



**Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 12-08-22, 6:00p via Zoom**



1. Meeting Opening

- a. Call to order – President Stanford Togashi at _____ p.m.
- b. Approval of November 2022 Meeting Minutes – Michelle Isa-Atta

2. Principal's Report – Principal Gusman

3. Treasurer's Report –Lisa Imai

4. Old Business

- a. Craft Fair – Leanne Kojima and Lauren Young

On behalf of the Noelani PTA, I would like to extend a big mahalo to Leanne, Lauren, Kristen Nakamura, Christi Nakagawara, Principal Gusman, Mari Rayner, Maureen Chattergy, Alison Lee, Brad Araki, Weylin Hokutam, Toby Tamaye, Catherine Pfeffer, Sandra Nakasone, Megan Johnson, Tara Miyamoto, Dana Senaha, Annalyn Lucas, Rie Tanimura, Katie Nakamura, Richard Whaley, fellow PTA Officers, vendors, community partners, volunteer groups, corporate sponsors and so many more for planning and executing the first in person Craft and Children's Fair since 2019! For a more comprehensive list of those who helped, please visit <http://www.noelanipta.org/>.

- b. Sakaimachi – Sister city and school officials visited the Noelani campus on Nov 29. Principal Gusman, Jeff Fukushima, C. Nakagawara, Keita Nakayama and PTA Officers and parent representatives hosted and met with education and elected town officials along with various community members over a three hour period that included presentations by Noelani students, a tour of the campus and a meeting to discuss future plans. Although it is still early and details are forthcoming, the Noelani PTA will undoubtedly play an important role with our sister school. The Sakaimachi visitors felt very welcomed at Noelani thanks to the hard work of the Noelani students, staff and parents.

5. New Business

- a. Audit – Catherine Pfeffer
- b. Big Island Trip – \$10,000 deposit needed for 4th and 5th grade Big Island trip. Not enough funds have been raised to pay for the deposit. Will discuss using the allocated funds the PTA provides for the trip to cover the deposit amount.

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- c. Manoa Holiday Parade – Stanford Togashi – Saturday, December 10, 2022. Informational packed was sent home earlier this week. All Noelani students with their parents are invited to participate in this fun event. Please wear your Noelani shirts if you have them, but it is not required in order to march. I plan on getting candy to pass out, but if you want to donate any, please drop it off at the Noelani office. If you are marching with us and have a cart that can be used to hold candy, please email me (president@noelanipta.org) and let me know. The traffic around Noelani will probably be gridlock around 3 pm so please plan accordingly.
 - d. Noelani school shirts – Order forms have been sent home. Orders can be placed on our Square Site (Thanks Michelle Isa-Atta) <https://noelani-pta.square.site> prices online include the fee Square charges for CC purchases.
 - e. Amazon Smile – Please be sure to make your purchases at Amazon using their Amazon Smile program which operates at no additional cost to you! Pick your favorite organization to support (we are listed as **Noelani PTA**).
 - f. Jogathon – Stanford Togashi - Anyone looking to take on a role for this year's Jogathon? Tentatively set for February 2023. Recommend changing the name to Sports Day as we have shifted from running around the campus, to include other fun events including an obstacle course, jump ropes, etc. Email president@noelanipta.org for more information.
 - g. May Fair – Catherine Pfeffer (YAY!) – Anyone looking to take on a role for this year's May Fair? For those of you who are not familiar with this event, it is run in conjunction with a May Day program put together by the school. The fundraising fair is open to only Noelani families and includes games, activities, and whatever else we can come up with. Anyone out there with woodworking experience? Please contact us if you are able to assist building new games as many of the wooden ones from year's past fell victim to termites. Email mayfair@noelanipta.org for more information.
 - h. Open discussion – Feel free to share anything that could be useful to other members, ask questions about the PTA, etc.
- 6. Adjournment** - _____ pm
- 7. Next Meeting** – Thursday, January 12, 2023 at 6 pm.

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Filled and Vacant PTA Chair Positions

- ▶ After School Enrichment: Ai Yamane
- ▶ Audit: Catherine Pfeffer
- ▶ BoxTops: ***Lisa Imai***Needs Chair***
- ▶ Boy Scout Liaison: Bonnie Tung
- ▶ Bylaws: ***Stanford Togashi***Needs Chair***
- ▶ Craft Fair: Leanne Kojima and Lauren Young
- ▶ Facebook and Instagram: ***Michelle Isa-Atta***Needs Chair***
- ▶ Family Events: Trunk or Treat: Rebecca Dayhuff
Movie Night: ***Needs Chair***
- ▶ Jogathon: Stanford Togashi
- ▶ Logistics/Storage Containers: Weylin Hokutan
- ▶ May Fair: Catherine Pfeffer
- ▶ Membership/Alumni Database: Meejoo Kim
- ▶ New Parent Orientation: ***Kristen Brummel***Needs Chair***
- ▶ Nominations: ***Needs Chair***
- ▶ Parking: ***Needs Chair***
- ▶ Room Parent Liaison: Dana Senaha
- ▶ School Community Council: Matthew Kanemura
- ▶ Staff Appreciation Week: ***Kristen Brummel***Needs Chair***
- ▶ T-shirts: Stanford Togashi and Ai Yamane
- ▶ Volunteers: ***Needs Chair***
- ▶ Website: Lisa Imai

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NOELANI SCHOOL PTA
November 10, 2022 Meeting Minutes

Meeting (via Zoom) called to order by President Stanford Togashi at 6:02pm.

