

# Hammer Montessori Foundation

## Monthly Board Meeting

Tuesday, 5/5/26 | 6:30 PM | Hammer Elementary Room 120

Online meeting link: [www.tinyurl.com/hmf-meeting](http://www.tinyurl.com/hmf-meeting)

### Agenda:

#### Attendees:

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

#### Not present:

Mr. Kossayian, Upper Elementary Teacher Representative

#### Meeting Details:

- I. Call to Order - 6:35pm
- II. Approve Prior Minutes - approved
- III. Approval of the Agenda - approved
- IV. Reports of Officers and Committees
  - A. Principal

1. **[Galammer End of Year Staff Potluck](#)- hosted by parents who love Galammer teachers/staff May 8, 11:00 - 1:00**

We want to celebrate and support our teachers and staff by providing them with a Galammer Staff Potluck - generously provided by parents who love their Galammer Teachers/Staff. Anyone can support whether they are an approved volunteer or not. Non-Approved volunteers can drop off their potluck items in the front office. Approved volunteers can bring their items in. Please add your name and bring the items to the school on or before 11:00am

2. Help with [Field Day May 26, 2026](#)
3. [SSC and HMF Gardner Tour](#) on May 13, 5:00 - 6:00. 502 Illinois Ave, San Jose
  - a. Meet in the cafeteria
  - b. **AR Katy and Lynn** plan to be there, and welcome anyone else to go. Kristen still on business trip for 5/13 tour. Plan for HMF to meet to align after 5/13 tour to prepare for full parent tour.
  - c. Notes from map: `
    - Gardner is an open campus - entrances from outside.
    - Restrooms are outside - lower right.
    - Likely upper grades in room 13, 14, 15, 16 (second building) - have own restrooms available.
    - lower grades + RSP, speech, intervention in main building.
    - Kinder = B6 & B7.
    - Grades 1-2 also closer to outside student restrooms.
    - Room to expand - maybe possibility in the future.
    - STIC designated funds to campus improvements - they are upgrading.
    - Building currently does not have smart boards, and our old smart boards will not move. We will request - not asking for something we didn't have previously.
4. Starting arts: need to talk to leadership team, may 1day/week 6 hours arts teacher (each class 30 min). Mr. Bingham asked HMF to hold off writing check for Starting Arts pending decision. Can decide at tentative June budget meeting.
5. Container of Montessori materials: Materials need to be packed. Need to pack.
  - **AR Bingham: Let HMF know if/when you need help.**
  - District originally wanted to only pack into district boxes, but can get as many as we need. Started with 30 boxes/teacher, but can get more as needed.
  - Bigger items (shelves, beadboards) will be moved - logistics for district to figure out.

## B. President and Vice President

1. Plaque for Salm. Budget - what to write on it.
  - a. **AR Bingham: How long has Ms. Salm worked at Hammer? 28 years of service starting on 4/1/98 What is best way to present plaque to her at graduation? Can Mr. Bingham coordinate former students?**
2. Ms. Geri Canales Reyes is also retiring.
  - a. **AR Bingham Also get how long Ms. Geri has been, and can we invite her for graduation? How long at school? What does Ms. Geri like for gift card?**
  - b. **AR Katy Send details to Katy to write for plaque. Due this week.**
3. Gift Card for Salm -

- a. Lynn spoke with Ms Julia -so far she's told me Gladys likes Aqui and gardening. But she said she would get back with more things so I will update as I know
- 4. Potluck on Friday - Retirement for Salm - does HMF need to be involved?
  - a. Bingham: Will have signs out, and already celebrated Ms. Salm & Ms. Geri. No HMF involvement needed.
- 5. Moving the HMF closet to Gardner
  - a. **AR Bingham: Let HMF know when closet move can happen. Where at campus to put stuff, and when we can access new campus. Tentatively June.**
- 6. Changing Address for non-profit - how many places do we need to do this?
  - a. Kristen forwarded email from district about name/address - need to have in place by first of 2026-27 school year.
  - b. **AR Elmer: Update addresses in June when move happens- once there is someone in the office to receive. We can probably pick up old stuff at Galarza if needed.**
- 7. Teachers Appreciation Week started off with HMF gifting staff with Montessorian mugs for May the 4th (amazing idea from Kay!)
  - a. Today was write a letter or note for your teacher
  - b. Tomorrow the district provides Bundt cakes
  - c. Kay and I will work on goodie bags Wednesday afternoon for passing out Thursday
  - d. Friday putluck
- 8. Board positions open: Field Trips & Assemblies and 1-2 Events Co-chairs - look for positions this year (voted by board). Next year (27-28) work to replace President & Elmer's Co-treasurer position.
- 9. Next meeting Closed HMF Budget meeting. Katy to host at her house. Potluck - bring a thing. Target Tuesday June 16, 2026 6:30 pm. Agenda = so can write checks and handle budget.

