



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 1-11-24, 6:00pm via Zoom



1. Meeting Opening

- a. Call to order –President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of December 2023 Meeting Minutes –Michelle Isa-Atta – see attached

2. Principal’s Report – Principal Gusman

3. Treasurer’s Report – Catherine Pfeffer – see attached

4. Old Business

- a. School Requests – Stanford Togashi - PTA purchased 60 plastic folding chairs that were used during the Songfest in addition to the violins which will allow for more hands-on use during the music classes when they are being used.
- b. Songfest – Stanford Togashi – Thank you to Mr. Perry, Ms. Barilla and Mrs. Giesseman for putting together a wonderful event this past December. I recorded the event and put together a roughly 30 minute video of the Songfest that can be accessed at <http://bit.ly/songfest23> . Please note, in the Google Drive folder, there are two files that are of different resolutions. One video is at 1080P which is considered HD quality and roughly 4 GB in size and the other is 4K which is about twice the resolution and about 10 GB in size. If you stream the video (watch it in your Internet browser) the highest resolution you will get, assuming your Internet speed supports it, will be 1080P. You will need to download the larger file in order to watch it on a 4K supported computer and monitor. My apologies for not getting the opening remarks by our emcees and principal. Traffic as some of you know was backed up that evening. The rain, soggy field, and long grass did not help, but we have a volunteer shortage and are not equipped to handle traffic in the dark. I plan to purchase traffic wands to assist with this. One suggestion for next year is to have fourth and fifth grade parents assist with parking as their children would be the last to perform. Thank you to our fourth grade teachers (Mr Fukushima, Mrs. Gonsalves, and Mrs. Ho), for organizing a bento sale to help fundraise for the 4th grade Big Island trip.

5. New Business

- a. Jogathon – Stanford Togashi - Scheduled for Friday, February 9. Format will be similar to previous years. I will be asking room parents, chairs, and active PTA members for assistance with this event. There is limited space so we cannot open up the event to everyone or the kids will not have any place to run. In addition, this is an outdoor event and if it rains, the fallback plan has always

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.



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been to move into the covered play court. It will be impossible to house everyone should that happen.

- b. May Fair – Stanford Togashi and Leanne Kojima – Please see attached committee lists and let us know if you would be willing to assist as a chair, co-chair, or shadow for one of the many subcommittees.
 - c. 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 8, 2024 at 6 pm via Zoom.



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Filled and Vacant PTA Chair Positions

- ▶ **After School Enrichment: Ai Yamane**
- ▶ **Audit: Sean Kikuchi**
- ▶ **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: ***Brad Araki***Needs Chair*****
- ▶ **Room Parent Liaison: Dana Senaha and Rebecca Dayhuff Matsushima**
- ▶ **School Community Council: Matthew Kanemura and Jessica Ayau**
- ▶ **Staff Appreciation Week: ***Kristen Brummel***Needs Chair*****
- ▶ **T-shirts: Stanford Togashi and Ai Yamane**
- ▶ **Volunteers: ***Needs Chair*****
- ▶ **Website: Lisa Imai**



NOELANI SCHOOL PTA December 14, 2023 Meeting Minutes

Meeting (via Zoom) called to order by President Stanford Togashi at 6:01pm.

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

Officers: Stanford Togashi, President
Kristen Brummel, Vice President
Catherine Pfeffer, Treasurer
Michelle Isa-Atta, Secretary

Members: Approximately 13 members online.
Principal Gusman

NOVEMBER 9, 2023 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman

1. Next week is the end of the first semester – Thursday, December 21, 2023 last day of school before Winter Break.
2. 2023 Song Fest is on Wednesday, December 20, 2023 at 6:00pm; students to report to classrooms by 5:45pm.
 - a. Parents cycle in during their child's performance, and once the grade level completes their songs, then parents can pick up their child from classroom and leave. This is how the crowd is managed, and parents can watch their child perform.
 - b. Rehearsal on Wednesday (12/20) morning, and there will be a live stream for parents/guardians to watch. It's a closed rehearsal, so no parents are invited for in-person attendance in the morning. Recording of rehearsal will be posted on the Noelani website for viewing.
 - c. Question from parent online: If you have multiple kids, do you go and pick up the younger child from their classroom after the performance to watch in the audience when the older child performs? Principal Gusman responded that parents do have to pick up the younger child from the classroom, and can bring them back to the cafeteria to watch the other performance. Parents are not allowed to grab child right after the performance is finished, or the children are walking back to their class – for security and safety purposes.
 - d. Bento orders are due by Friday, December 15, 2023 and will arrive at 4:30pm on the day of Song Fest.
 - e. Not mandatory for children to participate. If your child is not participating, please let your teachers know.

