

# Hammer Montessori Foundation

## Monthly Board Meeting

Tuesday, 4/1/25 | 6:30 PM | Hammer Elementary Room 120

### Online meeting:

To join the video meeting, click this link: <https://meet.google.com/orv-rhkr-ify>

To join by phone instead, dial (US) +1 646-568-6624 and enter this PIN: 399 101 228#

### Agenda:

#### Attendees

Kristen Vlietstra, President & Fundraising Chair  
Ulkar Abbas, Events Chair  
Nina Chantalat, Field Trips & Assemblies Chair (online)  
Mr. Bingham, Principal  
Lance Ehrman, Co-Treasurer  
Elmer Garduno, Co-Treasurer  
Marilia Inoue, parent  
Katy Bosworth, Secretary & Web Administrator  
Ms. Raychev, Lower Elementary Representative  
Allegra (did I get your name right?!)  
Mital Poddar, Vice President in person + online  
Barbara Lynn (online)  
Cinthia Vines Rodriguez, Tshirts (online)  
Tatyana Mogannam, Events Committee (online)

### Meeting Details:

- I. Call to Order - 6:38PM
- II. Approve December Minutes
- III. Approval of the Agenda
- IV. Reports of Officers and Committees
  - A. Principal
    1. \*\*\*\*Thank you, thank you, thank you for the smartboards!\*\*\* AR: Mr. Bingham send invoice so HMF can reimburse smart boards
    2. Additional requests
      - a. PE Equipment Request:
      - b. 30 durable bouncing balls

- c. 20 miniature basketballs - size 3 or size 4 - make sure they are durable and not simply "party favors".
- d. **Repair or replace blue rolling cart.**  
 \*\*Next year: Build into budget \$1000 for playground equipment  
 \*\*Cart: AR Bingham send quote to repair
- 3. **CIP Thoughts:** Art Park redesign, fence around garden, after-school starting arts (choir, acting, visual arts, etc), STEM programs, risers for student performances and pictures, security cameras, recess programs (Playworks).
- 4. **Reimbursement** - Hammer and Annie
- 5. **Teacher Reimbursement** - would it be possible to know how much and what teachers have submitted for reimbursement so I can remind them to use their funds? **AR Lance: Send Teacher reimbursement list to Mr. Bingham.**
- 6. **Open house 4/22: AR Bingham send details, Kristen will expect to speak.**  
**AR for board: Need table & people to man.**

## B. President and Vice President

- 1. Professional video about Hammer & Montessori for website.  
 Elmer: Goal for video = what montessori is, how it works in the public setting, and how it works. What we wished we knew before we joined. Hoping it's useful at the tour, keep on office, link on HMF website. Length short-ish: 3-5 minutes? Can have students etc. speak  
**AR script: Elmer to own, needs 2 more people. Put out request on Konstella to join**  
**AR Katy/Kristen/Marilia post Konstella request**  
**AR Kristen: Can coordinate Taylor again**
- 2. Capital project proposal:  
 Put request to teachers/staff, proposals capital projects to improve things for school/ students/ program. Pick 2-3 impactful projects, then put to parent body to vote. One order of \$15K, idea have settled by end of school year for execution next year (because unlikely to finish projects before fiscal year June).  
**AR Kristen primary owner, plus Marilia to put together request.**  
**Then review submissions with the board. Target send in this week's Thursday email for tentative proposal deadline 4/18. DONE**  
**AR Mr. Bingham: Coordinate with teachers**  
 Capital project vote below
- 3. Board positions for next year  
 Retirements:  
 Events: Ulkar hand off to Tatyana next year  
 President: Kristen looking to recruit owner by mid-next year to take over

Vice President: Mital leaving, need to fill  
Secretary: Katy sometime next year

4. Tshirts: Simplify sales, single point of contact  
Alicia gave Cinthia access to the sales page - ordering problem resolve.
5. Galammer teacher appreciation potluck 11-2 & goody bag (50 tot teachers + staff). **AR Mital: Put out Konstella request DONE**
6. Next year Konstella signup + strict confidentiality rules: Need plan for adding parents for next year. **AR Mital talk more about how to do & work with Marilia to set procedure.** Mital to own admin for classrooms. Request parents to join classrooms, then when floating we'll tell parents we'll remove them if not in classroom. No Konstella access if don't give a student listed.
7. Kinder picnics: **AR Bingham get dates for Kinder picnics so we can recruit parents**

#### C. Events Planning Chair: WAT (Friday 4/25/25)

WAT: Circus theme

1. Committee signups out - some have signed up, committee positions are still up.
2. Walk-a-Thon Pledges - not really started. **AR Kristen include in Thursday email: WaT pledge & need volunteers DONE**
3. Tshirts design done & ordered. \$3953 check paid by Lance. (see below)
4. Giveaway air plants \$680, + clay pots \$0.40/pot. Quantity 250 (vs. student population 310). \*\*Need to be able to accept a check. Will pick up plants on 4/23, will need invoice before then so a check can be issued before pickup.
5. Lap cards + bracelets ordered by Tatyana
6. Food & drink: Mital + Ulkar going to Costco & buy day of. Ran out of snacks last year, need to order more.

