

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, August 6th 2024 | 6:30 PM | Hammer Elementary Room 120

Agenda:

Attendees

Alicia Vento, President
Kristen Vlietsra, Vice President, Fundraising
Elmer Garduno, Bookkeeper/Co-Treasurer
Lance Ehrman, Co-Treasurer
Carolyn Huynh, Secretary
Katy Bosworth, Web Administrator
Ulkar Abbas, Events Chair
Nina Chantalat, Field Trips and Assemblies Chair
Robert Kossayian, Teacher
Stephen Bingham, Principal
Nicole Raychev, Teacher

Meeting Details:

- I. Call to Order, 6:32pm
- II. Approval of the Agenda, 6:35pm
- III. Reports of Officers and Committees
 - A. Principal
 1. Starting Arts Update - 2 programs in the works. One that is already funded by HMF. Pays for 6 classes. We have 12 classes total. Expectation was that SJ Unified would pay for other 6 classes and remains so. Up until 2 weeks ago SJUSD would have certificated teachers to fill those positions. We don't have certificated arts teachers. We are still waiting that response from the State for approval for MOU to contract with an outside agency. Worst case scenario would be that HMF Arts has 4 rotations that would be offered-2 for first six classes in fall, and second part of the year the latter six classes would get the other 2. If State does approve, Starting Arts says they can upload up right away - all classes will have Arts programs. Other PTAs are fronting up money for all classes until State responds. Money is sitting there but the state needs to approve "MOU" for Starting Arts.
 2. Proposed HMF/Hammer/Galarza Family Night -

- a. [Math Festival in a Box](#) - ask that HMF 'host' this event for both schools - \$1,500 (HMF keeps supplies to be used for future events).
 - b. Math Festival - Festival host through HMF - \$800 (they keep supplies.)
Galarza does not have a SCO/PTA but they do have funds.
Joint efforts include Project Cornerstone, the Garden (which we fund).
 - c. Trunk or Treat - Galammer would take responsibility for the trunk or treat portion and HMF would take responsibility for the basket "Hammer Fundraiser" portion.
Mr. B would prefer for this to be a joint event similar to Culture Night, but is okay if we keep separate for this year. Next year may be push for a joint effort by other principal, Elizabeth Brush. However, admin can cancel the event technically.
Issues related to insurance. We need events that build communities, however it would be unfair to 'ask for money' that would only go to Hammer. Mr. B responded that Galarza fundraising would stay with Galarza.
Agreed in June that decision would stay as is. Could be joint effort for next year as planning has already been underway. May need to communicate with Elizabeth Brush regarding joint events. Will continue discussion plans for next school year.
3. Possible Principal School Budget - ask that HMF provide a budget for principal reimbursement. Mr. Bingham has paid funds out of pocket for the school - dunk tank, popsicles with principal, Montessori shelf restoration supplies, and more.

B. [President and Vice President](#)

1. Updated meeting agendas
2. Meeting with teachers - reviewed mission statement, last year's monies spent. In the past teachers have come with requests and ordered directly. Cannot continue. Teachers need to submit receipts. \$650 by fall and \$500 in spring. They need to submit Fri. before board mtg and will receive check after the meeting. Will be done one time per month. Teachers must include legible receipt. Alicia sent recap to teachers today of the new procedure. It seemed well-received. Mr. K representing teachers do appreciate the process, including equity for all classes.
3. Slides proposed for back to school night - request for additional slides sent to Kristen. Send Kristen (board member) self photos without their kids in it.
4. Chalk art festival. It is not onsite and not a joint event. Need a deadline for who is going to do the artwork. Should HMF pay for chalk this year. We usually tie in the design into the yearbook that is related to Project Cornerstone for continuity.
5. Alicia attended SCO training. Learned that cannot ask certificated staff to work after hours due to liability. Discourage asking teachers to volunteer to babysit for events like KNO.
Any items over \$500 must follow protocol for purchase. However, we have not yet come across this.
6. Our By-Laws are due by 9/1/24.

7. Parent Survey Results - There are traffic issues. That is not a HMF responsibility, it is school site issue. Want a math program for 3-5th grades. Anything after school or requires teacher volunteers is under Mr. B purview.
There is more parent feedback that we need to access in a different email we are locked out of at the moment.
Parents not happy about two different platforms - ParentSquare and Konstella.
Need to push volunteering, parent involvement to start now.

