



**Noelani School PTA MONTHLY MEETING**  
**AGENDA**  
**Thursday, 1-12-23, 6:00p via Zoom**

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**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. Manoa Holiday Parade – Over 100 Noelani children and their family members marched as part of the Noelani PTA and Noelani Scouts! A great turnout and hopefully something we can continue next year. Aside from a strong breeze, the weather was perfect and we completed the parade route in a little under an hour. Free hot dog, snacks and juice were given to marchers and the Manoa Lions hosted a fun children's fair after the event for everyone! Games, Christmas decorations, crafts, hot chocolate, line dancing and even pictures with Mr. and Mrs. Claus were part of the after parade fair. Special thanks to all of the families that marched, attended the parade, Principal Gusman for doing triple duties (hosting the entire parade and attendees at Noelani, marching with Noelani, and closing up the school immediately after), 5<sup>th</sup> graders for holding the banner during the parade, Mr. Lam for printing the banner, Mr. Higa for carrying the banner and poles back to Noelani by foot, Ms. Ai for helping to coordinate and day of parade last minute requests, and the Manoa Lions for putting on such a great community event. We saw many current, past, and I'm sure future Noelani families on the parade route!
- b. 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.

**5. New Business**

- a. Jogathon – Stanford Togashi - Anyone looking to take on a role for this year's Jogathon? Tentatively set for February 10, 2023. Recommend changing the name to Health and Sports Day as we have shifted from running around the campus, to include other fun events including an obstacle course, jump ropes,



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- etc. Email [president@noelanipta.org](mailto:president@noelanipta.org) for more information. We are currently working on the plan for the event and will ask for parental volunteers if needed.
- b. May Fair – Catherine Pfeffer – 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](mailto:mayfair@noelanipta.org) for more information.
  - c. Bag Collaboration – Stanford Togashi – In the process of collaborating with a local business to design new Noelani PTA bags. Bags would be sold with small markup to raise funds for the PTA and could also be used in conjunction with PTA events. Expected date of completion if everything looks good from a design and cost standpoint would be end of summer 2023. Further details to be shared on the Zoom call.
  - d. 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, February 9, 2023 at 6 pm.



# Noelani School PTA MONTHLY MEETING AGENDA

Thursday, 1-12-23, 6:00p via Zoom



## 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

**OUR 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 academics, extra-curricular activities and health and wellness.



## NOELANI SCHOOL PTA December 8, 2022 Meeting Minutes

Meeting (via Zoom) called to order by President Stanford Togashi at 6:00pm.

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

Officers: Stanford Togashi, President

Lisa Imai, Treasurer

Michelle Isa-Atta, Secretary

Members: Approximately 28 members online.

Principal Gusman

**November 10, 2022 MEETING MINUTES** were shared and approved.

**PRINCIPAL'S REPORT** made by Principal Gusman

1. Craft Fair thank you – everyone was happy that the craft fair was back in-person and on campus. Heartfelt thank you to everyone involved.
2. Saturday, December 10, 2022 is the Mānoa Holiday Parade. Noelani Elementary is the staging site, and Noelani is participating in the parade. Best to park at the Manoa District Park since that is where the parade will end.
3. Wednesday, December 13, 2022 is the songfest, which will be live-streamed and recorded for families to watch.
4. Friday, December 16, 2022 is the last day of school before Winter Break – the school office will be open during the Winter Break.
5. Tuesday, December 27, 2022 at around 8:30am, the Noelani head custodian is asking for volunteers to help take bulky items to the dump.
6. In January 2023, the Kindergarten registration will begin for the 2023-2024 school year. Requesting for families to register early. For the G.E. application process, the home school will need to sign off on the G.E. form, and they will send it to the school that you would like to apply your child to. A lottery to accept G.E. applications is usually held on the first Friday of April.
7. Hawai'i State Foundation on Culture and Arts allocates pieces of art for new State buildings. Since the IDEA Center was recently built, Noelani will receive an art piece. Principal Gusman will be forming a committee to select an art piece for the IDEA Center.
8. November 29<sup>th</sup> Noelani visit by Sakaimachi – Sakaimachi Elementary, Middle School, Members of the Board of Education, and members of the Hawai'i City Council and legislature were present during the visit. Mr. Fukushima and other Noelani school admin/teachers assisted with the event.

**TREASURER'S REPORT** – shared by Treasurer Lisa Imai

**1. Income/Expenses:**

- a. There were a number of expenses to the PTA as noted in the attached report.

- b. New reimbursement forms are being used as a part of the PTA fiscal documents that need to be submitted in order to seek reimbursement.

**2. Bank Account Balance as of 11/30/22 bank statement**

\$79,599.22 – Checking (Operating)

\$161,805.85 – Savings

\$13,495.99 – Free Business Checking

\$254,901.06 – Total

**OLD BUSINESS**

**1. Craft Fair** – Leanne Kojima and Lauren Young

- a. Thank you to all of the volunteers for assisting with the craft fair. For a more comprehensive list of those who helped, please visit: <http://www.noelanipta.org/>
- b. There were a number of community partners that participated; it was a good community building event.
- c. Need to recruit more volunteers for next year.
- d. The Craft Fair is usually the biggest fundraiser for the PTA; however, this year we were trying to reestablish relationships which we successfully did.
- e. Gross income for the craft fair was about \$22,000.

