



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 4-13-23, 6:00p via Zoom



1. Meeting Opening

- a. Call to order – President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of March 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. If ordering online, **please submit a hard copy of your order to your child's teacher** with the order form. Thank you to Ms. Ai for pulling the shirts that are ordered and to Ms. Trisha and the other staff for sorting, folding, and storing the PTA shirts.
- b. Big Island Trip – Thank you to Mr. Fukushima, Mr. Higa, Ms. Shigaki, Mr. Sakamoto, and Ms. Ai for coordinating this wonderful trip for our 5th graders. Thank you as well to the parent chaperones who worked hard (as Jeff warned they would) to keep all of the children safe, on schedule and ready to learn. This trip is not normal for elementary schools, public and private. This is due to several reasons, some of them being a need for a strong administrative and teacher support/coordination, parents who can afford to pay for the trip, and a PTA that is able to assist with funding various parts of the trip. It is safe to say that the students at Noelani are very lucky to have this wonderful opportunity.
- c. Jogathon – Due to the amount and type of donations it took a bit of coordination to line up enough people to help count, recount, and triple count all of the funds that were generously donated for this year's Jogathon. At last count, a little over \$26,600 was donated to the Noelani PTA! A big MAHALO to our teachers (Mrs. Lum, Mrs. Murakami, Mrs. Kuba, Ms. McCurdy) staff (Ms. Ai, Mr. Whaley and his team, Ms. Joy and her team) for putting on this wonderful event for our keiki! Thank you to our Secretary Michelle and Treasurer Lisa for counting every penny and verifying it against the donation envelopes! I am happy to report that everything matched up beautifully. Thank you to the parent volunteers that

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showed up to help setup the course, keep our runners hydrated, provided a cold treat after the event, and of course put things away!

5. New Business

- a. May Fair – Catherine Pfeffer – (President’s comments for the agenda). May Fair packets have been sent home that included information on this year’s event, order forms, donation forms, and request forms! There are a lot of parents working behind the scenes and at this point the largest need is for other parents to sign up to work one of the 30 minute game shifts, donate plants, produce, flowers, or volunteer to help set up tents and other logistical matters.
- b. Staff Appreciation – Kristen Brummel – We are looking for a chair to help with this wonderful program that occurs in the second week in May. Committee members are typically easy to find in year’s past, but it does need a chair as last year’s chair is also the PTA VP and a parent of a fourth grader. Having a successor to take over this program while we have Kristen here to help advise is how I would ideally like this committees to operate.
- c. Treasurer Nominations – Stanford Togashi – Thank you to Lisa Imai for serving as our Treasurer this past year! Lisa has helped to usher in a new way of keeping the Noelani PTA monies safe and she has done an incredible job of making sure things get taken care of in a timely matter! All while learning the ins and outs of managing the books for the PTA. We will be seeking nominations for this position and a vote will be held during the May Fair if one is needed. Current May Fair and Audit committee chair, Catherine Pfeffer, has been nominated to this position. Please email me and CC the treasurer if you would like to nominate someone or nominate yourself.
- d. School Name Change – Senator Stanely Chang introduced a bill to change the name of Noelani Elementary School to President Barack Obama Noelani Elementary School. The Senate chose to defer the decision to the council's renaming process for consideration.
<https://www.capitol.hawaii.gov/sessions/session2023/bills/SR187 .HTM>
- e. Community Service Committee – Looking to find ways to give back to the community. Either working with the school in the classroom or as a separate

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project. One possible project is the Genki Ball Ala Wai cleanup project. A discussion with 5th and 4th grade science teachers at Noelani has been started to see if there's a way to incorporate this project into the classroom. If approved, PTA could help to fund this unique opportunity for our keiki to learn science and contribute back to the community at the same time. Another possibility would be beach cleanups. This would be in addition to campus beautification events.

- 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, May 11, 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: Rebecca Dayhuff
- ▶ 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

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

Operating Income Received in March 2023				
<u>Date</u>	<u>Description</u>	<u>Account</u>		<u>Amount</u>
3/7/2023	T-shirt Sales (Square deposit)	Business Checking	\$	12.00
3/8/2023	Jogathon T-shirt Sales	Non-Profit Free Checking	\$	27.00
3/8/2023	School T-shirt Sales	Non-Profit Free Checking	\$	66.00
3/8/2023	After School Enrichment Class Fee Payments	Non-Profit Free Checking	\$	13,050.00
3/21/2023	Jogathon (Student Raised Funds (Donations))	Business Checking (via Night Deposit)	\$	6,810.00
3/29/2023	Jogathon (Student Raised Funds (Donations))	Non-Profit Free Checking	\$	19,717.00
3/31/2023	Interest Income	Savings	\$	4.94
			Total Income:	\$ 39,686.94

