

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 7/28/26 | 07:00 PM | [online](#)

For board members: HMF Board Drive

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

Agenda:

Attendees

Kay Gonzales, Events Co-Chair
Kristen Vlietstra, President & Fundraising Chair
Katy Bosworth, Secretary & Web Admin.
Marilia Inoue, Communications Chair
Diana Valencia,
Lynn So, Vice President
Elmer Garduno, Co-Treasurer

Not present:

Jasmin Llamas, Co-Treasurer

Meeting Details:

- I. Call to Order - 7:00 PM
- II. Approve Prior Minutes - N/A
- III. Approval of the Agenda - N/A
- IV. Reports of Officers and Committees
 - A. Principal
 1. N/A
 - B. President and Vice President
 1. Balls: Already approved, what to purchase?
 2. Official address: **AR Kristen:** Get mail forwarding set up. **AR Elmer:** update address for all filing/state/tax entities
 - C. Events Planning Chair
Event Monday 5-7pm
 1. - [] Run through event details

- a. Post scavenger hunt signs
- b. HMF Community table:
- c. Food trucks 4-4:45pm setup
- d. Bingham Kinder event 4:30-5pm
- 1. - [] Review set up needs & Decor
- 2. - [] Discuss staffing support: Kay, Kristen, Katy, Elmer, Diana, maybe Lynn
 - a. Paola balloons - need help posting balloons
 - b. Monday daytime: Kristen & kiddos available all afternoon to help
 - c. HMF Community tables: Welcome at open gates, between cafeteria & playground, and inside cafeteria.
 - d. HMF Welcome table: Katy
 - e. HMF Hammer Shirt sales: Kristen & Diana
 - f. HMF Hammer Strong Tree art: Marillia & Lynn (if Lynn can come)
 - g. HMF Water bottle sticker flare: Elmer
 - h. Community members - SJPL, YMCA, ROCK, Mathnasium, Kumon, GoKids, Girl Scouts, Bay Area Chess. (Maybe some others)
 - i. Uniform recycle table ****AR Kay** to ask Bingham: Can families bring uniforms before event?
 - j. Tables: Kay is working with Bingham to get table list. ****AR Kay**: If need tables, send a request via Konstella. AR Elmer to bring 3 tables.
 - k. Trash: **AR Kay** follow up with Bingham
 - l. AR Kristen: First HMF update this Thursday to promote
 - m. **PREP: Thursday Kay 1pm-5pm**. AR Kay, Kristen, Katy + Helen 1-3pm
 - n. **HMF members on table: Be onsite Monday 3-4pm** to help set up,
 - o. Teachers? Bingham to request to teachers. Kristen onsite 11am teacher meetings.
- 3. - [] Order playground balls
- 4. - [] Food Truck Payment. Los Jarocho (\$1500 minimum), Grillzillas (\$1500 minimum), Kona Ice, \$1200 for 300 students (parents can purchase own). So: Max total \$4200 if we don't meet minimum, or could be as little as \$1200 if we meet minimum spends. And HMF to cover teacher meals - food truck to track teacher meals and we will pay that cost.
- 5. Facilitron: **AR Kay make sure Bingham reserves** because this is a school (not HMF) event. **AR Kristen**: Get Kay access to Facilitron

D. Treasurers/Bookkeeping

E. Fundraising

F. T-Shirt Sales Update

- a. Need to do Tshirt inventory

G. Field Trip and Assemblies

H. Web Admin/Communications Chair

I. Teachers

V. Unfinished Business:

VI. New Business:

1. Check to Shine On for Tshirts (see vote below), \$4488.55 7/28/26. #1242
2. **8/3/26** Back to School Night event expense: Los Jarochos Grill Food Truck, \$575.00, # 1243
3. **8/3/26** Back to School Night event expense: Grill Zillas Food Truck, \$682.00 #1244
4. **8/3/26** Back to School Night event expense: Kona Ice, \$1200, debit card expense.

VII. Voted Items:

1. Thursday 7/23/26 offline vote: HMF to purchase new Tshirts for Hammer Family Festival \$4488.55. Vote: 5 yes votes, 2 no answer, 7 total board members. Yes, we have approved purchasing Tshirts to have ready for coming school year. (already in budget, but budget not yet approved)
2. New vote: HMF to cover the Hammer Family Festival, Food truck minimum cost. Los Jarochos (\$1500 minimum), Grillzillas (\$1500 minimum), Kona Ice, \$1200 for 300 students (parents can purchase own). So: Max total \$4200 if we don't meet minimum, or could be as little as \$1200 if we meet minimum spends. Vote: 6/7 board members present, have quorum. Voted: 6/6 Yes (already in budget, but budget not yet approved)
3. New vote: Playground ball purchase: Spend \$500 on balls. Voted: 6/6 Yes. (already in budget, but budget not yet approved)
4. New vote: Diana Valencia = new board member, covering field trips. Voted: 6/6 Yes. (Yay!) (We now have 8 voting members of the board)

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

1. N/A

Adjournment - 7:43PM