3. Mānoa Parade – Stanford Togashi

- a. Thank you to the Mānoa Lions Club for hosting another excellent holiday parade followed by snacks and games/activities for children.
- b. There were a lot of Noelani families that participated this year – a little more than 150 parents and keiki walked along the parade route handing out candy that was generously donated by parents and some purchased by the PTA.
- c. Next year the meeting/gathering space on campus will be by the puakenikeni tree on campus. It will be easier for a large group to get ready to line up for the parade.
- d. Holiday music was played while the Noelani families walked in the parade.
- e. Thank you to Mr. Karl Higa for organizing the 5th graders who participated and held up the Noelani banner.

4. Eden in Love Bag Collaboration – Leanne Kojima/Stanford Togashi

- a. Bags sold well at the Craft Fair; we still have some left, and the PTA will sell them at other upcoming events.
- b. There is a Square link on the PTA site that's active, but hidden. Some people have been purchasing online, and Leanne Kojima has been pulling the orders and leaving them at the office for pick-up.
- c. Will sell bags before and during Song Fest on December 20th near the cafeteria.

NEW BUSINESS

1. School Requests – Stanford Togashi

- a. Chromebook Request Purchase: A majority of the A building Chromebooks are going bad due to battery swelling and need to be replaced. The school has funds to cover roughly 66% of the cost, and is asking if the PTA could help cover the remaining 34%. Internally, the PTA Officers are unanimous in their support of this, but we don't have this item budgeted and would like a motion and vote on this.
 - i. School needs approximately \$11,500 for this request
 - ii. Per Principal Gusman: Chromebooks are the cheaper option; used for testing purposes for students; computers are also used for daily school work as well.
 - iii. 90 computers that are about \$330 each.
 - iv. Jessica Dumlao motioned to purchase the Chromebooks for \$12,000; seconded by Leanne Kojima; unanimously in favor by the PTA.
- b. Event Seating Request: This past year, many folding chairs were thrown away due to being in poor condition and the school would like assistance in purchasing 60 chairs priced at roughly \$30/each. These chairs are only used during large school (and mostly PTA) events. We don't have this item budgeted and would like a motion and vote on this.
 - i. Jessica Dumlao motioned to purchase 60 folding chairs for \$1,800; seconded by Dana Senaha; unanimously in favor by the PTA.
- c. Music Request: In order to outfit students and the music teacher (Mr. Perry) with a violin for the music program (1 violin shared between 2 students), the PTA would like to request purchasing 5 used violins (\$320/each) and 5 shoulder rests

(\$12.55/each) for a total of \$1,741.10 (including tax) from the Music Center of Hawai'i. We don't have these items budgeted and would like a motion and vote on this.

- i. A quote has been provided in the agenda from the Music Center of Hawai'i.
- ii. Dana Senaha motioned to purchase the violins for \$1,741.10; seconded by Jessica Dumlao; unanimously in favor by the PTA.

2. **Jogathon** – Stanford Togashi

- a. Event confirmed for Friday, February 9, 2024.
- b. Ms. Ai Yamane and Stanford worked out the date, and will work with Principal Gusman on who will be able to attend which will probably be a core group of parent volunteers.
- c. Shirts will be ordered by Stanford Togashi over the Winter Break.
- d. Format will be similar to previous years.
- e. Ms. Stephanie Quay is one of the teacher co-chairs for Jogathon, and Mrs. Veronica Lum assists.

3. **May Fair** – Stanford Togashi

- a. No chair yet for this event.
- b. Most of the subcommittee chairs will be returning and can assist with organizing the event.
- c. Mrs. Sharlene Arita will be assisting with the haku making again; there will be two trainings next year prior to May Fair.
- d. Plants & Produce Sub-committee Chair (Pamela Taura) suggested not selling plants/produce for this year's May Fair, and may be redirecting her energy to providing possible food options as fundraisers.
- e. Silent Auction, hakus, food, and games are the biggest May Fair fundraisers.
- f. Parking for this event should be easier to coordinate.
- g. Invites to dignitaries were sent out by teacher/staff committee (Mrs. Cynthia Chang, Mrs. Mari Neely, Mrs. Gail Kuroda and Mr. Karl Higa).
- h. Catherine Pfeffer (former chair) suggested contacting companies for donations for the Silent Auction early.
- i. Principal Gusman noted that Teacher Appreciation Week is the week after May Fair, so he wanted the PTA to know in advance and worries that the usual chair may get stressed about back-to-back events.

4. **Open Discussion**

- a. Stanford Togashi provided some links in the agenda about ocean safety tips for parents to browse through since some parents were not aware that these websites existed. This information will help keep our keiki safe while doing ocean activities.
- b. Thank you to everyone for attending the online meeting.
- c. Feel free to share anything that could be useful to other members, ask questions about the PTA, etc.
- d. Please reach out for any questions regarding the Noelani PTA via email at president@noelanipta.org.

