Hammer Montessori Foundation
Monthly Board Meeting

Tuesday, 10/6/26 |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
Jasmin Llamas, Co-Treasurer
Katy Bosworth, Secretary & Web Admin.
Kay Gonzales, Events Chair
Diana Valencia, new Field Trips & Events Chair
Mr. BIngham, Principal
Ms. Raychev, Lower school teacher rep
Martin Brown, parent

Board members not present:
Elmer Garduno, Co-Treasurer
Marilia Inoue, Communications Chair
Mr. Kossayian, Upper school teacher rep

Meeting Details:

I. Call to Order - 6:33 PM
II. Approve Prior Minutes - approved
III. Approval of the Agenda - approved
IV. Reports of Officers and Committees
  A. Principal

1. Holiday Food Drive - thoughts? Would HMF (or a parent) be able/willing to put this on? We could also flyer the neighborhood to invite neighbors in need to stop by.

Just a few thoughts: Canned meats (tuna, chicken, salmon), canned stews, canned chili, canned soups, canned beans, canned vegetables, canned fruits, peanut butter, jelly, pasta, pasta sauce, instant rice, quinoa, oatmeal, instant pancake mix, syrup, box cereal, mac and cheese boxes, ramen noodles, shelf-stable milk, powdered milk, fruit juice boxes, bottled water, toilet paper, paper towels, bath soap bars, body wash, shampoo, conditioner, toothbrushes, toothpaste, dental floss, mouthwash, deodorant, disposable razors, shaving cream, feminine hygiene pads, tampons, hand sanitizer, disinfectant wipes, diapers, baby wipes, baby formula, baby food jars, band-aids, antibiotic ointment, lip balm, body lotion, socks, underwear, blankets, and reusable shopping bags.

Kristen: Propose co-project for HMF/Hammer.

Bingham: House in lobby. OK for neighborhood members to come to office, not elsewhere on campus. Hours of community pickup 8-9am or 3-4pm.

Katy volunteer to run, but own putting out the proposal for more helpers. Light volunteer work!

AR Katy/Bingham: put together form & put put out call for help.

AR Kay: Flyer

Plan: launch pantry week before fall festival, then run through end of December. Big pushes after fall festival and big push at Thanksgiving.

Fall festival donation drop off.

2. Shelving Request - for Montessori storage
3. SCO and board candidate campaigning
4. Book Fair raised $2,500 for Hammer. If we have interest in another (with parent support/someone to take the lead), we could host another. Open House will be April 20. Would we be interested in a one or two day book fair?

B. President and Vice President

1. Follow up from 9/8/26 meeting: School improvement plan submission plan.
    a. At 9/26 meeting, wanted parent feedback on kinds of projects to fund: infrastructure or fun.
2. Facilitron follow up. We did not pay for facilitron when associated with Galarza location, but currently nto associated with Gardner campus so we are having to pay for booking. AR Mr. Bingham to work with Veronica: Get HMF associated with Gardner location so we don't have to pay.
3. Garden Recap. Kristen sent volunteer email today. Gave action item to committee: Talk to Bingham and get location from him. AR Kristen: send emails asking for leader.
4. School Nurse Recap. Mr. Bingham sent Kristen summary, to post in Konstella this evening.
    a. Future for HMF: when school site issues come in discussion, we should point people to report to Mr. Bingham or to the correct owner.

b. Concern: if child who had medical reason for being out of PE were not held out of PE - make sure communication to keep kids safe.
c. Open: If there is Dr. guidance for a child, bring print out to the front office AND email the teacher to make sure they know how to connect everyone. And if child out of PE, need a Dr. note that is delivered to the front office. AR Bingham: what is district protocol for child out of activities? Is Narissa the primary nurse contact when child has Dr note? Put contact info for nurse forward facing to parents (Hammer official website?). Add school wide-update on what to do if problem.
d. AR Kristen: send update about reporting procedure to Thursday update and to Konstella discussion. AR Katy: add contact info link to the website.
e. Elmer comment: make sure HMF website is not indexed. Link on website should be easy.

5. Talk about blacktop recess proposal - Want Bingham's opinion on it. Proposing
    a. 1) 5 days/week recess activities with students. How to also allow autonomous play? Decision: leave with Mr. Bingham to request if needed. AR Mr. Bingham: Investigate further.
    b. Blacktop revitalization/painting with activities. Mr. Bingham: Need CIP for, or measure R funds. Mr. Bingham proposes holding off. Ms. Raychev: kids really need shade. Mr. Bingham: agree, shade is really important, and more needed then blacktop.
    c. Elmer: canopies are hard to maintain, trees are better answer. (shade, air filtration, etc). Capital improvement project. Sent 2 proposals. Need agreement from district and Mr. Bingham about district. AR Elmer: Meet with Mr. Bingham this month.

