

HMF Monthly Board Meeting December 2023

5 December 2023 / 6:30 PM / Hammer School Library

Attendees

Mital Poddar, President
Alicia Vento, Vice President
Lance Ehrman, Co-Treasurer
Elmer Garduno, Co-Treasurer
Kristen Vliestra, Fundraising
Carolyn Huynh, Secretary
Jennifer Perry, Assemblies and Field Trips
Ulkar Abbas, Events
Stephen Bingham, Hammer Montessori Principal
xRobert Kossayian, Upper EI Teacher Representative

Meeting Details

Motion to Start: Mital
Second: All
Meeting Start: 6:32pm
Motion to End: Mital
Second: All
Meeting End: 8:00pm.

Discussion

- **Budget**
 - **P&L Expenses Classification** - Elmer presented actual balance. Some of classifications might be off by \$1k due to difficulty in classification. This is balance for last year. Net income shows loss due to making two payments to starting arts program. Otherwise we would +\$3k. However, we knew this going into the year.
Questions: Ulkar - re: School support is money we donated. (\$7k) Check is for Hammer Montessori. Our next check will be in June 2024. May need to be under teacher enrichment instead. New Montessori materials, teacher training, etc.
Cost of field trips will be more this year.
WebEx is in Software. Meeting expense is a receipt for pizza and something else. Facilitron has been accounted for by month and by event. Smile income is Amazon

Smile. Konstella is considered 'Platform' vs Software as well as Stripe (credit card fee). Suggestion to move our money to higher yielding financial account as we only received \$17 in interest. Could be more in few hundred possibly. We should look into credit unions such as ones for teachers. However, a lot of time you need 3 days notice to withdraw funds. Elmer recommends that we should keep some money there and some somewhere else for cash flow reasons. Elmer can look into best ones. Other option is that there can be 10 individuals on account without giving passwords to everyone.

Current P&L goal that it will be Google Drive so that parents can also view. However, we had to work on vagueness of past financial statements. We needed how to info was reported in coherent way. No malfeasance.

Motion to move banks. -Aye - All in favor.

- **Taxes Update** - Motion to file tax return. Aye - All in favor.
- **Insurance Update** - Need insurance asap. Understood in July 2023, we need a \$2-4m policy for protection. We found a company and we paid \$800 which also covers board members such as embezzlement (up to \$25k). We are now covered as of last week. Covers general liability, theft, etc.
 - [What the new policy covers](#) - Covers general liability, theft, etc.
- **Do we need help with someone to help with the website?** We used to have someone, however now we don't. Prospective parents are looking at the website now. We can buy the domain name and should be simple. Do not want to share dates and times of events on that website. This can violate photo/video permissions. However, we can also ask for permission and other ways around -this (e.g. photos without faces). Katie Bosworth will take on this task.
- **Fundraising**
 - We have now moved our goal up by \$10k because we raised so much this year. \$6,470 came in likely as matches from Nov. 2023. However, have \$25k from matches. This info is also in Konstella. We have \$41k from the annual appeal.
 - We can continue to discuss idea of how to spend the funds. Field trips need add'l money. We want to improve kids' experiences at school and this would be aligned. Teachers not responding about questions related to field trip ideas. For example, Jennifer is asking about possible dates and not receiving responses. Mr. Bingham will work with teachers on this. Our budget for busing is \$6k.
 - For tax purposes, if we raise more than \$50k then we need to file one more tax form.
 - We can work on finding better field trips with add'l funds we have.
 - We will still see more corporate matching come through. Can still request \$ and will promote as continuing to offer student enrichment experiences.
- **Teachers' Materials Request** - Alicia sent an email in Nov to teachers if they want materials deadline to be coming in Dec. Mr. Bingham shared that we need more rugs. Teachers are particular about how they want their rugs (no fringe). We have purchased four different types of sample rugs to see in reality. Will HMF pay for it. And we can order enough rugs for all the teachers to have, unless what they have good condition. This would fall under classroom materials. District does not pay for them.

- **Library Seating** - Librarian has removed classroom tables and now has plastic chairs. She has visited other schools and see more inviting furniture. She has been talking with Alicia and Mr. Bingham to see if they can send budget money on them or not. Now that desks are gone, there is more free reign in there. Gave her some options. We have reduced to \$250 budget, but we also have more money now.
 - Alicia researched some examples (below). Will look into different sizing for accommodate students. We can also spend \$ to buy cushions. This is related to HMF as it supports their space and access to library. This purchase is meant for this school students to enjoy.

One suggestion is to buy the segmented furniture to try and see how it works out for the librarian. We can buy the ring and also some cushions for the floor. Librarian can choose the colors for the ring. Mr. Bingham would like to make sure that the product will be durable and will last.

Motion to spend \$450 circular seating~

- - \$250 Library Budget
 - Ask for \$755 seating plus floor cushions to sit on
 - \$400 movable seating (delivers in new years)
 - <https://a.co/d/ihSGcuh>
 - K-2 size quantity 4
 - <https://a.co/d/8N7jleT>
 - 3-5/Big Kid size, quantity 3
 - <https://a.co/d/5CHEdfm>
 - Quantity 10 assorted random throw floor cushions
 - <https://a.co/d/3CrnE4A>
 - Konstellia Sign ups/ Parent donations of large floor cushions, amazon link or hand made?

