

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, January 7, 2024 | 6:30 PM | Hammer Elementary Room 120

HMF Meeting

Attendees

Alicia Vento, President
Kristen Vlietstra, Vice-President
Lance Erhman, Co-Treasurer
Elmer Garduno, Co-Treasurer
Katy Bosworth, Web Administrator, acting secretary
Stephen Bingham, Principal
Ulkar Abbas, Events Coordinator
Mital Poddar, Parent Volunteer
Tatyana Mogannum, Events group
Nicole Raychev, Teacher

Meeting Details:

- I. Call to Order - 6:37 PM
- II. Approve December Minutes. → Approved.
- III. Approval of the Agenda → Approved.
- IV. Reports of Officers and Committees
 - A. Principal
 - 1) Thanks: Alicia joining Hammer faculty as RSP teacher.
 - 2) Galammer Math Night Help. Tues 1/21/25 5-7 PM. Don't need to be approved volunteers.
 - ** AR Mr. Bingham to make signup sheet by Thursday, give to Kristen to send in Thursday email, and also for him to send directly.
 - ** AR Mr. Bingham to check what is needed for volunteers (How many, time window. Likely 4:30-7pm.
 - ** AR Kristen to add signup to weekly Thursday email.
 - 3) Hammer Open House for Prospective Students. 1/15/25 - volunteers and presentation updates. Was sent out for
 - ** AR Mr. Bingham: to send out another request for volunteers.
 - ** AR Kristen to add to note
 - 4) Possible technology needs - interactive whiteboards in 3 - 4 rooms.
 - Cost would come out of site flex (\$9000/year)
 - Tentative pricing 5x \$4,000 = \$20K. (via District procurement)
 - ** Alicia: Measure R, Hammer had list for technology upgrades. Will it happen?

**** AR Mr. Bingham: Provide official quote by next meeting, or maybe SJUSD tech dept?**

B. President and Vice President

Alicia last month as PTO president, will remain as nonvoting board member.

Recruiting open positions:

****AR Alicia add to sign off email. ** AR Kristen add to Thursday email.**

- President
- Secretary
- Field trips/Assembly 2nd/next year..

Open items:

- Managing insurance ****Where is this going?**
- Tshirts (drop ordering more, all Tshirt sales are final. Alicia OK keeping this job.)
- Reserving rooms/facilitron (treasurer),
- Konstella (secretary).

C. Events Planning Chair

1. Winter Bazaar Reflection-

Successful:

- Record teacher signups reading, children signups - was packed. Went great.
- Bake sale - almost nothing left.

Notes for next year:

- Clarify made by kids, sold by kids (not mom homework).
- Emphasize Montessori education: being independent with money, budgeting time to make crafts, etc.

2. Walkathon 2025, planned for 4/25/25. Theme = circus. Will need to order WAT T-shirts. Will also like to order give away, maybe do another plant option this year. Currently soliciting for ideas for give away.

- **** AR treasurers: What is WAT budget? Report at February meeting.**
Last year: \$4.5K Tshirts, \$1,200 Kona ice (dont' have to repeat), pay \$500 = total \$7000. Tie dye is much more expensive (\$12) double cost. If tie dye, either eliminate party favor or increase goal to account for tie die. Or cheaper single bright color.
- Plan to order Tshirts for kids & teachers (~28 people). Not ordering for sale to parents.
- ****AR Kristen & Mital: Work with teachers to get sizes for Tshirts. (When TBD.)**
- ****AR Events Committee: Go to ShineOn store and feel shirts, decide Tshirt base. Tie die or bright color**
- ****AR Kristen: design mods needed depending on Tshirt choice.**

D. Treasurers/Bookkeeping

1. Audit feedback
 - Need receipts. Elmer & Lance are collecting in organized place. **Alicia to share document with audit committee
 - Minutes: Need to be more precise on voting and approving budget items. (didn't have record of voting on budget for the year. Do better, secretary)
2. Status CA Franchise Tax Board.
 - Have to apply that we're holding a raffle each year, done for 2024... but discovered that we are not approved because we are not currently tax exempt with state of CA. (non profit status has been revoked.)
 - → Elmer talked to state, we need to update exempt status, fix this month.
**AR Elmer submitting form.
3. Mital Well Fargo account:
**AR Mital to close account *tomorrow*
4. Paypal donation: Will be closed. Risk because anyone can make purchases.
**AR Alicia to close later this week.
5. [HMF - Non-Profit Filing Requirements](#)
6. Status: Current bal \$86,866.49. Goal is budget is in 40K range, keep extra 40K = we're in good state.