## C. Events Planning Chair

### 1. WAT Wrap up

- a. Mr. Bingham: the best WAT we've ever had. Inflatable things were fun. Video that parent made was cool. Really fun event.
- b. Complaints about blue puffball streamers - created a lot of trash, even though the kids LOVED it. More environmentally friendly next time!
- c. Remember for next year: make sure we have ribbon drop at beginning of WAT
- d. Kids started running before we were ready, and some small kids got trampled. Next time Need a start line that is a ribbon drop, and Mr. Bingham in front of the kids with mic. Release by grades with older kids at the front.
- e. Snacks: We got fewer cutie oranges this year, but they were really popular. Some of the bars had peanuts and so we had to pull those out.

- f. Cups next year: use your water bottle instead of paper cups for water station. Give away water bottles next year - and sticker with kids' names.
- g. Inflatables - some kids messed with them and had an issue. Next time give some instruction about respecting the inflatables.
- h. Remember to have Mr. Bingham stationed with a mic at the start and finish line.
- i. T-shirt sales worked well.
- j. Next year Gardner field is smaller - more laps.
- k. Tatyana: Lap counters in paper always used to rip, this time by accident ordered plastic, and they didn't rip, plus the small size was great too - worked better. **\*\*Tatyana: Add link or receipt where you ordered for next year\*\***
- l. We didn't fundraise until 2 weeks before WAT, though usually do 1 month. 75% of WAT funds in 4 days before WAT anyway. 2 weeks worked great.
- m. Tshirt contest worked great. May even need to order some adult sizes for sale - parents requested.

## 2. WAT REWARDS HELP: **Kay ask an HMF person to run each thing.**

- i. **Movie and Popcorn - Wednesday, May 13th - 12:00 PM - Need HMF person to purchase popcorn and bring it to school that day - Katy to handle.**
  - o We have volunteers to hand out.
  - o Need to decide on a movie G rated movie on Disney+ **AR Mr. Bingham to decide**
- 2. HMF: **Katy to bring popcorn (12 boxes 28 each bags prepackaged popcorn, 12\*\$14=\$168). Mr. Bingham also confirmed that kids who don't want to watch the movie can go out in the courtyard, as long as Katy helps watch them.**
- 3. Volunteers: Cinthia Vines Rodriguez, Brian Corral, Claudia Leon, Jenny Theodorov. **And Katy**
  - o Movies:
    - i. **Toy Story** (1995) - The first fully computer-animated feature.
    - ii. **Finding Nemo** (2003) - An adventure about a clownfish searching for his son.
    - iii. **WALL-E** (2008) - A mostly dialogue-free story about a robot on Earth.
    - iv. **Cars** (2006) - A racing adventure in Radiator Springs.
    - v. **Ratatouille** (2007) - A rat with a passion for cooking.

