

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 8/5/2025 | 6:30 PM | Hammer Elementary Room 120

For board members: HMF Board Drive

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

Agenda:

Attendees

Kristen Vlietstra, President
Mital Poddar, Vice president
Elmer Garduno, Treasurer
Nina Chantalat, Field Trips & Assemblies Chair
Marilia Inoue, Communications
Katy Bosworth, Secretary
Mr. Bingham, Principal
Tatyana Mogannam, Events Chair

Meeting Details:

- I. Call to Order - 6:42 PM
- II. Approve Prior Minutes - approved
- III. Approval of the Agenda - approved
- IV. Reports of Officers and Committees
 - A. Principal
 1. [Academics](#) - Thank you HMF for your support. >70% students meet/exceed standards for math & language arts, among top elementary schools in SJUSD
 2. [HMF Teacher Presentation](#) - Hammer is grateful for the alignment with HMF, in support of our teachers and students.
 3. Drinking Fountains



4. Garden Fence - Ms. Brush/Galarza would like to contribute between \$2,000 and \$3,500 for the fence. Mr. Bingham/Hammer will donate the book fair funds (\$3,500)... and additional funds (if possible/needed). We'd love to know what we can do to make this happen. Should we consider another fundraiser? What other options might we have?
 - a. [Kristen] HMF Contributed \$44k in the last 12 months. We chose the mural over the fence because it was half the price. HMF has funded 2 Galammer projects. Maybe have a Galammer fundraiser. Goal would be \$14k - \$7k from fundraiser. We could make the Trunk or Treat to be the fund raiser for the fence. Usually brings \$3200. Laura is interested in this as well.
 - i. Maybe games?
 - ii. Most money is from craft fair. We could make it as a fundraiser for the fence.
 - b. We want to make it happen, but it won't be only HMF. We are tapped out on capital projects. We can help with fundraising from events. Laura would likely be comfortable with leading that
 - c. [Elmer] If we fundraise outside HMF, we don't get company matching. However, \$14k may be unreasonable, it would be good to have more quotes.
 - d. Goal is to have a barrier that separates the play area from the garden, is not a security fence, please look for alternatives: picket fence, something at 4ft might be enough? Go back to Laura.
 - e. The quote came from one vendor, we need more quotes. The vendor could negotiate a new quote as well.
 - f. If we do from the Trunk or Treat it would have to be Galammer, so far it is only Hammer.
 - g. **AR: Mr Bingham to get new quotes for the fence or alternative.**
5. [Attendance](#) - any help HMF might be able to give in support of attendance would be appreciated. Hammer had 71 more absences than the previous year.
 - a. [2025-2026 SJUSD Calendar](#) has opportunities to think about. The week of November 10-14 will likely be low attendance (unless we can plan).
 - b. **AR Mr. Bingham: work with Nina to schedule assemblies/special events on specific dates.** For example, Monday 11/10/25 before Tues 11/11/25.

6. Konstella - a parent was concerned about privacy/calendar events being publicized
 - a. One parent complained about
 - b. Publicize Konstella policy: Events are not tracked to child, and no evidence that children attended or did not attend specific events.
 - c. **AR Mital Poddar: investigate/contact Konstella to find out if they can remove public items. Then Kristen/Katy/Marilia need to respond to the concerned parent.**

B. President and Vice President



1. Openings: Need VP & Co-Treasurer.
 - a. **AR Kristen: Publish signup for Thursday update. Do weekly email open positions (VP, treasurer, audit committee).**
 - b. **Kristen: Reach out to Lynn So & Sheila Piramoon (sp?).**
 - c. **Kristen: Send blurb for Mr. Bingham principal's message.**
 - d. **Mr. Bingham: Has a few ideas, can reach out to some parents.**
2. Check writing: **We are adding Kristen Vlietstra & Katy Bosworth (full name Joan K. Bosworth) to US Bank checking account as signers.**
3. Audit: Need 2 parent volunteers.
 - a. When due: IRS October, so due ~November/December. Get moving now to get done before then.
 - b. Last year: Scott Vento & Robin, and Ahmed Abbas may be interested.
 - c. **AR Elmer: Contact Robin; AR Kristen: Contact Ahmed.**
4. **AR Bingham: Publish all free dress & crazy hair days ahead of time.**

