

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 12/2/25 | 6:30 PM | ****Online only****

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

For board members: HMF Board Drive

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

Agenda:

Attendees

Board members:

Kristen Vlietstra, President & Fundraising Chair

Elmer Garduno, Co-Treasurer

Jasmin Llamas, Co-Treasurer

Katy Bosworth, Secretary & Web Admin.

Marilia Inoue, Communications

Tatyana Mogannam, Events Co-Chair

Nina Chantalat, Assemblies and Field Trips Chair

Stephen Bingham, Hammer Montessori Principal

Ms. Raychev, Lower Elementary Teacher Representative

Cinthia Vines Rodriguez, Tshirts

Not present:

Lynn So, Vice President

Kay Gonzales, Events Co-chair

Mr. Kossayan, Upper Elementary Teacher Representative

Meeting Details:

- I. Call to Order - 6:35PM
- II. Approve Prior Minutes from 11/4/25. Approved.
- III. Approval of the Agenda. Approved.
- IV. Reports of Officers and Committees
 - A. Principal
 1. [Open House for Prospective Students Volunteer Sheet](#) - We need 10-12 volunteers to make it successful. Dates 1/14/26, 2/4/26, 3/4/26.

2. Hammer grew 10 points math, 9 points ELA. Find on CA school dashboard, will filter to greatschools.org etc.
3. Math Night Inquiry - [Julia Robinson Math Festival](#) - Hope to hold it in March 2026. Cost - \$800. Galarza has received grants for this over the past two years. This year, they requested and were denied the festival.

B. President and Vice President

a. President

i. Food drive update

1. In person: Items have been moving. In particular, need full meals, boxed mac & cheese, shampoo/conditioner, baby wipes, diapers size 1, 4, 5. Don't need canned goods.
2. [SHFB Virtual Food Drive](#): Raised \$1800
- ii. **AR Katy, Jasmin: Friday at US bank. Add as signer & get debit card.**
- iii. Deposit \$180 for sweatshirt sale. Do separate deposit & withdrawal.
- iv. Winter Bazaar: Need float for bake sale change. \$200: 50x \$1, 10x \$5x, 10x \$10. Account for that when counting income for night. *Send reminder to kids to have change.
- v. **AR: Konstella items >10 days old have to be republished (don't notify) to keep in people's feed. Winter Bazaar (Tatyana), Tshirts (Cinthia) & Annual appeal (Lynn) should be republished 1x/week.**

b. Vice President

1. Annual Appeal letters went out to the teachers Monday 12/1.

C. Events Planning Chair

a. Winter Bazaar

1. Facilitron done? Yes - done by Kristen. Tatyana approved and insurance certificate updated.
2. Volunteers still needed. Need more volunteers -
 - a. Stage Book area: Lannie coordinating, Kristen Tanaka not available but has backdrop we can use. Need help setting up stage - Ms. Raychev, any input how to support? Tatyana: Bring extra pillows. All: Bring throws, things to set on. **AR Tatyana: ask Kristen if she can use all the previous supplies, could pick up from her ahead of time.**
 - b. **AR Tatyana: Send Kristen a list of open volunteer positions for Kristen to send a request**
 - c. Bake sale signups still needed. (Last year there were few signups, and they bought a lot of items using existing gift cards, and then lots of people brought stuff)
3. Potential help needed with stage setting
4. Bake sale boxes received
5. Craft giveaway last week was successful

6. Future planning for next year: Kristen idea, Mr. Bingham supports. Add more space next year, atrium or courtyard. Kids performance space, other activities?

D. Treasurers/Bookkeeping

- a. Benevity: Total donations \$3816 November, & gross \$37xx. October \$194.
- b. Taxes paid (and on time!)
 - i. Federal, Tax Franchise Board, CA DoJ all filed on time
 - ii. FTB ongoing
- c. Met with Kriya and Jasmine for 2024 audit feedback, there are some observations and request for information that are being addressed
- d. Balances. Savings \$36,901.53, Checking \$19,520.20.
- e. AR Jasmin: add bank statements to shared google drive, along with Benevity statements.
- f. Signing off on statements: Elmer to review & sign off monthly. Tatyana 2nd pair of eyes.
- g. AR: Add Jasmin to checking account - see above.
- h. AR Katy & Jasmin: Deposit \$180 cash from sweatshirt sales - see above.

E. Fundraising

- a. Annual appeal status - we are at same place this year as last year.
- b. Kristen to continue sending reminders.
- c. AR Jasmin: If any cash or checks come in, send details to Kristen.
- d. AR: Update Benevity description (remove Facebook, add hammerfoundation.org)

F. T-Shirt Sales Update

- a. Sweatshirt sales after school Thanksgiving week to reduce inventory @ \$20 ea
 - i. \$180 cash + Square \$440 = 31 sweatshirts.
- b. Next steps: inventory sweatshirts & add to konstella. **AR Cinthia & Katy do count in December. Kristen to show Cinthia & Katy how when ready.**
- c. Vote on t-shirt order —quote shared with board (\$1,093.75). Classic design only.

G. Field Trip and Assemblies

- a. Planetarium 1st/ 2nd, 12/9
- b. Corey the Dribbler 2pm, 3rd- 5th grades (Dec. 16th)
- c. Fire Department 9:30am, K-2 (Dec. 17th)
- d. San Jose Art Museum “Let’s Talk Art” classroom visit (2026) Thanks Elmer :-)
- e. Planetarium, 1-2, 12/9/25

H. Web Admin/Communications Chair

- a.

I. Teachers

- a. Ms. Raychev: Reached out to teachers, no feedback. Excited about Winter Bazaar.

V. Unfinished Business:

- a. Checks.
 - i. From 11/10/25: Department of Justice, Annual registration renewal fee. \$50.00, #1210
 - ii. From 11/10/25: Franchise Tax board, Annual filing fee. \$10.00, #1211
 - iii. Akshatha Shenoy, teacher reimbursement, \$210.81, #1212
 - iv. Ellen Rosbrugh, teacher reimbursement, \$281.45, #1213
 - v. Nicole Raychev, teacher reimbursement, \$46.91, #1214
 - vi. Check #1215: VOID, typo.
 - vii. Lynn So, annual appeal envelope reimbursement, \$19.65 + \$7.26 = \$26.91, #1216
 - viii. Kristen Vlietstra, Playground balls, \$211.01, #1217
 - ix. Elmer Garduno (Federal Filing, FTB Fee 2015, FTB Fee 2020) \$84.99 + \$40 + \$40 = \$164.99, #1218

VI. New Business:

VII. Voted Items:

- a. Next meeting: Push to Tuesday 1/13/26 instead of two days after we return on 1/6/26. Vote: 7/7 yes.
- b. Math night. Kit rental + representative from Julia Robinson Math Fest \$800. Elmer: we have budget. Marilia & Katy both vote that it's popular. Vote: 7/7 yes.
- c. Tshirt replenishment, \$1,093.75. This is not budgeted (thus need vote), but expected expense. Vote: 7/7 yes.

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

- 1. Next Board Meeting Tues., 1/13/26

Adjournment - 7:24PM