

-Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, September 3 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
Mital Poddar, Parent
Tatyana Mogannam, Parent Volunteer
Cinthia V. Rodriguez, Parent
David Friedlander, School Site Council

Meeting Details:

- I. **Call to Order** - 6:40pm
- II. **Review Minutes from Closed Session**
 - A. Review updated Draft By-laws and approve. - Still need to finalize asap. Board should review the committee and role and responsibilities sections. *Executive board should review, whole board review preferred by next Oct. 8th - next board mtg. Suggest virtual meeting to discuss.*
 - B. 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 role filled before Labor Day.
 - C. 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. *District has released the funds and we will be having Starting Arts fully implemented.*

- D. Visual and Performing Arts Elementary School Teacher (Kindergarten - Grade 5)
<https://app.hirenimble.com/jobview/63575>
- E. Principal budget/funds - Will deny HMF budget for principal. Funds could be taken out of Hammer School fundraising budget.
- F. 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 every other year so that it is equal for both schools. 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.
- G. Will start annual appeal at end of Sept.

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

III. Approval of the Agenda

IV. Reports of Officers and Committees

A. Principal

- 1. Review teacher and board member requests for reimbursements
 - i. Griggs- \$370.20 [Check #1129]
 - ii. Raychev- \$333.38 [Check #1132]
 - iii. Shenoy- \$51.97 [Check #1130]
 - iv. Neal - \$100.52 [Check #1133]
 - v. Geri Canales-Reyes- \$40.73 (RS Aide) [Check #1131]
 - vi. Mr. K - \$ 41.94 [Check #1134]
- 2. This needs to be the last month that HMF will reimburse teachers for basic classroom supplies - pencils, paper, erasers, white board markers, composition notebooks.
 - vii. The district provides a budget for all these things so that classrooms have their needed supplies at the beginning of the year, public schools no-longer can ask their student/parent community to purchase basic necessary supplies for their child to function in the classroom, hence why supply lists are no longer published to Target, Walmart etc. "Free Public Education"
<https://codes.findlaw.com/ca/education-code/edc-sect-49011/>
 - viii. HMF parent donated bucketed monies for basic classroom supplies should only be available to the teachers moving forward **after** the school



has exhausted their \$9k classroom supply budget. This will be included in the revised HMF By-Laws.

- ix. HMF only paid for these things as a one-time only in spring because HMF asked what the teachers needed and the request for 2024-25 back to school supplies were included on their wishlists.
- x. Must use reimbursement basis going forward per SCO Handbook. Giftcards (used in the past) are difficult to track.
- xi. Goal to improve transparency with the parent community especially about use of funds. Information is included with Annual Appeal information, however this still may not be widely known. Unsure if most parents are aware that HMF pays for Montessori materials.
- xii. School budget covers bare basics. Those expenses also fluctuate year-to-year. HMF funds can largely enrich teaching and learning experience for classrooms.

B. President and Vice President

1. Kristen and Alicia will draft letters to both principals regarding co-school events. They did have a discussion with Galarza principal. She clarified that she is not intending to take away ongoing events such as Trunk-or-Treat. Question is whether finding parent volunteers who can help with organizing joint school events - not necessarily a HMF-only task. HMF has three HMF-only school events each year. Moving forward, joint school events could be community-building events without fundraising.
2. Back-to-School Night Recap - 1) parent struggling with getting into or getting back into Konstella; 2) had a table that was not visited. Do we want to staff it for next events or how to better advertise it. Parents also asked for t-shirts.
3. Starting Arts Program Status - Now resolved.

C. Treasurers/Bookkeeping

1. Numbers - \$45k in accounts.
2. Reviewed data for annual return, will begin preparation
3. Exempt status in-process with the CA - DOJ
4. P&L + Balance Sheet report
 - a.  BalanceSheet - Aug 2024.pdf
 - b.  ProfitandLoss - Aug 2024.pdf

D. Fundraising

1. Annual Appeal /2024-25 Fundraising Goal - Suggest \$80k as fundraising goal. This has been average raised over last few years.
2. **Fundraising scenarios for an operational budget of \$75K.** Which includes:
 - a. 15K? for starting arts

