



**Noelani School PTA MONTHLY MEETING  
AGENDA  
Thursday, 10-14-23, 6:00p via Zoom**



**1. Meeting Opening**

- a. Call to order –President Stanford Togashi at \_\_\_\_\_ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of September 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. PTA Membership – Thank you to everyone who signed up to be a PTA member this year. To clear up some confusion, PTA membership signup is an annual event and families need to sign up every year. This year, PTA membership dues are being waved and if you have not done so already, please be sure to register one person in the household.

Sign up for your **FREE**  
**Noelani PTA**  
Membership!



[bit.ly/23noelani](https://bit.ly/23noelani)

- b. Maui Fundraiser – Kristen Brummel – (President's comments for agenda) Thank you to VP Brummel for planning and executing an amazing fundraiser. Thank you to all of the families who donated and/or baked items to sell. There are some amazing bakers at this school and I was amazed at the variety of baked goods made. Thank you to all of you who donated new/gently used items! It was great to see so many people walking away with these items in hand and smiles on their faces. Thank you to the parents and staff who volunteered to help

**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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setup, run, and/or clean up the event. It was a pleasure seeing familiar faces there and meeting new Noelani families! I always say that the best part about volunteering with the PTA is getting to meet and have fun with the awesome families we have at Noelani. What a great way for the Noelani community to those affected by the fire on Maui. 100% of the proceeds will go to Maui via the Public Schools of Hawaii Foundation. Amount is still being calculated, but Kristen may have an update at the meeting!

### 5. New Business

- a. Hall O' Treats – Rebecca Dayhuff Matsushima – See attached flyer for more information. Please sign up to decorate a table and pass out treats (treats to be provided to you).
- b. Craft Fair – Leanne Kojima – (President's comments for agenda) Congratulations to chairs Leanne and Lauren along with your committee for selling out of vendor booths! The Craft and Children's Fair will be held on Saturday, November 11. Be on the lookout for the volunteer signup which will be emailed once it has been finalized. Be sure to grab a spot having fun alongside fellow parents, alumni, and Noelani staff!
- c. Eden in Love Bag Collaboration – Leanne Kojima - (President's comments for agenda) I am very excited to see the final results of a collaboration between Noelani PTA and Eden in Love. EIL is a wonderful shop based in Honolulu that is known to have really nice bags and merchandise created in collaboration with many of the top and largest schools, organizations, and businesses in Hawaii. The PTA has placed an order for small and medium tote bags, along with some dumpling bags (pictured) and pixie pouches (like pencil cases). We are hoping to have these items available for sale at the Craft and Children's Fair.



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- d. Sakai Elementary Sister School Visit – Stanford Togashi – A momentous occasion occurred last week as 6 kids (a mixture of 4<sup>th</sup> and 5<sup>th</sup> graders) from Noelani became the inaugural students to visit our sister school in Japan and stay with host families there. These 6 children are the first of what we hope to be an annual exchange between the two schools. The teachers and Principal Gusman who also went on the trip ran workshops amongst other things. The PTA helped to fund some of the expenses incurred along with some of the gifts given to our sister school personnel. At the time of this meeting, the children and Noelani staff will have just returned and we hope to share more information of what went on at the next meeting. A big mahalo to former Senator Brian Taniguchi, Miki Wakai and our very own Jeff Fukushima for spearheading this wonderful cultural exchange.
- e. 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, November 9, 2023 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 September 14, 2023 Meeting Minutes

Meeting (via Zoom) called to order by Vice President Kristen Brummel at 6:00pm.

**PRESENT:** The following officers and members, constituting a quorum, were present:  
Officers: Kristen Brummel, Vice President  
(Leading the meeting in the absence of President Stanford Togashi)  
Catherine Pfeffer, Treasurer  
Michelle Isa-Atta, Secretary  
Members: Approximately 31 members online.  
Principal Gusman

