

HMF Monthly Board Meeting

January 2024

10 January 2024 / 6:30 PM / Hammer School Library

Agenda

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
Stephen Bingham, Hammer Montessori Principal
Katy Bosworth, Website administrator
Nicole Raychev, Upper EI Teacher Representative

Meeting Details

- I. Call to Order - 6:32p mtg. started
- II. Approval of the Agenda
- III. Approval of the Previous Minutes
- IV. Reports of Officers and Chairs

- A. President - None
- B. Vice-President - None
- C. Treasurers' Report

Elmer - Presentation of 990 tax return
\$75k in gross funds

Spend \$14k in fundraising events, we have -\$8k deficit total from the year. Some attributed to walk-a-thon t-shirts from last year. We are sitting on inventory. We are selling apparel. We should probably do a recount of inventory.

There may have been some cash sales. Previously, we used to actively sell apparel at events. This year we have been doing it online. At WOT we had a booth last year. Have sold about \$3-400 which has not been a lot. If we sell first week of school it would be more successful. Last year sold \$1400 during summer break.

Previously discussed bare capital project budget, need to come up with one.

Lance - \$92,400 in accounts at this time.

D. Principal's Report

- Open House for Prospective Students 9:30-10:30 am on January 17, February 7, and March 6 - [Call for Volunteers](#) - Mr. B will send it out shortly. We will meet in the cafeteria and will meet in 8 groups. Biggest group will be in the first Jan. group. First 15min will be brief powerpoint and then will break out into groups. Will observe all classrooms so parents will see progression in grades. Main concern will be Kinder. Mr. B. will compile a list of material so that they can tour Hammer at home on their computers. He will err on the side of having more info than less so they can make an educated decision to see if it is an appropriate fit. Half an hour will be classroom visits. About 7 minutes per room. Mr. B will run across with the leadership team this Thursday. At 8:30a. During orientation day, at 10:15a will meet back in the cafeteria for Q & A. Mital - suggested extra parents to help with orientations. 16 min. Volunteers needed. Or can use half of the volunteers for upper grades and switch with the Kinder group. Parents need to register first but there may be some who have not registered. They do not need golden tickets this year. They will have to sign a sheet at the end.

Decided on morning sessions so that parents can see students and classrooms in action. We wanted parents to have a real experience and what this investment entails. Want parents to understand that this is an investment in their child's education. Engaged students, talented teachers and supportive parents are factors in students' success.

- Montessori Rug Request: [100 - 36" X 24" Medium Rug](#) [24 - 42" X 28" Large Rug](#)
Waited until I found rugs that everyone agreed on. Narrowed down to 3 rugs. Asked teachers to think about how many these need 1-2 years out. Will still keep older rugs. \$16 for larger rugs, \$10 for smaller rugs. Discounts have already been applied. About \$1500 for rugs. Set budget for \$3500 for replacing all rugs. Voet: All in favor. None opposed.

Alicia - request for budget to purchase graphing materials that can be used throughout grades. Some teachers are interested. Kristen suggested that all classrooms should have uniformity. We can have materials for grades 1-2 so that there is equal access. Alicia can ask grades 3-5 teachers to see who wants graphing materials. Jennifer suggests all classrooms should have the same materials- should have options. Will buy for grades 1-2 for now. Mr. B agrees that students should have access and sometimes things can be 'contagious.' He thinks it will be a good investment but we should bring it back to the teachers. If teachers vote on it then Mr. is on board. Should be all or nothing. We will need 6-8 sets. Kristen says this will help improve students' experiences. \$200/set. Vote: \$2000 total budget. All in favor, none opposed.

- [Montessori Research Digital Manuals](#) - premium 3-year membership that is \$290. Montessori Certification - All staff need to be certified. Some staff are currently going through the process. Mr. B is requesting at least one digital copy of the recommended copy that he finds valuable. Mr. B. requesting for just the manual and not the materials. Mital will call the company to see if there is a school plan or a discounted copy. \$1100 for complete set. School has one set (29 manuals). Mr. B will ask teachers about their preference. One suggestion is to have one set per grade band. Mital will see if we can get a school login so that teachers can get their own login and can go at their own pace.
- **School Connected Organization Notes and Presentation:** go.sjUSD.org/sco.

- **Notes:**
- Principal to approve all fundraising activities prior to them taking place.
- Principal serves as an advisory capacity to the SCO
- External Auditor and Financials Up To Date
- Increase in Insurance

Mr. B suggesting that board check the website and read the notes. Per SCO, we should not be getting charged to use school facilities. However, Facilitron has been charging us. Previously, for example, when reserving a library for board meetings we would get charged. It does end up going back to the school, in a different way.

E. Fundraising Chair

Waiting for WOT for now. If anything has anything good for weekly updates, please let Kristen know via text. For this week she will announce school tours and request for volunteers. Mr. B will have the sign ups and will email Kristen by Thursday. She will mention expenses for rugs and also total funds amount. Mr. B - we do have openings in 3-5th grades. Elmer - suggesting to announce where we have been spending funds.

F. Events Chair

- Winter Bazaar Debrief - Made
It was very crowded. Mital commented because we share with YMCA it is difficult to set up the way we wanted. It will only get bigger. Might be doubled. One suggestion is to have it on the weekend. Suggestion to sell pizza next year as well. Discuss having additional space.
- Walk-A-Thon (End of April)
T-Shirts Status - 175 kids that are unaccounted for in shirts. Kristen may look into adding design elements. Need 3-4 weeks production time. Parents also want to buy shirts for themselves. Not a ton, but always 40 or so parents that want their own shirts. We will also be buying t-shirts for teachers. Elmer and Kristen will manage WOT t-shirt inventory and design. .

Galarza and Hammer joint event?

G. Assemblies/Field Trips Chair

- Status - ¼ field trip just got canceled. We did not submit funds for this. We have buses. Only have one Kinder field trip which is the park. Henry Cowell trip will be pricey because of buses. There is balance with some free field trips.
- Assemblies - Need date for talking bird presentation.

H. Teachers' Representative Report

Unfinished Business:

Webmaster Status - can be a non-voting position. Can be titled 'External communications chair; Website is up. - hammermontessorifoundation.org, Katie and husband have access to the school website. Katie will be sure not to touch anything without consulting with the prez and vice prez. She wants to add budget as well as the by-laws.

Library Seating Status - Mital still needs to order it. Was out of stock.

New Business:

Action Items/Next Steps:

- Review current by-laws and discussion any revisions at an upcoming board mtg. Last revision was in 2010.
- Need to inventory apparel for updated numbers
- Mr. B will talk to teachers about Montessori manuals - print vs. digital, how many, etc. Mital will talk to the company about school login, costs.
- Next mtg. - Will vote on external communications chair as board position
- Next mtg. - Plan elections.

Calendar/Comments/Announcements:

Adjournment - Mtg. ended at 8:02p

HMF December 2023 Boarding Mtg. Minutes

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

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 the classifications might be off by \$1k due to difficulty in classification. This is the balance for last year. Net income shows loss due to making two payments to the 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.

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 a higher yielding financial account as we only received \$17 in interest. Could be more in a few hundreds 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 the best ones. Another option is that there can be 10 individuals on account without giving passwords to everyone.

Current P&L goal is to use Google Drive so that parents can also view. However, we had to work on the vagueness of past financial statements. We needed to know how info was reported in a 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 it 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 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 ideas of how to spend the funds.

- For tax purposes, if we raise more than \$50k then we need to file one more tax form.
- 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 is in 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 seen 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 there. Gave her some options. We have reduced the budget to \$250, 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 the 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.

- \$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>
- **Konstella Sign ups/ Parent donations of large floor cushions, amazon link or hand**

Shopping Cart		Price
Deselect all items		
	Big Joe Milano Beanbag Chair Navy Smartmax In Stock <small>Prime & FREE Returns</small> <small>Gift options not available. Learn more</small> Color: Navy Smartmax Style: Milano Qty: 2 <input type="text"/> Delete Save for later Compare with similar items Share	\$48.98
	Big Joe Milano Lenox Denim Cobalt Beanbag Chair In Stock <small>Prime & FREE Returns</small> <small>Gift options not available. Learn more</small> Color: Cobalt Style: Milano Qty: 2 <input type="text"/> Delete Save for later Compare with similar items Share	\$48.98
	Big Joe Milano Kid's Beanbag Chair Pink Passion Smartmax In Stock <small>Prime & FREE Returns</small> <small>Gift options not available. Learn more</small> Color: Pink Passion Smartmax Style: Kid's Milano Qty: 2 <input type="text"/> Delete Save for later Compare with similar items Share	\$34.98
	Big Joe Milano Kid's Bean Bag Chair, Dolce Terazzo Lenox, 2ft Small In Stock <small>Prime FREE Delivery & FREE Returns</small> <small>Gift options not available. Learn more</small> Color: Dolce Terazzo Lenox Style: Kid's Milano Qty: 2 <input type="text"/> Delete Save for later Compare with similar items Share	\$34.98
	Factory Direct Partners 10440-CT SoftScape Ring Around Soft Modular Seating Set for Toddlers and Kids, Colorful Flexible Seating for Classrooms, Daycares,... <small>Usually ships within 4 to 6 weeks</small> <small>Prime FREE Delivery & FREE Returns</small> <small>Gift options not available. Learn more</small> <small>Pay in 5 monthly payments of \$84.00</small> Color: Contemporary Qty: 1 <input type="text"/> Delete Save for later Compare with similar items Share	\$419.99
<small>Maison d' Hermine Napkin 100% Cotton Set of 4 Cloth Napkin Decor... has been moved to Saved for Later.</small>		
		Subtotal (9 Items): \$755.83

- made?
- **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 a vote on expenditure at the next board mtg.
- Need info for expenses for WoT. Then we can advertise to the community how funds from this event will be used. Kristen requested this info by Jan.
- **Field Trips/Assemblies** - Cost of field trips will be more this year.
 - We can work on finding better field trips with add'l funds we have.
 - 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.
- **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 the event. Committee will set up tables.
 - Will have storytime. Krysten created the setup. Bake sale - Ulkar will send msg out for parents to give instructions to bring to the front office or event at 5:30p. Music is difficult to have because it is so loud. Possibly it could make it quieter because kids will need to listen. We can try instrumental music. We do not have exclusive use of the 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 a conversation at the 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 a 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 to 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 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 the front and back of the room. Need one parent to run the elevator. Need parents to stay with the 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: Listed on the website.
- 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 to find funds that have been matched. From a marketing perspective, should we hit another group another way?

January mtg. - We should not meet in the 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.

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.