



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 2-09-23, 6:00p via Zoom



1. Meeting Opening

- a. Call to order – President Stanford Togashi at _____ p.m.
- b. Approval of January 2023 Meeting Minutes – Michelle Isa-Atta

2. Principal's Report – Principal Gusman

3. Treasurer's Report – Lisa Imai

4. Old Business

- a. 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.
- b. Jogathon – Thank you for your contributions! We are excited to return the event back to the pre-Covid format. Jogathon will be split into two parts. The first part will have the older kids (3rd – 5th graders) walking/jogging/running around the course with the younger kids (Preschool – 2nd graders) cheering them on. After that the kids will switch and the younger kids will have their turn to walk/jog/run while the older kids cheer them on. After the event, all kids will enjoy a cold treat provided by the PTA and another treat to take home and enjoy later. No spectators will be allowed at this year's Jogathon due to safety and logistical reasons. We are looking forward to having spectators return at next year's event!

5. New Business

- a. May Fair – Catherine Pfeffer – (President's comments for the agenda) Catherine and her committee are working at an incredible pace to try and create a May Fair for all of our children and family to enjoy! Former chair Mika Committee is filling out, but more members are needed! Some of the committee members have already been tasked with games, lei/haku, donations, food, produce/plants, logistics. We are looking for people to assist with prizes, parking, volunteer recruitment, script sales, and more! For more information on you can help, please contact mayfair@noelanipta.org. We are actively looking for sources of plants/produce/flowers/toys/donations so please contact us if you might know of anything. Volunteers are needed now to help plan the event, volunteers will be needed the week of the event (lei/haku and set up of various things like plant



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sale), and during the event itself (setup, bento distribution, drink sales, games, prizes, cleanup, etc). Grandparents are welcomed to help volunteer if they would like to!

- b. 5th and 4th grade Big Island CPK Fundraiser – Thank you very much to Kiriko Oishi who coordinated this highly successful event! Thank you to all of you who purchased food that evening. Noelani supporters came out in full force that evening and at one point, shut the CPK online ordering down for about 45 minutes because the orders kept coming in and they were overwhelmed! Net sales CPK recorded from the fundraiser was \$7,362.71 and we get 20% of that for a total of \$1,472.52!!! The CPK event coordinator said ours was the most successful that she can remember and would love to work with us again!
 - c. After School Programs – Thank you to Ms. Ai for coordinating this wonderful program and to the teachers who are offering to teach so many classes! This is the most amount of course offerings I have ever seen! Please be sure to turn in your forms before the deadline which is tomorrow 2/10. No payment is needed until you receive confirmation of your child’s enrollment.
 - 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, March 9, 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: *****Needs Chair*****
- ▶ New Parent Orientation: *****Kristen Brummel***Needs Chair*****
- ▶ Nominations: *****Needs Chair*****
- ▶ Parking: *****Needs Chair*****
- ▶ Room Parent Liaison: *****Needs Chair*****
- ▶ 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 January 12, 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
Michelle Isa-Atta, Secretary
Members: Approximately 25 members online.
Principal Gusman

December 8, 2022 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman

1. Thank you to everyone that came to walk the Manoa Holiday Parade.
2. Principal Gusman also hopes that families enjoyed the Noelani Songfest recording, which he is hoping to bring back in-person next year.
3. Reminder regarding the holiday next Monday, January 16, 2023 (Martin Luther King Day).
4. Reminder: February 17th is Teacher Institute Day
5. Reminder: February 20th is President's Day; 4-day weekend
6. Spring Break will be the week of March 13th.
7. Noelani is currently working on WASC (Western Association of Schools and Colleges) report, which is the accrediting body for schools. It isn't mandatory for Elementary schools to be accredited, but Noelani participates. The WASC external committee visit is scheduled for February 27 – March 2.
8. Report cards were submitted today, and will be printed for students to take home.
9. Kindergarten received a lot of applications so far for the next school year. Will be opening up a lottery for G.E. students, and notifications will be sent out around April 7th; students will be notified if they have been accepted.

TREASURER'S REPORT – shared by Stanford Togashi (on behalf of Treasurer Lisa Imai)

1. Income/Expenses:

- a. There were a number of expenses to the PTA as noted in the attached report.
- b. Proposal on how to use our PTA accounts –
 - Proposal #1: move to a non-profit free checking account.
 - Proposal #2: shift money to the savings account to earn more interest.

2. Bank Account Balance as of 12/31/22 bank statement

\$63,318.14 – Checking (Operating)
\$161,810.80 – Savings
\$13,495.99 – Free Business Checking
\$238,624.93 – Total

OLD BUSINESS

1. **Manoa Holiday Parade** – Stanford Togashi
 - a. Thank you to everyone who came out to march, and also to everyone who came to watch the parade.
 - b. The Manoa Lions Club had activities at the Manoa District Park for families to enjoy.
 - c. Noelani hopes to participate again at the next holiday parade.

2. **Noelani School Shirts** – Stanford Togashi
 - a. Shirts are available for purchase throughout the year
 - b. Some parents requested Youth XS shirts. We are unable to fit the print design on Youth XS shirts, so the school and PTA decided to order Youth Small as the smallest sizes available for purchase.

