



NOELANI SCHOOL PTA July 8, 2021 Meeting Minutes

Meeting (via Zoom) called to order by President Dani Yafuso at **6:03 pm**.

PRESENT: The following officers and members, constituting a quorum, were present:

Officers: Danielle Yafuso, President
Stanford Togashi, Vice President
Alison Davidson, Secretary
Christlyn Shitagi, Treasurer; shadow: Craig Goodell

Members (approximately 25+ members including, without limitation: Ryan Itoman, Lorelei Saito, Megan Johnson, Stephanie Buelow, Weylin Hokutan, Kristin Brummel, Brad Araki, Mika Trawick)

PRESIDENT'S WELCOME:

1. President Dani Yafuso "set the tone for the year" noting the PTA's Vision and Mission Statements included at the top of the meeting agenda as a reminder of the direction we want to move in:
 - a. Vision: *"To be a sought-after, strategic partner in the creation of growth opportunities for our keiki"*
 - b. Mission: *"Through transparent communication and collaboration, the PTA will forge a strong alliance among and between the families of the Noelani PTA and school administration that will lead to enhanced educational opportunities for students across all areas of academic, extra-curricular activities and health and wellness."*
2. Strategic perspective – want to align with our Vision and Mission:
 - Open and transparent communication with the school; we want to be an organization the school wants to partner with
 - Try to get more *active* membership involvement
3. Mission – trying to get more active membership; 137 families; how do we increase involvement and engagement?
4. Reminder: *"There is no one way to PTA"* - time, ideas, money . . .do what you can

JUNE 10, 2021 MEETING MINUTES APPROVED BY CONSENSUS

PRINCIPAL'S REPORT made by Principal Gusman:

1. School is preparing for students to return.
2. Distance learning request form due by 7/9/21.
3. Welcome letter expected to be sent next week. Handbook detailing protocols for '21-'22 year sent out via email; copy also on school website.
4. Upcoming Important Dates:
 - a. 8/3/21 school starts
 - b. 8/5/21 Open House (virtual)

TREASURER'S REPORT made by Craig Goodell:

1. Concern regarding bank fees being incurred (especially considering the large cash balance maintained). Craig is investigating the possibility of moving the PTA's bank account from First Hawaiian Bank to a credit union (HSFCU) to save on fees.
2. As 6/30/21: \$237,000 cash balance in the bank.
 - Dani's input – PTA to formulate a plan on how to manage cash balance.

NO UNFINISHED BUSINESS

NEW BUSINESS presented by Dani:

1. Opening Remarks (continued) – PTA is looking to reset its strategy for the year

- Will center around *communication and collaboration*
- Want to *increase membership and active participation* in events
- Give PTA members *more of a voice* (new voting system, etc.)
- Create more engagement among members

2. Overview of PTA's 2021-2022 Goals:

a. Increase communication

- 1) **Between PTA and Administration** – Dani had a few productive meetings with Principal Gusman to discuss the PTA budget and to get an understanding of the school's needs.
- 2) **PTA Meeting Strategy** – monthly meetings intended to cover “hot topics” needing more discussion among larger audience (e.g., big grant requests, announcements, etc.)
 - Individual committees to meet offline/via email
- 3) **Outreach/General Membership** – give members a say on PTA decisions, put things out to vote on by the general membership

b. Reorganization of Committees – current (in progress) Committee List shared by Vice President Stanford Togashi (*copy attached as Exhibit “A”*). High-level discussion of:

- 1) Finance Committee (new committee headed by Ryan Itoman) – responsible for formulating a plan for PTA's cash balance, balance budget, manage, evaluate and facilitate voting on grant requests.
- 2) Room Parent Coordinator (headed by Stephanie Buelow) –facilitate a direct route to communicating with families instead of having to rely on the school to forward messages. Coordinator to be the liaison to room parents.
 - Note: Room parent meeting scheduled for Thursday 9/2/21
- 3) Audit Committee (vacant) – if anyone is interested, let Dani know.
- 4) Development and Membership (headed by Lorelei Saito) – goal is to increase membership and participation.
 - Possible new alumni group might also fall under this committee –potential volunteer and fundraising source.
- 5) Community Relations (headed by Lisa Imai) – responsible for managing website content, increase social media presence

- 6) Sakai Machi (headed by Weylin Hokutan) – PTA liaison to facilitate Noelani’s relationship with new sister school in Japan.
- 7) Event Chairs – rather than individual chairpersons, may be more of a group effort
- 8) Nominations – goal is to find the right fit for each committee
- 9) One-Time and Ongoing Functions – revised to group them together rather than have separate committees for each item.

c. Establish better financial governance and goals

- 1) Amendment to Current Year Budget – Finance Committee is working to amend the approved ’21-22 budget:
 - Have a better understanding of the school’s needs for the current year based on the President’s discussions with Principal Gusman.
 - Working on determining an appropriate cash balance to be maintained in the PTA’s bank account. Note that current year budget is running at a deficit, but the projected end of year cash balance is still high.
- 2) Grant Request Form – new concept intended to provide a better “paper trail” for expenditures. Requests from the school (teachers, administrator) will be reviewed by the Finance Committee, who will make a recommendation for larger PTA to vote on.

d. Increase Membership

- 1) Want to improve upon existing membership percentage.
- 2) New bulletin board to be used for announcements, sign-up sheets, etc.

