



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 7-13-23, 6:00p via Zoom



1. Meeting Opening

- a. Call to order – President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of June 2023 Meeting Minutes – Michelle Isa-Atta
- c. Approval of executive officers as approved signers for First Hawaiian Bank accounts

2. Principal’s Report – Principal Gusman

3. Treasurer’s Report – Lisa Imai / Catherine Pfeffer

4. Old Business

5. New Business

- a. Budget – Stanford – Some of the proposed changes I would like to make to the budget are the additions of the following expenses. STEM \$7,000 , Community Service – \$3,000, Logistics - \$1,500, Field trips - \$5,000, Bag Collaboration Fundraisers - \$13,000. All of these aside from the bag collaboration fundraisers are expenses only and no income will be generated from them.
- b. Shirts – Stanford - Exploring if we should convert our current system where order forms are sent home or online orders are made via our own Square site to a website managed by the person we currently get our shirts from. This would add to the cost of the shirts, but cut down on the paperwork that comes across the treasurer’s desk
- c. Craft Fair – Leanne Kojima
- d. Give Aloha Campaign – Stanford
- e. Bag Collaboration – Leanne Kojima
- f. 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, August 13, 2023 at 6 pm.



**Noelani School PTA MONTHLY MEETING
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Filled and Vacant PTA Chair Positions

- ▶ After School Enrichment: Ai Yamane
- ▶ Audit: *****Needs Chair*****
- ▶ 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: *****Needs Chair*****
- ▶ Membership/Alumni Database: *****Needs Chair*****
- ▶ New Parent Orientation: *****Kristen Brummel***Needs Chair*****
- ▶ Nominations: *****Needs Chair*****
- ▶ Parking: *****Needs Chair*****
- ▶ Room Parent Liaison: Dana Senaha and Rebecca Dayhuff Matsushima
- ▶ 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



NOELANI SCHOOL PTA June 8, 2023 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
Lisa Imai, Treasurer
Michelle Isa-Atta, Secretary
Members: Approximately 10 members online.

April 13, 2023 and May 5, 2023 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman

1. May Recap –
 - a. May Day/May Fair was great to bring back in-person
 - b. Teacher/Staff Appreciation Week
 - c. Moving On Up Day, students experienced moving up to the next grade level
 - d. Award Ceremony was held in the cafeteria and could be viewed online by parents
 - e. Graduation returned back to the cafeteria which went well
 - f. Campus Beautification Day was held
2. Moving Forward –
 - a. August 1: Teachers return to school
 - i. New teacher hire (Ms. Joanne Barilla; Grade 3)
 - ii. Ms. Kristina Shigaki moving from Grade 5 to Grade 3
 - iii. Mr. Alex Kiyokane moving from Grade 2 to STEM/GT
 - iv. Ms. Noelani Chang moving from STEM/GT to Grade 5
 - v. New office assistant hired
 - b. August 2: Kindergarten parent orientation at 5:00pm
 - c. August 7: Students return to school
 - i. Kindergarten has a modified schedule during first week of school; August 14 full schedule starts.
 - d. August 10: Open House
 - i. Principal requested feedback on the info he provides during Open House – Is it better for him to talk live; or should he do a pre-recorded video; or record his video/info and email to parents to review.
 - e. August 18: Statehood Day (Noelani Day of Service)
 - f. August 25: Mayor of Sakaimachi will be on campus (tentatively scheduled)

- i. Noelani School Group trip is tentatively being planned for October – six students, teachers, and principal will travel. Mr. Fukushima will provide an update next month on the activities planned with Sakaimachi.
- 3. Survey for Morning Care was sent out to parents – received positive feedback; parents said that they would use it.
 - a. Modeled the morning care program after APlus
 - b. Students to be dropped off at play court in the morning; free play from 7:00 – 7:45am
 - c. Breakfast opens at 7:15am; students can grab breakfast from cafeteria and eat at play court
 - d. Tuition Fee estimated between \$100 – \$125 per quarter
 - e. Principal would like to do it as a joint venture with the PTA: \$100 a quarter (will support two teachers/EA). PTA would benefit if we can profit from the revenue; and PTA would handle the intake of checks and payment to teachers/EAs
 - f. Starting off with 3 adults watching 60 kids (ratio is 20 kids to 1 adult)
 - g. Online form to register will be on a first-come-first serve basis
 - h. Principal Gusman will send the handbook and estimated financials for this program to PTA for review