- vi. ***A Bug's Life*** (1998) - A misfit ant looking for warriors.
  - vii. ***Monsters, Inc.*** (2001) - A story about monsters who scare children for energy.
  - viii. ***The Jungle Book*** (1967) - Mowgli's adventure in the jungle.
  - ix. ***Robin Hood*** (1973) - An animated retelling of the classic tale.
  - x. ***Alice in Wonderland*** (1951) - A journey into a whimsical world.
  - xi. ***Aladdin*** (1992) - A street rat finds a magic lamp.
- ii. **Ice Cream / Dance Party - Friday, May 15th** - Second Recess - Need someone to purchase Ice Cream and bring to school in coolers = **Nina**. We have volunteers to help hand out ice cream.
    - HMF: **Nina volunteered to pick up ice cream.**
    - Volunteers: Izzy Vasquez, Sierra Wynn, Veronica Noureddine, Jenna Resch
  - iii. **Pizza Party** - Friday, May 22nd - Need to confirm number of Pizza's for both schools.
    - Ordering of Pizza - Jasmin
    - HMF lead for pick up: Jasmin
    - Pick Up Volunteers: Nina Chantalat, Perlita Dicochea, Jennifer Zamundio, Stephanie Le
    - Distribution Volunteers:
- 3. Teacher appreciation week update (ongoing this week)
    - a. Treat Bag Stuffing Party - Wednesday @ 1pm. Kay + Lynn.
    - b. Friday Teacher appreciation pot luck - still need volunteers [Click Here](#)

#### D. Treasurers/Bookkeeping

- 1. Checking (\$39,380.55); Savings (\$57,611.45)

#### E. Fundraising

- 1. WAT total funds raised \$32,183 (3 days remaining on 99pledges) 59% participation rate. Giant round of applause to Kay - messaging tone for WAT was fantastic. Fun and interactive, and did not feel like spamming. Exceeded fundraising target, and many families involved - our families appear to feel they are a part of the school.

#### F. T-Shirt Sales Update

- 1. AR Katy: Do inventory before start of school year, target June. Check to see if need to order S/M Classic Ts. (We will not order more Montessorian shirts)

2. Roll out old WAT shirts for sale for next school year. But if someone asks, we have S & M.
3. WAT: parents wanted to order Tshirts this year, parents wanted more adult sizes. Kid design felt so organic/part of the school.

#### G. Field Trip and Assemblies

1. 3rd Grade- Henry Cowell- Friday, May 8th
2. Mr. Shap Magician Friday, May 22nd
3. Need an additional \$975.00 to cover this years budget; currently over \$350 and will need an additional \$625.00 for final assembly
4. I would recommend budgeting \$4,000-\$4,500 for the 26/27 school year. Kristen: put budget at high end (\$4500) because it's easier to budget then to do after the fact.
5. Thanks to Nina for being such a terrific field trips & assembly chair. Lynn reached out to possible new parent, she'll think about it. Kristen to announce new field trips person in the Thursday update, hope can get person now so they can meet with Nina this year.
6. Kristen: Complaint from kids for walking field trip with parent chaperones - some parents allowed kids to stop into restaurants/starbucks for food. Need clear policy in future that parents chaperones cannot allow any students to purchase food.

#### H. Web Admin/Communications Chair

1. none

#### I. Teachers

1. Ms. Raychev: thanks from teachers for teacher appreciation, and all done this year.

#### V. Unfinished Business:

1. Reimbursement checks:
  - a. Kossayian, Robert \$605.72 (Check # 1232)
  - b. Lee, Caroline \$338.68 (Check #1223)
  - c. Ghimire, Rudy \$101.70 (Check #1224)
  - d. Neal, Fiona \$807.7 (Check #1225)
  - e. Rosbrugh, Ellen \$377.34 (Check #1226)
  - f. Kristen Vlietstra \$238.08 (Check #1228)
  - g. Tatyana Mogannam \$180.18 (Check #1229 Voided - to be replaced. Replacement check #TBD)
  - h. Bergkamp, Casandra \$857.15 (Check #1230)
  - i. Nina Chantalat \$68.44 (Check #1231)
  - j. Kay Jensen-Gonzales \$658.12 (Check #1233)
  - k. Shenoy, Akshatha \$708.5 (Check #1234)

VI. New Business:

- 1.

VII. Voted Items: 8/9 voting board members present.

1. Plaques for Ms. Salm & Ms. Geri. 1 Plaque each + \$100 gift card each. Budget \$500. 8/8 yes.
2. Field trip assembly budget: additional \$975.00 to cover this years budget. 8/8 yes.
3. Kay Gonzales to step into role of full Events chair 8/8 yes.

VIII. Action Items/Next Steps:

- 1.

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting August 2026

Adjournment - ~7:30 PM