

HMF Board Meeting Agenda - May 7th, 2024

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

Meeting Details:

- I. Call to Order - 6:41p
- II. Approval of the Agenda
- III. Approval of the Previous Minutes
- IV. Reports of Officers and Chairs

A. Principal's Report

Walk a Thon was a big success. Teacher Appreciation week is going well. Ms Arianna and Mr. K were employees of the year for Hammer. Mr. K was selected by his peers.

Volunteer Appreciation on May 21st. Will have a breakfast hosted by the teachers. Project Cornerstone, Garden Club, HMF, etc.

May 24th is Field Day. Mr. B will send out an Amazon wishlist. He can also send out to families
May 30th - 5th grade promotion usually put on by 4th grade families. 4th and 5th families invited to planning mtg.

Most classrooms have smart boards. Gladys doesn't want a smart board. Email to Mr. B:
Hi Stephen,

I believe that it would be highly beneficial for my classroom to get an interactive whiteboard for several reasons. Firstly, it would provide my students with an interactive and engaging resource for lessons that need to be projected(poem, read aloud, etc). It would also eliminate any potential safety concerns that are caused by having to use the projector/cart that I currently need to use(large wire that cuts across the classroom). Having a smartboard would also save a lot of time that is spent transitioning the projector and cart into position/wheeling the cart out of the small group room and having to have the students clean up their work/shift their workspaces earlier than desired so that the projector can be used. When I taught kindergarten

and we had a smartboard in the classroom, the smartboard was extremely useful and it saved us a lot of time in transitions. I believe that this would be the same case for my current grade.

Best,
Julia Salm

Budget would be about \$5k, depending on type. Possibly less. Not sure if Mr. K wants one. Who pays for mounting projector. Would come out of Hammer budget or fundraise ourselves. District does not pay for centrally. They are not big fans of smart boards. Need to have separate conversation. May need to come out of Starting Arts funding. Hammer could fund but would be tricky because of having total \$9k operating budget. Ms. Julia might be able to fundraise. This could be considered a teacher supplies request/wishlist. In the past, budget was from school site council for 'refresh' items.

One issue is that it is for a single classroom. We have not spent a significant amount on one classroom. Is there a teacher who is not using their smart board and could consider switching classrooms. In the past, we elected not to have them because they are not 'Montessori' (different principals). May need to shelve this item. May be beyond HMF budget item.

This is not immediate need. For HMF to consider.

- Leave agenda item for Summer planning mtg.
- Process for unclear HMF expense items.

Summer program tentatively calendared. Will have some kinder activities and will be hosting with former kinder families. In early August will have Popsicle with Principal event.

B. President's Report

Need to add coaches/PE teachers on list for hearts. Teacher appreciation going well overall. Big thanks to Alicia for organizing the week and announcing to community.

C. Vice-President's Report:

- 1) How much tax gcs are we gifting based on our hmf/taw bucket - \$2500.00 TAW budget, consider 16 teachers (12 classroom, 2 PE, Speech and RSP) give them \$150 each gc? Or \$100? Easy amazon gc print and hand off to each teacher.

Spent nothing for teacher appreciation so far. Budgeted \$2500. This is a straight gift for teachers. In years past, have bought Shutterfly gifts, See's Candy, paid for lunch catering. Other parents are now picking up for this. Teachers are losing their voices. We should think if IA's who are helping to support the school, SLP, PE teachers - specific classroom certificated teachers. Alicia will do something for Ms. Julia. We can print out 15 gift cards so they can choose how they want to use it. \$150 cash each. 16 cash envelopes. No rule on form of gifts. We will discuss form.

Vote: All in favor.

Yearbooks - Chose to spend extra money on teacher supplies. Yearbooks are being shipped to Mital's house by 5/24. Alicia will manage distribution.

D. Treasurer's Report:

1) Elmer shared April P&L and Balance Sheet

a) [P&L WAT](#) Net income is \$14K.

b) [P&L Apr](#)

c) [Balance Sheet Apr](#)

2) Lance's quick Bank updates?

Bank has a Platinum Business account we can use. It has 4.5% Lance can set it up on Fri. They said they do not have a two-signature check, but bank looked into it and said 'yes.' It is US Bank in Japantown. We have one more check to the IRS we need to write. We have a credit card balance we need to pay. We now have \$90K+ in the account. Details in balance sheet.

Note: Need to have school staff present at board mtgs. When we discuss cash balances. Need to have this stated in the by-laws.

Summer meeting: Need to review by-laws. Did not ratify by-laws that were reviewed and edited a few years ago. We should public existing by-laws. Doc is in Google Drive.

Might need to wait for next Prez to issue checks. Elmer: aware of bank process.

E. Fundraising Chair:

1) Review and make decisions on teacher requests.

2) Discuss if we are doing something separate for third grade since they will miss pizza day on the 17th.

Kristen shared spreadsheet for teachers' wishlists. We have been vague in how we asked. We have everything from basic supplies to \$3200 in supplies. For some of bigger asks for 4th and 5th grade groups, is it possible to have them shared among the classrooms.

Every teacher asks for notebooks, dry erase, and other consistent items across classrooms. We should order these in bulk so that they can receive the same brand and we can save \$\$\$. Can Mr. B ask teachers if they are ok with this? Teachers already share big ticket items because they do not use it on a daily basis. Mr. B supports and feels teachers would too, on bulk items.

Alicia and Mital have asked in the past for a teacher supply closet. Kristen suggested assessing inventory at certain points of the year. This can include pencils, notebooks, dry erasers, Montessori items.

