

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, October 8 2024 | 6:30 PM | Hammer Elementary Room 120

Agenda:

Attendees

Kristen Vlietsra, Vice President, Fundraising
Elmer Garduno, Bookkeeper/Co-Treasurer
Carolyn Huynh, Secretary
Katy Bosworth, Web Administrator
Ulkar Abbas, Events Chair
Nina Chantalat, Field Trips and Assemblies Chair
Stephen Bingham, Principal
Nicole Raychev, Teacher
Mital Poddar, Parent
Diana Valencia, CLAC representative

Meeting Details:

- I. Call to Order - 6:37pm
- II. Review Minutes from Closed Session
 - A. 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.

Voted Items:

1.

III. Approval of the Agenda

IV. Reports of Officers and Committees

A. Principal

1. Read-A-Thon Status - [Raised \\$35,000](#) - [Here's where the funds went](#). We had 60% participation. This is more than many other fundraisers we've had in the past.
 - a. Beard Dye - Thursday / Ice cream party - Friday (help wanted)
Our highest participation rate has never been over 58% financially. This year we have reached 60%. One factor was that we did not run fundraisers concurrently. More clear for parents.
 - b. 5th grade science camp is not funded yet. Cost is \$20k. They have \$16k now. Next year's 5th grade will start with \$14k. Nicole's class won with highest amount raised. Together we have \$80k tied up for all grades for their science camps. Any add'l funds will go towards materials, etc.
2. Practice Earthquake Drill - we will be hosting a practice earthquake drill Thurs., October 17th and will be looking for volunteers. Parents will act panicked as part of mock drill. Will include in principal's weekly newsletter on Friday.

B. President and Vice President

1. Review the annual appeal
2. Issues with volunteer clearance for parents

C. Treasurers/Bookkeeping

1. 2023 Tax Filings Report - \$72k in the bank EO FY 2023.
 - a. <https://docs.google.com/spreadsheets/d/1aKKw201mFsmtdisyEIDFdEbTElOn6xoVAjjFAFNKhB4/edit?usp=sharing>
2. Delinquent renewal with CA DOJ due to missing 2020 and 2021 renewal notice
 - a. <https://rct.doj.ca.gov/Verification/Web/Details.aspx?result=cf6be724-a5db-40fc-b28e-197ea393858a>

D. Fundraising

1. Annual Appeal Communication - HMF has paid for Montessori materials, half of starting arts, playground equipment, teacher appreciation/enrichment.
Will make announcement this week and will post link next Monday and will keep open until first week of January. Will also be in principal's update.
Benevity Clearance/DOJ will be cleared by November. In the past, there were two accounts with Benevity. Need to ensure it is the correct account.
Will add language regarding contacting HMF for assistance regarding corporate matching.

D. Field Trip/Assembly Planning Chair

1. Field Trips/Assemblies Update
For fall, we have everyone's schedule. Will need to assist grades 1st-2nd. Wanted to do a trip with animals but options looked into would not do more than one class at a time. Prefer at least two classes or all classes. Will look into Emma Prusch and Spina Farms. Will meet this Fri. morning to firm details and will have an update.

District can only fund field trips due to liability reasons.

Spring - Other grades have not submitted their proposals. Will give teachers a request before winter break for ideas. Possibly might switch planetarium to spring. Will also have Snakes presentation on site. Will be on Oct. 31st. Will have Forces in Motion on Nov. 25th. Will have Sharky for 1-2nd grades in Dec. to discuss bullying. Band concert in Dec. Request to SJFD for assembly on safety. Still waiting. Peregrine falcons will come in January for upper grades. Valley Water will do something around Earth Day. Request need to be made closer to the date. San Jose Taiko Drums will be May15th. Cost will be split with Galarza.

2. Could use ideas on free assemblies. There is dairy farm one. Usually there is a waiting period. Happy Birds last year was \$1100. US Patent Office has done free field trips. Located at SJ City Hall.

E. Events Planning Chair

1. Truck-or-Treat Event Status - Posted sign-ups. Kristen will push out announcement. Ulkar will not be there the day of the event. Need HMF board members to help out with the event as it is very busy. Added games. Will do a rotation every 30min. Of those who are running the game. Will finalize this week. Basket preparation - need help to assemble on Wed., 10/23 in the cafeteria. Need to be between 9:05-11am. Need to sell raffle tickets at pickup/drop off times. Will also sell at actual event. Tatyana and Darshanee will lead on the day of the event. Will keep baskets in supply room.

Winter Bazaar - That Friday, multiple companies have their parties that night. We can move it to 12/12 or 12/5, a Thursday. Need to make sure Darshanee and Tatyana are available. It is closer to the actual last day before break. Will also need to change in Facilitron.

F. Webmaster/Communications Chair

By-Laws need to be cleaned up.. Mital can help and will work with Katy. And then will present final draft to HMF Board.

G. Teachers

- 1.

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). (Save for next month's agenda)

V. New Business:

1. Bike to School - Mr. B will put out announcement in newsletter.

2. Montessori Training Center (based on San Leandro) Sunnyvale location is no more. They would like to host 1 time per month, all-day training here that would include positive disciplines, learning differences, anti-bias/racist, etc. Mr. B asked them to reserve on Facilitron. Mr. B asked for a discount and they denied it. Mr. B will put it in writing to present to the board.

VI. Voted Items:

1. None.

VII. Action Items/Next Steps:

- 1.

VIII. Closed Session

- 1.

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., Nov. 5th

X. Adjournment - 7:41pm

HMF Board Mtg. Minutes

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:

VI. Call to Order - 6:40pm

VII. 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:

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

VIII. Approval of the Agenda

IX. Reports of Officers and Committees

C. Principal



3. 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.

D. 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 taks. 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

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

D. Fundraising

2. Annual Appeal /2024-25 Fundraising Goal - Suggest \$80k as fundraising goal. This has been average raised over last few years.
3. **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% participati on @ \$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

2. 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.

X. Unfinished Business:

2. 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:

- 3.

VI. Voted Items:

2. None

VII. Action Items/Next Steps:

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

VIII. Closed Session

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

IX. Calendar/Comments/Announcements:

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

X. Adjournment - 8:20pm