#### D. Treasurers/Bookkeeping

- a. Lance: Status:
  - Old account closed (Yay!)
  - Without smartboards & WAT (bills not yet paid), \$80K
- b. Elmer: Recommend to retain a non-profit law firm moving forward. (Accountant files taxes only, Elmer already has this part taken care of).
  - i. <https://www.fplglaw.com/practice-areas/nonprofit-attorney-501c3/>
  - ii. <https://npolawyers.com/practice-areas/nonprofits-and-charities/>

- iii. Kristen idea: legalzoom for nonprofit. Likely ballpark \$4-500/month + ~\$20/month fee.

They make sure that nonprofits are compliant.

- c. Financial Report - documents here:

[Balance sheet](#)

[Profit & Loss document](#)

## E. Fundraising

## F. Field Trip and Assemblies

1. Kinder request.  
Ms. Shenoy: River Glen field trip, can order pizza instead of bag lunch, and order games that they can use every year. It's within budget, agreement that this is OK.
2. 25/26 budget:  
Grade 1/2 Emma Prusch \$1800 & 4/5 Tech \$1300 – Everything is increasing cost, so need larger budget next year. **AR Nina: how much to increase field trips + assemblies budget for next year?**
3. Field trips paid by HMF:  
**AR Bingham: Make sure teachers know we pay for 2 field trips. DONE**

## G. Web Admin/Communications Chair

1. Marilia role: Propose to take communications role (manage web meetings for HMF and Konstella calendar/communications). **AR: Katy + Marilia meet DONE**
2. Google email accounts: Do your accounts work? If not tested, test. If not working, let me know.  
**AR Katy: set up Field trips & assemblies for Nina as [enrichment@hammerfoundation.org](mailto:enrichment@hammerfoundation.org) DONE**
3. [Google space](#): Everybody migrate your files. Archive invites, documentation, posters, photos of events.
4. **AR Katy: Change website primary email = [contact@hammerfoundation.org](mailto:contact@hammerfoundation.org). DONE. AR Kristen: add auto reply telling people to contact. DONE**

## H. Teachers

Mr. Raychev:

1. Ms. Julia really likes the smart boards
2. Post office: Parents generously supplied paper/envelopes for the school post office, thank you!

## V. Unfinished Business:

## VI. New Business:

Check # 1171: \$350, Taylor Grey, Videographer

Check # 1172: \$101.95, Ms. Shenoy Classroom material reimbursement

Check # 1173, \$698.66, Ms. Rosbrough, Classroom material reimbursement  
Check # 1174, \$3953.90, Shine one, Walk A Thon shirts  
Check # 1175, \$139.89, Rudy Ghimire, Classroom material reimbursement  
Check # 1176, \$138.51, Julia Salm, Classroom material reimbursement  
Check # 1177, \$412.64, Ann Cordone, Classroom material reimbursement  
Check # 1178, 413.00, Ms. Chaidez, Classroom material reimbursement

## VII. Voted Items: Elmer, Kristen, Lance, Ulkar, Katy (missing Nina

1. Tentative: Vote video cost. Approve budget up to \$1000? \*NOT VOTED, PENDING QUOTE\*
2. Cart repair. Waiting quote for caster and/or cart. **AR Lance: Figure out caster & help replace. DONE**
3. Budget for capital improvement project: Target \$10K. (Per Elmer recommendation). Approved.
4. Ms. Chaidez \$12 over budget. Yes, HMF will cover.
5. New Board members: Propose Vote at next meeting  
Propose Marilia as communications chair.  
Propose Cinthia as Tshirts chair. **AR Katy: Follow up and ask if OK.**

## VIII. 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.

**\*\*AR: Increase budgets for next year**, to account for cost increases, including field trips/assemblies & ~\$1000 for play equipment (e.g. basketballs)

## IX. Closed Session

## X. Calendar/Comments/Announcements:

1. WAT 4/25/25
2. Open House 4/22/25
3. Next Board Meeting Tues. 5/6/25

Adjournment - 7:44PM