There will always be an equity concern. There is a space in the office for supplies. Mr. B feels that next year we will have more space but might depend on Galarza. Galarza take everyone in the boundaries vs. Hammer who has specific limit. We will have intervention specialist back next year. Can have items in someone's room who would supervise it. Mr. B just needs to coordinate with Ms. Brush.

Need position to be responsible for inventory and for apparel store.

F. Events Chair:

1) Walk-a-thon debrief - We purchased food ourselves. Plant give-aways. For next year, double supplies for next year. Reach out to Ulkar with any suggestions for next year.

Ulkar will stay on but cannot stay on to chair all three events.

Tatyana and Darshini have expressed interest and have background in event planning. Mital can take lead on Fall event.

2) Plan for 2024/2025 school year, the last couple years we had a close out the school year & begin planning for next school year - we need to schedule a date for this planning meeting;

3) Date for events for 2024/2025 school year;

4) Do we have new HMF board sign-ups?

Next step - Set up board calendar and summer mtg. Will weekend or weekday will be better. June 6th is next board mtg. Carolyn will send out a Doodle to schedule summer mtg and what format.

G. Assemblies/Field Trips Chair:

1) Field trip and assembly expenses spreadsheet:

The expenditures are at the top of the google docs for both [assemblies](#) and [field trips](#).

The only thing that is not up to date are the bus fees because they want us to write one check at the end. Teresa has been ordering the buses and writing in the fees for most of them. There are just a few missing.

-Waiting on final bus number. We need to write a bus check. We have blown \$1k school busing budget. Henry Cowell bus is \$1150. Parents happy about field trips which have increased.

-For May 17th, half of Hammer will be gone that day. We changed it to 5/14.

H. Webmaster Report

Approval Needed to to post:

1) Roles & Responsibilities, 2) budget files, and 3) HMF board bylaws.

Katy will publish when everyone is ready. She is keeping us accountable.

I. Teachers' Representative Report

V. Unfinished Business:

1. Status of Landscaping Project - Currently not happening. We may be asking for volunteers over the summer for a smaller project.

2. Status of Teacher Supplies

3. Status of Yearbook Purchases for Students

4. Status of WebEx account - We're on Google. Approved as non-profit. Someone needs to close WebEx account. Mital will close and provide access to Drive to others.
5. Board Elections - Will create Google Form and have Mr. B send it on Konstella. Will also keep paper forms in the office. Each position is going uncontested, but will have write-in option. Katy will have info on the website. Katy will create the Google Form and will try to have it done for Thursday newsletter. Voting on 5/16. School parent population will be voting. President and VP, Secretary positions are open. Vote is only for open positions. Chair positions are voluntary. Fundraising position is open.
6. Librarian Position -
7. Betsey Hammer visit

VI. New Business:

- I. Switch to generic email accounts for individual board roles?
 - a. @hammerfoundation.org account is set up. How we plan to use it and how we migrate from the current @gmail.com setup moving forward.
 - b. Proposal to the board is that we create role based accounts that will move from one person to the next to ensure continuity for the role, for example , president@ vp@ secretary@ treasurer@ co-treasuer@ , communications@, events@ and so on.
 - c. All shared docs should be moved to the hammerfoundation.org drive
 - d. Similar to the banks and stripe, two factor authentication has been enabled.

Elmer will work on migration plan. We will discuss at Summer mtg. Katy still needs access to the Drive and may be able to clean it up.

VII. Action Items/Next Steps:

Will schedule summer mtg. June mtg. Will be on 7th.

VIII. Calendar/Comments/Announcements:

Adjournment 8:10p

HMF Board Meeting Minutes - April 2, 2024

6:30 PM | Hammer School Conference Room

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 El Teacher Representative

Meeting Details

- V. Call to Order 6:41pm, called by president
- VI. Approval of the Agenda A. passed
- VII. Approval of the Previous Minutes A. passed
- VIII. 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).
 - Table this until we find out if we are going to receive this Beautiful Day Donation
 - 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**
 - Appreciate the list, now need to go through and add costs per items making sure we are equitable in our purchases across each classroom
 - 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.
 - Alicia will step in/voted in as Pres for next two years
 - 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?
 - Sell books via Konstella, allow parents to purchase a donated book for a kid who didn't get one.
 - Should we spend \$5k or spend it on materials, must decide by or before 5/3 to order.
 - Most board members voiced to spend money elsewhere and allow parents to make the choice to purchase their own yearbook.
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.
 - Because we didn't file or pay those three years, \$15 a day
 - 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. ii.

Room 117 Rug

Walk a Thon Shirts (4k)-

iii.

balance of 1k plus need to be picked up.

Rugs For school 2k school wide rug replacement

I.

5. Vote on opening HYSas for operating reserves.

E. Fundraising Chair

I. Adult t-shirt re-stock is Classic design, not Montessorian. Do we want to do another order?

a.

2. WaT a.

b. c. d. e.

3. WaT a.

Go Ahead to order correct sizes and additions in adult sizes Fundraising Goals.

Switch to community event vs. Fundraiser event.

Set a goal of 15k

Parent Volunteer Goal

Kid sign ups "I'm attending and setting x laps goal"

PNO prize level for all volunteer slots for Walk A Thon filled

Swag

Brag Tag to go with keychain

i. \$100ish

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

F. Events Chair

I. Cost options for WaT plant giveaways:

a. b.

Have the plants/pots pre-assembled or; Have kids assemble pots & plants.

2. Need to paypal him a \$400 for deposit, wait for invoice from Paypal to pay.

1.98 per item - kids will assemble the planter, soil & succulent plus additional fees of \$5, plus local taxes

G. Assemblies/Field Trips Chair

I. 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.
 - Discussed in President's Report
 - 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 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](#)