TREASURER’S REPORT – shared by Treasurer Lisa Imai

1. **Income/Expenses:**

- a. Teacher appreciation checks were processed
- b. May Fair reimbursements were completed
- c. All outstanding reimbursement requests should be submitted to Treasurer as soon as possible to close out the books for the year
- d. Collecting financial information for the audit committee to review
- e. Putting together instructions to transition Treasurer books and duties to incoming Treasurer
- f. Lisa provided input on the Morning Care Program: thinks it’s a great program and good idea for parents and students. Did note that the Treasurer will be bearing the majority of the responsibility and duties to deposit checks, and keep track of payments to teachers/EAs.

2. **Bank Account Balance as of 5/31/23 bank statement**

\$39,025.09 – Checking (Operating)
 \$161,834.90 – Savings
\$65,026.05 – Non-Profit Free
 \$265,886.04 – Total

OLD BUSINESS

- 1. **May Fair** – Catherine Pfeffer, Chair (President’s comments)
 - a. Thank you and congratulations to Catherine and her team of project chairs and volunteers for a successful event.
 - b. Catherine said that May Fair duties have been completed, and there are some residual details to finish up.

- c. Looking for a new May Fair Chair; need to get a head start and begin planning by November 2023.
- d. Lisa Imai is still working on calculating the numbers and the final amount for the net/profit of May Fair.
- e. Noted the May Day/May Fair Teacher Liaisons: Mrs. Neely, Mrs. Chang, Mr. Lam, Mr. Higa

2. Staff Appreciation – Kristen Brummel, Chair

- a. It was a great week to celebrate our teachers and staff; one of our favorite times of the year to show our appreciation.
- b. Parents really stepped up to volunteer for the week of events as there were about 38 itemized tasks to plan/coordinate for the week's events.
- c. Teachers/staff enjoyed the treats and special notes, drawings, pictures from students.
- d. For next year, there are a group of parents that look forward to assisting with next year's staff appreciation week.
- e. Thank you to Principal Gusman for coming up with the idea of the engraved water bottles; and thank you to Mr. Lam for engraving the bottles.
- f. May have identified a chair for next year's event.

3. Reimbursement Checks

- a. Checks in the amount of \$200 were given from the PTA to teachers to use the extra funds to purchase for their classrooms.
- b. Checks are usually given during Open House every year; this year the PTA provided the checks later than usual to identify the appropriate payees.
- c. Lisa Imai also mentioned that Boy Scout reimbursement checks that need to be processed, as well as some other reimbursements.

4. 5th Grade Commencement and Graduation Celebration

- a. Congratulations, aloha, and best wishes to the class of 2023 graduates from Noelani.
- b. Appreciate the parent volunteers that assisted with the commencement and graduation celebration.
- c. PTA covered costs for decorations for graduation, as well as the graduation party held in the play court from 4:00 – 6:00pm on May 5 (eg, bentos, snacks, frozen treats, photo booth, swag for students).

5. Campus Beautification and Mixer

- a. Thank you to the families that came out to volunteer on short notice for the event – the event went well and there were about 70 volunteers that came out to assist with the beautification day.
- b. Painted the cafeteria walls; cleaned off and pressure-washed sidewalks; kids went to pick up trash around campus.
- c. The mixer went well at Manoa District Park, and families had fun. Will ask Principal Gusman if the next mixer after a beautification day can be held on campus.

