



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 4-11-24, 6:00pm via Zoom



1. Meeting Opening

- a. Call to order –President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of March 2024 Meeting Minutes –Michelle Isa-Atta – see attached

2. Principal’s Report – Principal Gusman

3. Treasurer’s Report – Catherine Pfeffer – see attached

4. Old Business

5. New Business

- a. May Fair – Leanne Kojima – Stanford (report for agenda) Big Mahalo to Leanne and the subcommittee chairs for organizing the event. Informational packets with order and contact links, emails addresses were distributed and are attached to this agenda. Please be sure to place your orders before the deadlines and most importantly, sign up to volunteer for one of the many shifts. This event is organized by the Noelani PTA and can only be successful if parents volunteer to help. I would love to see the core members who have put together this event have some time to also enjoy it with their keiki. Lastly, please help us secure donations for the silent auction. If you know of any businesses that could make a donation or if you have new item(s) that are not needed, please fill in the online form and help us achieve our fundraising goal. Be sure to bid on the items on the day of the fair too!
- b. Cubscout and Boyscout updates –
 - i. Cubscouts - The annual Onizuka Day of Exploration was held on April 6th at the University of Hawaii West Oahu in Kapolei. This year Pack 35 hosted a booth that demonstrated Boyle’s and Avogadro’s gas laws. Participants were invited to make a water gun, Cartesian diver or vacuum balloon in order to learn about positive and negative pressure. The next Cubscout meeting will be held on April 20th at Manoa park.
 - ii. Boyscouts - Troop 35 has continued to help the youngest group of scouts to prepare their 1st backpacking camp. The older scouts have taught them what to pack and how to pack the backpack for such activities. They did a backpack urban hike in the Manoa area. The purpose of it is to prepare them to carry weight to hike before they put on full gear to go. The leader group is also preparing the unit for the first Court-of-Honor ceremony since the Pandemic started.
 - iii. Questions?? - pack35hawaii@gmail.com

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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- c. Karl Higa Reimbursement – 5th grade teacher invited 5th grade students/parents on a trip to Massachusetts over the Spring Break. The focus of the trip was to visit places of interest mostly in regards to the US History. This trip was not sanctioned by the school, but was open to any 5th grade family that wanted to participate (at their own expense). Six families attended this trip and visited places like Lexington (first shot of American revolution fired here), Boston Harbor (Tea Party), Harvard, USS Constitution, Paul Revere house and even walked the Freedom Trail among many other sites and activities including history lessons at the hotel. Parents who attended have requested a reimbursement of \$2,250 to cover airfare and lodging for Mr. Higa. Families who attended the trip covered Mr. Higa’s transportation and ticket cost. Meals were covered by Mr. Higa himself.
 - d. Officers – please contact us if you are interested in becoming an officer for the 2024-2025 school year.
 - e. May General Meeting – Please let the minutes reflect that our meeting in May will not be held on the second Thursday of May, but at the beginning of the May Fair prior to the start of the school program. We will be electing officers, sharing the budget during the short general meeting. If needed, a longer agenda with more information will be mailed out by the second Thursday of May.
 - 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** – Friday, May 3, 2024 at 9:30 am – General Meeting at May Fair

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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
March 14, 2024 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
 Catherine Pfeffer, Treasurer
 Michelle Isa-Atta, Secretary
- Members: Approximately 17 members online.
- School Admin: Ms. Ai Yamane, Counselor
 Mrs. Cynthia Chang, Teacher

FEBRUARY 8, 2024 MEETING MINUTES were shared and approved.

PRINCIPAL’S REPORT – No report from Principal Gusman due to travel.

1. Stanford noted that administration is preparing the preschool to open in Fall 2024.
2. Stanford announced that Noelani is recruiting for another P.E. teacher since Mrs. Veronica Lum will be retiring at the end of the school year.

TREASURER’S REPORT – shared by Catherine Pfeffer

1. Bank Account Balance as of 2/29/24 bank statement

Account Balances as of February 29, 2024			
<u>Account</u>	<u>2/29/2024</u>	<u>1/31/2024</u>	<u>Difference</u>
Savings Statement Balance	\$ 191,883.29	\$ 191,877.81	\$ 5.48
Business Platinum Checking xx7910 Statement Balance	\$ 68,614.52	\$ 45,781.81	\$ 22,832.71
Business Platinum Checking xx6857 Statement Balance	\$ 30,655.88	\$ 37,775.90	\$ (7,120.02)
minus all outstanding checks not yet cashed	\$ 44,294.77		
Actual Business Checking (Operating) Account Balance	\$ 54,975.63		
Check Register Balance	\$ 54,975.63		
	Total Bank Statement Balance:	\$ 291,153.69	\$ 275,435.52
	Actual Balance (Bank balance - outstanding checks):	\$ 246,858.92	\$ 15,718.17

- a. Deposits – Jogathon event pledges were largest deposits for February.
- b. Expenditures – 4th Grade Big Island Trip items, and the purchasing of Chromebooks for school were the largest expenditures for February.
- c. Request for motion – Catherine announced that the PTA savings account at First Hawaiian Bank holds approximately \$191,000 and currently does not gain much interest. It has been suggested that the PTA invest in Certificates of Deposit (CD),

for a term of at least 3-months, but would suggest for 6-month term. The PTA can invest in the amount \$100,000, and apply for a 6-month CD at an Annual Percentage Yield (APY) of 4.45%. The investment would allow the PTA's savings account to grow using a less volatile method, and the PTA would still have enough funds to operate on an annual basis providing educational and enrichment support to Noelani.

