

Hilltop PTSA 2024-2025 Meeting Minutes
General Membership Meeting (send off to summer)
6/13/25 @ South Playground @5-7pm

Hilltop Elementary PTSA
20425 Damson Rd
Lynnwood, WA 98036

Call to Order

Event took place at the south playground. Members were given an opportunity to vote on the 2025-2026 budget and board members.

Time: 5:00pm

Attendance

Michelle Collins, Lindsey Kim, Jen Bowman,, Melissa Somoza, Rachel Hamilton, Ashley Ceesay, Stephanie Newman, Manita Gurung, Emmy Bahr, Jillian Vincent, Vinay Kapadia, Jinal Kapadia, Shannon Gerhardt, Houman Bedayat

Opening *Welcome, Pledge of Allegiance, inspiration, etc.*

Approval of the minutes *Minutes should be distributed to all members prior to or at the meeting and be approved by general consent as written or as corrected. No motion is needed.*

- Minutes to be approved at next meeting

Event Update:

Around 300 adults and kids attend the event. The attendance listed above shows those who voted (with the exception of Presidents, Michelle and Lindsey).

They voted unanimously to approve:

Lindsey Kim as President

Emmy Bahr as Treasurer

Suggestions for positions were:

Secretary-Laura Matzen, Rachel Hamilton

Treasurer- Deb Edmundson

Sandwiches were purchased from Jimmy Johns and given with donations.

Bounce House was rented from Bounce Bros

Kool Kidz icecream truck came

Adjournment time: 7:00pm

Minutes Recorded by: Michelle Collins

Call to Order

Time: 4:30

Attendance, quorum, and introduction of guests : Michelle Collins, Kaytie Makin, Emmy Bahr, Jen Bowman, Melissa Heinson, Mandwinder Gill, Lindsay Kim, Sam Kempf, Fatima Attia

Approval of the minutes Previous Meeting Minutes Approved.

Financial report

Next Year Budget:

Emmy has prepped a preliminary budget and a draft will be voted on at the General Meeting on 6/13/25.

Ideas for 2025-2026 Budget Conversation:

Proposal increasing STEAM \$4500 for next year to account for Science on Wheels.

Propose increasing clay budget for the kiln. We've told Mr. Dennis he can ask for a grant for clay supplies. We don't know how much he wants, so hard to allocate a budget.

PTA Budget convention is \$200/ person.

Parent Caregiver Appreciation Event: "Donuts with Caregivers" Still in the budget, but we haven't done the event in a while. Finding the time is hard. Maybe in the fall?

If we want to do a bingo night, we need to update the Standing Rules. Emmy moved to Remove the dissolution clause from the standing rules so the funds can be retained. Motion is 2nd and passes. General discussion about the pros/cons about Bingo Night. Do we do it ourselves or use Bob / Professional Bingo organization.

Do a Bingo Night instead of the Basket Raffle .

Skate Night: Now people must buy tickets from Lynnwood Skate and Bowl.

There's a 2nd bank account that has \$500 in it. We don't know why we have the account, now we use it for Scouts. They charge you \$10/ month if the balance is below \$2,000. Emmy motions to merge this checking into the primary checking and close the small account. Motion is 2nd.

We need to update the names on the Wells Fargo debit card, as Michelle is a user. We need to update for next year's leadership.

Board Nominations:

Lindsay (President)

Vice President (Emmy – willing to be the acting treasurer)

Secretary: (or co-secretary) OPEN

Treasurer: (or co-treasurer) OPEN

Non-Elected Positions

VP- DEI – OPEN

Membership Chair – Manita

Staff Appreciation – Andrianna / would like a co-chair.

Technology – Vinay

Members at Large – Lenae (willing to be secretary) Jen Bowman

Staff Liaison – Kristin Parkhurst, Sam Kempf (or TBD)

Call to Order

Time: 4:35pm

Attendance, Quorum, and Introduction of Guests

Michelle Collins, Emmy Bahr, Kaytie Makin, Lenae Olson, Kristina Parkhurst, Vinay Kapadia, Melissa Heinson, Manita Garung, Andrianna Haugh, Sam Kempf, Fatima Attia

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

Not a member? Go to: <https://hilltopptsa.org/Packet/Join>

Opening

Approval of the minutes

[Previous Meeting Minutes Link](#)

- Minutes Approved

Financial report

- Moving funds from “Miscellaneous Clubs” to cover Linda Shatto staff reimbursement of difference of \$35 from the MOOSical
- Staff reimbursements due by June 7th

Correspondence

- School Supply help: Need one “go-to” person. Andrianna volunteered to help
- Skate Night was scheduled for Friday before school was out but we cancelled
- Send Off To Summer: June 13th. Michelle can help set up but cannot help with clean-up. We need more volunteers
- New Committee Nominations: Lindsey Kim for President, open to Co-president, Emmy Bahr for Vice President? Secretary? Treasurer? Andrianna to help with Staff Appreciation?
- Looking for someone to partner with Principal Somoza for Kindergarten Playdates. Scheduled dates: August 5th 4:00, August 12th 10:00am, August 19th 11:00
- August 21st Parent meetings at 10:00-11:00 and 5:00-6:00. Children are encouraged to stay home unless necessary
- Volunteer Assembly June 12th 2:15 or 2:30
- Pizza Night Dine-in Fundraiser at Round Table Pizza. Print and distribute flyers and write a blurb. Kaytie Makin volunteered. June 14th

New Business

- Need to set up a Budget Committee. Put on Facebook to ask who may want to help.

Announcements

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

Adjournment

Adjournment time: 5:35pm

Minutes Recorded by: Lenae Olson

Call to Order

Time: 4:36 pm

Attendance, quorum, and introduction of guests

List names: Michelle Collins, Emmy Bahr, Melissa Heinson, Kristina Parkhurst, Melissa Somoza, Jennifer McClellan, Manita Gurung, Manwinder Gill, Kaytie Makin

- Online Sign in Sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>
- Not a member? Go to: <https://hilltopptsa.org/Package/Join>

Approval of the minutes {[Previous Meeting Minutes Link](#)} Melissa H moves to approve the minutes, Emmy seconds.

Financial report *No motion is needed for adoption. State "the report will be filed."*

- Discussed that classroom reimbursements need to be turned in by June 7th, we give a later deadline for end of year events. Discussed the "enrichment" funds that we are donating to each grade level.
- {Reconciliation Report Link} report attached

Jennifer McClellan is here to talk about STEAM Day. This year was great! They want to expand on it for next year, but will need help. Pacific Science Center's "Science On Wheels" would cost \$3230. We could either ask to increase the STEAM budget or this would be a one-off grant. Discussed that this would be better to put into our budget so we can have it every year. The budget committee will make sure to add it into the proposed budget for 2025-26 school year.

Announcements:

- We still have open board positions, mentioned that there is a nomination link in the latest newsletter.
- ESD Calendar <https://www.edmonds.wednet.edu/calendar>
- [Hilltop School & PTSA Activity Calendar](#)
- Training update
 - PTA Convention May 2-4, Lynnwood. Who will attend? Michelle can go one of the days. Michelle H will go, Emmy might be able to go on Friday.
- To Do:
 - Book Sponsorship total: \$1,497. Vinnay will work with Ciara to purchase the books.
 - School Supplies coordinator
 - Who will be at:
 - Skate Night 4/4: Michelle will be there
 - Open House 4/24 : will be from 5:30-7 pm. PTSA can have a table. Emmy will help setup
 - School Grounds Clean Up 4/26: will probably be from 11 am - 2 pm. Lenae Olsen and Jen Bowman will coordinate.
 - Movie Night 5/2: Jen Pham will be the chair. We will check to see if Lenae will run the concessions.
 - SAW: Andriana has plans for each day. Potluck lunch May 8th, will need help to set up.
 - Reading Night 5/22. PTSA can have a table, maybe even have us be a guest reader.
 - Mariner's Game May 31st at 4:15
 - Field Day June - no date is set now
 - Send off to Summer Picnic 6/13. We might get the bouncy house again, asked if anyone had any objections with spending funds. No objections. We will look into getting food trucks again.
 - Skate Night 6/20. Michelle will going.
 - IRS exemption letter last page. Manwinder or Emmy will try to obtain it.
 - Propose update to standing rules to include a dissolution statement.
 - If we dissolve, we want to give our funds to the PTA Council. Emmy motions to amend our bylaws to add the dissolution statement. Kaytie seconds. All in favor.

Principal's Report: everyone is excited for spring break. Great feedback from the magician assembly. After open-house they will get ready for statewide testing (in May).

New Business Emmy mentioned that someone has been trying to logon to our Paypal account, she has received several text verifications. We will change the password.

Adjournment

Adjournment time: 5:31 pm

Minutes Recorded by: Emmy Bahr

Hilltop PTSA 2024-2025 Meeting Minutes
Monthly Meeting
3/14/2025 4:30PM Hilltop Library

Hilltop Elementary PTSA
20425 Damson Rd
Lynnwood, WA 98036

Call to Order

Time: 4:36 pm

Attendance, quorum, and introduction of guests

Lenae Olson, Michelle Collins, Emmy Bahr, Samantha Kempf, Melissa Heinson, Melissa Somoza, Kaytie Makin, Mandwinder Gill, Vinay Kapadia, Lindsey Kim

- Online Sign in Sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>
- Not a member? Go to: <https://hilltopptsa.org/Packet/Join>

Announcements: *Training dates or upcoming special events, etc.*

- ESD Calendar <https://www.edmonds.wednet.edu/calendar>
- [Hilltop School & PTSA Activity Calendar](#)
- Training update
Mandwinder completed the PTSA training
- PTA Convention May 2-4, Lynnwood. Council sets aside funds, Hilltop PTSA has funds and WAPTA has funds to cover registration. Helpful to attend to help know how to run things especially considering Melissa won't be here next year.
- To Do:
 - Nominations for 2025-2026 board positions
Possibly Emmy for Treasurer or co-president with Lindsey Kim? Lenae for Vice President?
 - Budget committee
 - Golden Acorn/Hilltop Hero Award Nominations at Volunteer Assembly June 12th, 2:15-3:00. When are nominations due? Board will vote via e-mail by early June. Present new board members.

Approval of the minutes *Approved*

- [Previous Meeting Minutes Link](#)

Financial report *The report will be filed*

- Budget report attached
- Reconciliation report attached
- Budget Amendment vote update
- Reading Night Grant
LAP teachers and Librarians work together to plan the Reading Night. \$400 grant. Lenae motions to approve. Emmy seconds. All in favor.
5th and 6th grade teams for Battle of the Books event, typically around 12 kids or so. T-shirt costs are usually around \$12. Proposed grant up to \$150 to cover T-shirts. Emmy motions to approve. Kaytie seconds. All in favor.

Committee reports

- Glow Party
- Sponsor a book
So far 5 or so who have bought it. PTSA newsletter to go out. Link wasn't working but should be fixed now.
- Bingo Night
Some religions can't gamble for money, but maybe could for prizes. Do we look for a way to make an event more inclusive rather than shutting it down? Maybe we do Movie night instead! May 2nd, Movie Night!

Additional Reports *Students, PTA officers, principal/staff, scouts or community members, as needed.*

- After School Enrichment: we received a grant for the programs. There will also be a "performance" program for 5th/6th grade, would be several days each week at \$300/student. PTSA would potentially offer

a scholarship for families in need.

- Safety at drop off pick up (facebook convo): Discussion about the post on the parents' Facebook page about drivers breaking rules during drop-off or pick-up. A sheriff came to school today to view the problem, they cannot enforce the "no left hand turn" sign that is on school property. They will come back often for random patrolling.

New Business

- Discussed that Emmy would pick up the Owl (camera/speakers) for next month's meeting.

Adjournment *No motion is necessary to adjourn. "Is there any further business to come before the meeting? The meeting is adjourned.*

Adjournment time: 5:33 pm

Minutes Recorded by: Lenae until 5:20, Emmy afterwards

Fundraising	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Fun Run Donations	\$56,372.02	\$30,000.00	-\$19,850.48	-\$10,000.00	\$36,521.54	\$20,000.00	\$16,521.54
Cards for a Cause	-	\$1,500.00	-	-\$1,500.00	-	-	-
Raffle/Auction/Bingo	-	\$5,000.00	-\$70.00	-\$1,000.00	-\$70.00	\$4,000.00	-\$4,070.00
Comedy Night	-	\$75.00	-	-	-	\$75.00	-\$75.00
Read-A-Thon	-	\$3,000.00	-	-\$2,000.00	-	\$1,000.00	-\$1,000.00
Spirit Wear	\$9.84	\$200.00	-\$255.43	-\$200.00	-\$245.59	-	-\$245.59
Fred Meyer Rewards	\$132.33	\$100.00	-	-	\$132.33	\$100.00	\$32.33
Honest Mocha Partnership	-	\$20.00	-	-	-	\$20.00	-\$20.00
Donations	\$5,941.08	\$3,000.00	-	-	\$5,941.08	\$3,000.00	\$2,941.08
Fundraising Totals	\$62,455.27	\$42,895.00	-\$20,175.91	-\$14,700.00	\$42,279.36	\$28,195.00	\$14,084.36

Staff/ School Support	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
School Program Support	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Jump Start/1st Day of Kindergarten	-	-	-\$40.80	-\$200.00	-\$40.80	-\$200.00	\$159.20
Assemblies	-	-	-\$122.61	-\$1,000.00	-\$122.61	-\$1,000.00	\$877.39
Field Day	-	-	-	-\$200.00	-	-\$200.00	\$200.00
Multicultural Events	-	-	-\$244.06	-\$250.00	-\$244.06	-\$250.00	\$5.94
STEAM events	-	-	-\$1,150.00	-\$1,250.00	-\$1,150.00	-\$1,250.00	\$100.00
Yearbook Grants	-	-	-	-\$200.00	-	-\$200.00	\$200.00
Recorders for All Students (until 2026-2027 school year)	\$95.47	\$500.00	-	-\$1,000.00	\$95.47	-\$500.00	\$595.47
School Program Support Totals	\$95.47	\$500.00	-\$1,557.47	-\$4,100.00	-\$1,462.00	-\$3,600.00	\$2,138.00

Staff Support/ Club Support (see spreadsheet for details)	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Classroom Reimbursements	-	-	-\$5,733.80	-\$13,050.00	-\$5,733.80	-\$13,050.00	\$7,316.20
Grade Level Enrichment (Brainworks, IXL, etc)	-	-	-\$2,157.00	-\$7,000.00	-\$2,157.00	-\$7,000.00	\$4,843.00
Field Trips (\$10/student)	-	-	-	-\$6,000.00	-	-\$6,000.00	\$6,000.00
Specialist Reimbursements	-	-	-\$429.11	-\$2,750.00	-\$429.11	-\$2,750.00	\$2,320.89
Support Staff Reimbursements	-	-	-\$335.35	-\$4,690.00	-\$335.35	-\$4,690.00	\$4,354.65
Student Clubs Support	-	-	-	-\$1,500.00	-	-\$1,500.00	\$1,500.00
Art Docent	-	-	-\$61.49	-\$300.00	-\$61.49	-\$300.00	\$238.51
Staff Support/ Club Support (see spreadsheet for details) Totals	-	-	-\$8,716.75	-\$35,290.00	-\$8,716.75	-\$35,290.00	\$26,573.25

6th Grade	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
6th Grade Camp (scholarships)	-	-	-	-\$1,500.00	-	-\$1,500.00	\$1,500.00
6th Grade Celebration	-	-	-	-\$1,200.00	-	-\$1,200.00	\$1,200.00
6th Grade Fundraising	\$339.17	\$200.00	-	-	\$339.17	\$200.00	\$139.17
6th Grade Totals	\$339.17	\$200.00	-	-\$2,700.00	\$339.17	-\$2,500.00	\$2,839.17
Staff Appreciation	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Back to School Lunch, Monthly Lunches, SAW, End of Year Lunch	\$217.76	\$1,500.00	-\$518.70	-\$6,500.00	-\$300.94	-\$5,000.00	\$4,699.06
Staff Appreciation Totals	\$217.76	\$1,500.00	-\$518.70	-\$6,500.00	-\$300.94	-\$5,000.00	\$4,699.06
Staff/ School Support Totals	\$652.40	\$2,200.00	-\$10,792.92	-\$48,590.00	-\$10,140.52	-\$46,390.00	\$36,249.48
Family/Community Support	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Community Events	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Summer park playdates	-	-	-	-\$100.00	-	-\$100.00	\$100.00
Grounds Cleanup Fall and Spring	-	-	-	-\$200.00	-	-\$200.00	\$200.00
Back to School Events	\$366.14	-	-\$290.09	-\$250.00	\$76.05	-\$250.00	\$326.05
Fall Festival	\$35.39	-	-\$2,125.26	-\$5,000.00	-\$2,089.87	-\$5,000.00	\$2,910.13
Skate Nights	-	-	-	-\$300.00	-	-\$300.00	\$300.00
Winter Party	-	-	-\$1,743.64	-\$2,500.00	-\$1,743.64	-\$2,500.00	\$756.36
Movie Night (includes 450 for movie license)	\$262.00	\$100.00	-\$120.00	-\$600.00	\$142.00	-\$500.00	\$642.00
Spring/End of School Party	-	-	-	-\$5,000.00	-	-\$5,000.00	\$5,000.00
Community Events Totals	\$663.53	\$100.00	-\$4,278.99	-\$13,950.00	-\$3,615.46	-\$13,850.00	\$10,234.54
Community Support	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
School Supply Sales & Grants	\$553.04	-	-	-\$1,000.00	\$553.04	-\$1,000.00	\$1,553.04
Parent/Caregiver Appreciation	-	-	-	-\$400.00	-	-\$400.00	\$400.00
Student Financial Aid/Scholarships	-	-	-	-\$250.00	-	-\$250.00	\$250.00
All School Student Gifts	-	-	-	-\$500.00	-	-\$500.00	\$500.00
Sunshine Committee	-	-	-\$15.82	-\$100.00	-\$15.82	-\$100.00	\$84.18
Pack 64 Scouts - donations/matching	\$2,641.44	\$500.00	-	-\$500.00	\$2,641.44	-	\$2,641.44
Community Support Totals	\$3,194.48	\$500.00	-\$15.82	-\$2,750.00	\$3,178.66	-\$2,250.00	\$5,428.66
Grants	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Single Year Program Grants	-	-	-\$833.23	-\$5,000.00	-\$833.23	-\$5,000.00	\$4,166.77
Art Grants (restricted line)	-	-	-\$309.98	-	-\$309.98	-	-\$309.98
Grants Totals	-	-	-\$1,143.21	-\$5,000.00	-\$1,143.21	-\$5,000.00	\$3,856.79
Family/Community Support Totals	\$3,858.01	\$600.00	-\$5,438.02	-\$21,700.00	-\$1,580.01	-\$21,100.00	\$19,519.99

Reconciled Date: 03/08/2025

Bank Statement Ending Date: 02/28/2025

Bank Statement Ending Balance: \$83,849.76

✓ These deposits cleared the bank during the period ending 02/28/2025.

Date	Reference		Details	Deposit
02/12/2025	Deposit		Donation	\$100.00
02/17/2025	Deposit		Rewards	\$51.75
Total				\$151.75

✓ These withdrawals cleared the bank during the period ending 02/28/2025.

Date	Reference		Details	Withdrawal
01/06/2025	6428		Denise Mullins	-\$136.82
01/14/2025	6430		Lindsey Kim	-\$15.82
02/10/2025	6436		Jennifer Blackstone	-\$309.98
02/10/2025	6437		Timothy Dennis	-\$73.98
02/10/2025	6438		Michelle Howell	-\$43.28
02/10/2025	6439		Kim Swartz	-\$148.69
02/10/2025	6440		Samantha Kempf	-\$381.61
02/17/2025	6444		Andriana Haugh	-\$518.70
02/21/2025	Debit		Cash for neon party	-\$100.00
02/21/2025	EFT		Booster	-\$10,974.48
Total				-\$12,703.36

⊗ These withdrawals had not cleared the bank as of 02/28/2025.

Date	Reference		Details	Withdrawal
12/07/2024	6413		Michelle Collins	-\$2,125.26
12/07/2024	6414		Michelle Collins	-\$1,932.57
12/07/2024	6415		Michelle Collins	-\$101.47
01/06/2025	6427		Saville Pickar	-\$450.00
02/17/2025	6441		Debbie O'Brien	-\$257.37
02/17/2025	6442		Melissa Helson	-\$70.00
02/17/2025	6443		Katherine Dumont	-\$31.52
02/17/2025	6445		Arielh Alvarez	-\$150.00
Total				-\$5,118.19

Statement Opening Balance	\$96,401.37
Plus: 2 cleared deposit(s)	\$151.75
Minus: 10 cleared withdrawal(s)	<u>-\$12,703.36</u>
Bank Statement Ending Balance	\$83,849.76
Plus: 0 uncleared deposit(s)	\$0.00
Minus: 8 uncleared withdrawal(s)	<u>-\$5,118.19</u>
MoneyMinder ending balance	\$78,731.57

Hilltop PTSA 2024-2025 Meeting Minutes
Monthly Meeting
2/12/2025 4:30-6:00 Hilltop Library

Hilltop Elementary PTSA
20425 Damson Rd
Lynnwood, WA 98036

Call to Order Time: 4:32pm

Attendance, quorum, and introduction of guests

Lenae Olson, Lindsey Kim, Michelle Collins, Melissa Heinson, Emmy Behr, Vinnay Kapadia, Andrianna Haugh, Penny Wright, Bob Dvorak, Kristina Parkhurst, Lauren Last, Jen Bowman, Manwinder Gill, Fatima Attia, Jen Mitchell, Kaytie Makin

Opening

Approval of the minutes *Emmy approved, Melissa Heinson seconded.*

- [Previous Meeting Minutes Link](#)

Financial report *The report will be filed.*

- Reports available by request
- Fun Run update: (see invoice below). Need to pay invoice of \$10,974.48. Already paid base cost of \$1000 in fall. Spent \$8,876 for other supplies, which includes about \$5000 for t-shirts for all students. Profit to PTSA was \$34,021.92 not including tshirt sponsors!
- Grant Request Review
Esprit Sager: Requesting \$8,715 for flipform risers (for 6 risers at about \$1,252 a piece). A few sections could be a starting point. Does the school district possibly have deals on getting risers? Reach out to Edmonds school district facilities. We made so much more money off of the Fun Run this year, maybe we consider stretching the budget to allow for more funds to go to grants. Emmy motions to approve grant for \$9,000, Melissa seconded.
Board will propose an amendment to the general membership to Increase budget for grant between \$5,000-\$10,000.
Esprit will submit 3 bids before purchasing
- Financial Gifting Letter Review. [Template](#) Field Trip policy update (see below)
To allow a change in the process for field trips, PTSA will donate an amount to the school and have the school or district sign the gifting letter below. Suggested \$10/student to be distributed up to 3 times per year. ie: \$6000 total distributed in \$2000 increments in fall, winter and spring. No motion needed, but all acknowledged.

Correspondence

- Michelle proposed changing PTSA meetings to Thursday nights rather than Wednesday nights. Lenae moved to approve, Emmy seconded. All in favor. Michelle will update the calendar invites.

Committee reports [Event Calendar](#)

- Glow Party 2/21 (see attached) We will have DJ until 8:30, photo booth, lights, music, etc. Possibly have each class propose 2 songs they would like to hear - the e-mail already went out. Everyone will receive a glow bracelet when they arrive and other glow items will be available for sale. Snacks to sell (chips, water, candy, etc.) Portable 1 will be a quiet room. Parents and guardians must attend with their student. Free event. Two areas where we will need PTSA help: Zettle accounts for Glow table and snack sales.
- Movie Night 3/13 still on calendar pending chair by Jen
- Staff Appreciation 3/28, 5/5-5/9, 6/18 (see attached)
Coffee and pastries. Camp Hilltop themed SAW, support staff last day plans with left over funds
- Skate Night 4/4
- Spring Clean Up 4/26 Jen Bowman and Lenae Olson chairing
- Bingo Night 5/2 Lenae, Bob, Fatima, and Emmy. Connect with Jami Wollen because she is doing MLT high school bingo night.