Operating Expenditures in March 2023				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
3/13/2023	Lauren Young (Jogathon Popsicles)	1313	yes	\$ 191.97
3/26/2023	Wendy Gonsalves (After School Enrichment Classes)	1314	no	\$ 1,200.00
3/26/2023	Tara Crawford (After School Enrichment Classes)	1315	no	\$ 1,700.00
3/26/2023	Mae Kuba (After School Enrichment Classes)	1316	no	\$ 900.00
3/26/2023	Lauryn Nakashima (After School Enrichment Classes)	1317	no	\$ 1,700.00
3/26/2023	Kristin Nakamura (After School Enrichment Classes)	1318	no	\$ 1,050.00
3/26/2023	Keita Nakayama (After School Enrichment Classes)	1319	no	\$ 1,000.00
3/26/2023	Karl Higa (After School Enrichment Classes)	1320	no	\$ 1,700.00
3/26/2023	Christi Nakagawara (After School Enrichment Classes)	1321	no	\$ 1,050.00
3/26/2023	Carole "Mari" Neely (After School Enrichment Classes)	1322	no	\$ 2,000.00
3/26/2023	Alex Kiyokane (After School Enrichment Classes)	1323	no	\$ 1,000.00
3/26/2023	Ai Yamane (School T-shirt Storage Bins)	1324	no	\$ 101.40
3/26/2023	Lauren Young (May Fair Keiki Corner Prizes)	1325	no	\$ 1,033.94
			Total Expenditures:	\$ 14,627.31

Account Balances as of 3/31/23				
<u>Account</u>	3/31/2023	2/28/2023	<u>Difference</u>	
Savings Statement Balance	\$ 161,825.16	\$ 161,820.22	\$	4.94
Non-Profit Free Checking Statement Balance	\$ 48,528.33	\$ 15,668.33	\$	32,860.00
Business Checking (Operating) Statement Balance	\$ 50,856.46	\$ 44,226.43	\$	6,630.03
minus outstanding checks not yet cashed	\$ (14,435.34)			
Actual Business Checking (Operating) Account Balance	\$ 36,421.12			
Check Register Balance	\$ 36,421.12			
Total Bank Statement Balance:	\$ 261,209.95	\$ 221,714.98	\$	39,494.97
Actual Balance (Bank balance - outstanding checks):	\$ 246,774.61			

Old Business Checking Checks (from previous months) that "cleared" in March 2023				
<u>Issue Date</u>	<u>Check Number</u>	<u>Comments</u>		<u>Amount</u>
			\$	-
			Total Cleared:	\$ -

Outstanding Business Checking Checks (not yet cleared) as of March 31, 2023

<u>Date Issued</u>	<u>Check Number</u>	<u>Notes</u>	<u>Amount</u>
3/26/2023		1314	\$ 1,200.00
3/26/2023		1315	\$ 1,700.00
3/26/2023		1316	\$ 900.00
3/26/2023		1317	\$ 1,700.00
3/26/2023		1318	\$ 1,050.00
3/26/2023		1319	\$ 1,000.00
3/26/2023		1320	\$ 1,700.00
3/26/2023		1321	\$ 1,050.00
3/26/2023		1322	\$ 2,000.00
3/26/2023		1323	\$ 1,000.00
3/26/2023		1324	\$ 101.40
3/26/2023		1325	\$ 1,033.94
Total Outstanding:			\$ 14,435.34

Submitted on April 8, 2023 by Lisa Imai, Noelani PTA Treasurer





NOELANI SCHOOL PTA March 9, 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 17 members online.

February 9, 2023 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman

1. Spring Break is this coming week March 13-17; students will return to school on Monday, March 20th.
2. Upcoming holidays are Kuhio Day on March 27th and Good Friday on April 7th.
3. The 4th grade went on their Big Island trip 2 weeks ago; 5th grade is currently on their Big Island trip – great experience for the students to grow and wonder, and a good opportunity for those students whom have never been on trips.
4. After School Programs started this month.
5. After Spring Break, there will be a state assessment in science and math for Grades 3-5.
6. May Day/May Fair is coming up – encourage parents to be on the lookout for information on the event.
7. The WASC (Western Association of Schools and Colleges) visit was last week Monday – Thursday. The WASC team provided their report, and Mr. Lam posted the report to the Noelani Elementary website.
 - a. WASC is a self study that usually takes a couple years for a school to put together this type of self-examination. It is an assessment of where our school is in regards to student learning.
 - b. The first WASC report on Noelani was six (6) years ago.
 - c. The committee chair of this year's WASC committee is from California. The other committee members usually consists of administrators and teachers from Hawaii. There are typically 4-5 people on a committee, and Noelani's WASC committee this year had three (3) members.
 - d. The committee interviewed different internal and external role groups associated with the school. They met with administration, teachers, students, parents, community groups.
 - e. The committee provided Noelani with their recommendations last Thursday.
 - f. Critical areas of follow-up:

- i. Gap rate between high risk kids and on track.
 - ii. Continue to follow up on English language learner population.
 - iii. Need to address school survey concerns.
- g. During the summer the committees recommendations/report goes to the WASC Board for review, and they rate our school.
- 8. "Intent to Return" forms have gone home with students. Encourage parents to complete the forms, which helps the school determine the amount of geographic exceptions (GEs) that are accepted. If Noelani has more GE applications than available spots, then a lottery will have to occur. If families move out of district, they will have to apply for a GE.
- 9. Sent out pictures of "lost and found" items. Asking parents to please take a look at the items and pick up any items that students left behind.

