

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 2/3/26 | 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

Voting board members:

Kristen Vlietstra, President & Fundraising Chair

Lynn So, Vice President

Jasmin Llamas, Co-Treasurer

Katy Bosworth, Secretary & Web Admin.

Nina Chantalat, Assemblies and Field Trips Chair

Tatyana Mogannam, Events Co-Chair

Kay Gonzales, Events Co-chair

Marilia Inoue, Communications

Not present:

Elmer Garduno, Co-Treasurer

Mr. Bingham, Hammer Montessori Principal

Ms. Raychev, Lower Elementary Teacher Representative

Mr. Kossayian, Upper Elementary Teacher Representative

Others:

Ms. Bergkamp

Hamsa Elarian

Meeting Details:

- I. Call to Order - 6:35PM
- II. Approve Prior Minutes
- III. Approval of the Agenda
- IV. Reports of Officers and Committees
 - A. Principal
 1. Ms. Bergkamp: Possible ICE School Safety Patrol

- a. If created, would need to be HMF project to run, because school run would be district approval. OK to run as volunteers.
 - b. Oakland school districts as model. Each school has two volunteers, have a school contact (Ms. Bergkamp happy to be contact), and also union rep so could
 - c. 2-4 volunteers in morning & pickup in pairs, walk up/down streets garden-corner. Friendly face, keep an eye on who is in the community, and could put out an alert to school for response if needed. Goal to create an atmosphere of safety. Oakland recommends 15-20 total volunteers, and all volunteers run in pairs.
 - d. Volunteers would be looking for ICE vehicles, federal agents. Oakland has communication method/airhorns & whistles. Let Santa Clara County response know and also start in-school response protocol. If comfortable volunteers could act as
 - e. How to organize? How to train volunteers? Parents/community members, Oakland has online training. Santa Cruz county has training.
 - f. Ms. Bergkamp would not be organizer, she would be the school contact. For this to exist, would need organizer(s) to run.
 - g. Marilia: Can we do this without Mr. Bingham's approval? Answer: If all volunteer approval, he does not need approval.
→ See later board member conversation. If we move forward, need more information.
2. Teacher suggestions to HMF request to support: General = look like teachers want more involvement from parents → Would need to recruit new position to coordinate volunteers. **AR Kristen: Talk to Mr. Bingham: 1) Fun Fridays then call out on Konstella, parents on Konstella willing to lead monthly activity. If parent takes role, then we can proceed. Recess time/ library time etc. organized by parent.. 2) Classroom help - which teachers would want? AR Marilia: Share w/ HMF online docs for Ms. Raychev signups for classroom help.**
- a. Ellen: Recess games or perhaps a library read aloud or activity in the library since Ms. Lee seems to get a crowd in there.
 - b. Akshatha: Recess activities.
 - c. Ms. Bergkamp: 2 years ago, did monthly fun Friday recess. Families/volunteers hosted activities at recess (chalk corner, games etc). No longer recess on small playground. **AR Kristen talk to Bingham: Originally Project Cornerstone, and lost fun Fridays. We could do call out on Konstella to ask for parents who want to own project.**
 - d. Raychev: Making copies, cutting, laminating. **(AR Mr. Bingham: does this role need volunteer clearance?)**
 - e. Stephanie:
 - i. Mystery Readers/Project Cornerstone/more read-alouds around character development/SEL?
 - ii. Is the Garden open during lunch and recess? Can parent

volunteers help facilitate this as a recess choice?

3. [Teacher/Staff Appreciation Potluck](#) - Feb 13 - thanks to parents and community for supporting the love we have for our educators.
4. April Band Concert - April 1 - Assembly 2:40 and Concert 5:00 - We have a Hammer parent who is willing to organize/coordinate with HMF or anyone else willing/interested in doing a small recognition of our Band Members
 - HMF support? drinks, napkins, small plates, cups, utensils, cake?
 - Could we gather a few volunteers for performance/decoration set-up/take-down?
 - Certificates? 5th graders or all?

HMF answer: We don't have in our budget to pay for refreshments, and will not organize (we are at capacity!). OK for Mr. Bingham to put out request on Parent update.

5. Is there a way we can ensure that teachers are reimbursed for expenses on a more consistent basis? A few teachers have submitted receipts in December and are still waiting for reimbursement. I'm happy to collaborate with whoever would like to see about a solution. HMF: HMF has reimbursed all requests. not clear who is missing reimbursements. **AR Kristen/talk to Mr. Bingham: Please let teachers know to email treasurer@ & Contact@ to get reimbursed after next HMF meeting, and also if any delay to email treasurer@ and contact@ to follow up. [Include link to reimbursement spreadsheet.](#) AR Katy: Publish procedure on website.**
6. **AR Mr. Bingham:** Please share dates of free dress with HMF so we can support publicizing.