3. State of 2021 Events

- a. Open House / PTA Meeting – Thursday, 8/5/21, 5:45pm (virtual)
 - 1) Welcome Video – Dani, Stanford and Megan and Eric Johnson are working on a video to introduce the PTA and explain how we work with the school, show off new IDEA Center and school facilities.
- b. Ice Cream Social – *cancelled*
- c. Trunk-or-Treat – *cancelled*
- d. Craft Fair – 11/6/21 or 11/13/21, in person (tentative).
 - Need to be flexible in case we need to change to on-line format.

4. Proposed Change to Board and Budget Term

- a. Proposal from Dani (NOT to be decided tonight, raising issue for future consideration):
 - 1) Board term be amended FROM July 1st through June 30th TO June 1st through May 30th to give the incoming Board time to work through the summer.
 - 2) Budget for the upcoming year should be determined by the new, not outgoing Board

5. APPROVAL of Grant Request for HEPA Filters for Classrooms

- a. Request: Principal Gusman submitted a grant request for HEPA filters for every classroom (each covering a minimum of 1,000 sf) to enable teachers to safely run air conditioners. Cost is approximately \$12,000 depending on which filters we get. Filters would benefit all students and teachers.
- b. PTA Due Diligence on Request:

- 1) Dani's contact confirmed that the proposed filters requested by the Principal (purchased through Amazon) is the best deal available as these filters are not stocked locally.
 - 2) If anyone has a connection and can get the HEPA filters cheaper, let Dani know by 7/11/21
- c. Input from Dani/Members:
- 1) Members on previous strategic call are supportive of grant request
 - 2) Relative cost is reasonable
 - 3) Benefits the entire school – not one particular class/grade.
 - 4) Member Lorelei Saito: PTA should move forward on this request today to provide Principal Gusman sufficient time to order and obtain the filters before school starts.
 - 5) Ryan: clarified that Grant Request is \$8,000; suggested that we look at request in connection with overall budget to give members big-picture view of the request
- d. Motion: Alison Davidson moved (Brad Araki seconded) for PTA to vote to approve Principal Gusman's purchase of HEPA filters at a cost of up to \$10,000 (estimated cost of \$8,000 with room for overage).
- e. Outcome/Results of Vote: **Motion PASSED UNANIMOUSLY**

6. Tiered Membership Program

- a. Background: Historically, there were 2 categories of PTA membership: (a) general membership requiring a nominal monetary donation; and (b) "Century Club" for monetary donations \geq \$115.
- b. Proposal: Finance Committee Chair Ryan Itoman proposes:
 - 1) increasing the donation amount required to be part of the "Century Club";
 - 2) increasing the number of membership tiers; and
 - 3) implementing these changes be prior to the start of the school year.
- c. Input from Dani and members (via chat):
 - Not sure what the right increased \$-amount should be.
 - Are there incentives tied to the tiers? What should they be?
 - How to account for cumulative donations made throughout the year?
 - How to value the time volunteered?
 - Need to figure out plan on what to do with money being raised.
- d. Resolution/Action Plan for Follow-Up - Dani proposed that the Membership Committee formulate a plan addressing the issues and circulate the plan to the group for further discussion.

NEXT MEETING - Thursday (8/5/21) -first General Meeting of the year in connection with virtual Open House

MEETING ADJOURNED at 7:19 pm

Exhibit "A"



Noelani School PTA

Committee Responsibilities

(v.2) 7/6/21

This document is to provide deeper understanding of PTA job duties. It is a highly flexible document meant to compliment the minimum, mandatory descriptions in the Bylaws.

1. **President** – overall PTA strategy, organization and execution; coordinate Alumni outreach
2. **Vice President** – president’s lead counsel, support committees, preside in president’s absence
3. **Treasurer** – manage financial reporting, payments/reimbursements, taxes, communication with financial institutions and CPA
4. **Secretary** – record monthly meeting minutes, support committees
5. **Finance** – balance budget (with input from committee chairs), grant and investment review and recommendation to board, facilitate board-approved recommendations to PTA membership for vote
6. **Room Parent Coordinator** – focused room parent outreach in support of PTA goals
7. **Audit** – validates accounting books and practices
8. **Development / Membership** – create membership opportunities with the goal of participation increase (time, \$, ideas, etc.)
9. **Community Relations** – manage social media content (website, Facebook, Instagram), advertising
10. **Sakai Machi** – support school Administration and faculty with messaging and program coordination
11. **Event Chairs** – strategize and budget event, present to PTA Board for review/comment/approval, execute event:
 - a. **Ice Cream Social** – 100% PTA-funded; ice cream giveaway (open to all families) at beginning of school year. Recruiting opportunity.
 - b. **Trunk-or-Treat** – PTA-coordinated family event; solicit candy donations and trunk decoration
 - c. **Craft Fair** – PTA-coordinated fundraiser; largest open community event
 - d. **Jogathon** – PTA-coordinated fundraiser
 - e. **May Fair** – PTA-coordinated fundraiser; largest school event for families.
 - f. **Keiki Swap Meet**
 - g. **Movie Night** – 100% PTA-funded, family event; recruiting opportunity.

- h. **Teacher Appreciation Week** – 100% PTA-funded event.
- 12. **Bylaws** – annual review for accuracy and relevancy, submit revisions to PTA board for approval, submit changes to Hawaii State PTSA for acceptance
- 13. **Nominations** – seek out candidates for PTA officer positions
- 14. Important ongoing functions of PTA that do not necessarily constitute an independent committee:
 - a. Box Tops
 - b. Cub/Boy Scouts
 - c. Logistics
 - d. T-shirts
 - e. Volunteers
 - f. Parking
 - g. Kindergarten/New Parent Welcome – this has traditionally been staffed by a teacher; current understanding is that this is a school function; PTA messaging is shared at Open House