C. Events Planning Chair = Now Tatyana Mogannam

1. Early start on committees for TOT
 - a. Early start for setting up committees, add new committee for activities (games, etc)
 - b. Pumpkins: maybe fewer this year?
 - c. Tatyana: Plan to post committee jobs by end of August.
2. Dates for future events. Share ideas with Tatyana, direct parents to sign up for jobs. Mital proposal: Host an event for interested in parents. Quick meet, ideas.
 - a. **AR Kristen: add Tatyana as event creator in Konstella.**
3. Mital idea: propose welcome teacher potluck event for beginning of the school year to intro parents. Meet & greet & sign up. Propose Friday 9/2/25.
4. Help with recruiting

D. Treasurers/Bookkeeping

- a. **Please remind teachers and staff to send receipts to treasurer@hammerfoundation.org, please also ask them to add the total on the body of the email for cross-validation**
 - i. **AR Katy: Add teacher reimbursement procedure to website. Email treasurer@, Add total of receipts in the email.**
- b. Mr. Bingham:

- i. AR Bingham: Please share receipts for water fountains
 - ii. AR Bingham: Is there an advance payment required for the mural project?
Bingham: next week until after first week
- c. Reports:
 - i.  BalanceSheet - Prelim - FY24-25.pdf Balance June 30th: \$83,035.48
 - ii.  ProfitandLoss - Prelim - FY24-25.pdf Net Income: \$9,778.17
 - iii. **Elmer proposal:** send letter explaining the ways we have spent funds: Majority of funds went back to school, and building a little for future capital project. Tangible flier that we send home. Pictures of smart boards & water fountains
 - 1. AR Kristen: Make flier for next week.
- d. Checks written - see below "Unfinished business"
- e. Co-treasurer Lance Ehrman has stepped down.

E. Fundraising

No update

F. T-Shirt Sales Update

- a. Kristen: Thursday take inventory, and create sales page.
- b. Future: streamline Tshirts. Only basic shirt to be ordered again, and donate any inventory that will not sell.
- c. **AR Mital: Run Back to school night table (as long as no update)**

G. Field Trip and Assemblies

- a. Teachers have reached out to Nina. Target \$800 per grade to start (with small buffer if under \$200 over), include buses & field trip.
- b. Work with Mr. Bingham on assemblies. Usually 2-3 paid & rest are free events. Most free ones are 2-3 year loop. Water people can come this year, cow people not yet (3-4 years). Wild Mind Science (animals). Librarian? SJ Science bus stopped. Fire dept last year.
 - i. AR Bingham: Galammer assembly, puppet PBIS stuff

H. Web Admin/Communications Chair

- a. Parents onto Konstella: Kristen to assign parents Wednesday afternoon using published class rosters, before Thursday update.
 - i. **AR Kristen:** give leftover fliers with Konstella instructions to Kinder teachers to send home with kinder students
 - ii. **AR Kristen:** Thursday popsicles + Kind bars for Kinder parents, 1:15 PM.
All HMF: As many HMF people come as possible.

I. Teachers

- a. No update

V. Unfinished Business:

- a. Check # 1155: $\$603.36 + \$95.15 + \$43.74 = \742.25 , Alicia Vento, teacher reimbursement
- b. Check # 1156: $\$8.36 + \$253.68 + \$15.93 + \$111.45 = \$389.42$, Joseph Griggs, teacher reimbursement
- c. Check # 1157: **\$730.35**, Hammer Montessori School, check for Henry Cowell Field Trip
- d. Check # 1158: $\$109.22 + \$38.41 + \$107.03 + \$108.77 + \$145.50 = \508.93 , Nicole Raychev, teacher reimbursement
- e. Check # 1160: $\$67.16 + \$63.06 = \$130.22$, Casandra Bergkamp, teacher reimbursement

VI. New Business:

VII. Voted Items: 6→7 voting members present (missing: Ulkar Abbas, who is stepping down.)

1. Vote: Tatyana Mogannam to join board as Events Chair; replacing Ulkar Abbas. Approved 6/6.
2. Vote: Kristen Vlietstra & Joan K. Bosworth (Katy) to be added as check signers to US Bank. Approved 7/7.

