



NOELANI SCHOOL PTA June 9, 2022 Meeting Minutes

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

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

Officers: Stanford Togashi, Vice President

Chris Shitagi, Treasurer

Members: Approximately 9 members

Principal Gusman

May 12, 2022 MEETING MINUTES will be shared at the July 2022 meeting.

PRINCIPAL'S REPORT made by Principal Gusman:

1. Message of Appreciation: Mr. Gusman gave mahalo to PTA for strong finish for the 5th grade class in assisting with graduation and social event.
2. Announcements: Did not receive word yet on the upcoming school year in regards to school schedule, COVID guidelines, meals, etc. DOE has not released any information yet. Anticipating in the next couple of weeks to receive more details.
3. Reminder: Noelani APlus program is still accepting applications. Cost increased to \$200/month, but DOE will subsidize \$80/month for each child enrolled.
4. Playground by B-Building: Playground is **not** officially opened and is still considered a construction zone since another part of the playground still needs to be installed. For safety purposes, signage and fencing have been placed around the area prohibiting users from entering.

TREASURER'S REPORT – shared by Treasurer Chris Shitagi:

1. Income/Expenses:
 - a. Total income of \$575
 - b. Total expenses of \$3,721.87
2. Bank Account Balance as of 5/31/22 bank statement
 - \$65,291.73 Checking (Operating)
 - \$161,776.65 Savings
 - \$13,223.37 Free Business Checking (Amazon/Square Inc)
 - \$240,291.75 Total

OLD BUSINESS

1. 5th GRADE GRADUATION – update from Stanford Togashi
 - a. Thank you to Principal Gusman, teachers and staff who made the event possible. Received positive feedback from parents who were thrilled to have an in-person event that was well-organized. The post-graduation social event was also enjoyed by parents and students.
 - b. Tents from graduation event have been put back in storage, and can be used for any future outdoor events.

- c. Suggested to some current 4th grade parents that it would be a good idea to organize a committee early to begin planning of 5th grade graduation next year.
- 2. **PTA BYLAWS** – update from Stanford Togashi
 - a. Questions regarding bylaws were raised by Lisa Imai as the incoming Treasurer in regards to the official transition of Officers.
 - b. Previous Noelani PTA President (Dani Yafuso) and Officers made some changes to bylaws last year and submitted it to the Hawai'i State PTSA to be reviewed and approved which could then be sent to the Noelani PTA general membership for a vote for official approval. However the revised bylaws were never reviewed and sent back from the Hawai'i State PTSA, so the Noelani PTA must still operate under the previous bylaws, which includes the start and ending terms of Officers. Therefore, Stanford Togashi is running the meeting as the Vice President (incoming President), and Chris Shitagi is still signing as Treasurer (incoming Treasurer is Lisa Imai).
 - c. Stanford Togashi will review the revised bylaws with Officers, and will resubmit with the Hawai'i State PTSA since PTA bylaws are supposed to be reviewed/submitted every 2-3 years. Anticipated to be completed for the upcoming school year.
 - d. Question to Principal Gusman on when the parent email listserv gets updated so notifications can be sent to all parents about such items as bylaws. Principal Gusman responded that the updates to the listserv will happen at the end of the month – 5th grade parents will be removed, and new incoming parents will be added. Mr. Gusman noted that Wednesday, July 27, 2022 will be the Kindergarten parents' orientation, and Thursday, August 4, 2022 is the Noelani Open House.

NEW BUSINESS

- 1. **CRAFT FAIR** – presented by Stanford Togashi
 - a. Principal Gusman suggested that the PTA submit the Use of Facilities Form to hold the craft fair on school grounds.
 - b. Event is usually held the second week of November. Exact date can be decided by PTA and Committee Chair.
 - c. Stanford Togashi will be identifying a Chair and possible co-Chair. Ms. Kristin Nakamura will be assisting as the teacher representative.
 - d. Will be scaling down the Craft Fair from what it used to be.
- 2. **EVENT PLANNING** – presented by Stanford Togashi
 - a. Mr. Gusman reached out to PTA recently to discuss what events will possibly take place for the upcoming school year.
 - b. The upcoming year will probably not go back to the number of school events that took place pre-COVID, but the PTA will review which events can take place and will enlist more parents to join the PTA to brainstorm events and seek participation.
 - c. Discussion on May Day Fair – is partially dependent on having either a part-time Hawaiian teacher or a part-time music teacher to assist with performances. Principal Gusman is looking for a Hawaiian teacher before the end of the month since the funding opportunity from the Office of Hawaiian Education will not be available for much longer. Principal Gusman is also looking into hiring a music teacher with funding provided by the PTA.

- d. Need to begin planning for in-person events such as Ice Cream Social, Trunk-or-Treat, Jogathan (possibly in Fall), Read-a-thon (possibly in Spring), Movie Night (Honolulu Youth Theater), Teacher Appreciation Week, etc.
 - e. PTA presence at Kindergarten Orientation on July 27, 2022. Stanford Togashi as the PTA President will be attending and giving a brief presentation to the incoming Kindergarten parents regarding the PTA.
3. **COMMITTEE CHAIRS** – presented by Stanford Togashi
- a. Dana Senaha offered to be the Room Parent Liaison.
 - b. PTA is looking for a Membership Chair – puts together the membership drive at the beginning of the year and also orders Noelani shirts for purchase by students/parents.
 - c. Also looking for a Bylaws Chair – would be helpful if the individual has a basic understanding of bylaws or a law background.
 - d. Possibly resuming the Audit Committee and finding a chair. Someone to assist with an internal audit of the financial transactions.
4. **OPEN DISCUSSION** –
- a. PTA website contains the general email address noelanipta@gmail.com for anyone to contact the PTA directly.
 - b. Noelani t-shirts are ordered by the PTA and offered for purchase to parents and students. Stanford Togashi to find out about t-shirt cost for the upcoming year.
 - c. Thank you to Chris Shitaghi for serving as the Treasurer this past academic year.
 - d. Audit of PTA financials – the books have to be submitted annually by an Audit Committee selected by the Executive Board at least two weeks before the meeting in which the new officers assumes duties.

MEETING ADJOURNED at 7:15 pm. Next meeting scheduled for July 12, 2022 at 6:00 pm.