PRESENT: The following officers and members, constituting a quorum, were present:
Officers: Stanford Togashi, President
Kristen Brummel, Vice President
Michelle Isa-Atta, Secretary
Members: Approximately 16 members online.
Principal Gusman

October 13, 2022 MEETING MINUTES were shared and approved.

PRINCIPAL’S REPORT made by Principal Gusman:

1. No school tomorrow; holiday is Veteran’s Day
2. Next week Friday no school; professional collaboration day – focused around STEM, and teachers will visit Coconut Island.
3. Thanksgiving weekend; November 24-25 no school.
4. November 29th Sakaimachi, Japanese sister school will be visiting Hawai’i and Noelani Elementary. A quick visit of 1 – 1.5 hours. This will be an official signing ceremony between the partner schools.
5. Book Fair will be held the week of November 28. There will be a preview the first three days, and students can buy books on Dec 1 & 2.
6. Bringing back song fest this school year, which will be held on Wednesday, December 13. Parents won’t be allowed to attend, but it can be viewed via live-stream, and will be recorded for later viewing. Forms will go out to students for parents to sign a release for their child to be videotaped.
7. Everyday counts as we reach the end of the calendar year – Principal Gusman asked that students be present at school as everyday counts.
8. Question regarding homework and why students don’t have that much homework from school. Principal Gusman responded that they are following what Professor John Hattie has researched called the Table of Effect Size to best answer the question of what has the greatest influence on student learning. As for homework, it doesn’t have as much “effect size” on a child’s learning. Homework is an extension of things when you run out of time in the classroom. Students will be more productive by having time to decompress at home, like sitting down to have dinner, after school activities, spend time with family, etc. If parents would like their child to do something academic at home, Principal Gusman suggested having students read at home.

TREASURER’S REPORT – shared by Stanford Togashi on behalf of Treasurer Lisa Imai

1. Income/Expenses:

- a. There are a lot of expenses to the PTA coming up.

- b. New reimbursement forms will be used as a part of the PTA fiscal documents that need to be submitted in order to seek reimbursement.
- c. Setting up the PTA for online banking, and also set up night deposit capabilities so event chairs/school is not holding on to a lot of cash.
- d. Square site is set up and has been good to

2. Bank Account Balance as of 10/31/22 bank statement

\$71,213.65– Checking (Operating)
 \$161,801.06 – Savings
\$13,361.15 – Free Business Checking
 \$246,237.64 – Total

OLD BUSINESS

- 1. **Trunk-or-Treat** – Rebecca Dayhuff-Matsushima
 - a. Thank you to the volunteers and to school administration for assisting.
 - b. Trunk-or-Treat pivoted to Table-or-Treat.
 - c. Thank you to Becca for chairing this committee.

NEW BUSINESS

- 1. **Craft Fair** – Leanne Kojima and Lauren Young
 - a. Saturday, November 19, 2022 from 8:00am – 2:00pm
 - b. In need of volunteers – setup/breakdown, set up of inflatables and supervising children. Volunteer sign ups online at <http://bit.ly/22craftfair>
 - c. Presale items available on the Noelani Square Site –
 - 1. Keiki All Access entertainment passes
 - 2. Jamba Juice
 - 3. Girls Who Bake
 - d. Media/Outreach: KHON morning show, Midweek, Honolulu Weekly Hot Picks
 - e. There will be raffle tickets and prizes
 - f. Alumni Table: Activate alumni to help run our Noelani spirit booth – selling stickers, tshirts and other swag. A good way to keep in touch with alumni and make connections.
- 2. **Food Drive** – Keiki-Ade
 - a. Food drive from November 14-19, 2022 – organized by the Morita Family.
 - b. Accepting non-perishable items for Food Vault Hawai'i (University of Hawai'i).
 - c. Collection point is the Noelani Cafeteria stage during the week and in front of the office on the day of the Noelani Craft and Children's Fair.
 - d. See attached flyer for more details.
- 3. **Manoa Holiday Parade** – Stanford Togashi
 - a. Saturday, December 10, 2022 at 4:00pm.
 - b. Application to participate submitted to Mānoa Lions Club, and we are waiting on confirmation.
 - c. The parade starts at Noelani and goes on to East Mānoa Road, ending at the Mānoa District Park.