**August 10, 2023 MEETING MINUTES** were shared and approved.

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

1. Thank you to parents who volunteered to be Room Parents and attended the first Room Parents' meeting.
2. Thank you to parents who came out to assist with picture taking day with students.
3. Kind Kid of the Month Awards – teachers will recognize students who exemplify being kind.
4. Fall Break is October 9 – 13, 2023
5. Sent out Parent-Teacher Conference forms which are due next Friday, September 22.
  - a. Parent-Teacher Conference are from October 30<sup>th</sup> – November 9<sup>th</sup>)
  - b. Scheduled Parent-Teacher Conference days are 1:30pm release days for students.
6. The DOE Superintendent is tentatively set to attend Noelani Elementary on October 2<sup>nd</sup>
7. Safety and security of school – elementary are required to do
  - a. Monthly fire drills
  - b. Lock-down (imminent/immediate harm) drills
  - c. Shelter in place (eg, chemical odor) drills
  - d. Earthquake drills
  - e. Mass evacuation drills (rally point is at Mānoa District Park at the pavilion)
  - f. Noelani does not share safety and security plans publicly.
  - g. Vulnerability points on campus – a representative has been checking on Noelani and will be writing a report to recommend some ways that Noelani can be safer for students.
8. In support of Kindergarten Color Days, please have students wear yellow this Friday, September 15.
9. In the Noelani campus parking lots, please drive slowly for safety of students and everyone.

10. For student meals, meal cards can run a negative balance for 21 days. Please go to the EZ meal app (<https://www.ezschoollpay.com>) to fill meal cards with money.

**TREASURER'S REPORT** – shared by Catherine Pfeffer

1. **Bank Account Balance as of 8/31/23 bank statement**

\$31,761.70 – Checking (Operating)

\$161,849.59 – Savings

\$79,626.72 – Non-Profit Free

\$273,238.01 – Total

(\*Note: Actual balance due to outstanding checks is \$271,416.82)

**OLD BUSINESS**

1. **Day of Service** – Kristen Brummel (for Stanford Togashi)

- a. Event was held on August 18, 2023.
- b. Over 100 parents, children and Noelani staff participated in this event where we helped to beautify the school and make signs/posters for the upcoming Maui fundraiser.
- c. Event included the planting of trees/ferns (thank you to Mrs. Sharlene Arita for the donation of plants), weed removal, tree trimming/pruning, cleaning of the preschool yard, sweeping parking lots, and laying gravel down in planter boxes.
- d. Kristen Brummel organized the students to make signs for the upcoming Noelani Fundraiser for Maui.
- e. The event was followed by light refreshments and fellowship.

2. **Sakai Mayor Visit** – Kristen Brummel (for Stanford Togashi)

- a. The PTA recently helped to welcome Mayor Hashimoto from Sakai town in Japan.
- b. Noelani's sister school in Japan (Sakai Elementary School) is located in Sakai town and the Mayor, along with some representatives from education, business and his office met with Principal Gusman, Mr. Jeff Fukushima, PTA board members, and Noelani teachers (who will be escorting six of our students to Japan in the beginning of October this year).
- c. The PTA is providing support to this program in the form of shirts for teachers that are participating in the exchange, omiyage from Noelani to Sakai Elementary, and paying for some of the expenses for the students that will be traveling.
- d. Thank you to Mr. Fukushima (4<sup>th</sup> grade teacher) and Principal Gusman, along with many other Noelani staff, former Senator Brian Taniguchi, and Miki Wakai for helping to make this possible.

3. **PTA Membership** –

- a. Thank you to everyone who signed up to be a Noelani PTA member this year.
- b. PTA membership signup is an annual event and families need to sign up at the start of every academic year.
- c. This year, PTA membership dues are being waived.

- d. If you have not done so already, please be sure to register one person in the household at the following link: [bit.ly/23noelani](https://bit.ly/23noelani)