NEW BUSINESS

1. **Jogathon** – Stanford Togashi
 - a. The Jogathon event for Noelani is confirmed for February 10, 2023.
 - b. Ties in to the Noelani Spirit Week which is decided on by the student body.
 - c. The PTA will work with Mrs. Veronica Lum on the activities/jogging path.
 - d. One of the three (3) largest fundraisers for the PTA, which helps the PTA to raise funds to pay for the Noelani's P.E. teacher.
 - e. PTA raises funds by having students get pledges from family/friends. PTA will be requesting that one check be submitted from the pledges that students receive.
 - f. Recommend changing the name of the event.
 - g. All children will receive an event shirt from the PTA regardless if they raise any funds.
 - h. Volunteers will be allowed on campus to assist with supervision of the activities. Request for volunteers for day of event. Email president@noelanipta.org for more information.

2. **May Fair** –
 - a. May Fair is another large fundraising event for the PTA.
 - b. Catherine Pfeffer will be chairing this committee.
 - c. We would also like to find a co-chair to assist with the event planning.
 - d. This requires a lot of parent/family volunteers to assist with the planning and day-of activities.
 - e. This event is run in conjunction with the May Day Program which is put on by the school. The May Fair consists of activities held right after the conclusion of the May Day Program which is a fundraiser for the PTA.
 - f. The May Fair is open to Noelani families only.
 - g. Looking for assistance with creating the games for the activities; please email mayfair@noelanipta.org.
 - h. Tentative date is Friday, May 5.

3. **Bag Collaboration** – Stanford Togashi

- a. In the process of collaborating with a local business to design new Noelani PTA reusable, eco-friendly bags to be sold to raise some funds for the PTA, and to be used in conjunction with PTA events.
- b. Estimated date of completion for final design, cost and final product is by the end of Summer 2023. Further details will be shared at the next meeting.

4. **Open Discussion**

- a. A Noelani parent is working with California Pizza Kitchen to set up a fundraiser for the 4th and 5th graders Big Island Trip. Visit a CPK on January 31st, and use a specific code when you dine-in or takeout for a portion of the proceeds to be donated to the Big Island Trip. A flyer will be sent home with further details.
- b. Ms. Ai Yamane is working with the teachers to inquire if they would be interested in teaching after school classes for Noelani students. Each after school class will be limited to 10 students. A flyer will be sent home with further details on how to sign-up. The PTA provides the funds for teachers to purchase the materials for the classes.
- 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 6:51pm. Next Meeting scheduled for Thursday, February 9, 2023 at 6:00pm.

NOELANI PTA Treasurer's Report
for the period ending January 31, 2023

Operating Income Received in January 2023				
Date	Description	Account		Amount
1/7/2023	Craft Fair Kona Ice Fundraiser	Business Checking	\$	250.00
1/7/2023	School T-shirts	Business Checking	\$	374.00
1/7/2023	Box Tops	Business Checking	\$	236.00
1/7/2023	Big Island Trip	Business Checking	\$	1,260.00
1/24/2023	School T-shirts	Business Checking	\$	66.00
1/31/2023	Interest Income	Savings	\$	4.95
			Total Income:	\$ 2,190.95

Operating Expenditures in January 2023				
Date	Payee/Description	Check #	Cleared as of 1/31?	Amount
1/7/2023	Stanford Togashi (Trunk or Treat Drinks)	1302	yes	\$ 116.54
1/7/2023	Stanford Togashi (Craft Fair Drinks)	1303	yes	\$ 115.61
1/7/2023	Hawaii State PTSA (Liability Insurance for Dec 2022 - Dec 2023)	1304	yes	\$ 100.00
1/12/2023	MC Group Hawaii Inc. (Accountant Fees for Federal Tax Forms)	1305	yes	\$ 785.34
	VOID	1306	n/a	
1/15/2023	Mari Rayner (Craft Fair Games)	1307	yes	\$ 210.18
1/20/2023	State of Hawaii (2022 Q4 GE Taxes)	EFT	yes	\$ 1,265.29
1/27/2023	Bellamann Service Inc. (Jogathon Shirts)	1308	no	\$ 7,225.13
1/30/2023	World Wide Tours (Big Island Trip)	1309	no	\$ 6,120.00
			Total Expenditures:	\$ 15,938.09

Account Balances as of 1/31/23				
Account		1/31/2023	12/31/2022	Difference
Savings Statement Balance		\$ 161,815.75	\$ 161,810.80	\$ 4.95
Non-Profit Free Checking Statement Balance		\$ 13,495.99	\$ 13,495.99	-
Business Checking (Operating) Statement Balance		\$ 60,848.59	\$ 63,318.14	\$ (2,469.55)
	minus outstanding checks not yet cashed	\$ (13,670.13)		
Actual Business Checking (Operating) Account Balance		\$ 47,178.46		
	Check Register Balance	\$ 47,178.46		
Total Bank Statement Balance:		\$ 236,160.33	\$ 238,624.93	\$ (2,464.60)
Actual Balance (Bank balance - outstanding checks):		\$ 222,490.20		

Old Business Checking Checks (from previous months) that "cleared" in January 2023				
Issue Date	Check Number	Comments		Amount
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
			Total Cleared:	\$ 2,062.59

Outstanding Business Checking Checks (not yet cleared) as of January 31, 2023				
Date Issued	Check Number	Notes		Amount
11/13/2022	1273		\$	325.00
1/27/2023	1308		\$	7,225.13
1/30/2023	1309		\$	6,120.00
			Total Outstanding:	\$ 13,670.13

Submitted on February 6, 2023 by Lisa Imai, Noelani PTA Treasurer