E. Fundraising

1. Annual appeal: Hit \$35,000 goal by 12/31/24, may get more through Benevity in January. Yesterday update from Benevity \$13K more, so total ~\$48K.
2. Annual appeal: suggestions for what we would like to change next year.
Ulkar: Liked that it was staggered from Readathon. Continue next year.
Letter + weekly emails worked well - do this again. Do ahead of giving Tuesday next year.
3. Walkathon goal:
Last year: Goal was \$20K, costs \$7K. Actually got \$25, and net was \$12.6K with 99pledges costs.
** AR Treasurers, provide goal + costs at February meeting.



Hammer Montessori Foundation

Profit and Loss
July 2023 - June 2024

	COSTCO	KONA ICE	KRISTEN VLIETSTRA (WAT ITEMS)	MITAL PODDAR (WAT ITEMS)	PAYPAL	SHINE-ON (T-SHIRTS)	NOT SPECIFIED	TOTAL
Income								
EARNED INCOME								\$0.00
Walk-a-thon							19,959.85	\$19,959.85
Total EARNED INCOME							19,959.85	\$19,959.85
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,959.85	\$19,959.85
GROSS PROFIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,959.85	\$19,959.85
Expenses								
FUNDRAISING								\$0.00
Walk a Thon	247.21	1,240.00	431.46	380.90	556.43	4,472.82		\$7,328.82
Total FUNDRAISING	247.21	1,240.00	431.46	380.90	556.43	4,472.82		\$7,328.82
Total Expenses	\$247.21	\$1,240.00	\$431.46	\$380.90	\$556.43	\$4,472.82	\$0.00	\$7,328.82
NET OPERATING INCOME	\$ -247.21	\$ -1,240.00	\$ -431.46	\$ -380.90	\$ -556.43	\$ -4,472.82	\$19,959.85	\$12,631.03
NET INCOME	\$ -247.21	\$ -1,240.00	\$ -431.46	\$ -380.90	\$ -556.43	\$ -4,472.82	\$19,959.85	\$12,631.03

^ Last year's Walkathon P&L

F. Field Trip and Assemblies

1. Alicia update: Nina will email teachers later this week to put in their field trip request for Spring.
2. March 13th Valley Water Assembly
3. Never heard back from Fire Department for January Assembly

G. Web Admin/Communications Chair

1. Add this year budget to website - **AR Alicia/Elmer, provide
 - 2024-25 budget
 - January P&L for Katy to post to website

H. Teachers

** AR Mital: Bring stamped postcards for school post office, target valentines day

Use for Henry Hammer day? Collect letters from kids and deliver to the house?

** AR Kristen to take HH postcards, do in February. → communicate plan with Mr. Bingham & the teachers.

Henry Hammer day Mar 7: Betsy picked out a book, and gets. **AR Mital: Text Hammer family to find out what they want.

V. Unfinished Business:

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

V. New Business:

- A. Consider for next year: Adding Mr. Bingham's technology upgrades
- B. Reimbursement:
 - Check #1111 \$50, to CA Dept of Justice for Annual RF1 taxes, registration renewal fee for nonprofit status
 - Check #1112 \$164.64, to Ms. Shenoy for classroom materials.
 - Check #1113 \$160.00, to Ms. Neal for classroom materials.
 - Check #1114 \$140.00, to Rosbrugh for classroom materials.

VI. Voted Items:

None

VII. Action Items/Next Steps:

See Red ARs in text

VIII. Closed Session.

Planning for 3 open positions: President (now), Secretary (now), Field trips+assemblies (next year)

****OPEN to entire school: Nominations open. Anyone interested in these positions?**

What we need:

1) Clear roles & HMF schedule. Events planned by x date, and taxes filed by x date.

****AR Owner not assigned in meeting - TBD.**

2) We need to recruit more parents for the board

- Appeals to parents: a) Appeal weekly HMF meeting, b) Mr. Bingham email, c) each teacher weekly. Thursday note. ****AR Kristen draft this week, send appeals next week.**
- 15 minute coffee & pastry. 8:30 Coffee. Wednesdays.

3) Transition plan: Alicia removing access to many things. ****AR Alicia: Provide clean list of access removals, and make sure there is cover for each.**

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., February 4th, 6:30pm

Adjournment - 8:25 PM