



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 3-09-23, 6:00p via Zoom



1. Meeting Opening

- a. Call to order – President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of February 2022 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, Mrs. Gonsalves, Mrs. Ho and Ms. Shigaki for coordinating this wonderful trip for our 4th 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. The 5th graders are currently on this trip. 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. After School Programs – Thank you to Ms. Ai for coordinating and the teachers who offered to teach programs this year. A total of 176 students (some students may have signed up for more than one program) will be enrolled!! Just to name a few programs this year are; Lego, ukulele, lei making, robotics, cooking, art, soccer and more! Parents pay for the programs themselves, but the PTA helps to offset the cost of materials.

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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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 has provided much needed information. 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 how you can help, please contact mayfair@noelanipta.org. We are 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 might know of, or have 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 sale, silent auction), 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. 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 committees to operate.
- c. PTA Meeting Day and Time – There has been a request to consider changing the time of the PTA meetings to a later start time... I do recognize that the time of the meeting is right around dinner time for families and the time we use is mainly because that is the time used by previous boards. I think it is worth discussing how best to address this knowing that we will not be able to accommodate everyone’s request. We also need to consider the principal and teacher liaisons as their attendance at our meetings are greatly appreciated and making their day even longer might not be ideal for them.
- d. Open discussion – Feel free to share anything that could be useful to other members, ask questions about the PTA, etc.

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6. Adjournment - _____ pm
7. Next Meeting – Thursday, April 13, 2023 at 6 pm.

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 SCHOOL PTA February 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 24 members online.

January 12, 2023 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman

1. Jogathon is tomorrow (February 10); please have children wear their Jogathon shirts for the event.
2. Reminder: There will be a 4-day weekend next week – Friday, February 17 is Teacher's Institute Day, and Monday, February 20 is President's Day.
3. Big Island Trip for 4th graders is coming up later this month; thank you to the PTA for assisting with costs.
4. The WASC (Western Association of Schools and Colleges) accreditation visit is scheduled for February 27 – March 2.
5. May Fair will be coming up on May 5th. This is a school sponsored event with the PTA.

TREASURER'S REPORT – shared by Lisa Imai

1. **Income/Expenses:**
 - a. In the PTA accounts, there was some income received, and there was a number of expenses as noted in the attached report.
 - b. Amazon Smiles may discontinue their program soon; the money goes into our non-profit checking; encourage families to purchase on Amazon before the program discontinues.
2. **Bank Account Balance as of 1/31/23 bank statement**
\$60,848.59 – Checking (Operating)
\$161,815.75 – Savings
\$13,495.99 – Free Business Checking
\$236,160.33 – Total

OLD BUSINESS

1. **Noelani School Shirts** – Stanford Togashi
 - a. Order forms were sent home last Fall, and orders can also be placed on our Square Site at <https://noelani-pta.square.site>. Note that online purchases include the extra Square fee charges.
 - b. Shirts will be available for purchase throughout the year
 - c. For next Academic Year, the PTA will plan to purchase a different color shirt, and XS youth and XS adult shirts will be made available for purchase.
 - d. The PTA provided Noelani shirts to some students free of charge.

2. **Jogathon** – Stanford Togashi
 - a. The Jogathon event for Noelani will be held tomorrow, February 10, 2023.
 - b. No spectators will be at this event; only parent volunteers will be allowed on campus to assist with supervision of the activities.
 - c. We are hopeful that next year the Jogathon will be open to parents/families.
 - d. This event ties in to the Noelani Spirit Week; various grade levels will be participating in different activities.
 - e. The PTA will work with Mrs. Veronica Lum on the activities, and will help volunteer.
 - f. This event is one of the three (3) largest fundraisers for the PTA. This specific event helps the PTA to raise funds to pay for Noelani's P.E. teacher.
 - g. PTA raises funds by asking students get pledges from family/friends. PTA will be requesting that one check be submitted from the pledges that students receive.
 - h. All children will receive a Jogathon shirt from the PTA regardless if they raise any funds.
 - i. There will be a recommendation to change the name of the event next year.

NEW BUSINESS

1. **May Fair**
 - a. Catherine Pfeffer will be chairing this committee.
 - b. The confirmed date for May Fair is Friday, May 5, 2023.
 - c. The May Fair Committee had two (2) May Fair meetings so far.
 - d. We are still looking for volunteers to chair some of the planning sub-committees.
 - e. We are also looking for sources of plants/produce/flowers/toys/donations, so please contact the May Fair Committee.
 - f. For questions regarding the May Fair, please email mayfair@noelanipta.org
 - g. Question from parent: *"Could you talk a little more about May Fair – we've been here a few years, but never experienced May Fair yet. Does it happen while school is going on? Do kids go? Are there vendors, games etc. Thanks."*
 - Response:
 - i. The May Fair is right after the May Day Program which is a performance by students.
 - ii. Parents are invited to the May Day Program which starts in the morning and ends mid-morning.
 - iii. It then shifts to the May Fair where there are keiki games, food, lei/haku sale, produce/plant sale, silent auction, which goes through the end of school.