## NEW BUSINESS

1. **Maui Fundraiser** – Kristen Brummel
  - a. Principal Gusman sent an email blast to parents regarding the upcoming fundraiser.
  - b. Event will be on Saturday, September 30 from 8:30am – 12:00pm
    - i. Keiki Swap Meet: Anyone can provide donations; books, toys and games. Asking people to price and package the items. The week of Sept 25-29, donations can be put on the cafeteria stage. On Fri, Sept 29, would like to have volunteers help organize items.
    - ii. Baked Goods: Asking folks to donate baked goods.
    - iii. Recycling Drive: Collecting bottles and cans; the Morita Family will be helping to transport the recycled goods to a recycling center.
    - iv. Stanford Togashi ordered pink Noelani T-shirts to sell at the event; proceeds will go to the fundraiser.
  - c. Provided a link during the meeting to get donations for the keiki swap meet and/or baked goods, as well as get volunteers to assist with prep and day-of duties.
2. **Craft Fair** – Leanne Kojima
  - a. Noelani Craft and Children’s Fair is confirmed for Saturday, November 11, 2023 (second Saturday of the month) from 9:00am – 2:00pm.
  - b. Games, inflatables, and prize booths will be available for the keiki entertainment; there will be a pre-order option for keiki entertainment passes.
  - c. Looking for food vendors/food trucks to participate at the craft fair.
  - d. Will have community booths at the craft fair as well.
  - e. Volunteer information will be sent out soon to seek volunteers. Please contact Leanne Kojima at [craftfair@noelanipta.org](mailto:craftfair@noelanipta.org) if you would like to volunteer.
3. **Give Aloha Campaign** – Kristen Brummel (for Stanford Togashi)
  - a. Noelani PTA is going to be a part of Foodland’s Give Aloha campaign.
  - b. Dana Senaha will be sending an email to Room Parents with information on the campaign that will be emailed out to each class by early next week.
  - c. From September 1 – 30 is the Give Aloha campaign; Foodland matches a portion of donations made to a non-profit organization.
  - d. To donate for the Give Aloha Campaign:
    - i. Cash Donations: Present your Maika’i card or provide your phone number and inform the cashier you would like to make a donation to Noelani School PTA, code number 77669.
    - ii. Maika’i Points: Present your Maika’i card or provide your phone number and inform the cashier you would like to donate 250 Maika’i points to equal a \$5 donation to the Give Aloha matching gift.
    - iii. Roundups: Choose to round up your total receipt to the nearest dollar. Roundups benefit all organizations by contributing to the Give Aloha matching gift.

- iv. Coin Cannisters: Donate your spare change in one of the coin cannisters at the register. Coins benefit all organizations by contributing to the Give Aloha matching gift.
  - v. Give Aloha merchandise: Purchase limited edition Give Aloha branded merchandise. Proceeds benefit all organizations by contributing to the Give Aloha matching gift.
4. **Hall O' Treats** – Leanne Kojima (for Rebecca Dayhuff Matsushima)
- a. Formerly called Trunk or Treats – since it was raining last year, we could not decorate trunks for trick-or-treating, so tables were set up along the halls of the school.
  - b. Hall O' Treats will be held on Friday, October 27 from 5:30 – 7:30pm
  - c. Sign up to decorate a table, donate items, volunteer, or just trick or treat.
  - d. Students dress up in their costumes and trick or treat.
  - e. Will be sending out a Google form for parents to sign up online to participate, and purchase (presale) bentos.
  - f. Hall O' Treats is the time for all students to be able to dress up in their costumes. On Halloween Day during school time, only students from Grades 3-5 can dress up in their costumes.
5. **Afterschool Classes**
- a. After school enrichment classes started this week (either a 5 week or 10 week class).
  - b. The Noelani PTA is proud to support three (3) after school classes during the first half of the year. These classes include, cooking (Kindergarten), Lego (2<sup>nd</sup> grade), and robotics (3<sup>rd</sup> grade).
  - c. The PTA helps to provide supplies for these afterschool classes.
  - d. Thank you to Ms. Ai for helping to coordinated these classes.
  - e. Hopefully next semester there will be more classes provided.
6. **Reach for the Stars** – Kristen Brummel (for Stanford Togashi)
- a. Noelani Librarian, Mrs. Karen Graham, is looking into a fundraising opportunity to directly support the library (in lieu of the Scholastic Book Fair which had a similar purpose), and proposed the Reach for the Stars Program.
  - b. This is a pledge-based reading incentive challenge program.
  - c. More information about this program will be releases as soon as there are more details.
7. **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@noelanipta.org](mailto:president@noelanipta.org).