**2. Sakaimachi Visit** – Jeff Fukushima

- a. Excellent experience and event to show off Noelani Elementary, and to welcome the Sakaimachi school visitors.
- b. Thanked the PTA for assisting with purchase of omiyage for the 22 visitors from Sakaimachi.
- c. Noelani is currently continuing the online exchange program with Sakaimachi, and we will eventually begin the exchange visits with the sister school.
- d. We are currently working on building a strong partnership with Sakaimachi.

**NEW BUSINESS**

**1. Audit** – Stanford Togashi (on behalf of Catherine Pfeffer)

- a. The PTA Audit Committee finalized their audit report of the past three (3) years.
- b. Provided some recommendations in their reports which the PTA Treasurer is currently working on and creating standard operating procedures (SOPs) for.
- c. Treasurer will write a formal request to the other Officers to request to move more money from the checking to the savings per the recommendation of the Audit Committee.

**2. Big Island Trip** – Jeff Fukushima

- a. The 4<sup>th</sup> and 5<sup>th</sup> graders Big Island Trip has been scheduled for February and March 2023.
- b. The PTA has been integral in supporting and funding the trip; for this year, the PTA budgeted \$7,000 per class. The PTA will cut a check for \$10,000 for the travel deposit.
- c. 4<sup>th</sup> and 5<sup>th</sup> graders have fundraised about \$9,000 for their trip fees.

- d. The 4<sup>th</sup> graders will travel from February 22-24, 2023; the 5<sup>th</sup> graders will travel March 8-10, 2023.
  - e. Students are currently doing curriculum to prepare for the trip. It will be a highly educational experience involving science and math.
  - f. The cost breakdown is \$675 per student, and \$710 per chaperone.
3. **Mānoa Holiday Parade** – Stanford Togashi
- a. The Mānoa Holiday Parade will be on Saturday, December 10, 2022 at 4:00pm.
  - b. Will be passing out candy while marching in the parade.
  - c. The parade starts at Noelani and goes on to East Mānoa Road and will end at Mānoa District Park.
  - d. All Noelani families are invited to participate and walk in the parade. Please wear Noelani t-shirts/holiday attire if you have.
  - e. 5<sup>th</sup> graders will be marching with a Noelani Elementary banner.
  - f. Traffic around Noelani will probably get bad at around 3:00pm, so please plan accordingly.
  - g. If families plan to march and have a cart that can be used to hold candy, please email [president@noelanipta.org](mailto:president@noelanipta.org) to let Stanford Togashi know.
4. **Noelani School Shirts** –
- a. New green, synthetic material shirts have been ordered with a Noelani design on the front, and it is being offered for sale to Noelani families.
  - b. Flyers/order forms went home with students this week. There is an online purchase option using the Noelani Square site with an additional fee attached for use of charge cards: <https://noelani-pta.square.site>
  - c. Shirt Cost: Children's = \$12; Adult = \$15; Adult XXL = \$17.
5. **Amazon Smile** –
- a. Please be sure to make your purchases at Amazon using their Amazon Smile program which operates at no additional cost to you.
  - b. Select your favorite organization to support on your Amazon account, and please consider selecting the **Noelani PTA**.
  - c. Instructions are on the Noelani PTA website: <http://www.noelanipta.org/other-ways-to-support-the-pta.html>
6. **Jogathon** – Stanford Togashi
- a. The Jogathon event for Noelani is tentatively set for February 2023.
  - b. Recommend changing the name to Sports Day as we have shifted from running around campus, to include other fun events including an obstacle course, jump ropes, etc.
  - c. Request for volunteers for day of event. Email [president@noelanipta.org](mailto:president@noelanipta.org) for more information.
7. **May Fair** –
- a. Catherine Pfeffer will be chairing this committee (thank you Catherine).
  - b. We would also like to find a co-chair to assist with the event planning.

- c. This event is run in conjunction with the May Day Program which is put on by the school. The May Fair are the activities held right after the conclusion of the May Day Program which is a fundraiser for the PTA.
- d. The May Fair is open to Noelani families only.
- e. Looking for assistance with creating the games for the activities; please email [mayfair@noelanipta.org](mailto:mayfair@noelanipta.org)
- f. Tentative date is Friday, May 5.

8. **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](mailto:president@noelani.org).