- iv. Students will be able to buy scripts to play games, and get prize tickets to be redeemed for prizes.
- v. Open to the Noelani community: students, parents, grandparents, family members.
- vi. May Fair is run by the PTA, and volunteers are utilized to operate the fair.

6. 4th and 5th Grade Big Island CPK Fundraiser

- a. Parent Kiriko Oishi organized the California Pizza Kitchen (CPK) fundraiser to offset some of the costs of the Big Island trips.
- b. Thank you to everyone who purchased CPK on January 31 for the fundraiser. Noelani supporters came out in full force that evening and at one point, CPK had to shut down their online ordering for about 45-minutes due to the influx of orders.
- c. Net sales CPK recorded from the fundraiser was \$7,362.71, and Noelani received 20% of the sales. The amount raised \$1,472.52 for the 4th and 5th graders trip.

7. After School Programs

- a. After School Programs for Noelani students will be offered this Spring.
- b. Thank you to Ms. Ai for coordinating this program, and to the teachers who are offering to teach a number of classes.
- c. Sign up forms were sent home with students, so please be sure to turn in your forms before the February 10th deadline. No payment is needed until parents receive confirmation of child's enrollment.
- d. Students will be accepted on a lottery system.
- e. If your child gets into the after school program, please make sure that your child gets picked up after the class; students in Aplus will be sent there once the after school class ends.
- f. Parent Paul Klink offered to donate legos to the after school program.

8. Teacher Checks

- a. Traditionally, the PTA presents a check to Noelani teachers every academic year for their use for students/classroom needs.
- b. These checks eventually were given to all staff members at Noelani which included the custodial staff, the cafeteria manager, Educational Assistant teachers, and administrative staff.
- c. Principal Gusman recently attended a State Ethics Committee meeting, and he also contacted the Ethics Committee to ask if it was ethical to give to all Noelani staff. The Ethics Committee recommended that the PTA money only be provided to the full-time teachers. He instructed the teachers that they should have appropriate documentation for what they purchased with the funds which should be for the students/classroom.
- d. It will be \$200 per teacher for 19 teachers.
- e. PTA attendees were asked if this was considered okay and appropriate use of funds, and there were no objections to providing checks to only full-time teachers.

9. Open Discussion

- a. Question posed to attendees: Would the PTA like to pay for the fumigation of the PTA storage container?
 - Stanford will speak to Principal Gusman to see how to handle fumigation of the storage container which is on school property.
- 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 6:53pm. Next Meeting scheduled for Thursday, March 9, 2023 at 6:00pm.

DRAFT

NOELANI PTA Treasurer's Report
for the period ending February 28, 2023

Operating Income Received in February 2023				
Date	Description	Account		Amount
2/7/2023	T-shirt Sales (Square deposit)	Business Checking	\$	88.52
2/10/2023	AmazonSmile deposit	Non-Profit Free Checking	\$	166.82
2/23/2023	T-shirt Sales	Non-Profit Free Checking	\$	533.00
2/23/2023	Big Island Trip (CPK Fundraiser)	Non-Profit Free Checking	\$	1,472.52
2/28/2023	Interest Income	Savings	\$	4.47
			Total Income:	\$ 2,265.33

Operating Expenditures in February 2023				
Date	Payee/Description	Check #	Cleared by EOM?	Amount
2/6/2023	Noelani Elementary School (Big Island Trip Expenses)	1310	yes	\$ 1,025.00
2/6/2023	Hawaii State PTSA (Membership Dues)	1311	yes	\$ 666.00
2/15/2023	Jeff Fukushima (Big Island Trip Expenses)	1312	yes	\$ 1,349.55
			Total Expenditures:	\$ 3,040.55

Account Balances as of 2/28/23				
Account		2/28/2023	1/31/2023	Difference
Savings Statement Balance		\$ 161,820.22	\$ 161,815.75	\$ 4.47
Non-Profit Free Checking Statement Balance		\$ 15,668.33	\$ 13,495.99	\$ 2,172.34
Business Checking (Operating) Statement Balance		\$ 44,226.43	\$ 60,848.59	\$ (16,622.16)
	minus outstanding checks not yet cashed	\$ -		
	Actual Business Checking (Operating) Account Balance	\$ 44,226.43		
	Check Register Balance	\$ 44,226.43		
		Total Bank Statement Balance:	\$ 221,714.98	\$ 236,160.33
		Actual Balance (Bank balance - outstanding checks):	\$ 221,714.98	

Old Business Checking Checks (from previous months) that "cleared" in February 2023				
Issue Date	Check Number	Comments		Amount
11/13/2022	1273		\$	325.00
1/30/2023	1309		\$	6,120.00
1/27/2023	1308		\$	7,225.13
			Total Cleared:	\$ 13,670.13

Outstanding Business Checking Checks (not yet cleared) as of February 28, 2023				
Date Issued	Check Number	Notes		Amount
				Total Outstanding:
				\$ -

Submitted on March 4, 2023 by Lisa Imai, Noelani PTA Treasurer

