

# Hammer Montessori Foundation

## Monthly Board Meeting

**Tuesday, 9/8/26 | 6:30 PM | \*\*Online Only\*\***

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

Diana Valencia, Field Trips & Events Chair

Mr. Bingham, Principal

Ms. Raychev, lower school teacher rep.

#### Not present:

Marilia Inoue, Communications Chair

#### Other attendees:

Brenda Gonzalez

Herminia Chase

Jay Ganjei

Julie Oborny

Jason Agron

### Meeting Details:

- I. Call to Order - 6:33PM

II. Approve Prior Minutes

III. Approval of the Agenda - approved

IV. Reports of Officers and Committees

A. Principal

1. **CMT Student Matinees** - This runs \$15/pp for a CMC play. Guestimating on the math: \$900 per grade level (\$1,800 for combo classes - 4/5).
2. **Could we get a spreadsheet that has the reimbursement totals similar to:**
  - a. **2025-26**  
[https://docs.google.com/spreadsheets/d/1e57Rmu\\_SFmBM4yWrfjbPxxCz7Kkot7ScDs7FUQcodzg/edit?gid=0#gid=0](https://docs.google.com/spreadsheets/d/1e57Rmu_SFmBM4yWrfjbPxxCz7Kkot7ScDs7FUQcodzg/edit?gid=0#gid=0)
  - b. **Here you go! 2026-27**  **2026-27 Teacher Reimbursements** (from Katy)
3. **September Events**
  - a. Read-a-thon
  - b. September 18th - Spirit Day / Fun Friday - Dress like a staff member day
  - c. September 24th (TBC)- Literacy Night. Run by Yulissa Lin. Will need to get volunteers (Konstella or google doc). Need budget? If need >\$250 vote budget, will need to vote online.
  - d. September 28 - October 2 - Fall Recess
4. Visit from Superintendent Nancy Albarran and Trustee Castellanos recently, liked the Hammer year theme of Building New Roots, Back to school night event.
5. White boards: two options, a) Like last school, or b) interactive TV/giant iPad. Teachers decided on giant iPad style, working on how to mount them. To be installed on a break during the year, hopefully earlier.
6. Lynn Water fountain: they say water tastes bad. New water fountain update? **AR Mr. Bingham: Will text contact.**
7. Field trip invoicing: e.g. Mr. K's field trip request. Billing goes to Mr. Bingham/school for liability/insurance reasons, and then HMF reimburses Hammer. (it looks like HMF makes a big donation to Hammer). **AR Mr. Bingham: Work with Mr. K to pay for field trip.** Teachers not supposed to pay directly because of insurance issues.

B. President and Vice President

1. Set a date for assembling the shelves in room 5 and organizing our area in that room. Available Monday/Tuesday 9/14 - 9/15. Need to be approved volunteers if during school hours, or unapproved. Plan: Kristen, Katy, and request for approved volunteers. **AR Kristen Konstella post tomorrow + Thursday update. DONE**
2. How do we encourage our HMS family to think about organizing and running a community event? AR ? = promote community event proposals. (Plan: 1) Get OK from Mr. Bingham, 2) if OK'ed, put together budget & details for HMF vote)
3. Plan for t-shirt distribution going forward? Katy & Kristen to handle until Cinthia is ready. **AR: Katy do shirts this week, Kristen next week. DONE**

4. Follow up on volunteers for the audit committee. **AR Elmer follow up with volunteers this week. (Diana Ramos, Sheila Piramoon)**
5. Documents I need to finish our SCO paperwork with SJUSD
  - a. Proof of Insurance [**Jasmin**]
  - b. Your organization's by-laws (link [here](#))
  - c. Information to complete your annual financial report (starting and ending balances, earned revenues, and expenditures for last year) [**Elmer**]
  - d. Your organization's current year budget [**Jasmin**]
- 6.