TREASURER'S REPORT – shared by Treasurer Lisa Imai

1. **Income/Expenses:**

- a. Depositing checks into non-profit free checking account, and writing checks form business checking.
- b. Deposited After School Program checks that were collected.
- c. There weren't too many expenses and income for the month of February.
- d. Still working on counting the money from Jogathon event. Will be reported at next meeting.

2. **Bank Account Balance as of 2/28/23 bank statement**

\$44,226.43 – Checking (Operating)

\$161,820.22 – Savings

\$15,668.33 – Free Business Checking

\$221,714.98 – Total

OLD BUSINESS

1. **Noelani School Shirts**

- a. Noelani school shirts are still available for purchase throughout the year.
- b. If ordering shirts online, please submit a hard copy of your order to your child's teacher with the order form.
- c. Thank you to Ms. Ai for pulling shirts that are ordered, and to Ms. Trisha and other staff for sorting, folding, and storing the PTA shirts.
- d. The PTA authorized Ms. Ai to purchase some containers to store the shirts in the office.
- e. Will select a lighter color shirt for next year's shirt sale.

2. **After School Programs**

- a. There are a total of 176 students enrolled this year for the After School Program which is the most students enrolled.
- b. Ms. Ai coordinated the programs with the teachers and sent out information to students/parents.
- c. Some of the programs that are being offered this year are, Lego, ukulele, lei making, robotics, cooking, art, and soccer.

- d. Parents pay for the programs for students to participate, but the PTA helps to offset the cost of materials.

3. Big Island Trip

- a. Thank you to Mr. Fkushima, Mrs. Gonsalves, Mrs. Ho and Ms. Shigaki for coordinating this wonderful trip for our 4th and 5th graders.
- b. Thank you also to parent chaperones who worked hard to keep the children safe and ready to learn.
- c. The 5th graders are currently on the trip.
- d. This trip is not a normal opportunity for elementary schools. We are lucky to have this opportunity due to strong administrative and teacher support/coordination, parents who can afford to pay for the trip, and a PTA that is able to assist with funding various parts of the trip.

NEW BUSINESS

1. Fumigation of Containers

- a. Weylin Hokutan (PTA Logistics Coordinator) contacted companies to fumigate the storage containers for the PTA and the Boys Scouts, which are located near the cafeteria. The companies that were contacted offered to tent the third container located on the school property for a cheaper price.
- b. There are active termites, so there will be tenting done during Spring Break when the students are off campus.
- c. If PTA approves, we'll go ahead and tent the containers.
- d. Stanford Togashi asked if the PTA is okay with using our funds for these purposes.
- e. The PTA approved the tenting of two containers (PTA and Boys Scout).

2. May Fair – Catherine Pfeffer (Chair)

- a. May Fair will be held on May 5, 2023.
- b. Working diligently to get everything set up.
- c. Will put together an informational packet to be sent home with students soon.
- d. Still looking for volunteers and donations.
- e. For questions regarding the May Fair, please email mayfair@noelanipta.org
- f. Will be having a haku making class at the end of March. Hakus/leis will be made the week of May Fair.
- g. The PTA is actively looking for sources of plants/produce/flowers/toys/donations, so please contact us at lei@noelanipta.org or plants-produce@noelanipta.org if you have any ideas, or can donate.

3. Staff Appreciation – Kristen Brummel (Vice President)

- a. Every year we celebrate the National Teacher Appreciation week.
- b. Noelani does special activities for the faculty and staff.
- c. The first planning committee meeting will be in a couple weeks.
- d. Principal Gusman asked the PTA if we would be interested in purchasing metal water bottles to give to the teachers and staff. The total cost is approximately \$1,700 for 60 water bottles. Mr. Lam will use a Glowforge to put the Noelani logo and names on the water bottles.

4. **PTA Meeting Day and Time**

- a. Some parents inquired about moving the time of the meeting. However, Principal Gusman and teacher liaisons may not be able to participate at another proposed day/time of the week.
- b. Possible idea is to poll parents at the beginning of next school year to see if they would be able to participate and provide possible times.

5. **Open Discussion**

- a. Aloha Collection bag collaboration: Leanne Kojima presented the possible bag collaboration between Aloha Collection and Noelani School as a way to raise some funds for the PTA. The PTA is currently looking for someone to design the bag.
- b. Thank you to everyone for attending the online meeting.
- c. Please reach out for any questions regarding the Noelani PTA via email at president@noelani.org.

MEETING ADJOURNED at 7:32pm. Next Meeting scheduled for Thursday, April 13, 2023 at 6:00pm.