C. Events Planning Chair

1. Fall Festival Updates
    a. Konstella request for volunteers. Plan get committee set, then subcommittee meeting organizing.
    b. Inflatable axe throwing and inflatable papashot? $200-300 each, but reusable.
    c. Kristen booked Facilitron 11am-4pm - longer than event.
    d. AR Kay + Bingham: when gates need to close for safety.
2. October Fun Friday, on 10/30 Bookoween day.
    a. Has engaged parents to start organizing.

D. Treasurers/Bookkeeping

1. Financial Statements FY2025 here, please take a look
2. Checkings: $60,817.91
   Savings: $60,803.00
3. Checks:
    a. Joseph Griggs $544.62, Classroom Materials, 9/22/26 Check #1083

b. Ellen Rosbrugh, $373.08, classroom materials, Check # 1084
c. Nicole Raychev, $147.70, classroom materials, Check # 1085
d. Robert Kossayian, $500.20, classroom materials, Check # 500.20
e. Alicia Vento, $165.96, classroom materials. (Remainder of $663.57 request from 9/8/26. We reimbursed to budgeted quantity, 497.61, at 9/8/26 meeting, then today we voted to increase budget so we can now reimburse remainder). Check # 1087
f. Laura Ugokwe $534.65, Talent show. Check # 1088

4. Credit card: US bank account is not related to the credit card. The credit card and the bank account do not talk, so if we make changes to bank account, we *also* have to make change to credit card. Jasmin should be the next owner. Mital is the only person authorized to make changes to the credit card, and only she can take herself and Lance off the card, and only she can make one of us the authorized user. Can we open a new credit card associated with account? No - unless we want to make an entirely new savings/checking account. But we do have things charging to this credit card, so prefer not to change the credit card (or the checking/banking account). Plan: have Mital call them, request to take her off, take Lance off, and make Jasmin the new owner. AR Jasmin & Kristen: Work with Mital to get her to update credit card.
5. CD opening: Table for now. If we do, need multiple people to go meet.
6. Stripe account. Owner is from 8 years ago, hopefully Mital has their contact info. AR Kristen & Jasmin discuss.
7. Jasmin: Benevity recert done.
8. Jasmin: insurance ready, AR: do in Nov/Dec

E. Fundraising

1. AR Kristen & Lynn: decide verbage for annual appeal, go out after Halloween weekend. The last 2 weeks are the most active part of the annual appeal.

F. T-Shirt Sales Update

1. Katy completed full audit on 9/23. AR Katy: Update. DONE
2. We need to cancel/reimburse a request. Update: no need to cancel after all.
3. Ideas: How to get rid of sweatshirts? Plan: Prizes at TOT, then Flash sale. (we have 73 sweatshirts still!)

G. Field Trip and Assemblies

1. Worked with Veronica to submit paperwork, and district handles payment from there. Need to submit paperwork a month in advance, and lunches/buses requested at same time.
2. Fall 2nd grade Emma Prusch 10/22, and 4/5 History Park this week/next week. Kinder opting for springtime, working out dates.

H. Web Admin/Communications Chair

1.

I. Teachers

1. Ms. Raychev: No feedback.
2. Best way to communicate with teachers? Proposal: 7-10 days before HMF meetings, send email: 1) receipt reimbursement procedure, 2) Project proposal google form link. Would this make teachers feel invited to reimburse? AR: Katy to own communicating.

V. Unfinished Business:

1.

VI. New Business:

1.

VII. Voted Items: 5/8 members present, we have quorum. (Kristen, Kay, Lynn, Jasmin, Kay)

1. From Katy: Vote to amend budget to correct adding error, we did not include the $250/part time teacher new campus bonus in the total for teacher supplies, though it was intended. Budget 8 * $250 =$2,000. **VOTE: 5/5 yes.**
2. From Alicia Vento: Request that the three full-time support teachers receive full teacher allocation matching the primary 12 teachers. Add $1000 * 3 teachers = $3000. [More information: the budget for each of the 3 support teachers is currently $600 classroom supplies + $250 one-time new classroom setup = $850 total, and will now be $1200 classroom supplies + $150 training + $500 one-time new classroom set up = $1850 total per teacher.] **VOTE: 5/5 yes.** (and prior funds retroactive, so can reimburse prior reimbursement request)
3. From Alicia Vento: Blacktop revitalization - paint & templates for directing structured play, $1,500 – $4,500 total. **Mr. Bingham has not approved, HMF cannot vote to approve.**
4. From Alicia Vento: Structured play program for recess, 4 hours per day, 5 days a week, $18,000 - 22,000, plus $500 for supplies (balls, jump ropes, etc.) Cites two companies, one of which is currently working for Galarza. **Mr. Bingham has not approved, HMF cannot vote to approve.**
5. From Stephen Bingham: approve $2000 for the purchase of the shelving units. (and also the extra shelf that HMF already purchased at <$200). **VOTE: 5/5 yes.**
6. Laura Ugokwe, talent show. We budgeted $500 in 9/8/26, but she went over ~$35. We will increase budget to full amount $534.65. **VOTE: 5/5 yes.**

VIII. Action Items/Next Steps:

1.

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 11/3/26

Adjournment - 7:59PM