Current board members list: 7 Board of Directors Members

Kristen Vlietstra, President

Mital Poddar, Vice President [not yet stepped down, but needs replacement by September]

Elmer Garduno, Co-treasurer

[Second Co-treasurer: Open position]

Katy Bosworth, Secretary & Web Admin.

Tatyana Mogannam, Events Chair

Nina Chantalat, Field Trips & Assemblies Chair

Marilia Inoue, Communications

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 9/2/25

Adjournment - 7:52PM

Previous Minutes: Hammer Montessori Foundation Monthly Board Meeting

Tuesday, 6/17/25 | 6:30 PM | Katy Bosworth's house

Agenda: 2025-26 Budget

 [DRAFT] 2025 - 2026 - Budget Proposal .xlsx

For board members: HMF Board Drive

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

Attendees: Closed Meeting/ Board members only

Kristen Vlietstra, President

Mital Poddar, Vice president

Lance Ehrman, Treasurer

Elmer Garduno, Treasurer

Nina Chantalat, Field trips & assemblies

Marilia Inoue, Communications

Katy Bosworth, Secretary

Not present:

Ulkar Abbas, Events

Meeting Details:

- I. Call to Order - 7:35 PM
- II. Approve December Minutes - approved
- III. Approval of the Agenda - approved
- IV. Reports of Officers and Committees
 - A. Principal
 1. n/a
 - B. President and Vice President:
 1. Mr. Bingham's 6/16/25 request for PA system, ~\$1500. AR: Kristen to reply.

2. Kinder picnic dates. June 25, July 17, and August 4, 5, and 7 (HMF ice cream social). [W Volunteer Support - Hammer.docx](#)

**Need to sell Tshirts at the picnic? Or start store & do pickups there? (big sales opportunity) AR Mital/Cynthia to figure out if selling.

3. 2025-26 Board Meetings, 1st Tuesdays of the month
8/5/25 (before school starts), 9/2/25, 10/7/25, 11/4/25, 12/2/25, 1/6/25
(2nd day back), 2/3/25, 3/3/25, (not 4/7/25 - spring break) 4/14/25,
5/5/25

Other useful dates:

First day of school 8/8/25 (Thursday)

Fall Recess 9/30 - 10/4/25

Winter Break 12/23/25 - 1/3/26

Winter Recess 2/17 - 2/21/26

Spring Break 4/7 - 4/11/26

Last day of School 5/30/26

C. Events Planning Chair: n/a

D. Treasurers/Bookkeeping

1. Budget [x \[DRAFT\] 2025 - 2026 - Budget Proposal .xlsx](#)

E. Fundraising: n/a

F. T-Shirt Sales Update

- a. 2025-26 Konstella store setup date, decide yes/no for kinder picnic sales.
AR: Mital/ Cinthia coordinate

G. Field Trip and Assemblies: n/a

H. Web Admin/Communications Chair

- Konstella - how to add new parents? **AR: Mital train Marilia**
- Board "presentation" - it would be great to introduce the Board to all parents.
What would be the best way to do that? Website? → Katy: Konstella weekly email + website
- Online meeting - can we try one board meeting completely online? Everyone take it from home :)

I. Teachers: n/a

V. Unfinished Business: n/a

VI. New Business: n/a

VII. Voted Items: Nina, Mital, Kristen, Lance, Elmer, Marilia, Katy (missing: Ulkar)

A. 2025-2026 Budget. Approved 7/7. **AR Elmer send budget to Katy. AR Katy post to website.**

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)

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

**** Small business list** for HMF website. AR Marilia to organize, Katy to publish on web when ready

IX. Closed Session: n/a

X. Calendar/Comments/Announcements: n/a

Adjournment - 8:33 PM