**MEETING ADJOURNED** at 7:00pm. Next Meeting scheduled for Thursday, January 12, 2023 at 6:00pm.

DRAFT

**NOELANI PTA Treasurer's Report**  
for the period ending December 31, 2022

Operating Income Received in December 2022				
Date	Description	Account	Amount	
December	Big Island Fundraiser	Business Checking	\$	12,720.00
December	School T-shirt Sales	Business Checking	\$	2,892.40
12/31/2022	Interest Income	Savings	\$	4.95
			<b>Total Income:</b>	<b>\$ 15,617.35</b>

Operating Expenditures in December 2022					
Date	Payee/Description	Check #	Cleared as of		Amount
			12/31?		
12/4/2022	City & County of Honolulu (Trunk or Treat HPD Officer Fees)	1283	yes		\$ 19.00
12/7/2022	Jeff Fukushima (Principal's Discretionary for Japan omiyage)	1284	yes		\$ 520.81
12/7/2022	Christi Nakagawara (Principal's Discretionary for Japan omiyage)	1285	no		\$ 119.57
12/7/2022	Dave & Buster's (Big Island Trip Fundraiser)	1286	yes		\$ 4,650.00
12/10/2022	Lauren Young (Craft Fair drinks)	1287	yes		\$ 259.29
12/13/2022	Kristen Brummel (Sakaimachi Refreshments/Principal's Discretionary)	1288	yes		\$ 256.54
12/13/2022	Stanford Togashi (Zoom & Dochub/President's Discretionary)	1289	no		\$ 216.84
12/13/2022	Kristin Nakamura (Craft Fair Drinks & Snacks)	1290	yes		\$ 177.41
12/13/2022	Cory Makino (Craft Fair Special Duty HPD Officer)	1291	yes		\$ 400.00
12/13/2022	William Lurbe (Craft Fair Special Duty HPD Officer)	1292	yes		\$ 400.00
12/13/2022	Nathan Hee (Craft Fair Special Duty HPD Officer)	1293	no		\$ 560.00
12/13/2022	City & County of Honolulu (Craft Fair HPD Officer Fees)	1294	yes		\$ 26.00
12/13/2022	City & County of Honolulu (Craft Fair HPD Officer Fees)	1295	yes		\$ 5.00
12/14/2022	Stanford Togashi (Trunk or Treat Drinks)	1296	no		\$ 313.77
12/18/2022	Stanford Togashi (Day of Service Refreshments/President's Discretionary)	1297	no		\$ 172.46
12/18/2022	World Wide Tours (Big Island Trip)	1298	yes		\$ 10,000.00
12/18/2022	Stanford Togashi (Sakaimachi Visit Refreshments/President's Discretionary)	1299	no		\$ 212.60
12/20/2022	Matthew Kanemura (President's Discretionary)	1300	no		\$ 91.52
12/20/2022	Stanford Togashi (President's Discretionary)	1301	no		\$ 375.83
12/31/2022	Bank Service Charge (Excess Item Fee)	EFT	yes		\$ 10.25
			<b>Total Expenditures:</b>	<b>\$</b>	<b>7,610.46</b>

Account Balances as of 12/31/22				
Account	12/31/2022	11/30/2022	Difference	
Savings Statement Balance	\$ 161,810.80	\$ 161,805.85	\$	4.95
Non-Profit Free Checking Statement Balance	\$ 13,495.99	\$ 13,495.99	\$	-
Business Checking (Operating) Statement Balance	\$ 63,318.14	\$ 79,599.22	\$	(16,281.08)
minus outstanding checks not yet cashed	\$ (2,387.59)			
<b>Actual Business Checking (Operating) Account Balance</b>	<b>\$ 60,930.55</b>			
<b>Check Register Balance</b>	<b>\$ 60,930.55</b>			
<b>Total Bank Statement Balance:</b>	<b>\$ 238,624.93</b>	<b>\$ 254,901.06</b>	<b>\$</b>	<b>(16,276.13)</b>
<b>Actual Balance (Bank balance - outstanding checks):</b>	<b>\$ 236,237.34</b>			

Old Business Checking Checks (from previous months) that "cleared" in December 2022				
Issue Date	Check Number	Comments	Amount	
11/5/2022	1259		\$	13,684.55
11/8/2022	1265		\$	200.00
11/8/2022	1267		\$	350.00
11/10/2022	1270		\$	37.50
11/10/2022	1271		\$	193.72
11/13/2022	1274		\$	144.00
11/17/2022	1279		\$	165.44
11/26/2022	1280		\$	143.97
11/27/2022	1281		\$	125.00
11/27/2022	1282		\$	125.00
			<b>Total Cleared:</b>	<b>\$ 15,169.18</b>

Outstanding Business Checking Checks (not yet cleared) as of December 31, 2022				
Date Issued	Check Number	Notes	Amount	
11/13/2022	1273		\$	325.00
12/7/2022	1285		\$	119.57
12/13/2022	1289		\$	216.84
12/13/2022	1293		\$	560.00
12/14/2022	1296		\$	313.77
12/18/2022	1297		\$	172.46
12/18/2022	1299		\$	212.60
12/20/2022	1300		\$	91.52
12/20/2022	1301		\$	375.83
			<b>Total Outstanding:</b>	<b>\$ 2,387.59</b>

Submitted on January 8, 2023 by Lisa Imai, Noelani PTA Treasurer