MEETING ADJOURNED at 7:11pm. Next Meeting scheduled for Thursday, January 11, 2024 at 6:00pm via Zoom.

DRAFT

Noelani PTA Treasurer's Report
for the period ending December 31, 2023

Operating Income Received in December 2023			
<u>Date</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
12/1/2023	Big Island Fundraising	Business Checking xx7910	\$ 1,375.00
12/5/2023	Square: Eden in Love bags	Business Checking xx6857	\$ 15.24
12/5/2023	Big Island Fundraising	Business Checking xx7910	\$ 250.00
12/8/2023	Square: Song Fest (Bento)	Business Checking xx6857	\$ 110.24
12/8/2023	School T-shirts, Big Island Fundraising	Business Checking xx7910	\$ 5,000.00
12/11/2023	Square: Song Fest (Bento), Eden in Love bags	Business Checking xx6857	\$ 580.84
12/12/2023	Square: Song Fest (Bento), Eden in Love bags	Business Checking xx6857	\$ 304.53
12/13/2023	Square: Song Fest (Bento)	Business Checking xx6857	\$ 389.46
12/14/2023	Square: Song Fest (Bento)	Business Checking xx6857	\$ 228.81
12/15/2023	Square: Song Fest (Bento), Eden in Love bags	Business Checking xx6857	\$ 498.14
12/15/2023	School T-shirts, Big Island Fundraising	Business Checking xx7910	\$ 606.00
12/18/2023	Square: Song Fest (Bento), Eden in Love bags	Business Checking xx6857	\$ 503.95
12/20/2023	Eden in Love bags, Song Fest cash box, Big Island Fundraising	Business Checking xx7910	\$ 805.00
12/22/2023	Square: Song Fest (Drinks), Eden in Love bags	Business Checking xx6857	\$ 750.04
12/26/2023	Square: Eden in Love bags	Business Checking xx6857	\$ 57.96
12/31/2023	Interest	Savings xx1383	\$ 5.87
Total Income:			\$ 11,481.08

Operating Expenditures in December 2023				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
12/1/23	City & County of Honolulu (Hall O Treats HPD fee)	1019		\$ 5.00
12/4/23	Department of Education (Reimbursement for LEGO Robotics and STEM kits)	1020		\$ 4,235.80
12/5/23	Noelani Elementary School (PE Teacher)	1425		\$ 14,302.94
12/5/23	Noelani Elementary School (Music Teacher)	1021		\$ 14,195.84
12/8/23	Publoc Schools of Hawaii Foundation (Maui Fundraiser)	1022	Y	\$ 200.00
12/11/23	Stephanie Buelow (Reimbursement for literacy clinic snacks)	1426	Y	\$ 37.07
12/11/23	Dave and Buster's (Big Island Fundraiser)	1427	Y	\$ 2,370.00
12/11/23	Dave and Buster's (Big Island Fundraiser)	1428	Y	\$ 100.00
12/13/23	Harland Clark (Check order)	ACH	Y	\$ 86.00
12/18/23	Kristi Nakagawara (Reimbursement for Lego class supplies)	1429		\$ 36.65
12/18/23	Carole Mari Neely (Reimbursement for Cooking class supplies)	1430		\$ 373.80
12/18/23	Jeffrey Fukushima (Reimbursement for Songfest bentos)	1431	Y	\$ 1,746.07
12/19/23	Cash (Songfest cash box starter)	WD	Y	\$ 190.00
12/20/23	Stanford Togashi (Reimbursement for folding chairs)	1432	Y	\$ 1,695.08
12/21/23	First Hawaiian Bank (Deposit adjustment)	ACH	Y	\$ 0.25
Total Expenses:				\$ 39,574.50

Account Balances as of December 31, 2023				
<u>Account</u>		<u>12/31/2023</u>	<u>11/30/2023</u>	<u>Difference</u>
Savings Statement Balance		\$ 191,871.96	\$ 191,866.09	\$ 5.87
Business Platinum Checking xx7910 Statement Balance		\$ 56,670.61	\$ 50,950.88	\$ 5,719.73
Business Platinum Checking xx6857 Statement Balance		\$ 30,194.98	\$ 32,789.99	\$ (2,595.01)
minus all outstanding checks not yet cashed	\$ 33,150.03			
Actual Business Checking (Operating) Account Balance	\$	53,715.56		
Check Register Balance	\$	53,715.56		
Total Bank Statement Balance:		\$ 278,737.55	\$ 275,606.96	\$ 3,130.59
Actual Balance (Bank balance - outstanding checks):		\$ 245,587.52		

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Business Checking Checks (from previous months) that "cleared" as of December 31, 2023