- Mariners ([schedule](#))

Emmy will reach out about the following possible dates: Saturday, 5/31 4:15, Sunday, 6/1 1:10, Saturday, 6/14 6:40

Additional Reports *Students, PTA officers, principal/staff, scouts or community members, as needed.*

- Volunteer requests from school: Dental screening 2/25 (Jen Bowman, Manita Guring) & 3/4 (Jen Mitchell & Fatima Attia. emailed Michelle Howell
- Library: Book replacement request. (see attached email) The amount is up to \$550. Board will see if funds can be adjusted to allow for parents to sponsor a book.

Unfinished Business

PTA and the Law Update: Manwinder will take on 3/1

Announcements: *Training dates or upcoming special events, etc.*

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

Adjournment *No motion is necessary to adjourn. "Is there any further business to come before the meeting? The meeting is adjourned.*

Adjournment time: 5:39pm

Minutes Recorded by: Lenae Olson

Financial Gifting Letter

Agreement between _____ and _____
(Parent Group) (School/School District)

_____ is donating \$ _____ to _____
(Parent Group) (amount) (School/School District)

for the purposes/purchase(s) of: _____.

The funds will be provided to _____ in the amount of \$ _____, to be
(School/School District) (amount)

distributed _____
(frequency)

_____ will be provided with a copy of the purchase order or
(Parent Group)
requisition and a copy of the paid invoice copy of the paid invoice.

Purchase(s) will be made between _____ and _____
(Starting Date) (Ending Date)

The school will be responsible for the maintenance of the item(s) and for providing supplies. In case of loss or theft, the school will be responsible for the replacement. The school will hold _____
(Parent Group)
harmless for any claim arising due to the use of the purchase.

*****In the case of equipment purchase, also complete the following*****

_____ Is donating money for the purchase of the following:
(Parent Group)

The/these item(s) will become the property of the school. It is to be used for the following purpose(s):

_____ May use the item(s) under the following conditions:
(Parent Group)

Signed

(Parent Group) President Printed Name Date

Principal / Administrator Printed Name Date

***The general _____ Membership must provide for any expenditure
(Parent Group)
through a budget adoption/amendment and a specific vote at a general meeting. This agreement is void if
not ratified by the general membership.

Neon Glow Party

February 21, 2025

Messages through school communicator

Information to be put on Electronic display board on gym

Neon Glow Party on Friday, February 21st from 6:30 pm – 8:30 pm.

Parents or Guardians must attend (no drop offs)

Email Message to TEACHERS to be sent by Wednesday 1/29/2025:

Hello Teachers and Faculty,

The **Hilltop Elementary Neon Glow Party** is Friday, 2/21, from 6:30pm - 8:30pm in the Hilltop Gym.

If you send a weekly newsletter, I would appreciate if you could start including some information:

Get ready to light up the night at our Neon Glow Family Party! Join us on Friday, February 21st, 6:30pm - 8:30pm, for a night filled with dancing, music from DJ A.S.I.A, laughter and glowing fun.

Admission is free!

Parents and guardians must attend and supervise their children at all times during the event.

A quiet room will be available for families in Portable 1 to take students who need a low sensory environment.

Wear your brightest neon or white outfits to really stand out under the lights. BYO-Glow: Neon Colors, light up toys, even seahawks colors glow!

We could use your help and are looking for volunteers: please sign up here:

<https://tinyurl.com/ctvspb4h>

If you have any questions or concerns, please email contact@HilltopPTSA.org

We hope to see you there!

Hilltop PTSA

Flier to go home in students communication folders week of 2/3

Dr

Put in teacher's boxes on Monday, February 3rd to go home with students on February 4th

Email Message to PARENTS Friday, 2/14/2025:

Hello,

The PTSA would like to remind you about the upcoming Hilltop Neon Glow Party on Friday, February 21st from 6:30 pm – 8:30 pm. DJ A.S.I.A will turn up her turntables and light the night of neon, dancing, and fun. There will be a photobooth, glow shop, and snacks available for purchase. Admission is free!

Parents and guardians must attend and supervise their children at all times during the event.

A quiet room will be available for families in Portable 1 to take students who need a low sensory environment.

We are encouraging all students to dress up and BYO-Glow! Think 80's neon colors or even seahawks green lights up! We will have some glow items available for purchase, but we are encouraging students

to be creative as well.

We are still in need of volunteers. Please consider working a shift by signing up at <https://tinyurl.com/ctvspb4h>

If you have any questions or concerns, please email contact@HilltopPTSA.org

We look forward to seeing you there!

Hilltop PTSA

Morning Announcements for Wednesday, 2/19 and Thursday 2/20:

This Friday is the Neon Glow Party from 6:30pm - 8:30pm in the school gym. Dress up in neon colors and light up gear. DJ A.S.I.A is going to turn up the music for dancing and fun. Please remember, you must be chaperoned by a parent or guardian to attend.

Morning Announcements for Friday 2/21/2020:

Tonight is the Neon Glow Party from 6:30 pm - 8:30 pm. Come have fun glowing in the dark and dancing to great music. Dress up in neon colors and light up gear. Please remember that parents and guardians must attend and supervise their children at all times during the event.

A poster for a Neon Glow Family Party. The background features a dark, swirling pattern with concentric circles, resembling a tunnel or a galaxy. The text is in a bold, sans-serif font. At the top, it says "HILLTOP ELEMENTARY PTSA PRESENTS". Below that, in large letters, is "NEON GLOW FAMILY PARTY". Underneath, it says "JOIN US TO LIGHT UP THE NIGHT WITH NEON FUN! LET'S DANCE WITH DJ A.S.I.A AND GLOW! A QUIET ROOM WILL BE AVAILABLE IN PORTABLE 1". The date and time are "FRIDAY, FEBRUARY 21, 6:30PM - 8:30PM" and the location is "HILLTOP GYM". At the bottom, it says "PARENTS OR GUARDIANS MUST ATTEND AND SUPERVISE THEIR CHILDREN AT ALL TIMES". There are also some faint, stylized musical notes and stars at the bottom left.

HILLTOP ELEMENTARY PTSA PRESENTS

NEON GLOW FAMILY PARTY

JOIN US TO LIGHT UP THE NIGHT WITH NEON FUN!
LET'S DANCE WITH DJ A.S.I.A AND GLOW!
A QUIET ROOM WILL BE AVAILABLE IN PORTABLE 1

**FRIDAY, FEBRUARY 21,
6:30PM - 8:30PM
HILLTOP GYM**

PARENTS OR GUARDIANS MUST ATTEND AND
SUPERVISE THEIR CHILDREN AT ALL TIMES

Questions: Email contact@HilltopPTSA.org

Staff Appreciation

1. **March 28** Sidekick Coffee: \$600 coffee carafes and pastries dropped off by Andriana at 7:50am (see attached flyer)
2. **May 5-9** "Camp Hilltop" Staff Appreciation Week: (see attached flyers)
3. **June 18** End of Year lunch: Work with Sunshine committee

Catering Pricing Guide

To Place Order

Amy@sidekick.coffee
(206)-383-1572

Beverages

	Drip Blend Brewed Coffee	
	Pump Pots - Serves 10	\$24
	Mid Sized Pots - Serves 25	\$60
	5 Gallon - Serves 120	\$285
	Sidekick Cold Brew	
	Pitcher - Serves 8	\$26
	5 Gallon - Serves 85	\$275
	Hot Chocolate	
	Pump Pots - Serves 10	\$16
	Mid Sized Pots - Serves 25	\$40
	5 Gallon - Serves 120	\$190
	Mango Iced Tea / Lemonade	
	1 Gallon Pitcher - Serves 16	\$35

Food

	Cookies	
	Sea Salt Chocolate Chip	\$3.00
	Coconut Macaroon	\$3.00
	Confetti Sugar Cookie	\$3.50
	Everything Great Cookie	\$3.50
	(oatmeal, choco-chip, pecan, coconut)	
	Pastries	
	Lemon Poppyseed Pound Cake	\$4.00
	Blueberry Scone	\$4.25
	Banana Bread (GF)	\$4.50
	Coffee Cake	\$5.00
	Special requests for other pastries is subject to availability.	

