

Hammer Montessori Foundation Monthly Board Meeting

Tuesday, December 3, 2024 | 6:30 PM | Hammer Elementary Room 120

Agenda:

Attendees

Alicia Vento, President
Kristen Vilietstra, Vice-President
Lance Erhman, Co-Treasurer
Carolyn Huynh, Secretary
Katy Bosworth, Web Administrator
Stephen Bingham, Principal
Nicole Raychev, Teacher
Mital Poddar, Parent Volunteer
Robert Kossayian, Teacher
Sheila, Parent



***We are fortunate to have an incredible librarian.

Meeting Details:

- I. Call to Order - 6:36p
- II. Approval of the Agenda
- III. Reports of Officers and Committees
 - A. Principal

- Winter Bazaar - on December 5, the stage will be ready and available starting at 1:00 pm. The cafeteria will be ready and available starting at 5:00 pm. There will be 12-14' tables for students to share their crafts. Mr. B will work with the custodian to pull down tables in advance.
- [Open House for Prospective Students \(January 15, February 5, and March 5, 2025\)](#)
- We are looking for approved volunteers to support our Open House for Prospective Students to take place in the new year (January, February, and March 2025). For information and to sign up, please refer to the link above. This is an incredible opportunity to help showcase Hammer's best and the opportunities we offer to support student learning and academic excellence. Mr. B believes that it will be 99% the same as it was last year.
- Wondering if HMF would be willing to share with me what teachers have (or have not) spent their allocations. I'd like to push them to invest their allocations.
- Mr. B will share HMF Board mtg. Minutes on monthly board mtg. However, this is also available publicly as well as on the HMF website. Kristen requested Mr. B to announce

the annual appeal again on his weekly announcements as we are starting to wrap it up soon. Translated in Spanish also.

B. President and Vice President

- a. Audit committee has drafted their initial findings, clarifications needed before December 20th submitted to the two parent volunteers before they finalize their report.
 - i. Request was sent via email to treasurer.hmf email.
 - ii. Need to include approval of budget in our by-laws. We should make note of reimbursements to provided to teachers. Alicia will provide working to Katy to include in the by-laws. Reimbursement info should also be included in meeting minutes.
- b. Parents are asking if their Benevity donations have been received, can we get details on that so HMF can send an acknowledgement of receipt, like those who have contributed to Annual Appeal through Konstella. Kristen has been checking and doing this once a month, but can also be extended to quarterly if needed.

C. Events Planning Chair

1. Winter Bazaar Status -
 - As of Mon, 12/2, We're ready to go for Thurs., 12/5 6 to 8 PM. Kids craft sale is completely filled, we'll have close to 50 crafters selling their crafts. Bake sale, we have 30 folks signed up to bring baked goods. We have all spots filled for story time. Krysten T. will be setting up the stage starting around 3-ish for story time. Volunteers have been instructed to meet up at the cafeteria at 5p to begin setup. Lance has agreed to handle sales & will possibly need cash for the event. A parent will bring extra tables, however we may not have the room.
 - Someone needs to be with Lance when he counts the \$\$ and someone else needs to write the amount down/noted officially in meeting minutes. Need to be board members. This was one of the findings in the draft audit report.
 - We will have some lessons learned & plan for ideas we'd like to discuss post Winter Bazaar. However, for today, wanted to give updates only.

D. Treasurers/Bookkeeping

1. \$64,800+ in funds between checking and savings. At next mtg. Will let us know how much has come through Benevity. Lance will create a spreadsheet for teachers to track allotment.
2. We need to get Wells Fargo taken care of/getting away from it. Reasons include that to add anyone new to have original people who started the account present. Difficult with turnover in the board. Also does not allow for two signature checks. Other logistical difficulties.
3. Bright Funds - we do not have login info for track donations coming in. We can also email Bright Funds for login info. The last transaction was in October. There has

been a \$10 auto donation from a family that we frequently contacted to stop payments. However, we were able to end it.

4. Teacher requested a \$1100 reimbursement request. \$400 savings for Black Friday was used. Treasurer has not yet written the check. Will need check # documented. Lance takes a photo of each check and sends it to Elmer who files them.

