

Yom Kippur (sunset Sept 24 - 25)

Diwali [Festival of Lights] (Nov 12)

Hanukkah (sunset December 7 – 15)

Christmas (Dec 25)

Ash Wednesday (February 14)

Ramadan first days (sunset Mar 10 - 11)

Maundy Thursday (March 28)

Easter (March 31)

Eid al-Fitr - End of Ramadan (sunset April 9-10)

Hilltop Elementary PTSA meeting sign in sheet
Not a Member? Join at www.HilltopPTSA.org

[illegible]