NEW BUSINESS

1. **Bylaws** – Stanford Togashi
 - a. Will be working on the bylaws this summer and having a separate meeting for this to update/refresh the bylaws, as well as propose new items such as the creation of second Treasurer and/or Vice President positions to assist the Treasurer.
2. **Budget** –
 - a. Stanford will be setting up a separate meeting to discuss the budget for the upcoming school year.
 - b. Looking to have an in-person meeting.
 - c. PTA Officers and chairs to discuss budget in-depth and put together to obtain PTA approval.
3. **Cafeteria PTA Wall** –
 - a. PTA would like to explore ideas of how to better utilize this wall in the cafeteria.
 - b. The former PTA plaques that used to adorn the side of the cafeteria wall have been removed and the PTA can put something up that will showcase some of the current PTA events and people.
 - c. With the wall – Stanford suggested that the PTA purchase 1-2 pages in the Noelani yearbook. The PTA can use the wall and the yearbook as a tool to recruit more parents
4. **Craft Fair** – Leanne Kojima
 - a. Craft Fair confirmed for November 11, 2023 (second Saturday of the month) from 9:00am – 2:00pm.
 - b. In recruitment mode for the craft fair – looking for leads to assist with games/inflatables; prizes; volunteer coordination; photographer; PR/media releases.
 - c. Notifications to potential crafters/participants went out in June, and applications will go out in July.
 - d. Working on flyers for the event.
 - e. Have a possible shadowing chair for this year’s craft fair.
 - f. Bringing back Noelani specific foods to make during craft fair (eg, fried rice; noodles; spam musubi)
 - g. Will also have food trucks at craft fair for participants and customers.
5. **Open Discussion**
 - a. Rebecca Dayhuff-Matsushima is looking for co-chair or volunteers for the Trunk-or-Treat event since her previous co-chair’s child graduated.
 - b. Comment from a parent: requested the PTA provide a better description to parents on some of the volunteer opportunities so parents know what they are signing up for. Also, if there are more than one parent that volunteers to be a Room Parent for the year, suggest that the PTA ask the parents that weren’t selected as Room Parents to volunteer/assist with other PTA events.
 - c. Thank you to everyone for attending the online meeting.

- d. Please reach out for any questions regarding the Noelani PTA via email at president@noelani.org.

MEETING ADJOURNED at 7:50pm. Next Meeting scheduled for Thursday, July 13, 2023 at 6:00pm.

DRAFT

July 2023 Noelani PTA Treasurer's Report
for the period ending June 30, 2023

Operating Income Received in June 2023				
<u>Date</u>	<u>Description</u>	<u>Account</u>		<u>Amount</u>
6/23/2023	School T-shirts	Non-Profit Checking	\$	15.00
6/23/2023	5th Grade Legacy Gift	Non-Profit Checking	\$	560.00
6/23/2023	2nd Grade Sticker Sales (May Fair (Silent Auction))	Non-Profit Checking	\$	518.00
6/30/2023	Interest Income	Savings	\$	4.79
			Total Income:	\$ 1,097.79

Operating Expenditures in June 2023				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
6/15/2023	Catherine Pfeffer (May Fair Expense)	1380	Yes \$	959.90
6/15/2023	Pamela Taura (May Fair Plant/Produce Expenses)	1381	Yes \$	368.77
6/15/2023	Tricia Araki (May Fair Plant/Produce Refund)	1382	No \$	10.00
6/19/2023	City & County of Honolulu (May Fair HPD Fees)	1383	Yes \$	5.00
6/19/2023	Sean Jung (May Fair HPD Officer)	1384	Yes \$	350.00
6/19/2023	Pamela Taura (May Fair Plant/Produce Expenses)	1385	Yes \$	80.00
6/20/2023	Tara Sim (May Fair Haku Volunteer Dinner)	1386	No \$	159.06
6/20/2023	Tara Sim (May Fair Haku Supplies)	1387	No \$	163.00
6/20/2023	Stanford Togashi (Square Readers)	1388	No \$	73.27
6/20/2023	Stanford Togashi (May Fair Haku Volunteer Lunches)	1389	No \$	234.55
6/20/2023	Tara Sim (May Fair Haku Volunteer Dinner)	1390	No \$	345.55
6/21/2023	Karl Higa (5th Grade Graduation Mugs)	1391	No \$	650.10
6/22/2023	Stanford Togashi (May Day Supplies + EOY Mixer)	1392	No \$	546.90
6/22/2023	Stanford Togashi (EOY Campus Beautification Supplies)	1393	No \$	77.56
6/26/2023	Curtis Loo (May Fair Floral Supplies)	1394	No \$	22.11
6/27/2023	Yuko Kowal (EOY Mixer Food)	1395	No \$	99.48
				\$ 4,145.25