Shopping Cart
Deselect all items

	Price
 <p>Big Joe Milano Beanbag Chair Navy Smartmax In Stock Prime & FREE Returns Gift options not available. Learn more Color: Navy Smartmax Style: Milano Qty: 2</p>	\$48.98
 <p>Big Joe Milano Lenox Denim Cobalt Beanbag Chair In Stock Prime & FREE Returns Gift options not available. Learn more Color: Cobalt Style: Milano Qty: 2</p>	\$48.98
 <p>Big Joe Milano Kid's Beanbag Chair Pink Passion Smartmax In Stock Prime & FREE Returns Gift options not available. Learn more Color: Pink Passion Smartmax Style: Kid's Milano Qty: 2</p>	\$34.98
 <p>Big Joe Milano Kid's Bean Bag Chair, Dolce Terazzo Lenox, 2ft Small In Stock Prime FREE Delivery & FREE Returns Gift options not available. Learn more Color: Dolce Terazzo Lenox Style: Kid's Milano Qty: 2</p>	\$34.98
 <p>Factory Direct Partners 10440-CT SoftScape Ring Around Soft Modular Seating Set for Toddlers and Kids, Colorful Flexible Seating for Classrooms, Daycares,... Usually ships within 4 to 6 weeks Prime FREE Delivery & FREE Returns Gift options not available. Learn more Pay in 5 monthly payments of \$84.00 Color: Contemporary Qty: 1</p>	\$419.99

Maison d' Hermine Napkin 100% Cotton Set of 4 Cloth Napkin Decor... has been moved to Saved for Later.

Subtotal (9 items): **\$755.83**

○

- **Project Cornerstone Annual Appeal** - We paid \$1000 to YMCA last year. It helps to pay for those who work within Project Cornerstone. Elmer: We should decide how far we want to go with this. We have about \$800/student. \$70/student for annual appeal and \$100/student for walk-a-thon. We should set a goal with fundraising so we can set expenses. Will wait to plan vote on expenditure at next board mtg.
- Need info for expenses for WoT. Then we can advertise to community how funds from this event will be used. Kristen requested this info by Jan.
- [Field Trips/Assemblies](#)
- **Events-**

- **Winter Bazaar/Kid Craft/ Bake Sale**

- Dec 7 Thursday 5:00 (set up)
- Ulkar requesting for 10 cafeteria tables to be detached to be used for event. Committee will set up tables.
- Will have storytime. Krysten created setup. Bake sale - Ulkar will send msg out for parents to give instructions to bring to front office or event at 5:30p. Music difficult to have because it is so loud. Possible it could make it quieter because kids will need to listen. We can try instrumental music. We do not have exclusive use of cafeteria because of YMCA but have back of room.

- **Walk-a-thon**

- Look into trying to hold a joint community event Galarza
 - Insurance allows up to 1200 people
 - How does Galarza cover their own people
 - Food Donations
 - Volunteers
 - Shirts
- Open the committees in January
- Shirts need to be ordered sooner than later
- There was conversation at last mtg where Galazara should join us. Galarza doing theirs too, how do we manage HMF donating food and other logistics. We should do it during the school day. It is fun community event for us.

We do t-shirts for our kids. To be discussed at Jan. mtg. This year, parents will pick sizes. Should we do tye-dye or pick another color. Would be nice to have a committee decision for this, but don't have the committee formed yet. If we have white shirts and do colors, kids who don't go to event will have different shirts. Adults would shoot colors onto children, but need to be careful. The color thing is tricky.

Other options: we can do glow sticks. Historically, we have done a 'green' walk a thon. We can do green shirts and do it in March. However, we have WoT scheduled on April 26th. We have done tye-dye two years in a row. The green breaks up all the blue. Mr. Bingham will run it by the teachers.

We can also do another design.

Prizes: We can pay for one prize. How much money do we have to spend? We won't know. Need to start going Konstella shirt sizes now.

- **School Tours**

- In person - Jan, Feb, March

- Mr Bingham to check about what copy he needs for the tours
- We will have three tours. Mr. B talked to the teachers who are helping and will do them all on Wed from 9:30-10:30am. If a family is really interested in Hammer then they will want to make it. This is when the Montessori block time is and prime time to see what happens in the classroom. We are going Q&A and will be similar to past tours.
- Mr. B has created a site with sign-ups. We are going to break up parents into teams. Mr. B would like for parents to pre-register to be able to prepare. We are planning for about 50 people for each session. Parents will receive a folder unless HMF pays for it. Blue ones are \$2/each. Mr. B would like to showcase students' performance such as being highest in the district in terms of growth through data.
- Will have two parents per tour that will cover front and back of room. Need one parent to run elevator. Need parents to stay with group and not stray as there are also Galarza classrooms. Other parents will direct parents. Q&A has often been about 30min. Long.
- No food or drinks will be provided.
- Tour dates:
- Will use Mr. B's sign up list to enlist volunteers. In Jan. we want ten volunteers.

Fundraising - Mital would like to be able to see the number/% of parents who have donated. We can see by class. It is possible but it is difficult funds funds that have been matched. From marketing perspective, should we hit another group another way.

January mtg. - We should not meet first week. Next mtg. On Jan. 9th at 6:30p.

Dec. mtg. Will be on 12/19 at Mital's house. Will try to take a group photo.

Action Items

- **Tae Kwon Do**

- They wanted to do a presentation at the walk-a-thon and match funds in exchange for advertising opportunity
- Will talk to them closer to the date, seems not aligned with our walk-a-thon vibe
- Cannot do with new insurance coverage

- **Tours Open House**

- Mital needs to look at where folders came from

- **Walk-a-thon**
 - Look into trying to hold a joint community event Galarza
 - Open the committees in January
 - Shirts need to be ordered sooner than later

Votes

Motion to file 2022-23 tax return. Aye - All in favor.

Motion to move banks. -Aye - All in favor.

Library Seating- Motion to spend \$450 for circular seating. Aye - All in favor.