

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 10/7/25 | 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 / speakers

Kristen Vlietstra, Presidenet
Lynn So, Vice President
Elmer Garduno, Co-treasurer
Jasmin Llamas, Co-treasurer
Katy Bosworth, Secretary & web admin
Tatyana Mogannam, Events Chair
Nina Chantalat, Assemblies & Field Trips
Ms. Raychev, Teacher
Mr. Bingham, Presidenet
Cinthia Vines Rodriguez, Tshirts
(and multiple parents/guardians who joined online)

Meeting Details:

- I. Call to Order - 6:38 PM
- II. Approve Prior Minutes
- III. Approval of the Agenda
- IV. Reports of Officers and Committees
 - A. Principal
 1. Teacher Funds. **AR Elmer & Jasmin: send summary of what teachers have spent so Mr. Bingham can remind teachers to use their funds.**
 2. Read a Thon - Help - Ice cream and pizza party 99Pledges. ****Mr. Bingham needs help with ice cream party on Friday, October 10, 1:45-2:15**
 - a. Please add to the HMF Thursday bulletin: Friday, Oct 10: Free dress, extended recess, ice cream party.

3. Science Camp Funds: Over \$90,000 reserved for camp (includes all grades). This year's 5th graders cost: \$23,058, but so far have only raised \$20,000. Mr. Griggs is fundraising to fill the gap.

B. President and Vice President

1. Next big thing = Audit: Elmer is ready. **AR Kristen to send an email to coordinate audit start.**
2. US Bank access: **AR Kristen set up online access and add Jasmin as a check signer. Also, benevity access, and need to change login email.**
3. Benevity: **AR Jasmin: before each HMF meeting, log in to get donation list. Also, get info to Lynn so that she can send thank you notes.**
4. Procedure for donation check: Need deposit check clarifying what it is (corporate donation vs. Tshirts). Contribute to annual appeal.
5. **HELP NEEDED:** Help Tatyana with Trunk or Treat. And bring art supplies.

C. Events Planning Chair

Trunk or treat: Prep going well, Kay Gonzales is co-chair for event.

- Who is available to be at the event to help. Answer: Kristen, Katy, Mr. Bingham. (Lynn, Nina, Ms. Raychev TBD)
- Prizes/contests/judges: Need to decide prizes (sweatshirts, pumpkins) and judging. Thanks to Mr. Bingham for offering free dress day as prize for scavenger hunt. Judging: Committee of 5, including Mr. Bingham, Mr. Griggs, Kristen, plus need 2 more. Make it blind, and ask for 2 other parent judges.
- Mummy wrapping contest. **Open to any other ideas, especially if parents know of free/cheap face painting.**
- Decide to push craft supply due date 1 week to 10/17, and Mr. Bingham to add note about it. **AR Tatyana: Send blurb to Mr. Bingham before Friday so he can include in update.**
- Open: Speakers from Mr. Bingham? **AR: Tatyana decide if you need them and let Mr. Bingham know.**

Winter Bazaar

- Start announcing winter bazaar - and really encourage that that it is a children's craft event. Kids make crafts to sell, and kids learn about making change and running a business. Kay Gonzales: kids are already making things; Kristen's kids too!
- Encourage crafts/lessons by kids.

D. Treasurers/Bookkeeping

1. Audit update: committee members set, see above president. Elmer has financial statements, parts prepared. Kriya requested more details about form and procedures needed for the audit - **AR Elmer to send.**

2. Insurance is coming in November, is there an email in the hammer montessori account from PTO today? Also do you have the receipt from PTO today from last year? **AR: Provide details to Jasmin so she can coordinate.**
3. Water fountain checks: Cashed (1045, 1046, & 1157 cashed on 9/23/25)
4. Need to hire a nonprofit law firm to help. Legal zoom may have a nonprofit section (but it's also affordable: ~\$350/year). **AR Kristen to check Legal Zoom nonprofit, then work with Elmer to determine what we need.**
5. Balances: Checking \$7998.50, Savings \$36,425.34

E. Fundraising

1. Annual Appeal: Appeal sent today. Lynn revamped, thank you note format completed. And donation receipt encourages the corporate match.

F. T-Shirt Sales Update

1. Order for additional child M Tshirts - received?
2. Konstella issue for Cinthia & sometimes Katy. Contacted Konstella, no resolution yet. Update: Cinthia has access now. (they said they didn't fix anything, but apparently contacting them fixed it)
3. Sweatshirt inventory: ongoing (now sorted, need to be counted). **Plan: inventory *after* Trunk Or Treat giveaway & add to online sales.**
4. Ms. Raychev: had a problem ordering a few weeks ago. **AR Kristen: Double check that ordering link is working before Thursday update.**

G. Field Trip and Assemblies

1. Everything going well, Teachers have updated the spreadsheet. Mr. Bingham reports 3/4 5th grade classes field trip to CA theater on Friday, buses are confirmed. 2 classes confirmed for CMT's Diary of a Wimpy Kid, 3rd grade going. \$15/head funded by arts program (and Friday before Vet day holiday). **AR Bingham: Remind teachers that if they need help with field trips, contact Nina.**
2. Look into SJ Museum of art, "Lets Look at Art" - volunteers come to schools

H. Web Admin/Communications Chair

1. Katy: R&R's website update.

I. Teachers

1. Mr K sends his regards but had to attend WGHS Water Polo tonight - Hope to be at the next meeting. Thank you so much for supporting Hammer staff and teachers, I see the difference in our community every day and I am grateful to have such superb parent involvement.
2. Ms. Raychev: teachers feel supported (which is our goal). Has been reiterating that HMF will pay for anything that you need. **AR Mr. Bingham: Please reiterate that teachers should use funding.**

V. Unfinished Business:

1. Salm, Julia. Classroom supplies, \$587.94 #1201
2. Neal, Fiona. Classroom supplies, \$226.80 #1202
3. Salian, Jayashri. Classroom supplies, \$154.26 #1203
4. Rosbrugh, Ellen. Classroom supplies, \$100.58 #1204
5. Griggs, Joseph. Classroom supplies, \$67.64 #1205
6. Chaidez, Jennifer. Classroom supplies, \$1,325.00 #1206 **note: Over \$1,200, Elmer to clarify.

VI. New Business:

VII. Voted Items:

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 11/4/25

Adjournment - 7:29 PM