

# Hammer Montessori Foundation

## Monthly Board Meeting

**Tuesday, 11/4/25** | 6:30 PM | Hammer Elementary Room 120

Online meeting link: [www.tinyurl.com/hmf-meeting](http://www.tinyurl.com/hmf-meeting)  
<https://meet.google.com/xvi-wphy-eih?authuser=0>

For board members: HMF Board Drive

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

### Agenda:

#### Attendees:

##### Board members:

Kristen Vlietstra, President & Fundraising Chair (online)  
Lynn So, Vice President  
Elmer Garduno, Co-Treasurer  
Jasmin Llamas, Co-Treasurer  
Katy Bosworth, Secretary & Web Admin.  
Marilia Inoue, Communications  
Tatyana Mogannam, Events Chair  
Nina Chantalat, Assemblies and Field Trips Chair (online)  
Stephen Bingham, Hammer Montessori Principal  
Ms. Raychev, Lower Elementary Teacher Representative  
Kay Gonzales, parent and new Events Co-chair

##### Not here:

Mr. Kossayan, Upper Elementary Teacher Representative

### Meeting Details:

- I. Call to Order - 6:41PM
- II. Approve [Prior Minutes from 10/7/25](#) - approved
- III. Approval of the Agenda - approved
- IV. Reports of Officers and Committees

## A. Principal

1. **HMF November 2025 Meeting - Open House for Prospective Students** In January, February, and March, we will be hosting our annual [Open House for Prospective Students \(see link for details\)](#). If you know someone who might be interested in joining our incredible Hammer family, please share this flyer. **\*\*AR Marilia/Communications: Add dates to calendar. \*\*Mr. Bingham to send out signups for volunteers when ready**
2. **Teacher Funds** - thank you for getting/updating this information. I'll remind teachers to invest these funds.
3. **Possible Food Drive** - SNAP benefits for many families in need will/have ended. We are thinking that a nonperishable food drive & pantry might be a good thing to have. Hammer host food drive. **HMF help needed: publicizing, flyer to families. Hammer does not want to host a money drive. AR Katy on Wednesday: Flyer. & post for Konstella. Mr. Bingham to post.** Idea: Anonymous suggestion box in pantry to make sure we are providing the most useful things.
4. **Balls Needed** - Galammer is in need of recess balls, esp 4-square balls. Kristen: we have expected need to replace quarterly, <\$250 for a lot of them. (tether balls and hula hoops are also popular, but safety concern)
5. **Shirt Sizes** - would HMF be able to share the shirt sizes and quantities for students? We are planning on purchasing Galammer shirts and need Hammer info. **AR Kristen: send Tshirt sizes. (mostly S & M, few L, XL)**

## B. President and Vice President





1. We need to formally vote for Jasmin Llamas, Co-treasurer, to have check signing. It needs to be noted in the minutes and printed out on HMF letterhead to go to the bank. Katy and Jasmin should be able to go and have her added as Katy is an authorized signer on the account. If there is an issue with this I will do it when I get back.
2. Project Cornerstone: Could use additional parent volunteers, including assistant leader. Danielle M. is running the entire program, she needs support & someone to learn how to run. **Help needed: If you know any parents who might be good at this, please send Danielle's way. Mr. Bingham - share with teachers if they know of any parents. Plan: Kristen ask Danielle if we can add recruitment for Project Cornerstone to weekly, both additional parents for Project Cornerstone and parents to help organize.**
3. The Konstella Calendar: **AR: Marilia to update calendar for November.**
4. SNAP funding gap coverage:
  - a. How can we support Mr. Bingham's food drive? Publicity & volunteers - anything else?
  - b. Possible HMF fundraiser to give affected Hammer + Galarza families gift cards for necessities. → Mr. Bingham does not have a mechanism for distributing funds directly to families. **Plan: Start with food drive & direct financial donations to food banks. AR Katy, Two sided flyer on**

Wednesday: a) resources, b) how to help (food drive + contribute to food bank)


### C. Events Planning Chair

1. Trunk or Treat done! Post mortem/ what did we learn for next year?:
  - a. Art and crafts tables went slightly different than planned, thoughts on that. Originally idea was exchange, and then change d to make art stuff... and now we have a bunch of extra supplies. Next year: art area PLUS exchange. Help needed: help sort supplies sort. Kristen plan: after school supply giveaway - toward Thanksgiving.
  - b. More Trunk decorations - how crazy/fabulous with trunk
  - c. Marilia: Survey on feedback/ideas for next year. **AR: Marilia set up by Wednesday & send to Kristen for Thursday update.**
2. Kay Gonzalez to join the board as events co-chair. (everyone enthusiastic)
3. Winter Bazaar (Thursday 12/11/25) is around the corner. Committees should be up this week. Sign ups to follow. Do we want to send a message encouraging crafts made by children? → YES. And encourage kids to team up with friends on a table. **AR Kristen: Send Facilitron info to Tatyana. AR Tatyana: send ad to Kristen.**