### C. Events Planning Chair

1. Fall Festival 10/24/26
  - a. Confirm scope
    - i. Pumpkin Patch.
      1. Ms. Raychev alternative idea: Tiny pumpkin art stuff
      2. Julie & Jason: Seeds / let kids grow pumpkins?
      3. Jay: agree out of season, but could sprout them at home? His kids love buying & collecting pumpkins. Sugar/ baking pumpkins?
      4. Kristen: Last year we cut pumpkins by half, and worked better. Plan to keep more limited scope / smaller quantity. Or baking.
      5. Pumpkin decorating station - help move pumpkins, plus decorate & take home.
    - ii. Trunk or treating (on back side of blacktop) - Family volunteers
    - iii. Carnival games
      1. Donut on a string
      2. Witch hat ring toss
      3. Spider Web Toss
      4. Ghost Knockdown
    - iv. Photo Booth
      1. Balloon Backdrop - Parent Already Offered her time.
      2. Other
    - v. Crafts
    - vi. Contests
      1. Costume Contest
      2. Mummy Wrap
      3. Broom relay race
    - vii. Hammer only or broader community? Mr. Bingham prefers closed because it'll get larger, esp. Given that this is first year. Kristen: Not sure of insurance - Facilitron? Kay: limi in 300's. → Plan to keep Hammer only this year. **AR Kristen: Find out if insurance covers wider community.**

- b. Call for Volunteers - 10/5
- 2. Fun Friday: Next set of parents set for next week, sent things learned from first one to next one.
- 3. Lynn & Kay: Sept 21, dress up as cookie monsters & give out cookies. If <\$250 then OK. Mr. Bingham has approved cookies. Have 2 more costumes. HMF requires pictures of this.

#### D. Treasurers/Bookkeeping

1. Checks: **AR Jasmin write, meet Kristen Wed am to sign. Elmer: Bring more checks to Jasmin.**
  - a. Salm, Julia, \$1, 404.36, Montessori Materials + Classroom Materials. #1255
  - b. Shenoy, Akshatha, \$401.97, Classroom Materials #1256
  - c. Kossayan, Robert, \$26.36, Classroom Materials #1257
  - d. Cordone, Ann, \$587.98, Classroom Materials. #1258
  - e. Bergkamp, Casandra, \$271.13, Classroom Materials #1259
  - f. Salian, Jayashri, \$88.46, Classroom Materials #1260
  - g. Neal, Fiona, \$269.83, Classroom Materials #1077
  - h. Vento, Alicia, \$663.57, Classroom Materials # 1082 (\$497.61 paid because reached budgeted \$850)
  - i. Bingham, Stephen, \$241.63, Back to School Night Teacher dinner (ToGos) & drinks (Walmart). #1078
  - j. Jasmine Ho, \$26.59, Fun Friday #1079
  - k. Joan K. Bosworth, \$934.93, HMF Storage Shelving #1080
2. Benevity recertification - Your next Self-Certification is due on October 13, 2026. **AR Jasmin: Do recert. Updated address, keep same description. DONE**
3. SCO Application - Please complete the annual application by October 2, 2026 using this link: <https://go.sjusd.org/sco-26-27>. **AR Kristen to complete. DONE**
4. Insurance renewal (November), **AR Jasmin renew when time.**
5. Checkings: \$64, 969.27  
Savings: \$60,800.51
6. Elmer will reply to the two parents that want to volunteer for the audit committee.
7. Checkbooks: AR Elmer give to Jasmin, and **AR Jasmin: need to order with updated address.**
8. Jasmin: investigated investment options for savings. Pretty minimal and unhelpful. We currently have the best option (it's tiny), or can do CD (~3.5%) but means can't touch for 6months. Nonprofit community credit card - exists but bank doesn't know it exists, but would make sense to get individuals off credit cards. (Old people currently attached to the credit card, trying to get revoked).
  - a. Jay: interest yielding account that is more liquid, high interest CDs/money markets with reputable banks (CapitalOne, Allied banks), and money not locked up. ~3%

- b. Elmer: Moving money around, and moving registered people has also been hard. Staying with current bank OK. And avoiding moving money around for transparency.
- c. Plan: voting issue for later, can talk further.