Account Balances as of 6/30/23				
<u>Account</u>		<u>6/30/2023</u>	<u>5/31/2023</u>	<u>Difference</u>
Savings Statement Balance	\$	161,839.69	\$ 161,834.90	\$ 4.79
Non-Profit Free Checking Statement Balance	\$	66,119.05	\$ 65,026.05	\$ 1,093.00
Business Checking (Operating) Statement Balance	\$	33,836.10	\$ 39,025.09	\$ (5,188.99)
minus outstanding checks not yet cashed	\$	<u>(5,426.21)</u>		
Actual Business Checking (Operating) Account Balance	\$	28,409.89		
Check Register Balance	\$	28,409.89		
Total Bank Statement Balance:	\$	261,794.84	\$ 265,886.04	\$ (4,091.20)
Actual Balance (Bank balance - outstanding checks):	\$	256,368.63		

Old Business Checking Checks (from previous months) that "cleared" in June 2023				
<u>Issue Date</u>	<u>Check Number</u>	<u>Comments</u>		<u>Amount</u>
5/16/23	1337		\$	200.00
5/16/2023	1339		\$	200.00
5/16/2023	1340		\$	200.00
5/16/2023	1341		\$	200.00
5/16/2023	1343		\$	200.00

5/16/2023	1346	\$	200.00
5/16/2023	1347	\$	200.00
5/16/2023	1348	\$	200.00
5/16/2023	1349	\$	200.00
5/16/2023	1351	\$	200.00
5/16/2023	1352	\$	200.00
5/16/2023	1353	\$	200.00
5/16/2023	1356	\$	200.00
5/16/2023	1358	\$	200.00
5/16/2023	1361	\$	200.00
5/18/2023	1367	\$	96.59
5/18/2023	1368	\$	94.23
5/25/2023	1377	\$	234.50
Total Cleared:			\$ 3,425.32

Outstanding Business Checking Checks (not yet cleared) as of June 30, 2023			
<u>Date Issued</u>	<u>Check Number</u>	<u>Notes</u>	<u>Amount</u>
5/16/2023	1335		\$ 1,611.19
5/16/2023	1336		\$ 200.00
5/16/2023	1338		\$ 200.00
5/16/2023	1345		\$ 200.00
5/16/2023	1350		\$ 200.00
5/16/2023	1360		\$ 200.00
5/16/2023	1363		\$ 200.00
5/21/2023	1370		\$ 50.53
5/23/2023	1372		\$ 182.91
6/15/2023	1382		\$ 10.00
6/20/2023	1386		\$ 159.06
6/20/2023	1387		\$ 163.00
6/20/2023	1388		\$ 73.27
6/20/2023	1389		\$ 234.55
6/20/2023	1390		\$ 345.55
6/21/2023	1391		\$ 650.10
6/22/2023	1392		\$ 546.90
6/22/2023	1393		\$ 77.56
6/26/2023	1394		\$ 22.11
6/27/2023	1395		\$ 99.48
Total Outstanding:			\$ 5,426.21

Submitted on June 30, 2023 by Lisa Imai, Noelani PTA Treasurer