B. President and Vice President

1. VP -Annual Appeal roughly at \$61,237 with recent \$5k Benevity matches (confirm exact number with Kristen) (does not include garden fence, which is separate fund). Generous large donation from Coit Family Foundation - confirmation letter sent 2/3/26 by Lynn (BCC Kristen also) **Big thanks to Lynn for sending thank you notes.
2. Possible Monthly Teacher Breakfasts or treats? (had been floated at January meeting). Friday weekly or monthly. Parents sign up for donuts/bagels/fruit to staff lounge for teachers. **AR Kristen: Bundle with request for a coordinator of monthly volunteers (need volunteer approval) and treats (don't need volunteer clearance)**

C. Events Planning Chair

1. Valentine's teacher appreciation, Friday 2/13/26 - we need more volunteers.
 - a. **AR Kay: could use more volunteers, AR Send another call out for help.**
 - b. Ms. Raychev suggestion: Soup? easier to fill a couple of crockpots with soup as opposed to having to figure out a whole luncheon → Kay to add soup/crockpot option to request.

2. Walkathon, 4/24/26
 - a. Plant gift. Kay talked with plant vendor, option sprig of a bonsai tree + terracotta pot, \$5.89/plant = 200 people \$1400 + tax. (his costs have increased, budget doubled. Even last year's plants more pricey). → Vote
 - b. T-shirt art competition: Timing after ski week. Galarza doing the same thing. Art confirmed & order to Shine On by end of March. Should let teachers know now so they can support - would like teacher support in class. Plan to do 1 week open first week of march, Mon 3/2 - Fri 3/6. **AR Kay:** 1) ask Bingham if we can get teacher support. 2) Kay to do all lining up - lesson plan, form, detailed instructions to teachers and kids (work with Kristen). 3) Meet with Kristen to nail down details.
 - c. Better together posters: last year tried to do circus theme, this year some sort of poster or simple display to share & celebrate culture in our multicultural school. Ask families/kids/teachers to display artwork about their culture at the event. Kristen asked Lynn to help work on this. **AR Lynn/Kay/Tatyana:** run together. (esp with minimal extra work to us / kids/ families). Create some excitement - make sense + value added. Signups from families: spot to display, bring objects/pictures/ clothing. **Kay:** Better together poster in your culture's language - cheer on walkathoners. Ask Families Bring a sign to hold to cheer kids at the Walkathon. **Lynn:** own Konstella signup page for posters - better together in language and add something that is culturally relevant.

D. Treasurers/Bookkeeping

1. FTB communications are still ongoing, all documentation has been submitted, will report back hopefully at next month's meeting.
2. Current account balances: Checking (\$49,893.21), Savings(\$37,604.70). Online banking access is not working, likely related to Lance losing access, because online access was tied to a person, not the account. Open question with bank: does access has to be a person, who is that person, and why can't both people have access to online account? (it's a business account). Jasmin has not been successful. **AR Kristen:** Go to bank on Friday and resolve access.

E. Fundraising

1. (see president/VP update above)

F. T-Shirt Sales Update

1. Cinthia: Newest Shine On order from December, to deliver to school tomorrow because two new order that need delivering. Konstella numbers not yet updated, but excel spreadsheet update.
2. **Kristen:** add newest Shine On Stock to Konstella. **Cinthia** to add shine-on invoice to board chat, Kristen to update.

3. Sweatshirt & Shirt inventory. **AR Kristen, Katy, & Cinthia to schedule inventory + update Konstella.**

G. Field Trip and Assemblies

1. Wild Mind Science Assembly (\$1200) for March/April. Similar to Happy Hollow, but HH contract ran out (\$600), Wild Mind price is double, but only have ~\$600 left in budget. If need more money for assembly budget, need to put to a vote.
2. Let's look at art presentations continuing this month/next month.

H. Web Admin/Communications Chair

- 1.

I. Teachers

- 1.

V. Unfinished Business:

Reimbursement checks:

1. Ms. Gladis Salm \$1,288.55, teacher reimbursement, Check #1184

VI. New Business:

VII. Voted Items: 7 members present (no Elmer, Kay)

1. ICE patrol response team: Tentative proposal = HMF will not host volunteer organization, but can communicate that a separate volunteer that represents Galammer exists and how to contact them.
 - a. Need to do research: Is SCO/ nonprofit status in jeopardy if HMF either hosted or directed to separate organization? **AR Kristen to ask lawyer.**
2. ~\$1400 for plants for Walkathon. No vote.
AR Tatyana to follow up with Kay to see if there is a cheaper alternative before vote. Need price comparison. Or some other giveaway that dovetails with Better Together quote.

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 3/3/26

Adjournment - 7:59PM