Prices Include

Serving ware, cups, lids, cream, sugar, and prep labor.
Delivery not included.
Special requests for larger pastry/coffee are subject to availability
Preferably ordered 7-10 days in advance.

Sidekick
COFFEE

Staff Appreciation Week		
Camp Hilltop		
May 5-9		
	<u>Families</u>	<u>PTSA</u>
Monday	"Smore than Words"	Camp Breakfast:
	Write note or email thanking a staff member	
Tuesday	"Nature Walk"	Trail Mix bar
	Draw a picture of a flower or bring in your teachers favorite bloom	
Wednesday	Lumberjack Lunch	Lumberjack Lunch: Chili Bar
	Sign up to contribute to the staff Potluck Chili Lunch	
Thursday	"Trail Snack"	Bear Cookies
	Bring in a snack or treat for a staff member!	
Friday	"Happy Campers"	Teacher Gift: Pins?
	Wear your teacher's favorite color!	Raffle?
Raffle:	Discover Pass, hiking and outdoor gear	



STAFF APPRECIATION WEEK CAMP HILLTOP

MAY 5-9, 2025

FOLLOW HILLTOP PTSA'S SUGGESTED IDEAS FOR
NATIONAL STAFF APPRECIATION WEEK, OR CREATE YOUR OWN!

MONDAY

S'MORE THAN WORDS:

WRITE A NOTE, DRAW A
PICTURE, OR SEND AN
EMAIL THANKING A STAFF
MEMBER!

TUESDAY

NATURE WALK:

DRAW A FLOWER OR BRING IN A
STAFF MEMBER'S FAVORITE
BLOOM!

WEDNESDAY

LUMBERJACK LUNCH

SIGN UP TO CONTRIBUTE TO THE
STAFF CHILI LUNCH!

<- SIGNUP HERE



THURSDAY

TRAIL SNACK

BRING A STAFF MEMBER A
SNACK OR TREAT!

FRIDAY

HAPPY CAMPERS

WEAR YOUR TEACHER'S
FAVORITE COLOR!

STAFF FAVORITES!



QUESTIONS: CONTACT@HILLTOPPTSA.ORG

Hilltop PTSA 2024-2025 Meeting Minutes

Monthly Meeting

1/8/2024 4:30-6:00pm

Call to Order

Time: 4:36pm

Attendance, quorum, and introduction of guests

Sam Kempf, Jennifer Blackstone, Vinay Kapadia, Bob Dvorak (Bingo Bob), Lindsay Kim, Melissa Heinson, Principal Somoza, Manwinder Gill, Emmy Bahr, Fatima Atima, Lenae Olson, Kaytie Makin, Michelle Collins

Approval of the minutes Emmy approved minutes from the last meeting, Vinay seconded.

Financial report The report will be filed. Vinay reviewed bank statements.

Jennifer Blackstone requested a grant to go to Louisville, Kentucky to expand on art docent knowledge and art program. \$210 for registration fee. \$100 for additional class which will benefit the entire school art docent program. Vendor fair with free giveaways that she can bring back to the school. Total \$310 request. Emmy moves to approve the grant request, Melissa seconded. Approved.

Committee reports

MLK Day assembly January 16th from 9:30-10:15.

Multi-Cultural night January 30th from 6:00-7:30. Korean Drum line will attend as well as others. No support needed from PTSA at this time

BLM Week of Action: Second week of February. School team will organize. No support needed from PTSA at this time

Glow Party/Dance: DJ has to leave by 8:00pm. Photo booth, DJ, Ordering Black lights, Free tattoos, No face painting this year. Sensory room will be portable room, room by the bike racks. Lindsey will chat with Principal Somoza about consideration logistics

March: Possibly not Read-a-thon but perhaps other ideas to build excitement around reading. Best Books, Mystery Reader, etc.

Support from PTSA organize a book sponsorship: Vinay is open to setting up the system using the PTSA website. Librarian will get a budget to Manwinder and Emmy to rework the budget and get a membership vote in Feb (30 day notice is needed for a membership meeting)

Bingo Night: May 2nd. Fatima will co-chair with Lenae, Bingo Bob will help, Emmy will be on committee. 6:00-8:00?

Adjournment

Adjournment time: 5:34pm

Minutes Recorded by: Lenae Olson

Call to Order

Time: 4:32

Attendance, quorum, and introduction of guests

Manwinder Gill, Lindsey Kim, Vinay Kapadia, Michelle Collins, Lenae Olson, Melissa Somoza, Julia Reynolds, Bingo Grandpa, Emmy Bahr, Melissa Heinson, Kristina Parkhurst, Penny Wright, Krystin MacPherson, Fatima Attia

- Online Sign in Sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>
- Not a member? Go to: <https://hilltopptsa.org/Package/Join>

Opening

Approval of the minutes

- [November Minutes Link](#) Approved

Financial report The report will be filed.

Grant Requests

- Krystin MacPherson: Presenting on behalf of herself as the primary intensive support, as well as Leah Fox. She is requesting to renew a program she has used for the past 7 years in the intensive support classroom. The program is called "News To You." It is an adaptive online news program used daily for whole group instruction, reading, games, etc. Previously the district provided it but they won't this year because of budget cuts. \$276. Emmy motions to approve the grant. Penny seconds. Approved.

Fun Run Report:

Expenses reported so far: \$8,876. Still need to pay MyBooster.

Income: \$55,122.02

Movie Night:

Custodial request for \$120 from Edmonds School District

Need to reset password for PayPal account

Motion to remove all previous key executives and add Manwinder as the current key executive. Emmy motions to approve. Melissa seconded. Approved.

Correspondence

Reflections are due this Friday.

Michelle needs help with possible spiritwear pre-orders. Use First Place Spirit Wear for sweatshirts?

Lindsey, Fatima, and Kristina will help.

Committee reports

120-150 days for Bingo License and we are behind for March 13th date. Or cap it at \$4,999 without a license. Possibly move it to May?

PTA and The Law: Need an executive board member to volunteer. Tuesday, February 4th 10:00am-1:00pm, Saturday, March 1st 9am-12pm, Monday, April 7th 6-9pm. Emmy, Vinnay, **Manwinder** as possible volunteers.

New Business

Perhaps find a member chair for Facebook posts, PTSA news, etc. **Penny Wright** as a possible volunteer.

Fatima proposed getting parents invited to kid's classrooms. Especially in light of Northshore School District's allegations against a staff member. Might make families feel more comfortable about dropping off their children with adults. One school

did PE with me? A good way to involve families in the kids every day life.

Announcements:

Skate Night is this Friday!

January meeting is on January 8th.

Adjournment

Adjournment time: 5:53

Minutes Recorded by: Lenae Olson

Call to Order

Time: 4:35 pm

Attendance, quorum, and introduction of guests

Lenae Olson, Emmy Bahr, Michelle Collins, Melissa Heinson, Sam Hagstrom, Lauren Last, Lindsey Kim, Manwinder Gill, Fatima Attia, Samantha Kempf, Jen Mitchell, Vinay Kapadia, Sam Hagstrom, Melissa Somoza

- Online Sign in Sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>
- Not a member? Go to: <https://hilltopptsa.org/Packet/Join>

Opening *Welcome, Pledge of Allegiance, inspiration, etc.*

Approval of the minutes *Minutes should be distributed to all members prior to or at the meeting and be approved by general consent as written or as corrected. No motion is needed.*

- [{Previous Meeting Minutes Link}](#)

Financial report *The report will be filed.*

We need 2 bank signers to approve filing e-filing taxes.

- Report attached
- Report attached

Committee reports

Glow Party: Lauren Last to chair. February 21st 6:00-8:00pm. Arlea to possibly DJ? \$2,500 budget for Glow Party Budget. Perhaps provide glow things to sell? Sell Candy, Soda, Cotton Candy, Kettle Korn, Hot Dogs? Food to be set up along the bus drop off. Kettle Korn under a canopy. Provide a “quiet room” for kids for a sensory break. Must be accompanied by their parents. DJ can sync music for quiet room. Another idea: Silent party, \$50 per channel, \$5 per headphone. Too expensive. Idea: Have each class vote on a favorite song they want played. Each grade to vote on one dance move to dance to.

Movie Night: Kernels for popcorn machine as backup? Jennifer will pick up licorice from Walmart, Chips and water already in shed.