- b. 7.5K for field trips
- c. 8K for Montessori materials
— 50% —
- d. 8K for other supplies and materials
- e. 4K for other programs [garden, cornerstone]
- f. 10K of fundraising costs including WAT t-shirts
- g. 3K for administrative overhead
- h. 7.5K for t-shirt program [~self-funded + inventory]
- i. 5K for yearbook [self-funded]

| | 60% participation @ \$200 | 75% participation @ \$200 | 60% participation @ \$250 | 75% participation @ \$250 |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| # students | 200 | 250 | 200 | 250 |
| Annual Appeal \$ per student | 100 | 100 | 125 | 125 |
| Total Annual Appeal | 20,000 | 25,000 | 25,000 | 31,250 |
| Walkathon \$ per student | 100 | 100 | 125 | 125 |
| Total Walkathon | 20,000 | 25,000 | 25,000 | 31,250 |
| Total Fundraising | 40,000 | 50,000 | 50,000 | 62,500 |
| | | | | |
| Corporate matching | 50% | 50% | 50% | 50% |
| Total corporate matching | 20,000 | 25,000 | 25,000 | 31,250 |
| Total | \$60,000 | \$75,000 | \$75,000 | \$93,750 |

Note: There is already an expectation of \$100 per student for the readathon.
 Annual Appeal - \$250 suggested. Typically ~200 participants.
 Walk-A-Thon can also be corporate matched.

D. Field Trip/Assembly Planning Chair

1. 2024-25 Assemblies
 - a. For Goodness Snakes- Available: Sept. 23rd, 25th & 26; Oct. All dates open except, 15th, 18th & 22nd; \$550 per hour= \$1100. Recommend 1.5hrs. He could also do 1-hour per group.
 - b. Mobile Ed Steam Museum- Can do Nov. Forces & Motion (Physics).
 - c. Happy Hollow for January? (Similar to what Kinders will have in Nov from YSI.)
 - d. Taiko Drum San Jose- Waiting to hear back for March.
 - e. Possible assembly- Blake Brandes- Power of Yet; came last year, so wanted to hear from other possible assemblies before reaching out. This was very popular.
 - f. Assemblies are May. Mr. K is OK. Last year had an issue with bus funding in May.
 - g. School cannot ask parents for bus funding this year.
 - h. Dairy cows assembly is every 3-4yrs.

2. Field Trips status

- a. 4th & 5th - San Juan Bautista Oct 9th; still waiting to receive invoice, called and emailed several times; busses being reserved by Teresa
- b. 3rd History Park- Early to Rise Program Thursday, Nov. 7th; Invoices being paid if not all; buses are being reserved by Teresa.
- c. Kinder- Youth Science Institute Monday, Nov. 4th- Animals and their Adaptations; 2 classrooms needed for inhouse field trip @9:30 for 30 minutes. Booking confirmed, invoice just needs to be corrected.
- d. 1st & 2nd- nothing booked at this time; emailed Ms. Jay some ideas; noticed a couple of suggestions on the doc, wanted to speak to teachers in regards to their interest and rotating the field trips.

E. Events Planning Chair

1. 10/26 Truck-or-Treat Committee Status - Ulkar will put out request this week for committee members. Will add games this year. Can recycle some games but will have ideas for additional games. Will need basket and pumpkin donations. Teachers will provide ideas for baskets.

F. Webmaster/Communications Chair - Will post board photos on website. Will include Trunk-or-Treat committee solicitation in this week's Thursday update.

G. Teachers -

- 1) Mr. K working with Katy on Bike-to-School event this year. It was successful last year. Will have one in October. May is bike to work day/bike month. This can be a joint school event. Not a HMF-specific event, but would appreciate having it broadcasted to school community.
- 2) Suggestion to have some points in writing for Nicole and Robert to bring back to teachers, including action items.
- 3) HMF can make more clear what is approved/not approved expenses for teachers.

V. Unfinished Business:

1. Determine a budget for Anne Cardone intervention teacher and a small budget for our new Speech teacher Mr. Rudy (56 students max on caseload) and our new RSP teacher (max 28 students served for full time, position is only 2 days at HMS).

V. New Business:

- 1.

VI. Voted Items:

1. None

VII. Action Items/Next Steps:

1. By-Laws review by executive board.
2. Determine budgets for 3 additional teachers.

VIII. Closed Session

1. Discussion of who can initiate joint-school events. Katy B. has volunteered to look into some ideas.

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tuesday, October 8th (due to Fall break, delayed a week)

X. Adjournment - 8:20pm

August 2024 HMF Boarding Meeting Minutes

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 for a 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 the 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 the 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:

4. \$800 for math night. All in favor- with the caveat that we will host every other year.
5. Voted in favor for Project Cornerstone books \$350. We have funds so do not need to ask parents.
6. 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.

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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
2. **X. Adjournment** - 8:15pm