#### E. Fundraising

- 1. Annual appeal: start after Trunk or Treat & Mr. Bingham/Hammer Read-a-Thon 9/31. Typically run after Trunk-or-Treat to Jan 1. Plan: Plan at Oct meeting.

#### F. T-Shirt Sales Update

- 1. See above. Inventory good.
- 2. **AR: Kristen to show Katy how to update quantities.** Kay's shirts already updated.

#### G. Field Trip and Assemblies

- 1. Mr. K - field trip payment
- 2. Box account needed. AR Mr. Bingham: Guidance for accessing files sent over? Chat with Veronica one morning, most likely Veronica will reserve bus.
- 3. Ms. Raychev: Can she relay request to teachers? Specific dates? They contact field trip place? Diana: Teachers confirm dates & kick off conversation with venue, and Diana follow through with details like bus, pay invoice. But if teachers need help with venue and picking out a date, then happy to help. If nothing on the tracker by teachers reaching to venue, then Diana can work to coordinate. Last year: Nina contacted venues and asked teachers. **AR: Diana reach out to venues & get available dates, and get added to tracker. Then Work with Ms. Raychev/teachers to coordinate venues. AR Diana & Mr. Bingham: Discuss to get his input on field trips & assemblies. DONE**

#### H. Web Admin/Communications Chair

- 1.

#### I. Teachers

- 1. Ms. Jay & Ms. Julia wanted to request that we received requests - Elmer confirms we do have them.

#### V. Unfinished Business:

- 1.

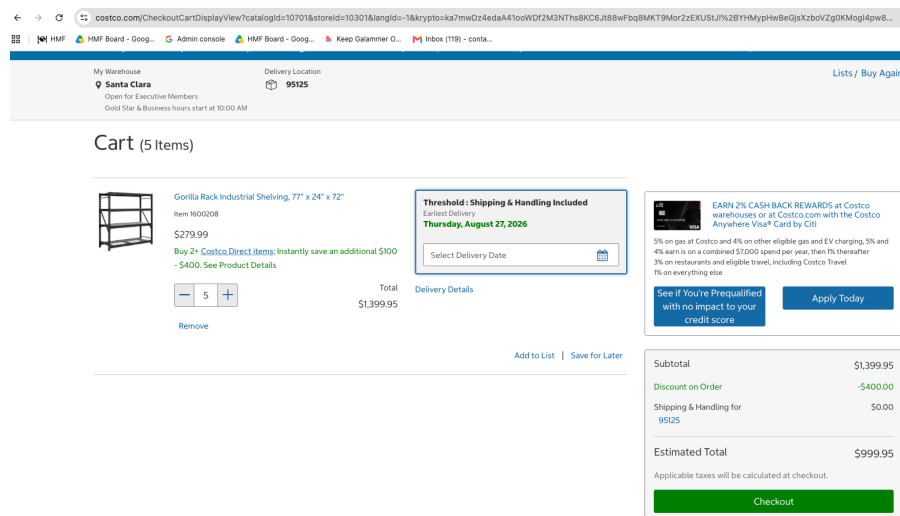
#### VI. New Business:

- 1. Julie Oborny & Jason Agron: School improvement ideas
  - a. Mural facing Virginia street, local muralist to make look cool and pretty. Kristen: very sensitive because she & Laura Ugokwe pushed hard for the mural at Hammer, and then left. If consider: Community survey, take

- parent temperature. Portable option? Kristen: also, all work on campuses has to be done by approved vendor. Many hoops.
- b. Hammer Garden: Raised containers and starting corral of gardening containers. Two spots briefly discussed with Mr. Bingham: Entrance to garden with easy access to water. Kristen: Garden constant topic of convo, we all miss the garden, but where? → AR: Get Mr. Bingham & District OK. If capital project, they need to approve it.
  2. Jay: Harmful effects from being next to freeway. Propose HEPA units for classrooms. Current system does not filter. Says kids coming home with fine sooty dirt on them, not sure what it's from. Used to operate a business near busy street and had to wipe dirty silt. Kristen: black dust likely from turf. Mr. Bingham reports rooms currently have MERV13 filters in each room. **AR: Kristen discuss further with Mr. Bingham, may be outside of HMF purview.**
  3. Herminia Chase: Can we bill HMF meeting as volunteer hours? **AR: Herminia to check and get back to us.**