<u>Issue Date</u>	<u>Check Number</u>	<u>Comments</u>	<u>Amount</u>
11/10/23	1001	Business Checking xx7910	\$ 84.00
11/16/23	1012	Business Checking xx7910	\$ 432.00
11/16/23	1013	Business Checking xx7910	\$ 85.50
11/16/23	1014	Business Checking xx7910	\$ 806.26
11/17/23	1015	Business Checking xx7910	\$ 250.00
11/17/23	1016	Business Checking xx7910	\$ 253.26
11/19/23	1017	Business Checking xx7910	\$ 5.00
11/27/23	1018	Business Checking xx7910	\$ 10.00
Total Cleared:			\$ 1,926.02

Outstanding Business Checking Checks (not yet cleared from previous months) as of December 31, 2023

<u>Date Issued</u>	<u>Check Number</u>	<u>Notes</u>	<u>Amount</u>
			\$ -
Total Outstanding:			\$ -

Submitted on January 8, 2024 by Catherine Pfeffer, Noelani PTA Treasurer



Mayfair 2023

Meetings: First Tuesday, 6pm

Chair: No chair, each meeting committee leads give updates and any requests for support

Committee Name	Lead/Shadow	Tasks	Possible Timeline	Tips from 2022
Haku/Lei	Tara & Mrs. Arita/?	<ul style="list-style-type: none"> • Setup lei/haku workshops • Coordinate locations and times to gather flowers • Setup lei/haku creation times • Communicate with haku/lei volunteers • Work with food committee to ensure volunteers are fed • Work with Richard to ensure campus is open for haku committee 		<ul style="list-style-type: none"> • Pre-orders available to committee/volunteers first • Haku and Lei sold VERY quickly (Committee members to remember to order ahead of time).
Games	Kelly/?	<ul style="list-style-type: none"> • Evaluate whether games are still usable • Find signs that go with the games – or create them if signs are no longer good • Figure out scrip amount to games 		
Prizes	? / ?	<ul style="list-style-type: none"> • Order prizes (reimbursed by PTA) • Create prize list with game ticket amts (or use existing ones) 	<ul style="list-style-type: none"> • Late March, order prizes 	
Scrip	? / ?	<ul style="list-style-type: none"> • Create order sheet • Distribute pre-order scrip • 	<ul style="list-style-type: none"> • Late March, decide if we have enough scrip or if we need to order (order if needed) • Early April, send out order forms • Mid-April receive orders and figure out how to distribute the scrip 	<ul style="list-style-type: none"> • Pickup on day of creates lines but distributing scrip to students is a large task (many parents did not indicate student's name)
Logistics	Weylin & Stanford	<ul style="list-style-type: none"> • Set up tents, chairs, and tables • Do we do the field lines? • Lunch pickups has the coolers/drinks 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Silent Auction	Everyone, Kristen, Catherine, Leanne, Alison, Rebecca, Noelani	<ul style="list-style-type: none"> • Contact possible donors • Pickup donations • Upkeep contact spreadsheet • Thank you letters sent as follow-up 	<ul style="list-style-type: none"> • Start in Jan • Spreadsheet 90% completed week before Silent Auction 	<ul style="list-style-type: none"> • Have bid sheets done days before (rather than night before)

	Teachers, Everyone and anyone		<ul style="list-style-type: none"> • Silent Auction bid sheets completed two days before • Night before, set up 	
Food/Lunch	? / ?	<ul style="list-style-type: none"> • Decide whether to cook or to order • Work with lei/haku committee to ensure food is delivered to committee members during haku workshops and lei creation times. • If bentos, have system to order & distribute bentos 		
Volunteer / Parent List Coordinator	? / ?	<ul style="list-style-type: none"> • Ensure each volunteer slot is filled by a parent • Send out notices for volunteers 	<ul style="list-style-type: none"> • Committees to inform how many volunteers they need • Work with room parents to booth instructions to the volunteers • 	<ul style="list-style-type: none"> • Each class should run one game • Parents like 1-hour shifts to enjoy the event • Some parents no-showed. • We had recruited community volunteers but they didn't have anything to do for the first hour.
Flyers	?/?	<ul style="list-style-type: none"> • Help to create and distribute flyers/emails to parents on what is needed 	<ul style="list-style-type: none"> • January/February? "Save the date" • March: "Please help": Auction items, volunteers, needed for haku/lei signups • Early April: Scrip & Lunch Order forms • May 1st: Last flyers: Overview of silent auction items, last plea for volunteers, etc. 	<ul style="list-style-type: none"> • Emails sent through room parents and Principal Gusman
Other tasks:	??	<ul style="list-style-type: none"> • Matson container delivered (Stanford contacted for donation) • HPD Off Duty Officer (Leanne will complete 1 month before) • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •