

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 9/2/25 | 6:30 PM | Hammer Elementary Room 120

Online meeting link: www.tinyurl.com/hmf-meeting

For board members: HMF Board Drive

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

Agenda:

Attendees

Kristen Vlietstra, President
Mital Poddar, outgoing Vice President
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
Mr. Bingham, Principal
Lynn So, new Vice President
Jasmin Llamas, new co-treasurer

Meeting Details:

- I. Call to Order - 6:38 PM
- II. Approve Prior Minutes ([8/5/25 & 8/8/25](#))
- III. Approval of the Agenda
- IV. Reports of Officers and Committees
 - A. Principal
 1. [School Connected Organization Application](#) - completed and approved by Mr. Bingham on 9/2/25. Kristen completed for HMF. (copy on HMF share drive)
 2. [Library Drinking Fountain](#) - \$8,500.
 3. [Courtyard Drinking Fountain](#) - \$10,925

4. [3 - 5 Starting Arts](#) - for the full year - \$14,850
5. Attendance Support - Assemblies, what else? Happy Birds Nov 10. Request WnR days on Fridays. **AR Marilia to put on calendar, Kristen to put on Thursday update, Katy work with Mr. K on scheduling WnR days on Fridays.**
6. From Kristen: teachers are valuable

B. President and Vice President

1. Thank yous: Mital Poddar for many years of service on the board, Katy for bugging everyone about deliverables.
2. Ratify board members: All voted 100% on Hammer Google Survey
 - a. President: Kristen Vlietstra
 - b. Vice President: Lynn So
 - c. Secretary: Katy Bosworth
 - d. Co-treasurer: Jasman Llamas
3. Confirm volunteers for the audit: Robin, Other Jasmin, Kriya (as long as before 11/1 busy season). Start now. **AR: Kristen get Jasmin's contact info to Elmer. Elmer: start working ASAP with audit committee. Elmer very busy in September, so Jasmin Llamas co-treasurer to help provide.**
4. Document open co-treasurer job roles for hand off to new treasurer.
 - a. Elme/cotreasurer #1: more bookkeeper, accounting, & taxes.
 - b. Jasmin/Cotreasurer #2: Get checklist from Elmer. Write checks, print & sign bank statements, dealing with receipts before meeting so we can write checks at meeting. Benevity login (passwords list) for corporate funding. If need change for events, get from bank. Redoing insurance - renewed online (Nov. 7), Facilitron, keep track of teacher budget. **AR Kristen + Jasmin: meet to share logins, Kristen to move funds from savings to checking as needed. Elmer/Jasmin: AR Kristen talk to US bank about HYSA high yield savings account.**
5. Policy for teacher budget distribution: Do part time teachers receive funding, or no funding for part time and leave extra wiggle room for full time? ****See vote below****
 - a. Budgeted \$18k in supplies (classroom & montessori) + \$2500 training
 - b. We announced teachers (expected 12 full time classroom teachers only) receive \$600 Montessori +\$600 (= \$1200) supplies & \$150 training.
 - c. Mr. Bingham confirmed 15 full time (12 classroom & 3 additional) & 4 part time (library, 2x PE, OT).
- 4) Bringing in more interest and volunteers to actively help Tatyana w events
- 5) HMF survey results: AR Kristen/Marilia summarize & send Hammer items to Mr. Bingham.
 - a. Many requested additional after school programs → Mr. Bingham

- i. 2nd language/after school program
 - ii. More extracurricular academics
 - iii. Skateboarding class **AR Katy ask Trace PTO for contact.**
- b. Back to school night childcare - HMF help out parents, not fundraiser. Possible HMF pay for staff people to watch kids.
- c. Supplies for calming corner in library - **AR Mr. Bingham to ask librarian**

C. Events Planning Chair

1. Teacher potluck Friday 9/5
2. TOT Committee sign up is up, please help to encourage to recruit parents for the event
 - Face painting. Ask if a parent can volunteer
 - Activities
 - Trunk or Treat: parents can also bring activity for kids to play
 - Basket theme - can't do, raffle issue. Vote: Eliminate raffle? Results: 8/8 yes eliminate.

New ideas

- Games (free)
- Art supplies - art supply exchange.
- Decorate your pumpkin (use up the donated pumpkins)
- Scavenger hunt
- Parent costume contest
- Mummy decorating contest
- Annual appeal will be going on. There will be no specific fundraising aspect to TOT this year, but annual appeal QR code posted.

AR parents: Welcome help at events.

AR Tatyana: need more spots at potluck, send another note on Konstella.

