

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, November 12, 2024 | 6:30 PM | Hammer Elementary Room 120

Agenda:

Attendees

Alicia Vento, President
Elmer Garduno, Bookkeeper/Co-Treasurer
Lance Erhman, Co-Treasurer
Carolyn Huynh, Secretary
Katy Bosworth, Web Administrator
Ulkar Abbas, Events Chair
Stephen Bingham, Principal
Nicole Raychev, Teacher

Meeting Details:

- I. Call to Order - 6:37pm
- II. Approval of the Agenda
- III. Reports of Officers and Committees
 - A. Principal
 1. Trunk-or-Treat went well. Parade and Dia de las Muertos, too. Next year will try not to schedule both back-to-back.
 - B. President and Vice President
 1. Old business:
 - a. Update on Math Night- Mrs. Brush put in for another grant this year and was accepted, so there will be no need for HMF to fund. Next year we should plan to pay for it - buy materials or cover it.
 - b. Intervention Teacher (not SpEd) Anne Cardone has a current budget of \$250 for classroom materials, we need to vote to fund a \$500 classroom budget, she does not use montessori materials (district directive).
 - c. ~New SLP needs vote for \$500 materials budget- does not use montessori materials. He sees ~55 students/week MTuW.
 - d. ~RSP is currently a long term sub, do we ask for any receipts from her to reimburse? If the SLP who was hired for this position shows up in January, what budget would we give her, remaining balance? Also, RSP doesn't use montessori (district directive).
 - Anyone supporting students outside of 12 classroom teachers, HMF will provide a classroom budget, also for any teacher that is added. All in Favor. Will include in By-Laws.

- e. Our non-profit status is cleared for 2020-21, we are current, the Treasurer will be filing 2024?? status with 2023-24 taxes.
- f. Annual Audit Committee is currently working on auditing our books. We have two Hammer parents who have volunteered. They are not part of HMF. Either both or one of them will be in attendance at the December board meeting to review their findings.

C. Treasurers/Bookkeeping

- 1. Trunk-or-Treat total funds raised. No longer facility rental fee as a SCO. Raised \$3300. Similar to last year - \$3100.
- 2. Presentation of tax filings. Treasurers will file tonight and email copies to board. File with the state afterwards.
- 3. Teacher used Amazon rewards to purchase supplies. Nominal amount. HMF will reimburse this time, but will notify teachers that can only reimburse cash/credit purchases going forward.

D. Fundraising

- 1. Outside Konstella (checks/cash) contributions needed from Treasurers to include in weekly Thursday night communications. Treasurers will summarize and share.
- 2. Annual Appeal - Started six weeks later this year. Classroom competitions are not part of campaign. Annual appeal is through Stripe account.

D. Field Trip/Assembly Planning Chair

- 1. Field Trips/Assemblies Update
Waiting on Planetarium. Museum only allows 40-50 kids at a time so can't do. Are looking into Kirsch garden tour. Might consider booking buses with the district while waiting for a response and cancel later, if needed.

E. Events Planning Chair

- 1. Truck-or-Treat Event Debrief - Need to find better raffle ticketing solution (i.e. time consuming to write contact info on tickets). Providing QR code worked well. Raffle tix cannot be sold online and must be given in person. 90% of sales need to go back to non-profit. Cannot go over \$15000 or other requirements involved.
- 2. Winter Bazaar Status - No one has signed up for bake sale volunteer. Nicole R. And Mr. B will ask teachers if they can do storytime. For actual baked goods, donation list is filling up. Krysten Tanaka know that she can start setting up storytime display as early as 2pm. Will assign craft sellers' spaces numerically.

F. Webmaster/Communications Chair

- 1. Galammer Events Status - Katy met with Mr. B and Ms. Brush last week. General goal is come up with framework of parents of both schools who can be available to help joint school events. The 'How' and details are not yet defined. Will need to solicit help with this. HMF's goals to raise funds and community-building is still a goal. Combined events are driven by Mr. B and Ms. Brush - Literacy night, talent night, math night, science night, multicultural night, and Walk-n-Roll event. Next one is on 11/14. Ruby

Bridges day is on the same day, a national event. This is an example of an outside of school event so don't need clearance for volunteers. Communication will go through the principals. Tentative name for planning committee - Galammer Events Group (GAG) - separate group from HMF.

2. By-Laws Update - Update the existing bylaws from 2013 to make their procedures compatible with what we do, but keep as general as possible so that we don't have to regularly edit them. Then we add all of the additional extra details & procedures to the Role & Responsibilities part of the website, which we can edit (without a vote) whenever we want.

- a. Proposed updated by-laws

<https://hammerfoundation.org/hmf-bylaws-2024-update/>

We should have a separate (non-legal doc) that has more details of board roles & responsibilities.

<https://hammerfoundation.org/board-roles/>

G. Teachers

1. Nicole purchased breadmaker for classroom that has helped students learn about measurements, etc. Has also helped for students who don't have snack from home.

IV. Unfinished Business:

1. None.

V. New Business:

VI. Voted Items:

1. Anyone supporting students outside of 12 classroom teachers, HMF will provide a classroom budget. All in Favor.

VII. Action Items/Next Steps:

- 1.

VIII. Closed Session

1. What are the legal requirements regarding amending by-laws? There should be a majority board vote. IRS requires that you have a fiscal year.
One change was naming a specific person who was elected treasurer - now changed to name role, not specific person.
Need to include policy for making amendments to by-laws. Should use version control - (e.g. Version 2.0, 2.1, etc.)
Can have administrative section of doc that include language on how to record minor or major changes. Note: Two types of changes - amended or restated.

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., Dec. 3rd

Adjournment - 8:07pm.