

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 8/11/26 | 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:

Board members:

Kristen Vlietstra, President & Fundraising Chair
Lynn So, Vice President
Elmer Garduno, Co-Treasurer
Jasmin Llamas, Co-Treasurer
Katy Bosworth, Secretary & Web Admin.
Kay Gonzales, Events Chair
Ms. Raychev, lower grades teacher rep.
Mr. Bingham, Principal

Also:

Maria Judnick
Stacy Wencel
Sarah Kidd

Not present:

Marilia Inoue, Communications Chair
Diana Valencia, Field Trips & Events Chair
Mr. Kossayian, upper grades teacher rep.

Meeting Details:

- I. Call to Order - 6:35PM
- II. Approve Prior Minutes: budget meeting 6/16/26, approved
- III. Approval of the Agenda: approved
- IV. Reports of Officers and Committees

A. Principal

1. Appreciates the support of the teachers
2. If readathon messages etc → Send to Katy, contact@hammerfoundation.org
3. **Kristen to send info on how to sign up for Konstella to Mr. Bingham to send out to school.

B. President and Vice President

1. Appreciation to Kay for Back to School Event - awesome!
2. How are we planning on distributing shirts on Friday for the Hammer Strong day? Suggestions?
 - a. Got more size L coming W/Thurs this week.
 - b. Reiterate: Friday is HMF Tshirt day. Everybody wear Hammer Strong shirts.
 - c. Plan: deliver box to each each class, and teachers can share among each other to. S to K, M to 1-2, and M/L/XL to older grades.
3. Recap on Back to school event - we missed on the Kinder social how do we make sure that doesn't happen next year (Thanks to Kay for last minute assist on this).
4. Roles and Responsibilities recap -
 - a. **Kristen: Add accounts for events, communications etc.
 - b. Katy will own calendar updates. **AR Everyone: Send events to Katy to post. **AR Kay: add Katy/communications as event owner
 - c. **Kristen follow up with Marilia
 - d. Suggesting Konstella login for Events and Secretary so that when they post it doesn't come up as their name but their title. Then this is easy to hand down to the next person who takes the role.
5. This is the last year on HMF for Kristen, Lynn and Elmer - We will need to actively recruit members or if there are internal members who would like to move into these positions we can begin thinking about that transition.
 - a. Mr. Bingham: kids do best when their parents are very involved. Remind them that this is great for their kids.
6. Back to school night - Who can help with the table at it? This is an opportunity to bring in interested parents. **Mr. Bingham confirmed we can have a table.
7. Quick run through on schedule for the year.
https://docs.google.com/document/d/1V9KkjVytOk55JIH_rpSpg6UhV1OT5s9b1s6SZBW1iC8/edit?usp=sharing

C. Events Planning Chair

1. Hammer Family Festival - Post-mortem
 - a. If Tshirt next year: get roster & check off when get Tshirts.
 - b. Many kids took L because sizing runs small - for Walk A Thon review sizing.
 - c. Few people complained food truck vendors were scamming them (extra line items on their bill) -

- d. Maybe next year subsidize the cost of food? Since we already subsidized it but got nothing in exchange.
 - e. Comment from teachers: Mad they had to do the scavenger hunt.
 - f. Commemorative Tshirt: This was a new campus one-off. Likely not going to be free every year.
 - g. Kona ice was popular. But the guy kept charging the kids. They used all 300 free cups that they brought, and once they were gone they had to charge for them. Maybe expand the quantity next year? Or have them tell us when they run out of covered cups.
 - h. Great event - thank you Kay! The community also appeared to appreciate the event.
 - i. Mr. Bingham: Smooth transition into school thanks to this event. Having community organizations was really helpful.
 - j. Next time Mr. Bingham invite San Jose Unified - they would have appreciated seeing how well Hammer was adjusting to new campus.
2. Facilitron. Kristen sent to Kay, ****AR Kay get into system, work with Kristen if needed.**
 3. Fun Fridays, on same day as spirit days - Konstella request for approved volunteer request. Pick a month for activity and delegate.
 - a. ****AR Kay: Make a slide for Kristen about this for back to school night.**
 - b. ****AR Kay: send info pages for fun Fridays, send to Kristen for Thursday update & Mr. Bingham for Friday update.**
 4. Literacy Night - 9/15. Had at Galarza last year.
 - a. ****AR Mr. Bingham talk to teachers. Will need families willing to put together tables.**
 - b. **** Propose recruiting someone to run educational events. **Kristen add to Thursday update & Open House.**
 5. Fall Festival - 10/24
 - a. Talk about planning in September meeting. Plan same events. Craft table chaotic - make little more structured next year.
 6. Winter Bazaar - Thursday 12/10.