Staff Appreciation Pot Luck / Winter Feast: December 5th. Sign ups went out. 2 sign ups already.

Skate Night: Principal Somoza wants to have a PTSA person there to be sure it is a true PTSA event and kids are behaving.

Reflections: Due on December 13th. Who wants to be a judge? Melissa Heinson and Lenae Olson to help judge. Jen Blackstone will be teacher judge.

Fun Run: Bump it up one week because it's too close to Fall Festival. Also don't want it too close to the beginning of the year. Perhaps adjust curriculum night so no two events are too close together.

Multi Lingual Dinner: All multilingual families to get together for pizza, by invite. Emmy moves to approve the grant request for pizza, Melissa Heinson seconds. Approved.

Multicultural Night: January 30th. \$250 budget.

Additional Reports: Each grade now has a Grade Enrichment Program Fund of \$900 which can be used for things like Brainworks, a tie-dye event, a clay event, etc. Field trip grants and Grade enrichment are separate.

Unfinished Business *Minutes from the previous meeting will indicate any unfinished business.*

-

New Business

School Improvement Plan: Discussed in board meeting: The school is working on reading, math, and a sense of

belonging. There are Geometry gaps in scoring. Bingo Night is March 13th and Pie Day is the next day. Perhaps we combine the two? Possibly put up posters to promote math ideas. Win a pizza pie? Get coupons for free pizza pie from Round Table?

Announcements:

- [Hilltop Activity Calendar Link](#)
- ESD Calendar <https://www.edmonds.wednet.edu/calendar>

Adjournment *No motion is necessary to adjourn. "Is there any further business to come before the meeting? The meeting is adjourned.*

Adjournment time: 5:47

Minutes Recorded by: Lenae Olson

Hilltop PTSA 2024-2025 Meeting Minutes
Monthly Meeting
10/9/24 Hilltop Library & zoom

Call to Order

Time: 4:35 pm

Attendance, quorum, and introduction of guests

Emmy Bahr, Bob Dvorak, Michelle Collins, Linda Shatto, Melissa Heinson, Lindsey Kim, Ciara Leckie, Kristina Parkhurst, Lenae Olson, Manwinder Gill, Jillian Vincent, Jennifer Phan, Kaytie Makin, Sam Hagstrom, Grace

- Online Sign in Sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>
- Not a member? Go to: <https://hilltopptsa.org/Packet/Join>

Opening *Welcome, Pledge of Allegiance, inspiration, etc.*

Approval of the minutes *Approve September meeting minutes at November meeting?*

- [Previous Meeting Minutes Link](#)

Financial report: The report will be filed

- Budget report attached
- Reconciliation Report Link report attached
- Teacher budget is \$450 and at least \$10 per student for Field Trips.

Correspondence

Linda Shatto grant: Many instruments broken in her room versus the other music room. 7-8 years ago she used her entire budget to repair the broken instruments but now, being a half time teacher, there isn't the budget for the instrument repair. Repair estimate is quoted at \$339.24, but could be more. The repair company comes to the school to make the repairs. Kids already have to share as is. Julia motions to approve repair of instruments and proposes 1-2 new instruments each year. Emmy seconded. No one opposed.

Tim Dennis: Unofficial Grant request for 6th grade and 2nd grade; 50lbs of clay over the course of the year. \$50 each time, for a total of \$200-\$250 a year. Add a note to the treasurer that moving forward, we may want to go ahead and include the clay as a budget line item, but for the entire school. This year would be a grant but next year will be added to the budget. We will wait until he officially requests the grant.

Committee reports

Message from Samantha Kempf: Hilltop used to have a Sunshine committee for offering well wishes, flowers, etc. to families going through hardship. A Hilltop family lost a father last week. \$100 previously. Samantha and Lenae offered to chair committee moving forward.

Fun Run report: Currently at \$17,000 and need to raise \$20,000 to slime Principal Somoza. Every 2,000 beyond that gets another willing staff member to be slimed. Mrs. Klein, Mrs. V, Kaytie Makin and Mr. Johnson. Ask Mr. Mauch?

Fall Festival: October 26th, free for everyone. Signed the contract for the slide/bouncy houses, Julia will get the blurb out soon in the newsletter, Cake Walk will be in the open area outside the staff room, This year the Fall Festival will be on the playground side and there will be benches (PTSA purchased) for parents to sit. Need cake walk committee: Store bought only (for allergies) brownies, small cake, cupcakes, cookies, etc. Once you win, you cannot play anymore? OR have 6th grade promote Cake walk and charge \$1 per round. 6th graders might make more money with a QR code to donate rather than charging \$1 per cake walk. Leave decisions up to the Fall Festival Committee. Monday night for Fall Festival Committee meetings? October 14th.

Movie Night: November 15th. Jen Phan is chairing, Lenae Olson to co-chair. 6:00pm. Get popcorn from AMC theater? Last year bags were too big so maybe we use smaller bags to distribute popcorn. Get more popcorn overall.

Staff Appreciation: Adrianna is going to do lunch and parents are going to contribute drinks and ?

Book Fair: Mrs. Leckie on Book Fair: Book Fair will be during conference week. She will have a library "open" so families can come in after conferences and the Fair will be open after school until 3:45 and 7:00 on Thursday. Friday morning will be open before school. Librarians are used to having \$10 (\$6,000 or so) but this year get \$0. Four parents have volunteered so far, but need more to help with cash register, helping kids shop, replenishing, straightening up library, etc. Kids can do an e-wallet as an option which is preloading an account for your child so they can avoid card or cash. The register will give an option to round up and will go to the library. Worth mentioning that Book Fair is the sole source of funding!

Additional Reports

Scouts report from Jen Bowman: "It's been a really successful recruiting season. We're now at 58 registered Cub Scouts and most are students within ESD, but half are at schools other than Hilltop. So we're reaching a lot of area families outside of our Hilltop community. We're in the final weeks of our Popcorn fundraiser which serves as the biggest fundraiser of the year for us. We have a goal of selling \$30,000 in popcorn, which would earn us 10K directly for our Pack 64. We're at about half of that right now, so we need to push ahead! We have a full school year calendar of events and would like to participate in a grounds clean up at Hilltop in April as part of a community service project.

New Business *This is the member's opportunity to bring forth items in which they are interested. Must fall within the objects of the organization as provided in the standing rules.*

- *Movie license is paid!*

Announcements: *Training dates or upcoming special events, etc.*

Board members: Do PTA training!

- *Hilltop Activity Calendar <http://tinyurl.com/HTactivities> {see below}*
- *ESD Calendar <https://www.edmonds.wednet.edu/calendar>*

Adjournment

Adjournment time: 6:07pm

Minutes Recorded by: Lenae Olson

Call to Order

Time: 4:34pm

Attendance, quorum, and introductions

Vinay Kapadia, Melissa Heinson, Emmy Bahr, Manwinder Gill, Lenae Olson, Christina Olund, Britt Waldron, Fatima Attia, Lindsey Kim, Melissa Somoza, Kristina Parkhurst, Manita Gurung (zoom), Sam Hagstrom (zoom), Laura Pearson (zoom), Jill Vincent (zoom), Grace (zoom)

- Online Sign in Sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>
- Not a member? Go to: <https://hilltopptsa.org/Packet/Join>

Approval of the minutes

[{Previous Meeting Minutes Link}](#) see below

- [June Membership Mtg Link](#) see below

Financial report [2024-2025 Budget](#) The report will be filed.

- [{Budget Link}](#) see below
- [{Reconciliation Report Link}](#) see below
- Adding signers: Current signers are Michelle, Kaytie, and Emmy but we need to add Manwinder, the new treasurer. Lenae motions to add Mandwinder. Vinay seconded. No one opposed. Approved.

Correspondence

- Vote Results: See below
- Licenses needed: Gambling and Movie. Lenae inquired on Gambling license, waiting for response.

Committee reports

- School Supplies: Supplies have arrived! A little bumpy with some supplies not being delivered on time but EPI delivered extra for us. Next year, bring the extras to Bonnie Shehan so she can distribute them to families who are in need rather than giving the extras to teachers to disperse.