E. Fundraising

1. Annual Appeal Status - Lance will message us with the current amount raised. Kristen will note corporate donation matching towards the end of the campaign.
2. Teachers can sometimes send annual appeal announcements on Konstella and Parent Square. Mr K has noticed that some parents are not using Konstella as much because teachers use Parent Square for communication. Teachers can place announcements in weekly folders. Communicating that funds used for school materials/learning. Teachers can let parents know that HMF uses funds to reimburse teachers for supplies purchased for classrooms. Mr. B is asking for a draft email that teachers can send to parents to appeal.

F. Field Trip and Assemblies

(Chair Absent) Field trips have been happening as planned so far. Will need to see how much will be raised through Annual Appeal and can determine additional field trips the rest of the year. Not sure about our budget but will check with the Chair.

Nicole asking about a separate field trip to USPS, etc. HMF only funds field trips for the entire grade. However, Mr. B may have some funds that can be used.

G. Webmaster/Communications Chair

1. Galammer Events Status - We did Ruby Bridges and Walk/Bike to School Day. Katy helped with communication along with Mr. B and Mr. K.
2. March 7th is Hammer Day and can consider events on this day. Students are encouraged to wear green. Idea to have students write postcards and mail them to Hammer family. We may have stamps we can use. Distribute at the end of Feb to be mailed in early March.
3. 2-3 WnR days in spring. Would like to do Rock n Roll events in the spring. May partner with Viva Escuela.
4. Goal of Galammer events is not intended to raise money. Intended to fund community events or to fund educational events such as math night, etc. All events are outside of school so that they don't involve volunteer clearance. Katy also presented info to the new Galarza parent co-lead. May need to clarify more that it is a separate endeavor from other school events. Clarify that I need to recruit other parents to help out. Not a HMF responsibility to organize. Recommendation to have a planning meeting 4-6 weeks before the event. Hammer does multicultural nights in Jan. Galarza in May.

5. By-Laws Update - Goal is that it is a legal document that is general and need not be updated frequently. Changes that need to be made are small.
 - a. Proposed updated by-laws
<https://hammerfoundation.org/hmf-bylaws-2024-update/>
 - b. Old 2013 By-laws
<https://hammerfoundation.org/hmf-bylaws/>
 - c. Separate (non-legal doc) that has more details of board roles & responsibilities.
<https://hammerfoundation.org/board-roles/>
- Bylaws were approved by board, and final copy is now live at
<https://hammerfoundation.org/hmf-bylaws/>

H. Teachers

1. Mr. K. - Can we please get a little more guidance on HMF approved materials, for example, a definition of "office supplies" or general guidance for using SJUSD funds first and then HMF funds as supplemental spending to enrich our classrooms and school community.
 - a. Teachers may run out of supplies and will need to wait for the next round of funds to purchase more.
 - b. What is appropriate to spend? Teachers should ask school for office supplies. \$650 meant for first semester and rest (\$500) for next semester. Some teachers use the entire amount before the second semester. This has been an issue every year. HMF wants teachers to provide receipts and will be reimbursed until the \$ limit is reached. Whatever Mr. B gives funds for classroom replenishables, those funds should be used first before HMF funds are used for these. State regulation that school should be paying for school supplies. Montessori materials are not covered and where HMF can help fund.
Mr. B shared that starting in July 2025 - there will be \$150 allotted in the school supplies budget for each student that will carry through for the 25-26 school year.
2. Need for teachers to track their HMF allotted budget.

IV. Unfinished Business:

V. New Business:

Reimbursement:

Check #1167 - \$990.50 reimbursement Gladys Salm

Check #1168 reimbursement for Cassandra Birdcamp \$104.30.

VI. Voted Items:

1. Finalization of new By-Laws. All in Favor. None opposed.

VII. Action Items/Next Steps:

1. Need to resolve audit recommendations.
 - a. Note all reimbursement check #s and \$ amount in meeting minutes
 - b. Better note voting and passing of new expenses outside of the already approved annual budget exceeding \$250.
 - c. Board members need access to google drive folders to upload receipts of expenses.

VIII. Closed Session

7:30-7:53pm, reviewed drafted amended by-laws, executive board voted to approve amended by-laws with the addition of language:

“A budget must be approved annually by the board of directors, per SJUSD (San Jose Unified School District) SCO (School Connected Organization) policies. All additional expenditures in excess of \$250 that are not already approved in the annual budget require board vote for approval. All approvals, both annual budget and additional >\$250 expenses, must be recorded in meeting minutes.”

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., Jan. 7, 2025

Adjournment - 7:54p