### D. Treasurers/Bookkeeping

1. Elmer: Tax Filings Update
  - a.  990EZ 2024 - Worksheet
  - b.  ProfitandLoss FY2024.pdf
  - c.  BalanceSheet FY2024.pdf
  - d. Filing this week (Due 11/15/25)
2. Elmer: FTB Update. Not filed for several years during pandemic, but we were over threshold to need filing.
  - a.  3310586\_APL - FTB Response - 2025.pdf
  - b. Complete and address opens by Nov 14th
3. Elmer: Audit update
  - a. From the SCO Checklist:
    - 2. All bank statements opened/printed, reviewed, signed & dated monthly by non-check signer
    - 3. All bank statements reconciled by treasurer and reviewed, signed & dated monthly by non-check signer
    - Plan: do monthly review of bank statement at monthly meeting. Elmer is non-check signer, and then someone else on board to also review.
  - \*\*need to recover statements (both checking & savings) from closed Wells Fargo account. **AR Kristen to follow up with Mital.** Show that it's

closed and that we moved the money. (we have check into US Bank account)

4. Insurance due in November - Jasmin paid for insurance, we will write check reimbursement.
  - a.  1000169313 - Hammer Montessori Foundation - SJUSD - END - 10-20...
5. Nonprofit law firm: Kristen's research on LegalZoom for nonprofit? **AR: Kristen to call (no online communication) & get physical quote.** They have discounted rates for nonprofits. They want to open nonprofit with them for them to manage vs. transferring existing nonprofit.
6. Balances: Checking \$12,216.25, Savings \$36,477.15.
7. Double signing question for expenses: Do we need two-person approval for regular expenses, and if so how do we do that for credit card expenses? Elmer: Credit card is limited usage and things in the budget. But occasionally used for things like pizza for pizza parties.
8. Make sure we upload the new insurance certificate to the google drive & Facilitron. **AR: Kristen & Tatyana. Also, update Benevity website: links to to facebook HMF page, should link to hammerfoundation.org.**

## E. Fundraising

1. Annual appeal - We need to have the annual appeal sent home with parents on for Giving Tuesday December 2nd - We will have a slip included with it that if parents want to drop cash or check off at the front office they can mark who it is from so we can make sure to get a thank you letter to them. We should work on this now so it isn't a huge task closer to the event. We will need to purchase 320 envelopes ahead of this - not the peel and stick envelopes bc we had issues with those last year of kids sealing them before getting them to their parents. **AR: Lynn to own, and please draft others to help. And need to order envelopes & have annual appeal 1/2 sheet slip copied. (Kristen to email last year to Lynn). We also need to ask teachers to include annual appeal (and corporate matching!) to their weekly updates.**

## F. T-Shirt Sales Update

1. Out of Adult M montessorian long sleeve
2. Out of Adult M montessorian tee shirt
3. 1 left of Youth L tie dye

→ In future we will be ordering only child size Tshirts in classic.

Need to do an inventory of sweatshirts & push. Possible after-school sale, then inventory & post on apparel page. Kristen available 11/20-11/21. Lynn Available 11/14 & 11/21. **AR Katy: Talk to Cinthia to ask what she prefers & how she wants to run.**

#### G. Field Trip and Assemblies

1. Happy Birds Monday. More assemblies in December. Field trips getting scheduled. 3rd graders going to CMT Diary of a Wimpy Kid on Friday.

#### H. Web Admin/Communications Chair

1. **AR Katy: Get logged into HMF Facebook page, update & take offline if needed.**

#### I. Teachers

1. Ms. Raychev: loved Trunk or Treat. Would love to see more teachers involved. Keeps hearing good things from teachers about beautiful mural and water fountains. Reimbursements for supplies are really useful to the teachers.

#### V. Unfinished Business:

##### Reimbursement Checks

1. Nicole Raychev, teacher reimbursement. \$436.43, #1207
2. Julia Salm, teacher reimbursement, \$368.85, #1208
3. Jasmin Llamas, co-treasurer, insurance reimbursement, \$659.00, #1209

#### VI. New Business:

- 1.

#### VII. Voted Items:

1. Jasmin Llamas, co-treasurer, approved to be added to the HMF US Bank account with the ability to sign checks. 8/8 yes.
2. Kay Gonzales: Join board as events co-chair. 8/8 yes.
3. HMF support Mr. Bingham's food drive & pantry. We will help advertise and any other support he needs. We will not fundraise directly (at this time), but will direct to food bank donations. 8/8 yes.

#### VIII. Action Items/Next Steps:

#### IX. Closed Session

#### X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 12/2/25

Adjournment - 7:54PM