

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 5/6/2025 | 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

Mital Poddar, Vice president (and meeting host)
Lance Ehrman, Treasurer
Ulkar Abbas, Events
Tatyana Mogannam, Events
Katy Bosworth, Secretary
Marilia Inoue, Communications
Christina Lammers, parent
Cinthia Vines Rodriguez (online), Tshirts
Kristen Vlietstra (online), President
Mr. Bingham, Principal
Ms. Raychev, Teacher rep.
Elmer Garduno, Treasurer

Not present: Nina Chantalat, Field trips & assemblies

For board members: HMF Board Drive

<https://drive.google.com/drive/folders/0AG1CBHR3dFqUUk9PVA>

Meeting Details:

- I. Call to Order - 6:41 PM
- II. Approve December Minutes
- III. Approval of the Agenda
- IV. Reports of Officers and Committees
 - A. Principal

1. SSC Meeting on Friday, May 9 - [SPSA Approval](#) (School plan for student achievement). Goals for school are data driven & aligned with resources we have. 4 goals, mirrored last year's SPSA, this year Language arts scores lower so that is focus (lang dev, reading buddy parents, etc.). **Goal LA +3%, math +2%**. Resources: Funds state site flex (gen purpose) & supplemental (more limited use - EL, IEP, low income, foster youth). Also checked SELAC rep.
 - a. [Discuss attendance](#) - It would be great if we can think about strategizing together. Many (49 days) >40% absences, 2448 absences this year, esp. on Fridays/Mondays esp around breaks. Hammer better than district, and small improvement this year (+0.2%, 94.9%). Missed academic opportunities for kids, will not excuse absences, and will not do work packets. Help needed: strategies,
 - i. Incentives / Schedule Events (like fun assemblies) more around poor attendance,
 - ii. Parent reminders in weekly update, ****AR Bingham: Make blurb for Kristen to share in weekly update. DONE**
 - iii. Make announcement next year: Goal target for year 96%
 - iv. Mital requests clarification on defining absence types (voluntary vs. involuntary) and aligning to holidays. Mr. Bingham to publish.
2. Starting Arts Estimate - **AR Mr. Bingham: Will forward estimate when he gets it, likely by Sept. Expect to be roughly the same as this year.**
3. **Pizza on Friday** - Please be sure to order 28 (if purchasing from Costco). Galarza needs 29. Could someone pick theirs up too? Also teacher potluck day. **AR Ulkar order pizzas. Katy available to haul. DONE**
4. [Kinder Summer Playdates](#) - **June 25, July 17, and August 4, 5, and 7 (HMF ice cream social).** **AR Bingham send signup. DONE**
 - a. [W](#) Volunteer Support - Hammer.docx
 - b. Does not need volunteer clearance. Kristen to attend all, would like at least one other HMF person for each.
5. [Field Day](#) - May 27 - we will need lots of help! New this year = Clean room contest with pompom balls, rest same as last year. **AR: Mr. Bingham will send request to Mital. Mital to publish Mr. Bingham's request on Konstella. DONE**
****have to be approved volunteers - in school****
6. Small business list: How to support local businesses in the community. 1) Should we call out? Yes, Goal = local businesses, and asterisk for parent/alumni owned. Can send a form to parents to put info on our website. **AR: Marilia put together webform & send on Konstella. If you want ot set up a coupon sure. AR Katy: Put on website. SHELVE until 2025-26**
7. Montessori promo video: Elmer got a volunteer(s?). **AR: Elmer to coordinate parents & tell them to volunteer over the summer.**

B. President and Vice President

1. **Capital Improvement projects:** Kristen/Marilia

AR Bingham: Reach out to district about the 4 requests. DONE

- Security camera and bell at the front door. Need district approval.
- Other request for water bottle refill station (need district OK, but likely not difficult)
- Social/emotional learning
- Fence over by GoKids full height instead of half height (need district, likely difficult)

Goal = parents vote on ideas

2. Mural for the garden.

Laura Ugokwe checking quotes. Mural estimate \$8000, include in next year budget

AR Mr. Bingham: Can you help us with permissions for mural?

3. Need volunteers for the Kinder Picnics coming up this summer. Kristen to work to attend all. AR Marilia: Send Sign up sheet, need Kristen + minimum 1x HMF parent.

*Katy request: Please resend

- June 25, July 17, and August 4, 5, and 7 (HMF ice cream social).

4. Summer bbq for HMF board members. Date TBD.

5. Mital: Teacher appreciation week update. Signups good, today was bring a snack treat, tomorrow homemade/craft/poem. Friday 11-1 potluck combined Galarza + Hammer. Goodie bags looking a little light - help needed there. (big thanks to Mital from Kristen)

6. Mital: Uniform drive. Sell off Tshirts (goal get half volume) + Outgrown uniforms (donate leftovers to nurses office + goodwill). Do on field day. AR: Mital to own.

7. Set a date for a 2025-26 budget meeting. Target June, AR Lance + Elmer to propose date, will send budgets in advance. DONE

8. HMF board 2025-26:

a. Nominees for Vice president, co-events chair: a) Anyone interested? b)

Konstella for volunteers: Mital to request.

b. HMF Board voting: decide method/timing for vote. Timing: rest of school years: recruit candidates. At beginning of school year: vote.

