

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, February 4, 2025 | 6:30 PM | Hammer Elementary Room 120

Agenda:

Attendees

Alicia Vento, Outgoing President
Kristen Vlietstra, Incoming President, Outgoing Vice President
Mital Poddar, Incoming Vice President
Lance Erhman, Co-Treasurer
Elmer Garduno, Co-Treasurer
Katy Bosworth, Web Admin, Incoming Secretary
Stephen Bingham, Principal
Ulkar Abbas, Events Coordinator
Robin Howard, audit committee
Cynthia Vines Rodriguez, parent
Marilia Inoue, parent
Laura Ugokwe, parent & garden

Board members not present:

Nina Chantalat, Assemblies and Field Trips
Mr. Kossayian, Upper Elementary Teacher Representative
Ms. Raychev, Lower Elementary Teacher Representative

Meeting Details:

- I. Call to Order - 6:33PM
- II. Review & Approve January Minutes approved
- III. Approval of the Agenda approved
- IV. Reports of Officers and Committees
 - A. Principal
 - 1) Technology upgrades,: Present quote total: \$15,176
 - a) Projectors - [Epson BrightLink 770i](#): \$9,585
 - b) Installation of Projectors - [Fortune Cabling Services](#) (same people who did the last install): \$5,100
 - c) Apple TV: \$491
 - 3x GenEd teachers missing tech: Ms. Julia, Ms. Salm, Mr. K. Others have Epson 660i, and recommend next ones Epson 770i, the one SJUSD installs in schools. Follow standard Capital Improvement procedure.

- 2) [Hammer Counselor Request](#) \$247- materials to be used for counseling services. I informed the counselor that these items (if approved) would be for Hammer purposes only and shared among counselors.
- 3) Hammer Open House for Prospective Students (update).
Next visit 2/5/25 (tomorrow!)

B. Audit committee update

- 1) [2023-2024 Key Audit Findings](#). Robin Howard
SJUSD requires all PTOs be audited, worked with Lance, Elmer, & Alicia.
Overall finances lined up with ledger & P&L. Few recommendations:
 - Documentation: note approved expenditures/dollar amounts in minutes. (Kristen: and also new change that all requests in writing)
 - HMF bylaws say if budgeted amount is already approved in budget, doesn't need to be recorded in minutes, but SJUSD might say otherwise.
 - All bank statements be opened, reviewed, & signed, keep folder in office at school.
 - Few small items found:
 - Budget for 2023-24 was not noted as approved in the minutes (likely minutes oversight). (2024-25 was approved).
 - Paypal bank 2 entries for \$28.xx, but not recorded in general ledger so account balance didn't line up. (account closed)
 - Few deposits missing receipts, but not clear where from. Less problematic b/c deposit & not withdrawal.
 - Few missing receipts missing, amounts >\$250, and no electronic copy, so couldn't validate check amounts.
 - USB credit card late fees, first part of 2024 - issue timeline payment. → now set up for automatic payment, no further late fees.

Deadline for next time is November (could shift)

Thank you to audit committee for thorough job, protects HMF & the school.

**** AR Robin & Elmer: the checks with missing receipts might not be right receipt numbers, correct as needed.**

**** August 2025, line up auditors for 2025-2026 school year, need 1-2 people to join Robin Howard. Recommend recruiting summer/early school year. District didn't provide much until October.**

C. President and Vice President

- 1) President-
 - a. Fixes moving forward for treasurers
 - i. All current fiscal year banking statements from July2024-present to be printed.

- ii. Transition all future bank statements to be mailed instead online access. **AR
- iii. All banking statements must be in hard copy, signed and dated in binder, per Audit Committee findings **AR: Elmer/Lance Opt in for paper copies of bank statements, Kristen get binder & put in folder.
- iv. Continue to track all documents to be and that have been mailed/submitted to Charitable Org,
 - 1. is it the current google sheet UTD with all required docs needed to submit annually?
Elmer: Confirmed, all docs in google doc tracker, and google sheet done.
- b. Konstella Board meeting recurring event needs ownership-monthly meeting agendas need to be added to event, who will manage?
 - **New Konstella calendar policy:** dates that are immediate action items should be publish & notify; events that go in calendar for future events are publish ONLY. Events coming soon will be advertised by direct email (e.g. Kristen weekly email)
 - Who runs calendar: **Secretary/Katy to own **AR Kristen: give Konstella admin access to Katy.
- c. Alicia handoff:
 - i. Insurance details transfer. **Lance = owner
Details placed in shared doc, renewals are done through email, request for yearly COI done through email, must follow SJUSD guidelines for COI document requirements for Facilitron booking.
 - ii. Facilitron reservations **Lance = owner.
 - iii. Email for hammermontessorifoundation@gmail: Kristen having problems accessing. (HMF Email needs to be monitored on a 1x a week basis.) **Lance has access, will help Kristen get access.
 - iv. Stripe/square account **Lance = owner
 - v. Summary: Amazon, HMF email, Stripe/Square, Konstella, access to all these are already available to board exec members, need exec board to confirm their own access.
Alicia will remove from keychain access when it has been confirmed by board execs/treasurers that they have regular access.
- d. Konstella communication **Katy = owner
 - i. No ownership other than HMF email log in, administrative access allows privileges. Need someone to take over admin side, ie., archiving years, moving parents to new school year/classrooms. Responding to parent messages direct to

HMF Konstella DM. Learning how to do these things is best through reading Konstella help.