D. Treasurers/Bookkeeping

1. Checks:
 - a. Kossayan, Robert \$ 290.94, School Materials, Check # 1245
 - b. Kossayan, Robert \$ 100.00, School Field Trip Deposit, Check # 1246
 - c. Neal, Fiona \$711.86, Classroom Materials, Check # 1247
 - d. Raychev, Nicole \$707.67, Classroom Materials, Check # 1248
 - e. Vento, Alicia \$352.39, Classroom Materials, Check # 1249
 - f. Kristen Vlietstra \$483.35, Playground Balls, Check # 1250
 - g. Kristen Vlietstra, \$292.60, reimbursement for Back to School T-Shirt Add-on order, Check # 1251

- h. Elmer Garduno \$1200 + \$43.56 = \$1243.56, Kona Ice + Water + Ice, Check # 1252
- i. Kay Gonzales \$1,106.31, Back To School Supplies, Check # 1253
- j. Joan K Bosworth (Katy) \$47.74, water for Back to School Night, Check # 1254
- k. Grill Zillas, \$682, Back To School, Check #1244 (PAID 8/3/26)
- l. Los Jorochos Grill, \$575, Back To School, #1243 (PAID 8/3/26)
- m. Shine On, \$4488.55, #1242 (PAID 7/27/26).

****Kristen to write checks, Leave at front office for Jasmin to sign rest of checks and distribute. Give to Veronica Alvarado, office manager for distribution. DONE**

- 2. Checking: \$69,380.60 Savings: \$59,797.83
- 3. ****AR Kristen: Get a locking metal box for Mr. Bingham to install in the front office - DONE**
- 4. Square account recovery number is not someone at HMF any more, need to call Square or figure out who the person is.
- 5. Kristen set up USPS forwarding from Galarza to Gardner campus. If gets forwarded, then it means address not updated yet.
- 6. Address for all bank accounts has been changed
- 7. We need to change the **insurance** address
- 8. Budget 2026-2027:  Hammer_Montessori_Budget_FY2026-2027.xlsx
- 9. StartingArts, before school, 2 or 4? days / week K-2 + 3-5 - Pending Response?
 - a. 3 sessions for winter/spring.
 - b. Last year Mr. Bingham used district arts funding for outside of school activities, but this year using those funds for an art teacher.
 - c. Want to be equitable for all students, and be strategic - require attendance if signed up.
- 10. Trees / Shade Projects (Second Part of the year?).
 - a. Mr. Bingham: sounds good, ****Elmer meet with Mr. Bingham**. May be difficult - timing, size tree, capital improvement project etc.
- 11. Tax Season is here, also filing address change
- 12. ****Need to recruit new audit person.**
- 13. ****AR Jasmin: talk to bank about moving money to higher yield savings account. (already voted, just need to execute)**

E. Fundraising

- 1. Annual Appeal - What is the goal? What is the schedule this year? Can Lynn manage again? → Table until September

F. T-Shirt Sales Update

- 1. ****Kristen to follow up with Cinthia. She did a spectacular job last year. If she is not interested for next year, we should recruit a new person.**

2. We need a full inventory of t-shirts and a system for managing them going forward.
3. We have a lot of requests for zipper hoodies. Any interest in a “Hammer Strong” zipper hoody limited release as well. Only youth sizes and only zipper hoodies.
→ Decide Sept. meeting.

G. Field Trip and Assemblies

1. Has there been an opportunity to touch base with teachers yet? ****AR Kristen: follow up about field trips & assemblies**
2. Mr. K reserved Tech museum, receipt \$100 down payment registration fee. San Jose unified pays registration and we reimburse SJUSD. ****AR Bingham: How to swap reservation from Mr. K to SJUSD. Kristen send info to Bingham.**

H. Web Admin/Communications Chair

- 1.

I. Teachers

1. Ms. Raychev: Teachers are appreciative for extra funding.

V. Unfinished Business:

- 1.

VI. New Business:

- 1.

VII. Voted Items:

6 board members present/ 8 total - have quorum.

Kristen, Jasmin, Kay, Elmer, Lynn, & Katy.

1. 2026-2027 Budget: Finalize 2026-2027 Budget 6/6 approve
 - a. https://docs.google.com/spreadsheets/d/1pNL59YlokLMj_Z3yvP38oLUtyhZk2b-4/edit?gid=2053177274#gid=2053177274

****Katy: Add updated budget to the website. DONE**

VIII. Action Items/Next Steps:

- 1.

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 9/8/26

Adjournment - 8:06 PM