C. Include survey like last year?

https://docs.google.com/forms/d/14Wy0Vdb4tCUnOpu6h2tW69q7nUFCh5px7b8_HxXoRTw/edit#settings

C. Events Planning Chair

Recap WAT event


- Costs for t-shirts, prizes, snacks. Costs = Tshirts \$3952, Plants \$790, Snacks/Water \$238 (Smart & Final + Costco)
- Fundraised: Raised >\$27,000. AR *Elmer?* send reminder that donations via 99 pledges allows corporate matching, give tax ID & brief procedure.
- T-shirt sales: earned \$656
- Lessons Learned & what we can do better.
 - We need more snacks (double)

- Send reminders for 99 Pledges corporate matching
- Set expectation that we set up respecting student privacy (couldn't modify pages)

Events for 2025/2026 school year

- Reminder for the events chair / events team to select dates for events next year
 - Start the Fall festival pumpkin donation asks during summer, letter for the pumpkin donations will be added to new google drive.
 - Kinder Ice cream social is 1st day of school, need to identify who will lead this before start of new school year. Events need to buy popsicles (fruit pops). **Owners = Kristen + Tatyana**
- REQUEST: DO NOT DELETE Event Committees, allow the committees to remain on Konstella so the Events Chair has something to work with, (big time saver)

Ulkar is resigning from Committee Chair at the end of 2024/2025 school year

- **AR Ulkar: All relevant information will be placed on the new google drive, can someone reshare the link with me - thanks**
 Drive
- Will attempt to complete by end of month, if it doesn't happen by end of this month, it will be done by end of June

D. Treasurers/Bookkeeping

- \$26K + checks to deposit + US Bank \$112,349.34.
- Wells Fargo account is dead, funds moved to US blank Yay!
- **AR Bingham: Need receipts for white boards, field trips, assemblies: Send *BEFORE* June 30 end of fiscal year. (ideally end of May)**
- Audit committee. Meet several times per year. Need to recruit 2-3 parents. **AR: 1) Mital: put out call for parents on Konstella with. Send Bingham blurb for principal message. Bingham: Send blurb Shelve until 08/25, Owner TBD.**

E. Fundraising

- No update

F. *New Section* Tshirts - Update Cinthia/Mital

Tshirt sales: **AR Katy** to create tshirts@hammerfoundation.org for Cinthia & any future owners to use. a) all orders will auto-email there, b) after delivery to student, email from this account to confirm that order has been completed. c) email history will be record of orders + completions. **DONE**
 Next year: Single ordering page.

G. Field Trip and Assemblies

1. Total spent on Field trip locations and buses **24/25- \$9,573.73** (est. \$200 for kinder items for Park field trip added to total; not on spreadsheet)

	Time	Event / Ticket fees	Transportation	Total	Invoice
2	Mission San Juan Bc	\$480.00	\$169.788	\$2,097.68	San Juan Boutato, Transport
3	For Goodness Snakes	\$100.00	\$0.00	\$1,000.00	ESGA
4	Youth Science Institut	\$665.00	\$0.00	\$665.00	Youth Institute
5	History Of San Jose	\$784.00	\$266.69	\$1,050.69	History of S.J. Transportation
6	Mobile ED	\$1,495.00	\$0.00	\$1,495.00	Mobile ED
7	DeAnza Planetarium	\$744.00	\$400.70	\$1,144.70	Planetarium Transportation
8	Intel Museum (Ms. Sc	\$0.00	\$373.89	\$373.89	Transportation
9	The Tech	\$1,020.00	\$420.18	\$1,741.18	The Tech Transportation
10	Emma Prusich	\$1,820.00	235.21 per bus		Emma Prusich Transportation
11	Title	\$xx	\$xx		Invoice
12	Title	\$xx	\$xx		Invoice
13	Title	\$xx	\$xx		Invoice
14	Title	\$xx	\$xx		Invoice
15	Title	\$xx	\$xx		Invoice
16	Title	\$xx	\$xx		Invoice

2. Set aside \$9,500/10k
3. For Goodness Snakes/Mobile Ed are Assemblies
4. Bus rates are based on location/distance

H. Web Admin/Communications Chair

I. Teachers

Ms. Raychev: Thanks for classroom funds, and Montessori training. Teacher appreciation things.

Katy's question: what do teachers like the most? Ms. Raychev: Flowers were popular, and teachers have own vases so kids can just bring flowers.

V. Unfinished Business:

Check # 1180, \$799.00, Konstella Inc.

Check # 1141, \$104.75, Tatyana Mogannam, Walkathon supplies

Check # 1142, \$52.00, Mr. Kossayan, Classroom Reimbursement

Check # 1143, \$553.76, Alicia Vento, Classroom reimbursement

Check # 1144, \$121.90, Ms. Shenoy, Field trip reimbursement

Check # 1145, \$28.80, Ms. Neal, Classroom reimbursement

Check # 1146, \$29.36, Ms. Rosbrugh, Classroom reimbursement

Check # 1147, \$333.87, Ms. Raychev, Classroom reimbursement

VI. Voted Items: Mital, Lance, Ulkar, Elmer, Katy, Marilia, Kristen (7/

1. HMF Video quote - push/ no vote

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.

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

****AR Mr. Bingham:** Will forward estimate when he gets it, likely by Sept. Expect to be roughly the same as this year. (added 05/25)

VIII. Closed Session

IX. Calendar/Comments/Announcements:

1. Next Board Meeting Ad hoc for budget, TBD June.,

Adjournment - 7:57PM