Pros: Packaging was great, Michelle preferred working with EPI over First Place School Supplies. Cheaper overall. Cons: Some not arriving on time

- Back to School Picnic: Lindsey is ordering Costco Pizza, chips, and water. Fatima is picking up pizza and delivering. Ask for plates! Michelle is picking up water, chips, and ice. Two long brown tables can be used, Michelle will bring an additional table. Add Ms. Brown's room to the reservation for custodians. Tables will be set outside of Ms. Brown's classroom. Ten 6th grade helpers volunteered from 4:30 on. Emmy, Fatima, Julie will help set up early. No DJ, but we can just use the speaker from the PTSA shed. Buy an Amazon bubble blower?
- Fun Run: October 16th. Kickoff on October 3rd. We are using the lowest level this year to save 10%. We will buy arch on Amazon. Bracelets this year rather than t-shirts. Lenae will reach out to possible sponsors. When will we collect T-shirt sizes? Do an "everyone" prize in addition to regular prizes. School classwide incentives. Brown paper bags every 3 days with prizes. Our goal is \$20,000 which will go towards Classroom enrichment. School wide incentive: \$20,000 to slime the principal. If we raise extra money, we can vote on another willing teacher to be slimed. Arleh to do hyping at possible kick-off assembly?
- Staff Appreciation: Andrianna can do October 24th. Lenae, Emmy, and Fatima can help.
- Fall Festival: October 26th. 2:00-4:00. Fatima and Julie will co-chair. Each classroom to adopt a game: Kindergarten to have their parents host "Go Fish" for example. Each teacher can add the sign-up link to their newsletter.

Additional Reports

- Principal/Staff: Great start to the school year, all parents have been great about following procedures. Amara Swan moved on from Hilltop and we have hired new front desk staff, Evelina, who will start sometime next week.
- DE&I: Idea: A room parent for each room similar to last year. Have each room parent/grade parent print a sheet with permission to obtain e-mail address. Idea: "How To Talk So Kids Will Listen" book with workshop/bookstudy. Disability doesn't seem to get as much attention as race with the DEI program, so we

will try to focus more on that this year.

- Scouts: Recruitment table at the Back to School Picnic, Popcorn sales have just begun, New Members Night September 18th in the gym 7:00-8:30. Their goal is \$30,000.

Unfinished Business

We need to decide on Bingo and get gambling license as well as movie license.

New Business

Membership idea: Send out a blurb "Our goal is to get to X% of PTSA members before X date and whatever class/grade get the most sign-ups, they get popsicles/treat/etc. Manita and Lindsey to possibly help with this. Membership idea to make signing up more appealing: First family member is \$12 but each additional family member is discounted.

When submitting information to be included in the newsletter, be sure to send text separate from image blurb so it can be easily translated for families who need translation.

Announcements:

- Hilltop Activity Calendar
- ESD Calendar <https://www.edmonds.wednet.edu/calendar>
- WSPTA Training Videos and in person training: <https://www.wastatepta.org/pta-leaders/leader-resources>

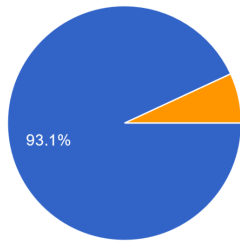
Adjournment

Adjournment time: 6:24pm

Minutes Recorded by: Lenae Olson

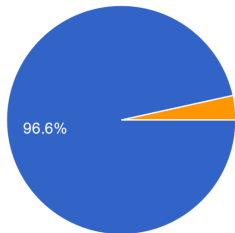
VOTE RESULTS

Please review and vote on the attached budget. Click [this link](#) to be directed to the budget



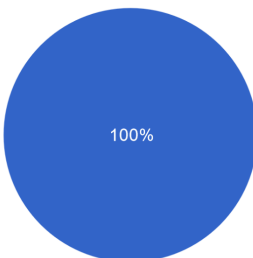
- I approve the budget for the 2024-2025 school year.
- I reject the budget for the 2024-2025 school year.
- I abstain from voting on the budget for the 2024-2025 school year.

Please review and vote on the attached standing rules. Click [this link](#) to be directed to the standing rules



- I approve the standing rules for the 2024-2025 school year.
- I reject the standing rules for the 2024-2025 school year.
- I abstain from voting on the standing rules for the 2024-2025 school year.

Please vote on the role of standing VP - Emmy Bahr



- I approve
- I reject
- I abstain

Timestamp	Email Address	2024-2025 Budget	Standing Rules	Standing Vice President - Emmy Bahr
9/2/2024 in person	Infinity99x@gmail.com	Approve	Approve	Approve
9/2/2024 in person	HanseLauren@gmail.com	Approve	Approve	Approve
9/2/2024 19:09:28	parkhurstk@edmonds.wednet.edu	Abstain	Approve	Approve
9/2/2024 20:52:19	lenae.olson@yahoo.com	Approve	Approve	Approve
9/2/2024 20:53:12	fatima.attia88@gmail.com	Approve	Approve	Approve
9/2/2024 20:58:09	emmy.bahr@gmail.com	Approve	Approve	Approve
9/2/2024 21:18:53	jadesfire77@gmail.com	Approve	Approve	Approve
9/3/2024 16:27:59	hbedayat@gmail.com	Approve	Approve	Approve
9/3/2024 16:35:48	shanonbr@hotmail.com	Approve	Approve	Approve
9/3/2024 16:36:27	ash.gadiraju@gmail.com	Approve	Approve	Approve
9/3/2024 16:38:19	rachel.mitzlaff@hotmail.com	Approve	Approve	Approve
9/3/2024 16:45:05	neilgavin777@gmail.com	Approve	Approve	Approve
9/3/2024 16:56:47	mariaz@okstate.edu	Approve	Approve	Approve
9/3/2024 17:01:29	juliakaerey@outlook.com	Approve	Approve	Approve
9/3/2024 17:05:02	jbonguit05@gmail.com	Approve	Approve	Approve
9/3/2024 17:05:35	jessicaakinser@gmail.com	Approve	Approve	Approve
9/3/2024 17:08:11	manitagurung@gmail.com	Approve	Approve	Approve
9/3/2024 17:12:55	alinka.abramova@gmail.com	Approve	Approve	Approve
9/3/2024 20:59:01	jenbowman@windermere.com	Approve	Approve	Approve
9/4/2024 8:54:07	asha.laing@gmail.com	Approve	Approve	Approve
9/5/2024 16:26:43	manwin.gill@gmail.com	Approve	Approve	Approve
9/5/2024 16:39:38	sandy335978@gmail.com	Approve	Approve	Approve
9/5/2024 18:21:25	seattlemom2000@yahoo.com	Approve	Approve	Approve
9/5/2024 19:08:13	amoluparab@yahoo.com	Approve	Approve	Approve
9/5/2024 20:01:26	stephnew03@gmail.com	Approve	Approve	Approve
9/5/2024 23:29:29	last.lauren@gmail.com	Approve	Approve	Approve
9/6/2024 9:02:44	aknguyen33@gmail.com	Abstain	Abstain	Approve
9/6/2024 13:02:19	bob.dvorak@gmail.com	Approve	Approve	Approve
9/6/2024 18:31:46	penny@penelopewright.com	Approve	Approve	Approve

Hilltop PTSA 2024-2025 Meeting
Board of Directors Meeting - Board Retreat
August 28th, 2024 9:00am, Michelle Collins'
house

Hilltop Elementary PTSA
20425 Damson Rd
Lynnwood, WA 98036

Call to Order

Time: 9:41am

Attendance, Quorum

Michelle Collins, Emmy Bahr, Lindsey Kim, Vinay Kapadia, Kaytie Makin, Manwinder Gill, Lenae Olson, Melissa Heinson

- Online Sign in Sheet: <https://forms.gle/juZWtEcH8sFyaL6B7>
- Renew Membership. Go to: <https://hilltopptsa.org/Package/Join>

Board Contact info, HilltopPTSA.org emails, keys and other misc info

- Get Vinay, Lindsey, Emmy, Andriana, Jen keys to shed/bulletin board

Review Standing Rules and Volunteer Guidelines

- Change 3 board meetings a year to 2 meetings?
- Emmy motioned to approve standing rules to be voted on, Lenae and Kaytie seconded. Motion Passed

Review Draft Budget

- Melissa motioned to approve bringing budget membership for voting, Kaytie seconded. Motion Passed

Review Draft Calendar

- Approved

Discuss Board Member Expectation and Individual Duties

- Add Fatima as 3rd person for Board of Directors. Motion Passed

New Idea Brainstorming and Discussion

- Policy for voting not in person - via e-mail (Vinay to find a new system for electronic voting like Sign-up Genius? Doodle?)
- Send link out for WA PTSA classes
- Approved PTSA Debit Card with policy that only treasurer has access to it along with approval from second executive board member. Include minutes for the next meeting.