C. Treasurers/Bookkeeping

1. Bank Balances - \$68,700. Need to open higher interest savings account. Need Benevity info. Need to set up appointment with Mital, Lance and Alicia to switch names on accounts.
2. Any outstanding checks still?
 - a. Yes the two outstanding district checks. Starting Arts in one check and field trip/assemblies is the other. Starting Arts check was dropped off at the District today.
 - b. Add uncashed checks as liabilities
3. Check for the Montessori Manuals? HMF ordered for every subject.
 - a. Paid

D. Field Trip/Assembly Planning Chair

1. Fall/Spring Field trip schedule
2. Proposed field trips and assemblies for this year
3. Chair and teachers will work together regarding planning. We don't fund one single class, only grade level. Parents prefer that field trips are spread out throughout the year. However, parent volunteer process takes time. Plan for two field trips per year. Fall trips book up quickly. Need to get some dates in the next month preferred. Registrations are starting to open up now. Transportation from district require drivers to wait costs us driver's hourly rate.
4. Possible field trips
 - a. YSI- Hammer (K-5) - Can do it at Vasona Park or at school.
 - b. History Park (K-5) - Max is 48 students. Would need to book more than 1 tour. Two tours are in the am.
 - c. Bay Area Discovery Museum - They also offer on-campus experience but need to check if they travel this far. Or do field trips at their site.

There was previous issue about teachers responding on a timely basis regarding field trips, such as possible dates. We got the okay for starting field trips after Thanksgiving. Nina can go ahead and do the planning if she doesn't receive timely feedback. She will need to check with Mr. B. to book them without teacher consent. Teachers can respond afterwards if there are issues.

E. Events Planning Chair

1. Kinder ice cream social 1st day of school, Thurs., 8/8 at 1:15PM
2. Will put together a committee of volunteers for Trunk or Treat.
3. Events for the year have been added to Konstella calendar. Will give to Kristen to include for Parents' Night.

F. Teachers - Grateful for materials and funds. HMF trying to improve relationship with teachers.

IV. Unfinished Business:

1. Teacher Montessori Classroom Amazon Supplies Wishlist approx \$6,000. Teachers are going through materials and inventorying. HMF verified and approved expenses in June.
2. Montessori Handbooks, approx \$3,500.00 - HMF Board approved in June.
3. Need to put transportation back in as a line item in our P&L. Our previous budget was small for transportation. We will need to monitor and increase as needed.
4. The Executive team met for an emergency meeting June 14th to vote on requested reimbursement for expenses by the board and by Mr. Bingham for materials needed for returning to school and for Montessori PD during the summer.

V. New Business:

1. Update on 2023–24 orders. We are done with these orders. Need to pay attention whether items are part of last year's budget or this year for accurate reflection.
2. Formation of Audit Committee
 - a. Have 2 parents, 3 would be ideal. We already have 2 parents who have volunteered. The audit cannot be before 11/15/24. Should be done by 12/15/24.
3. Discussion of new format of meeting that includes stricter time management and half closed session starting at 7:30pm.

VI. Voted Items:

1. \$800 for math night. All in favor- with the caveat that we will host every other year.
2. Voted in favor for Project Cornerstone books \$350. We have funds so do not need to ask parents.
3. All in favor in denying principal HMF budget/funds, unanimous nay.

VII. Action Items/Next Steps:

1. Kristen and Alicia will draft letter to both principals regarding events.
2. Elmer and Lance review co-treasurer in by-laws.
3. Review by-laws draft for finalization.
4. Arts teacher recruitment
5. Teacher will connect with Nina on field trips.
6. Set a Fundraising goal for Annual Appeal

7. Determine a budget for Anne Cardone intervention teacher and a small budget for our new Speech teacher Mr. Rudy and our new RSP teacher.

VIII. Closed Session

1. Review updated Draft By-laws and approve. - Still need to finalize. Board should review the committee and role and responsibilities sections.
2. Revisit Starting Arts funds by HMF - Concern is that we may not be reimbursed if we front funds while waiting for State response. We will put a search for a credentialed art teacher who can assume position. It would not be a full-time position. We should set deadline to have teacher before Labor Day.
The board should attend the district board mtg. To raise the concern. Speaking on behalf of Hammer but likely speaking for all schools. Kristen will put job listing on the weekly newsletter. Conservative option is to only fund 50% (that we already have). Will communicate with Mr. B that we will not fund the remaining costs. HMF cannot pay for costs that the district has funds for.
 - a. Visual and Performing Arts Elementary School Teacher (Kindergarten - Grade 5)
<https://app.hirenimble.com/jobview/63575>
3. Principal budget/funds - Will deny HMF budget for principal. Funds could be taken out of Hammer School fundraising budget.
4. Joint school events - We can probably do the Math Night event together. We can consider trading off events with each school so that it is friendly and fair. \$800 for math night. We do need to have Hammer community specific events because HMF needs to fundraise for Hammer programs and build Hammer community. Mr. B has previously stated that if HMF funds it, he can recruit parents to volunteer, such as the Math event. Our new insurance allows us to have up to 1000 attendees. HMF prefers to keep the three HMF events as is to support Hammer community-building and fundraising needs. We will need to also communicate with Galarza principal. Will ask both principals about creating parent volunteer committee to plan joint non fundraising school events.
5. Will start annual appeal at end of Sept.

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tuesday, September 3rd

X. Adjournment - 8:15pm