

# HMF Monthly Board Meeting

March 5, 2024 @ 6:30 PM | Hammer School Conference Room

## Agenda

### Attendees

Mital Poddar, President  
Alicia Vento, Vice President  
Lance Ehrman, Co-Treasurer  
Kristen Vliestra, Fundraising  
Carolyn Huynh, Secretary  
Jennifer Perry, Assemblies and Field Trips  
Ulkar Abbas, Events  
Stephen Bingham, Hammer Montessori Principal  
Katy Bosworth, Website administrator  
Nicole Raychev, Upper EI Teacher Representative

## Meeting Details

- I. Call to Order - 6:35p
- II. Approval of the Agenda
- III. Approval of the Previous Minutes
- IV. Reports of Officers and Chairs
  - A. Principal's Report

1. **Consider putting time on agenda** items. With items that are not covered in time limit then will be put as priority in next month's agenda. Would like to streamline HMF mtg.

Higher performing students tend to be from parents who are more involved. Hammer is #2 in the district among elementary schools.

2. **Landscape Design** - Org. called Beautiful Bay (may have religious affiliation). The lead is a Hammer parent of two kids here. This arm of the church is not church oriented. They want to do some work to beautify the school. The first and last impression is the art park in front of the bldg. Org has funds to help support this. Mr. B would like to hire a landscape designer and give feedback and plans. Ashley is in favor of having a designer. Date would be Oct. 2024. We worked with another landscaper in the past, Kim Lichner. Would like to have water-wise plants and hardy. Part B would be the 'snake' area. Part C would be where the pine trees are. HMF funds are for students experiences. How much would Galarza contribute? This would be a capital project. We can also recruit parents, particularly for labor. Garden parents would come and help. At this moment, we can gather ideas.

Could be good advertising for the landscaper. It is a very visual project. Maybe getting at least four bids. The plans may not be a high expense, maybe ~\$1k. Biggest cost will be materials and labor. Beautiful Bay may be able to cover materials.

3. Student rugs arrived. Currently, teachers submit a request or a receipt. Mr. B thinks it would be easier and helpful to give teachers an allowance for Montessori materials. Theresa would be able to log orders so that not each item needs approval. We have startup money for teachers at the beginning of the year. HMF could write a materials check so that the school can order more freely. However, HMF cannot cut a check due to audit situation. We need tally of receipts. May need to consult with Elmer. Protocol is that HMF writes check to district and district writes check to Hammer. Then we lose paper trail. Important to be able to demonstrate where funds have went.

HMF offered \$6K to give to 12 teachers. This is different than \$150 in start of year. We only spent \$1800 so far. Orders do need to be in the Google form so that there is a trail. If materials are purchased are for their classrooms then they are Montessori materials. Will send teachers' reminders about budget for materials. Mr. B will also connect with teachers to deliver msg.

## B. President's Report

1. Henry Hammer Day - Henry Hammer Day is tomorrow. A couple of books about social justice that were selected by Betsy. In past we had a lunch, but will not have one this year. Kristen suggesting have students do a Get Well card for her. We could mail it directly to her as well. Mital has stamped postcards she could provide as part of mail project. We can have stamp/sticker made with her address. Kristen will email teachers about project idea. Will also do a Get-to-Know-You project.

## C. Vice-President

- a. Hammer Apparel - Do we want to re-order some items that are low in stock? Carolyn will figure out how much to order so we can determine budget. We want at least 35 per item. May put the order in so that they are delivered after WoT. Will order items that we have less than 15 of.
- b. Teachers' Request for materials/request for reimbursement
  - i. Chaidez new classroom rug \$374 to be purchased  
Currently, has a rug with velcro strips. It tells children where they sit. Vote needed for items that are over \$200. The rug will stay.
  - ii. Rosbrugh- book order \$197 (reimbursement) for reading groups.
  - iii. Neal- reimbursement (complete)
  - iv. Mr. K costume/Winn Dixie
  - v. Project Cornerstone reimbursement - \$38.22
  - vi. Upcoming cost/purchase request for Kindergarten - We need boxes that keep dust off cards and be able to stack (what Mr. Chinoy has). Need to order sets for 3-4 classrooms. Will evaluate the number needed.

D. Treasurers' Report - Elmer shared the current balance sheet. \$90k+. Are considering putting some money in a 6 month CD.

## E. Fundraising Chair

## F. Events Chair

We are not doing WoT this year with Galarza.

- a. Walk-a-Thon shirts - Only about half of each class have submitted WoT shirt sizes. We will need to estimate sizes. Will need to order by 4/22. We will overorder for Small and Medium and some Xtra large (some parents wear that size).
- a. Walk-A-Thon Plans - We have budget to order seeds and soil. Ulkar found this kit that is a biodegradable planter with soil and seed. Sold in bulk. It is a pine tree. If we order \$1.78 each. \$576 total with shipping fee for 250. We can also add a logo but is an add'l fee. Not sure how many we would order. Would use the WoT logo. Ulkar will check the cost for the logo. We can use refund from Facilitron towards this.

Another option would be a planter with a variety of seeds more is more expensive. More economical route could be disks where you add water and explodes into a pot and then would add seeds. Seeds would and other items would need to be purchased and packaged differently.

Ulkar will look into setting up 99Pledges for fundraising purpose. Next month we can discuss how to manage all the food. We have money so HMF can pay for them. Previous years had donations and we had too much. We should just purchase minimal and keep it simple. We can look at last year's sign up, half that amount and then purchase it. We can still ask for donated ice and borrow tables, chairs, etc.

## G. Assemblies/Field Trips Chair

- a. Follow-up on Field Trip Costs for budget purposes
  - b. Find out about CuriOdyssey availability, this could take into the new Science Budget
- Jen not present but passed along message that things are set with field trips.

## H. Teachers' Representative Report

- a. Sunshine Committee Budget request

## Unfinished Business:

Ballot/New Board Open Seats- vote at WAT

Kristen will include in next week's newsletter asking for interested parents to be part of HMF board. Need names by Back-to-School night. Past recent years had difficulty getting interest but may have been due to pandemic. Kristen feels that 1st grade parents seem very involved.

Open positions: President, Vice President, Events.

Idea for survey to ask parents about what things are most important to them, are they interested in being involved. Kristen and Katy will work together.

Treasurer will look into State Filing

Review current by-laws and discussion any revisions at an upcoming board mtg. Last revision was in 2010.

## New Business:

We have opening for librarian position.

## Action Items/Next Steps:

Calendar/Comments/Announcements:

Adjournment - 8:09p