Adjournment *No motion is necessary to adjourn. "Is there any further business to come before the meeting? The meeting is adjourned.*

Adjournment time: _____

Minutes Recorded by: Lenae Olson

Hilltop PTSA 2023-2024 General Meeting Minutes

6/21/2024

Meeting was held during the end of year party.

In Attendance: {Board members and members that voted} Michelle Collins, Lindsey Kim, Lenae Olson, Manita Gurung, Jason Thompson, Melissa Heinson, Vinay Kapadia, Jinal Kapadia, Maureen Matthews, Jen Bowman, Samantha Kempf, Chris Pearson, Genessa Vandervort, Jilliam Vincent, Jennifer Phan, Erin Carlentine, Preetha Raju, Laura Matzen, Asha Laing, Laura Pearson, Sonjia Gavin, Michelle Rose, Rachel Mitzlaff, Qurrat Ul Ain

Call to Order time: 5:00 pm

Members were given an opportunity to vote on the following board nominations

Co-Presidents: Michelle Collins & Lindsey Kim

Secretary: Lenae Olson

Treasurer: Manwinder Gill

Members were informed of the board appointed positions

VP of DEI: Fatima Attia

Membership Chair: Manita Gurung

Member-at-Large: Jen Bowman, Laura Pearson, Melisssa Heinson

The following positions are undetermined at this time

Standing VP

Staff Appreciation

Staff Liaison

The 2024-2025 budget had not been created at this time and will be voted on in the fall

Adjournment time: 7:00PM

Minutes recorded by: Michelle Collins

Hilltop Elementary PTSA FY 2024

Budget Report

Funds available at beginning of financial year (07/01/2024)			\$60,916.99
2024-2025 Budget Proposal for Hilltop PTSA	Budgeted Income	Budgeted Expenses	Budget Net
Funds available at beginning of financial year (07/01/2024)	\$50,000.00	-	\$50,000.00
2024-2025 Budget Proposal for Hilltop PTSA Totals	\$50,000.00	-	\$50,000.00
Fundraising	Budgeted Income	Budgeted Expenses	Budget Net
Fun Run Donations	\$30,000.00	-\$10,000.00	\$20,000.00
Cards for a Cause	\$1,500.00	-\$1,500.00	-
Raffle/Auction/Bingo	\$5,000.00	-\$1,000.00	\$4,000.00
Comedy Night	\$75.00	-	\$75.00
Read-A-Thon	\$3,000.00	-\$2,000.00	\$1,000.00
Spirit Wear	\$200.00	-\$200.00	-
Fred Meyer Rewards	\$100.00	-	\$100.00
Honest Mocha Partnership	\$20.00	-	\$20.00
Donations	\$3,000.00	-	\$3,000.00
Fundraising Totals	\$42,895.00	-\$14,700.00	\$28,195.00
Staff/ School Support	Budgeted Income	Budgeted Expenses	Budget Net
School Program Support			
Jump Start/1st Day of Kindergarten	-	-\$200.00	-\$200.00
Assemblies	-	-\$1,000.00	-\$1,000.00
Field Day	-	-\$200.00	-\$200.00
Multicultural Events	-	-\$250.00	-\$250.00
STEAM events	-	-\$1,250.00	-\$1,250.00
Yearbook Grants	-	-\$200.00	-\$200.00
Recorders for All Students (until 2026-2027 school year)	\$500.00	-\$1,000.00	-\$500.00
School Program SupportTotals	\$500.00	-\$4,100.00	-\$3,600.00
Staff Support/ Club Support (see spreadsheet for details)			
Classroom Reimbursements	-	-\$13,050.00	-\$13,050.00
Grade Level Enrichment (Brainworks, IXL, etc)	-	-\$7,000.00	-\$7,000.00
Field Trips (\$10/student)	-	-\$6,000.00	-\$6,000.00
Specialist Reimbursements	-	-\$2,750.00	-\$2,750.00
Support Staff Reimbursements	-	-\$4,690.00	-\$4,690.00
Student Clubs Support	-	-\$1,500.00	-\$1,500.00
Art Docent	-	-\$300.00	-\$300.00
Staff Support/ Club Support (see spreadsheet for details)Totals	-	-\$35,290.00	-\$35,290.00

Staff/ School Support	Budgeted Income	Budgeted Expenses	Budget Net
6th Grade			
6th Grade Camp (scholarships)	-	-\$1,500.00	-\$1,500.00
6th Grade Celebration	-	-\$1,200.00	-\$1,200.00
6th Grade Fundraising	\$200.00	-	\$200.00
6th GradeTotals	\$200.00	-\$2,700.00	-\$2,500.00
Staff Appreciation			
Back to School Lunch,Monthly Lunches, SAW, End of Year Lunch	\$1,500.00	-\$6,500.00	-\$5,000.00
Staff AppreciationTotals	\$1,500.00	-\$6,500.00	-\$5,000.00
Staff/ School Support Totals	\$2,200.00	-\$48,590.00	-\$46,390.00
Family/Community Support	Budgeted Income	Budgeted Expenses	Budget Net
Community Events			
Summer park playdates	-	-\$100.00	-\$100.00
Grounds Cleanup Fall and Spring	-	-\$200.00	-\$200.00
Back to School Events	-	-\$250.00	-\$250.00
Fall Festival	-	-\$5,000.00	-\$5,000.00
Skate Nights	-	-\$300.00	-\$300.00
Winter Party	-	-\$2,500.00	-\$2,500.00
Movie Night (includes 450 for movie license)	\$100.00	-\$600.00	-\$500.00
Spring/End of School Party	-	-\$5,000.00	-\$5,000.00
Community EventsTotals	\$100.00	-\$13,950.00	-\$13,850.00
Community Support			
School Supply Sales & Grants	-	-\$1,000.00	-\$1,000.00
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	-	-\$100.00	-\$100.00
Pack 64 Scouts - donations/matching	\$500.00	-\$500.00	-
Community SupportTotals	\$500.00	-\$2,750.00	-\$2,250.00
Grants			
Single Year Program Grants	-	-\$5,000.00	-\$5,000.00
Art Grants (restricted line)	-	-	-
GrantsTotals	-	-\$5,000.00	-\$5,000.00
Family/Community Support Totals	\$600.00	-\$21,700.00	-\$21,100.00
Admin	Budgeted Income	Budgeted Expenses	Budget Net

Admin	Budgeted Income	Budgeted Expenses	Budget Net
Administrative items			
PTA Convention	-	-\$450.00	-\$450.00
PTSA Speakers	-	-\$200.00	-\$200.00
Summer Board Planning Session	-	-\$500.00	-\$500.00
Annual Fees (website, software, Moneyminder, etc)	-	-\$400.00	-\$400.00
Supplies (hospitality, merchandise, guest speakers, etc)	-	-\$5,000.00	-\$5,000.00
Bond/Liability Insurance	-	-\$550.00	-\$550.00
PayPal Fees. Uncategorized	-	-\$100.00	-\$100.00
Banking Fees and Interest	\$20.00	-\$100.00	-\$80.00
Non Profit Filing Fees	-	-\$160.00	-\$160.00
Membership (dues and supplies)	\$1,000.00	-\$900.00	\$100.00
Special Awards (Golden Acorn/Husky Hero)	-	-\$150.00	-\$150.00
Accessibility	-	-\$500.00	-\$500.00
Administrative itemsTotals	\$1,020.00	-\$9,010.00	-\$7,990.00
Admin Totals	\$1,020.00	-\$9,010.00	-\$7,990.00
Grand Totals			
	\$96,715.00	-\$94,000.00	\$2,715.00
Projected bank balance if on budget			\$63,631.99