- ii. Konstella tasks: 1) Monthly board agendas, 2) School events, 3) Manage parent questions, 4) add parents to correct classes when requested (need to check parents are on approved contacts before adding)
 - e. Yearbooks:
 - i. NONE needed, this will transition to school approved volunteers, never was an HMF program other than agency for collecting and managing \$\$.
 - ii. Alicia running yearbook with two other parents.
 - iii. **** AR Bingham: Can school find way moving forward for collecting \$ and paying for ordering yearbooks directly?**
 - iv. No cash payments for yearbooks. Office staff not to be involved. HMF will take orders through Konstella.
 - v. **HMF will not pay late order/rush fees.**
 - f. Project Cornerstone:

Not run by HMF. HMF covers \$1000 cost to YMCA, no other involvement.
 - g. Incoming Kinder picnic(s) = Owned by Mr. Bingham/Principal
 - h. HMF does Ice Cream social on 1st day of school
 - i. 5th Grade Graduation: Involvement of HMF- not an HMF activity
 - i. Traditionally HMF does not pay for it because it's not for all students, considering all students graduate and current \$\$ raised, HMF could vote to approve budget \$500 for grad related food/decorations
 - ii. 5th grade parents make 4th grade parents plan, set up clean up, need to start this planning in March. Takes about 3-4 parent meetings.
- 4) Planning: Henry Hammer Day Mar 7. Kristen to own.
- Feb12 HMS post office to kick off with prompt, What does Henry Hammer mean to you.
 - Request \$300, quote for AV guy. Video of postcards, audio of kids reading notes. No kids faces, ****AR Kristen? Check with Bingham, need approval of parents for audio? Can also post to HMF website.**
- 5) Planning: Teacher Appreciation Week 5/5 - 5/9/25. Need owner for plan/schedule. Coordinate with office staff's plan, and HMF coordinates parent volunteers. ****AR for March HMF Mtg, Mital: coordinate with office & get volunteers, get cost quotes.**
- a. Super easy to copy and paste details from previous emails, Alicia to share with whomever chooses to take lead
- 6) Tshirt payment: Clarify ways to pay (cash, Konstella, etc) & who can take Payments.
- a. Stop selling Tshirts in office.

- b. Policy: we are not going to buy more Tshirts, and we will sell down stock. If we need to purchase more, need to get quote & approval by board.
- c. To take cash, need board member present, but if only using square does not need to be board member.
- d. AR Katy: Connect Alicia with Cynthia
- e. Plan to sell 1 Friday per month via Konstella. ****Cynthia Vines Rodriguez & Mital Poddar to own Tshirts.**

D. Events Planning Chair

- 1) Walk-a-thon:
 - Need budget,
 - planning plant giveaway, getting quote from same parent → need quote. ****AR Ulkar: Provide quote for WAT giveaway**
 - Budget report from Elmer :We spent \$7K last year, expect \$8K this year. Target make \$20K, which should get to ~11/12K after funding.
- 2) Tatyana has volunteered to be chair of events for next year
 - Need to recruit additional parents for events for next year

E. Treasurers/Bookkeeping

- 1) Budget: if budget <\$50K, then taxes = a postcard. Not our reality. Need to decide if our expenses will be under \$50K, budget how much we want to spend and then determine fundraising. >\$50K = taxes are large burden.
- 1) Audit update: All receipts found, see audit.
- 2) Status CA Franchise Tax Board: Elmer/Alicia, form submitted.
- 3) Well Fargo account: Mital, Close 2/5/25
- 4) Paypal donation: Alicia, Closed.
- 5) Current balance, status. ****Elmer: Send Katy budget for posting on website**
- 6) Balance \$92K between bank accounts. \$45 rainy day fun, operate on \$50K, need to decide what we will fundraise every year. ****AR Pres + treas:**
FYI: [HMF - Non-Profit Filing Requirements](#)

F. Fundraising

- 1) Annual appeal: totals?
- 2) Walk-a-thon
 - Treasurers: Walk-a-thon goal?
- 3) Readathon absorption discussion.
 - Proposal: Single HMF appeal instead of HMF + Hammer School appeal, and target same overall and then HMF would fund science camp. Current Hammer school appeal funds science camp (\$20K/year for now.).
 - Currently earn ~\$30K, but no extra buffer because tracking by grade.
 - Historically: Started by Ms. Lloyd, & librarian Ms. Strellis(sp?) ran it. By grade to avoid parents getting upset about fairness.