D. Treasurers/Bookkeeping

- a. Cash: $10,139 + 71,423 = 81,562$
- b. FTB Status (due in september)
- c. Prepare taxes for Oct Meeting: **Non-Profit Filing Requirements**
- d. Audit: Sept. assemble team, share documents, create plan. October: complete audit.
- e. Closed account checks. **AR Jasmin: shred old checks.**
- f. Checks
 - i. Mr. K: 456.05
 - ii. Mr. Griggs: $331.75 + 111.45$
 - iii. Ms. Shenoy: 177.03
 - iv. Ms. Cordone 367.09
 - v. Mr. Bingham (Hammer Montessori School):
 1. Water Fountains: $8,500 + 10,925$
 2. Starting Arts: 14,850

E. Fundraising

- a. Hammer Readathon: AR HMF to
- b. Annual appeal: AR Kristen send appeal to Lynn, plus draft thank you note, **AR Lynn review, plan to send out Konstella appeal + paper request ~Thanksgiving.**
- c. Thank you letters: Konstella direct parents or Benevity for parents who don't do it anonymously. Send via email. **AR Lynn So to own.**

F. T-Shirt Sales Update

1. We have run out of size Child M Tshirts - Replenishment order placed with ShineOn, 70 shirts for \$741.01.
2. Policy: No more Montessorian or tie-dye shirts. We have cleared Walk A Thon.
3. Sweatshirts - need to audit, but we have many and we will not order again. We will sell when temps go down.
4. Propose limited edition shirt next year in Hammer uniform colors. Each kinder student gets free shirt, and rest are special order. (e.g. 50 med, 30 large, etc.)
5. Ordering page set up by Kristen, but Cinthia having difficulty accessing. **AR Cinthia & Kristen meet to resolve, and also add Tshirts@ address**

G. Field Trip and Assemblies

1. Emailed all the teachers, informed of increased budget and bus calculations and new email address
2. Asked to update dates and reach out if needing support to book
3. Reminded them to wait on permission slips from Teresa
4. Happy Birds Assembly Monday, November 10th @ 1:30 & 2:15- \$1200.00
5. Assembly's budget for 2025/2026 = \$3000
6. Working on Free assemblies for November 24th/25th & HH (paid) for December

H. Web Admin/Communications Chair

2. From Katy: Need to update [Roles & Responsibilities](#) on website. **AR to all board members:** read your section, send me any updates needed. (e.g. need to clearly define the two co-treasurer roles, and also add Marilia's communications role)
3. Survey results: **AR Marilia/Kristen Summarize survey results & share with Mr. Bingham**
4. Facebook page: Mital Poddar owns HMF page. **AR Mital: Make it private, transfer ownership to Lynn So.** Make only content = link to website..
**every 6 months search for it in case there is a copy page, and bring it live.

I. Teachers:

Absent

V. Unfinished Business:

1. Check #1040: Mr. Kossayan, \$456.05, teacher reimbursement
2. Check #1044: Mr. Griggs, \$331.75, teacher reimbursement
3. Check # 1043: Mr. Griggs, \$114.54, teacher reimbursement (We missed part of the quantity from August reimbursement)
4. Check #1041: Ms. Shenoy, \$177.03, teacher reimbursement
5. Check #1042: Ms. Cordone, \$ 367.09, teacher reimbursement
6. Mr. Bingham (Hammer Montessori School):
 - Check #1046: Water Fountains: \$8,500 + \$10,925 = \$19,425
 - Check #1045: Starting Arts: \$14,850
7. Check #1047: Shine On, \$741.01, T-shirt replenishment

VI. New Business:

VII. Voted Items:

- A. Purchase Additional Size M Tshirts. "Should we spend \$741.01 on Tshirt replenishment (70 shirts = \$10.59 each)"? Offline vote 8/22/25, 4/4 yes (Katy, Tatyana, Kristen, Marilia), not voted 3 (Elmer, Mital, Nina).
- B. Allocation of previously approved budget items for teachers: \$18,000 supplies & \$2500 training. We had intended 12 classroom teachers to split the allocated budget & other teachers receive no budget. However, there are 3 additional full time resource teachers this year (Annie Cordone, Alicia Vento, & Rudy Ghimire), plus 4 part time teachers (OT, librarian, 2x PE), and we want them to receive resources too.

Propose instead:

- 12 general education teachers receive \$1200 supplies + \$150 training (same as previously announced)
- 3 full time resource teachers (3) receive \$600 supplies
- 4 part time teachers (OT, librarian, 2x PE teachers) receive \$400 supplies

Vote 8/8 yes (Kristen, Lynn, Elmer, Jasmin, Katy, Tatyana, Nina, Marilia)

Voting members of the board:

Kristen Vlietstra, President

Lynn So, Vice President *New at beginning of meeting*

Elmer Garduno, Co-treasurer #1

Jasmin Llamas, Co-treasurer #2 *New at beginning of meeting*

Katy Bosworth, Secretary & Web Admin.

Tatyana Mogannam, Events Chair

Nina Chantalat, Field Trips & Assemblies Chair

Marilia Inoue, Communications

**Mital Poddar, emeritus president & advisor, and no voting privileges as of the beginning of this meeting. (thank you for your years of service to this school, Mital!)

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 10/7/25

Adjournment - 7:58 PM