

Hammer Montessori Foundation

Monthly Board Meeting

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

Agenda:

Attendees

Kristen Vlietstra, President & Fundraising Chair
Ulkar Abbas, Events Chair
Tatyana, Events Committee
Nina Chantalat, Field Trips & Assemblies Chair
Mr. Bingham, Principal
Lance Ehrman, Co-Treasurer
Elmer Garduno, Co-Treasurer
Ms. Raychev, Lower Elementary Representative
Marilia Inoue, parent
Katy Bosworth, Secretary & Web Administrator

Mital online

Meeting Details:

- I. Call to Order - 6:36PM
- II. Approve January Minutes- approved
- III. Approval of the Agenda
- IV. Reports of Officers and Committees
 - A. Principal
 - 1) Projectors are being ordered
 - 2) Open House for Prospective Students: Wed 3/4/25
 - a) If possible, add sample contracts
 - 3) Expenses: better to give receipts as we go along rather than settling at end of year. (Pro: dont' miss end of fiscal year in June & itemized list)
 - B. President and Vice President
 - a. Tshirt Pricing: set prices to clear inventory.
 - i. AR Kristen & others: Check inventory & put things that have too much on sale.
 - ii. AR End of year: Will need end of your stock check. Kristen & others.
 - b. Mital: Teacher appreciation 5/5 - 5/9: goody bags and potluck Fri 5/9.

- i. Plan: lunch 11-1 potluck signup for Hammer + Galarza parents to donate to potluck. Signup for goodie bag stuff donations & to fill bags.
- ii. Include examples in blurb, and send blurb in weekly HMF email
- c. What does the president need to have access to that has not yet been sorted? Ie: stripe, bank accounts, etc Lance has facilitron, stripe, bank accounts. **AR: Lance give Kristen access for duplicate access**
- d. Henry Hammer Day Plan: This Friday 3/7/25
 - i. Betsy Hammer 2 assemblies read books, books pulled & ready.
 - ii. Postcards: Recorded audio yesterday, done Thursday night
 - iii. AR: When video done, Katy to post to HMF website
 - iv. AR Kristen: Receipt, waiting on receipt. <\$600, so no 1099.

C. Events Planning Chair - discuss WAT (Friday 4/25/25)

- Planning.
- Theme: Green/earth day (plants)
- T-shirts: Design complete, color chosen, but Mital needs to modify picture b/c too detailed. **AR Mital + Kristen simplify design.**
- Tshirt ordering: Same quantities as last year + ordering for teachers/administrators.
 - **AR HMF board: Let Ulkar know if you want her to order a Tshirt.**
 - **AR Ulkar: Clear administrator numbers/sizing with Mr. Bingham**
 - **AR Ulkar: Price TBD pending quantities, comparable last year.**
- Giveaways (review some preliminary costs).
 - Plants: Airplants or succulent plants. Costs: \$622 (airplant only) - \$937 (with more). If airplants, need separate cardboard container for packaging.
 - Other stuff: lap counters, stickers, wrist bands. **AR Kristen: send details to Tatyana**
 - Food
- \$ we want to raise (prizes for hitting different thresholds).
 - Per last month: \$7000 total Tshirts, giveaway, food; expect \$8000 costs this year. Target \$20K this year, estimate \$11-12K
 - Accelerators: Free dress day, pizza party, extended recess, possible Mr. Bingham pie in the face.
- Creating the fundraising page
 - Start collecting 1 month before.
 - **AR Kristen: Set up 99 Pledges now**

D. Treasurers/Bookkeeping

- [Balance sheet](#) and [Profit & Loss](#)
- \$93K in bank, no outstanding credit card. Still need to pay previously approved \$15K projectors, starting arts expenses.
- **Clarification for teachers about school supplies:** We are happy to buy more school supplies when needed (paper, pencils, dry erase markers, etc). Review of HMF buying classroom materials: Yes, we can buy. (prior concern was that district money should be used first). **Goal: Teachers should not have to pay personal money on classroom supplies.**

E. Fundraising

- No update

F. Field Trip and Assemblies

- Grade 1/2 classrooms would like to do Emma Prusch Farm for their April field trip. They have around \$1112 (from what I believe) left after their Fall trip. Emma Prusch is around \$1740 without buses (\$15/person, 120 kids + 1:5 ratio = 4 teachers + 24 parents). (i.e. would need ~\$630 more). Other classes not using their budget, so the \$630 is still in budget, no additional budget allocation needed.
- Ms. Neil still doing field trip detail - walking to VTA, light rail to Tech museum. **AR Mr. Bingham: Follow up with teachers to confirm. Need responses from grades 4/5 & Kinder.**

G. Web Admin/Communications Chair

- [HMF Board Google Webspace](#) tour. a) documents, b) google meetings
- Google user accounts. Contact@, treasurer@, president@, vicepresident@, events@.
- AR Katy: assign account for field trips & web admin**
- Today's test of Google meet was successful.
- Future meetings invite parents: use Google Meet, **AR: Marilia to manage online meeting.** Marilia also possible to take over web admin role.

H. Teachers

Ms. Raychev: see above, needs envelopes/paper for Hammer Post Office in order to be able to run until the end of the year. (and submitted receipt)

- AR Katy: Post on konstella, *Action Required* with link to no-lick envelopes & colorful paper purchases. **DONE**

V. Unfinished Business:

None

V. New Business:

Checks issued:

Check # 1118, \$132.84, Classroom material reimbursement, Mr. Griggs
Check # 1119, \$768.88, Classroom material reimbursement, Ms. Salian
Check # 1120, \$229.98, Classroom material reimbursement, Julia Salm
Check # 1169, \$329.45, Classroom material reimbursement, Ms. Raychev
Check # 1170, \$190.70, Classroom material reimbursement, Eric Garcia

VI. Voted Items: 6 members

Walk a thon giveaway budget = \$1000. (\$622 pre tax Air plants + containers).
Approved.

VII. Action Items/Next Steps:

Longer term action items:

**** AR 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

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., Apr 1, 2025

Adjournment - 7:45PM