Pro:

- Donation to Hammer does not get tax receipt, and also can get tax receipts + corporate matching.
- Single uniform source of fundraising, less confusing to parents.

Con:

- Bingham: Kids love readathon, and connects kids with books. Having an event around reading is important.
- Bingham: Tracking by grade = hard. where have raised money by grade levels, and parents who have put in by grade will be mad.
- San Jose Unified requires funding science camp. It HAS to happen - not optional - so if HMF does not come through, then Mr. Bingham has to fund in a lurch.
- Tax ramifications: not simple.

Conclusion: Shelve for now, return TBD.

G. Field Trip and Assemblies

Nina finishing up this year, Marilia planning to take over next year

H. Web Admin/Communications Chair

1) Google space application: Submitted, pending verification approval by 3rd party. Alicia received confirmation request at hammer.montessori.foundation@gmail.com. Now approved, now waiting further confirmation.

2) Future meetings:

a) Add online meeting in future? Pro = let parents be more involved, and if a board member can't attend they can audit the meeting.

Options:

Google meet. But limited to 1 hour.

Zoom account (could use Marilia's account)

WebEx - we never used, cost \$15/month, so we shut off.

Phone call without web?

b) Logistics/How?

Propose nonboard members online cannot speak.

****AR EVERYONE: send ideas/proposals to board chat.**

****AR Marilia + Kristen: Follow up to decide best option.**

I. Teachers

V. Unfinished Business:

Laura: Garden update. Garden going great, installed a sink!

V. New Business:

A. Reimbursement:

Check #11115 \$265.64, Joseph Griggs, Material reimbursement

Check #11116, \$233.94, Julia Salm, Material reimbursement

Check #11117, \$349.39, Fiona Neal, Material reimbursement

VI. Voted Items:

Quorum present: Kristen, Elmer, Lance, Katy, Ulkar. (Missing Nina)

1) Open positions, scope = remainder 2024-2025 School Year

- President: Kristen Vlietstra **APPROVED**
- Vice President candidate: Mital Poddar **APPROVED**
- Secretary: Katy Bosworth **APPROVED**

FYI Field Trips & Assemblies: Nina still owns. Marilia tentative for next year.

****AR Katy post updated positions to <https://hammerfoundation.org/hmf-board/>**
(Positions for 2025-2026 to be voted at end of this school year)

2) \$15,176 for Classroom Projectors. **APPROVED**

3) \$247 for Counselor request. **APPROVED**

4) Kristen request for tentative \$300 for video of kids reading postcards for Henry Hammer Day. Because quote is not finalized, up to \$350 **APPROVED pending final quote** (approved slightly more in case final quote has tax etc. fees tacked on)

VII. Action Items/Next Steps:

See ****red above for specific action items/ARs**

Longer term action items:

**** August 2025, line up auditors for 2025-2026 school year, need 1-2 people to join Robin Howard. Recommend recruiting summer/early school year. District didn't provide much until October.**

VIII. Closed Session

See VI. Voted items

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., Mar 4, 2025

Adjournment - 8:24PM

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. DONE
 - ** AR Mr. Bingham to check what is needed for volunteers (How many, time window. Likely 4:30-7pm. DONE
 - ** AR Kristen to add signup to weekly Thursday email. DONE
 - 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. DONE
 - ** AR Kristen to add to note DONE
 - 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? DONE/ none available
 - ** AR Mr. Bingham: Provide official quote by next meeting, or maybe SJUSD tech dept? DONE

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. TBD**

**** AR Kristen add to Thursday email. DONE**

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

Open items:

- Managing insurance ****Where is this going? Alicia provided details, owner TBD**
- Tshirts (drop ordering more, all Tshirt sales are final. Alicia OK keeping this job.)
- Reserving rooms/facilitron (treasurer),
- Konstella (secretary). ****Not done - Katy/secretary still needs login****

Google space: Find owner to set up ****Katy & Elmer submitted request, 2/4/25 still waiting approval.**

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. DONE - see 2024-25 P&L** 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 DONE**
- ****AR Kristen: design mods needed depending on Tshirt choice. DONE**

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. DONE
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. DONE
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. DONE - See [2024-25 P&L \(link above\)](#)



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 **OK to post?****
 - 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. DONE**
- Henry Hammer day Mar 7: Betsy picked out a book, and gets.
- **AR Mital: Text Hammer family to find out what they want. Update at 2/4/25 Mtg**

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:

- B. Consider for next year: Adding Mr. Bingham's technology upgrades
- C. 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. DONE**
- 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