## VII. Voted Items: 7 members present

1. Shelving for HMF storage: \$1100. Offline vote 8/25/26 approved (Yes votes Kristen, Lynn, Kay, Jasmin, Marilia, Katy). 9/8/26 confirm 7/7 yes.
  - i. Items Purchased: Costco Gorilla Rack 5-tier Industrial Rack, 72" x 24" x 84", \$349.99 x 5 - \$900 discount + \$834.93 tax = \$ total 934.93
  - ii. Costco Gorilla Rack, 77" x 24" x 72" \$279.99 x 5 - \$400 bulk discount = \$999.95.



The screenshot shows the Costco checkout page for a shopping cart containing 5 units of 'Gorilla Rack Industrial Shelving, 77" x 24" x 72"'. The item price is \$279.99 each. A 'Threshold: Shipping & Handling Included' banner indicates 'Excellent Delivery Thursday, August 27, 2026'. The cart summary on the right shows a subtotal of \$1,399.95, a discount on order of -\$400.00, and a shipping & handling fee of \$0.00, resulting in an estimated total of \$999.95. A 'Checkout' button is visible at the bottom of the summary.

| Item                                              | Quantity | Unit Price       | Total Price     |
|---------------------------------------------------|----------|------------------|-----------------|
| Gorilla Rack Industrial Shelving, 77" x 24" x 72" | 5        | \$279.99         | \$1,399.95      |
| <b>Discount on Order</b>                          |          | <b>-\$400.00</b> |                 |
| <b>Shipping &amp; Handling for 95025</b>          |          | <b>\$0.00</b>    |                 |
| <b>Estimated Total</b>                            |          |                  | <b>\$999.95</b> |

- iii. Alternative: Same item purchased at Costco. \$199.99 with no bulk discount, = same cost.



- iv. Alternative: Home Depot Husky 77" x 24" x 72" 5x \$199.99 = same cost  
<https://www.homedepot.com/p/Husky-4-Shelf-Metal-Industrial-Duty-Freestanding-Garage-Storage-Shelving-Unit-in-Black-77-in-W-x-72-in-H-x-24-in-D-N2W772472W4B/333882209>
- 2. Childcare for 8/1/26 Back to School night. <\$250 vote cutoff, but 8/25/26 offline vote approved. (Yes votes Kristen, Lynn, Kay, Jasmin, Katy). 9/8/26 Kristen payed \$150 & need reimbursed.
- 3. Teacher dinners for 8/1/26 Back to School night. <\$250 vote cutoff, but 8/25/26 offline vote approved. (Yes votes Kristen, Lynn, Kay, Jasmin, Marilia, Katy, Diana) 9/8/26 confirm 7/7 yes.
- 4. Hammer Talent Show \$500, organized by Laura Ugokwe & Sierra Wynn for 11/13/25. 9/8/26 7/7 Yes.
  - a. 1. \$47 - Microphone stands ([two adjustable](#))
  - b. 2. \$102 - Background ([two 10x10 gold sequin fabric](#) - currently 50.90 each)
  - c. 3. \$266 - Background stand ([sturdy](#) to avoid safety issues)
  - d. 4. \$85 - Decorations and confetti
- \*\*Who will own these items? How do we maximize utility for the school? Anything not disposable will be owned by Hammer/school so that teachers have access, and HMF will also have access.  
**AR Katy: Let Laura know approved and to email receipts to treasurer.**
- 5. \$50,000 rainy day fund, not needed regularly. Move \$50,000 to high interest savings CD at current bank with 6 month delay. Worry about moving to separate account for security reasons. 6/7 yes votes, 1 abstain.

#### VIII. Action Items/Next Steps:

- 1.

#### IX. Closed Session

#### X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 10/6/26

Adjournment - 7:56PM