**MEETING ADJOURNED** at 6:58pm. Next Meeting scheduled for Thursday, October 12, 2023 at 6:00pm.



**Noelani PTA Treasurer's Report**  
for the period ending September 30, 2023

<b>Operating Income Received in September 2023</b>				
<u>Date</u>	<u>Description</u>	<u>Account</u>		<u>Amount</u>
9/1/2023	Square - Craft Fair - Booth Sales	Business Checking xx6857	\$	129.81
9/5/2023	Square - Craft Fair - Booth Sales	Business Checking xx6857	\$	110.39
9/7/2023	Square - Craft Fair - Booth Sales	Business Checking xx6857	\$	110.39
9/8/2023	Square - School Tshirts	Business Checking xx6857	\$	27.31
9/8/2023	School T-Shirts & Craft Fair - Booth Sales	Business Checking xx7910	\$	161.00
9/11/2023	School T-Shirts, Craft Fair - Booth Sales, After School Enrichment	Business Checking xx7910	\$	2,084.00
9/12/2023	Square - School Tshirts	Business Checking xx6857	\$	50.29
9/15/2023	School T-Shirts, Craft Fair - Booth Sales, After School Enrichment	Business Checking xx7910	\$	2,185.00
9/20/2023	Square - Craft Fair - Booth Sales	Business Checking xx6857	\$	110.39
9/22/2023	Square - Craft Fair - Booth Sales	Business Checking xx6857	\$	331.17
9/22/2023	Craft Fair - Booth Sales, Morning Care, 3rd Grade Donation	Business Checking xx7910	\$	860.00
9/25/2023	Square - Craft Fair - Booth Sales	Business Checking xx6857	\$	129.81
9/27/2023	Square - Hall O' Treats	Business Checking xx6857	\$	53.83
9/29/2023	Square - Hall O' Treats	Business Checking xx6857	\$	62.99
9/29/2023	School T-Shirts, Maui Event	Business Checking xx7910	\$	448.00
9/30/2023	Interest	Savings xx1383	\$	4.96
			<b>Total Income:</b>	<b>\$ 6,859.34</b>

<b>Operating Expenditures in September 2023</b>				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
9/5/23	Noelani Elementary School (Exchange School Polo Shirts)	1396	Y	\$ 1,184.80
9/5/23	Jeffrey Fukushima (Sakaimachi Mayoral visit 8/25 lunch and omiyage)	1397	Y	\$ 748.33
9/6/23	Harland Clarke (Check order)	ACH	Y	\$ 64.50
9/6/23	Jeffrey Fukushima (Japan Trip - student per diem)	1398	Y	\$ 1,050.00
9/14/23	Kristen Brummel (Reimbursement for day of service refreshments)	1399		\$ 281.58
9/14/23	Department of Education (Custodian for Maui Fundraiser event)	1400	Y	\$ 119.54
9/14/23	Bounce Hawaii (Craft Fair inflatable rental)	1401		\$ 1,285.86
9/22/23	Bellamann Services Inc. (T Shirts)	1402		\$ 4,230.36
9/22/23	Noelani Elementary School (HTY Grade 2 Field Trip)	1403	Y	\$ 384.00
9/24/23	Eden in Love (Bags)	1404		\$ 5,927.80
9/24/23	Alex Kiyokane (AA batteries)	1405		\$ 32.99
9/29/23	Cash Withdrawal (Maui Event Cash Boxes)	NA	Y	\$ 350.00
				<b>\$ 15,659.76</b>

<b>Account Balances as of September 30 2023</b>				
<u>Account</u>		<u>9/30/2023</u>	<u>8/31/2023</u>	<u>Difference</u>
<b>Savings Statement Balance</b>		\$ 191,854.55	\$ 161,849.59	\$ 30,004.96
<b>Business Platinum Checking xx7910 Statement Balance</b>		\$ 34,950.22	\$ 79,626.72	\$ (44,676.50)
<b>Business Platinum Checking xx6857 Statement Balance</b>		\$ 47,770.22	\$ 31,761.70	\$ 16,008.52
	minus outstanding checks not yet cashed	\$ (11,758.59)		
	<b>Actual Business Checking (Operating) Account Balance</b>	\$ 70,961.85		
	<b>Check Register Balance</b>	\$ 70,761.85		
		<b>Total Bank Statement Balance:</b>	<b>\$ 274,574.99</b>	<b>\$ 273,238.01</b>
		<b>Actual Balance (Bank balance - outstanding checks):</b>	<b>\$ 262,616.40</b>	

<b>Business Checking Checks (from previous months) that "cleared" as of September 30, 2023</b>				
<u>Issue Date</u>	<u>Check Number</u>	<u>Comments</u>		<u>Amount</u>
5/16/2023	1335	Business Checking xx6857	\$	1,611.19
6/15/2023	1382	Business Checking xx6857	\$	10.00
			<b>Total Cleared:</b>	<b>\$ 1,621.19</b>

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**Outstanding Business Checking Checks (not yet cleared) as of September 30, 2023**

<u>Date Issued</u>	<u>Check Number</u>	<u>Notes</u>		<u>Amount</u>
5/16/2023	1336	Business Checking xx6857	\$	200.00
			<b>Total Outstanding:</b>	<b>\$ 200.00</b>

Submitted on October 6, 2023 by Catherine Pfeffer, Noelani PTA Treasurer

*Catherine Pfeffer*

3901.17

\$ 1,336.98 <Check to column "G54"  
\$ (200.00)

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