

HMF Monthly Board Meeting

April 2, 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 6:41pm, called by president
- II. Approval of the Agenda
 - A. passed
- III. Approval of the Previous Minutes
 - A. passed
- IV. Reports of Officers and Chairs

A. Principal's Report

1. Hammer Open House on Tuesday, April 23 5-6pm. Would HMF like to present something or have a table in the lobby?
 - ~Hammer Open House - April 23 5-6pm
 - ~Session 1: 5:00 to 5:40 (cafeteria 5:00 - 5:10, then up to classrooms)
 - ~Session 2: 5:30 to 6:10 (cafeteria 5:30 - 5:40, then up to classrooms)
 - ~HMF needs a table for ballots and recruitment
2. On April 6, we will know if Hammer is one of the schools that the Beautiful Day organization is considering. Their budget is likely \$15K. If Hammer becomes one of the approved projects, I would like to propose HMF support in part of the funding (including the landscape architect).
 - a. Table this until we find out if we are going to receive this Beautiful Day Donation
 - b. Question- what is the district's responsibility to maintain the landscape?
3. Our teachers have put together a 2024-2025 School Year Supply request. We are interested in seeing if HMF would be able to support this? We would need these items to be purchased on or before August 1, 2024 -**2024-2025 BOY Classroom Supplies**
 - a. Appreciate the list, now need to go through and add costs per items making sure we are equitable in our purchases across each classroom
 - b. Mr. Bingham has a 9k budget for next year

B. President's Report

1. Mital officially stating that if there is not a replacement for her, she will push to spend down monies and close HMF.
2. Alicia and Kristen discussed plans for replacing Mital.
 - a. Alicia will step in/voted in as Pres for next two years
 - b. Kristen will step in/voted in as VP for next two years with transition of running for President in two years.
3. Changing Events Chair from one person, to events committee, 3 people sign up to lead and organize each of the 3 big events.
4. Bracelet keychain option for checking off lap counts.
 - a. This will be a Fundraising/Events decision, please see below under fundraising for WaT swag

C. Vice-President

1. Yearbooks - HMF pays for all students?
 - a. Sell books via konstella, allow parents to purchase a donated book for a kid who didn't get one.
 - b. Should we spend for \$5k or spend it on materials, must decide by or before 5/3 to order.
2. WebEx account - Close it?
 - a. Yes please close, other avenues including WhatsApp Group and Facetime, or personal Zoom links
3. PC- \$1k donation for 2023-24 school year

D. Treasurers' Report

1. All missing tax returns were filed.
 - a. 2020, 2021, 2022
2. Late fees for missing tax returns were paid to the IRS.
 - a. Because we didn't file or pay those three years, \$15 a day
 - b. In the process of updating those 3 years, we found that out that 2015, 2018, were not paid, having \$10g in back taxes since 2015.
3. March financial statements [P&L](#), [Balance Sheet](#)
 - a. \$93k to \$73k HMF balance, due to back taxes and other purchases
4. Report on YTD expenses
 - a. March expenses
 - i. Room 117 Rug
 - ii. Walk a Thon Shirts (4k)-
 1. balance of 1k plus need to be picked up.
 - iii. Rugs For school 2k school wide rug replacement
5. Vote on opening HYSas for operating reserves.

E. Fundraising Chair

1. Adult t-shirt re-stock is Classic design, not Montessorian. Do we want to do another order?
 - a. Go Ahead to order correct sizes and additions in adult sizes
2. WaT Fundraising Goals.
 - a. Switch to community event vs. Fundraiser event.
 - b. Set a goal of 15k
 - c. Parent Volunteer Goal
 - d. Kid sign ups "I'm attending and setting x laps goal"
 - e. PNO prize level for all volunteer slots for Walk A Thon filled
3. WaT Swag
 - a. Brag Tag to go with keychain
 - i. \$100ish

- b. WaT lap counter designs and costs, etc.
 - i. \$85ish dollars

F. Events Chair

1. Cost options for WaT plant giveaways:
 - a. Have the plants/pots pre-assembled or;
 - b. Have kids assemble pots & plants.
 - i. 1.98 per item - kids will assemble the planter, soil & succulent plus additional fees of \$5, plus local taxes
2. Need to paypal him a \$400 for deposit, wait for invoice from Paypal to pay.

G. Assemblies/Field Trips Chair

1. 3rd grade Henry Cowell, 5/17
2. Week of Earth Day
3. Happy Birds was a huge hit

H. Teachers' Representative Report

- a. Thank you for the rugs!

Unfinished Business:

1. Ballot/New Board Open Seats- vote at WAT. Need names by Back-to-School night.
Open positions: President, Vice President, Events.
 - a. Discussed in President's Report
 - b. Table at Open House
2. Survey Idea - Ask parents about what things are most important to them, are they interested in being involved. Kristen and Katy will work together.
3. Treasurer will look into State Filing-
 - a. Need to look into it
4. Librarian job position status
 - a. It's coming along on, per Mr. Bingham

New Business:

1. Teacher Appreciation Gift- budget
2. Admin Appreciation Day

Action Items/Next Steps:

- ~motion to keep line item discussions to 5 minutes, all aye, passed
- ~motion to vote Katy Bosworth as Digit Content Admin, all aye, approved
 - *Managing Website content
 - *Creating HMF Board member playbook
- ~motion to open a HYSA for reserves, 2nd by Mital, all ayes, approved
- ~Need to cut check to Garden for \$1500.- from 2023-24 approved budget
- ~ After WAT give another \$1500.-
- ~Need to schedule a day for Betsy Hammer to visit and read to the school/classes on a Friday, Mr. Bingham needs to figure out the best day.
- ~motion to to donate 1k to YMCA/Project Cornerstone, Mital Second, all aye, pass.

- ~send lance details to make contribution
- ~Determine steps for Yearbook purchase/cost as WAT fundraising progresses

Calendar/Comments/Announcements:

Adjournment

March 2024 Board Mtg. Minutes

Agenda

Attendees

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Meeting Details

- V. Call to Order
- VI. Approval of the Agenda
- VII. Approval of the Previous Minutes
- VIII. Reports of Officers and Chairs
 - I. 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.

J. President's Report

5. 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.

K. 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.

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

M. Fundraising Chair

N. 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.

O. 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.

P. 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