- d. If Noelani participates, we may need to ask for donations as there is an option to pass out candies/goodies.
4. **Noelani School Shirts**
- a. Green, synthetic material shirts ordered with a Noelani design to be offered for sale to Noelani families.
 - b. Order forms will be sent home in November and there will be an online purchase option using the Noelani Square site.
 - c. Cost: Children's = \$12; Adult = \$15; Adult XXL = \$17.
5. **Online Tools for PTA Use for official business matters –**
- a. Canva (free for non-profit organizations)
 - b. Linktree (free for non-profit organizations)
 - c. Google Accounts (free for non-profit organizations)
 - d. Zoom (purchased by PTA)
 - e. DocHub (purchased by PTA)
6. **Open Discussion**
- a. Thank you to everyone for attending the online meeting.
 - b. Please reach out for any questions regarding the Noelani PTA via email at president@noelani.org.

MEETING ADJOURNED at 6:52pm. Next Meeting scheduled for Thursday, December 8, 2022 at 6:00pm.

NOELANI PTA Treasurer's Report
for the period ending November 30, 2022

Operating Income Received in November 2022				
Date	Description	Account		Amount
11/5/2022	Big Island Trip Fundraiser (Trunk or Treat Kona Ice Truck)	Business Checking	\$	225.00
11/7/2022	Foodland Give Aloha Donations from Supporters	Business Checking	\$	1,105.00
11/7/2022	Foodland Give Aloha Matching Donation	Business Checking	\$	286.67
11/22/2022	Bank Credit Memo (adjustment to Craft Fair after-hours deposit)	Business Checking	\$	30.00
November	School T-shirt Sales	Business Checking	\$	320.83
November	JPO T-shirts	Business Checking	\$	132.00
November	Craft Fair Income	Business Checking	\$	19,895.05
November	Trunk or Treat Income (Drink & Bento Sales)	Business Checking	\$	583.00
11/21/2022	AmazonSmile Donation	Non-Profit Checking	\$	149.84
11/30/2022	Interest Income	Savings	\$	4.79
			Total Income:	\$ 22,732.18

Operating Expenditures in November 2022				
Date	Payee/Description	Check #	Cleared as of 11/30?	Amount
11/4/2022	Bank Charge for After-Hours Deposit Bags	EFT from Non-Profit Checking		\$ 15.00
11/6/2022	Bellamann Service Inc. (School T-shirts)	1259	no	\$ 13,684.55
11/8/2022	Mary Ancheta (Trunk or Treat Custodian Honorarium)	1260	yes	\$ 100.00
11/8/2022	Richard Whaley (ToT Custodian Honorarium)	1261	yes	\$ 150.00
11/8/2022	Rebecca Dayhuff Matushima (ToT Bentos & Special Duty Officer)	1262	yes	\$ 4,970.24
11/8/2022	Claire Ariyoshi (Craft Fair Vendor Fee Refund)	1263	yes	\$ 130.00
11/8/2022	Bounce Hawaii (Craft Fair Keiki Rides)	1264	yes	\$ 1,153.93
11/8/2022	Mary Ancheta (Craft Fair Custodian Honorarium)	1265	no	\$ 200.00
11/8/2022	VOID	1266	n/a	\$ -
11/8/2022	Richard Whaley (Craft Fair Custodian Honorarium)	1267	no	\$ 350.00
11/8/2022	VOID	1268	n/a	\$ -
11/10/2022	Kaimuki Youth Development (JPO T-shirts)	1269	yes	\$ 1,794.00
11/10/2022	Debrio LLC (Craft Fair Surprise Bags)	1270	no	\$ 37.50
11/10/2022	Inspired by B and J (Craft Fair Surprise Bags)	1271	no	\$ 193.72
11/10/2022	Janimals (Craft Fair Surprise Bags)	1272	yes	\$ 138.00
11/13/2022	VH07V (Craft Fair Surprise Bags)	1273	no	\$ 325.00
11/13/2022	Jodi Yokoyama (Craft Fair Surprise Bags)	1274	no	\$ 144.00
11/14/2022	Twiggy (Craft Fair Surprise Bags)	1275	yes	\$ 229.14
11/15/2022	JJC Hawaii LLC (Craft Fair Surprise Bags)	1276	yes	\$ 120.00
11/15/2022	Jane Hong (Craft Fair Surprise Bags)	1277	yes	\$ 34.45
11/15/2022	One By One (Craft Fair Surprise Bags)	1278	yes	\$ 54.00
11/17/2022	Girls Who Bake Next Door (Craft Fair Pre-sale)	1279	no	\$ 165.44
11/18/2022	Cash Withdrawal for Craft Fair Change	cash	yes	\$ 5,170.00
11/22/2022	Bank Debit Memo (adjustment to Craft Fair After-Hours Deposit)	EFT from Business Checking		\$ 10.00
11/26/2022	Sean Kikuchi (Craft Fair Drinks)	1280	no	\$ 143.97
11/27/2022	Quyen Tu (Craft Fair Honoraria)	1281	no	\$ 125.00
11/27/2022	Anthony Ong (Craft Fair Honoraria)	1282	no	\$ 125.00
			Total Expenditures:	\$ 29,562.94