- i. Leanne Kojima motioned to approve a 6-month CD in the amount of \$100,000; Weylin Hokutan seconded the motion. The motion was passed unanimously with all members in favor.
- ii. *Note: Since the financial institution requires authorized signatories on the account, and per internal PTA operating policy, the PTA President and the Treasurer shall be designated as the official signature authority for the CD account. The Secretary will provide an official signed copy of the approved meeting minutes which documents the motion and the approval of a 6-month CD by the PTA.

OLD BUSINESS

1. Jogathon – Stanford Togashi

- a. Jogathon event brought in a net profit of \$17,000. The net was calculated to provide the total amount fundraised after the cost of event t-shirts were deducted.
- b. Jogathon shirts will be put up for sale on the Square site.

NEW BUSINESS

1. Genki Ball – Stanford Togashi and Maiko Tanaka

- a. Saturday, March 23 from 9:00 – 11:30am will be the Genki Ball toss in the Ala Wai.
- b. 80 spots have been reserved for Noelani families to participate.
- c. Sign up via email to genkiball.noelani@gmail.com by March 17.
- d. Light snacks will be provided to participants.

2. May Fair – Leanne Kojima and Stanford Togashi

- a. Confirmed for Friday, May 3, 2024.
- b. Volunteer information will be sent out shortly. Will be asking parents/guardians to sign up and volunteer.
- c. Silent Auction Donations – will need help from parents to try and get donations from businesses, and also get donations from families, friends, and alumni.
- d. Checking on games for the May Fair to see if they can be used for this year's fair.
- e. Ordered left over prizes from Punahou Carnival.
- f. Haku held their training workshop on Mon, March 11. About 30 parents joined the haku making workshop.
 - i. Collection date set for Thurs, April 25 – Mrs. Sharlene Arita will be flying to the Big Island to collect flowers and ferns.
 - ii. On April 27-28, the haku committee will need volunteers to collect more flowers and ferns on Oahu.
 - iii. Monday through Thursday the week of May Fair the haku committee will be making haku and leis.

- g. Bentos will be offered for pre-order, and there will be some food for sale during May Fair.
- h. Scrips will be offered for pre-sale, and students will be sent home with forms.

3. **Updates from our scouts –**

- a. The Cubscouts annual pinewood derby was held on March 2 at Stevenson Middle School. There were 4 finalists for fastest cars and other awards for car design.
- b. Boy Scout's CPR training occurred on February 24 with both the Cubscout Pack 35 and the Boy Scout Troop 35. The troop Patrol leader council is planning a Court of Honor ceremony in March to honor the advancement of each scout who earned Merit Badge and/or advanced a rank. The Troop is going to have an urban hike with backpacking. It will be the first backpacking style hike. The scout leaders will also prepare to plan a Bridging Ceremony in April or May to welcome scouts transfer from Pack to Troop.
- c. The Noelani PTA is the sponsoring organization for Pack 35.

4. **Officers – Stanford Togashi**

- a. Please contact us if you are interested in becoming an officer for the 2024-2025 school year.
- b. Election period will happen during the May General meeting.

5. **May General Meeting**

- a. PTA meeting in May will not be held on the second Thursday of May, but at the beginning of the May Day Program prior to the start of the program.
- b. The PTA will be electing officers, and sharing the budget during the short general meeting.
- c. If necessary, a longer agenda with more information will be emailed out by the second Thursday of May.

6. **Digital Display – Stanford Togashi**

- a. Looking to purchase a digital display that would be elevated and hung between the two pillars fronting the office near the flag pole.
- b. Was originally going to be a 5th grade legacy gift, but the cost is too high for one graduating class and requires assistance from the PTA.
- c. The company that provided a quote has experience working with other DOE campuses and is the sole installer of this type of display that is used at places like the Stan Sheriff Arena and Aloha Stadium.
- d. Principal Gusman thinks this type of display would be very useful and believes it would greatly benefit the PTA in terms of getting announcements out.
- e. Quote for digital display with installation is approximately \$41,315; maintenance is covered for the first year.
- f. Lisa Imai motioned to purchase a display for Noelani as specified in the quote, not to exceed the quoted amount. Weylin Hokutan seconded the motion. The motion was passed unanimously with all members in favor.

7. Open Discussion

- a. Thank you to everyone for attending the online meeting.
- b. Feel free to share anything that could be useful to other members, as questions about the PTA, etc.
- c. Please reach out for any questions regarding the Noelani PTA via email at president@noelanipta.org.

MEETING ADJOURNED at 7:43pm. Next Meeting scheduled for Thursday, April 11, 2024 at 6:00pm via Zoom.


Secretary, Noelani School PTA

03.28.24
Date of Provisional Approval

Noelani PTA Treasurer's Report
for the period ending March 31, 2024

Operating Income Received in March 2024			
Date	Description	Account	Amount
3/9/2024	Afterschool Programs, Big Island (Angel Fund), Jogathon, T-shirt	Business Checking xx7910	\$ 1,165.00
3/15/2024	Afterschool Programs	Business Checking xx7910	\$ 100.00
3/31/2024	Interest	Savings xx1383	\$ 5.48
Total Income:			\$ 1,270.48

Operating Expenditures in March 2024				
Date	Payee/Description	Check #	Cleared by EOM?	Amount
3/13/24	Alex Kiyokane (Afterschool Program Reimbursement)	1444		\$ 16.73
3/13/24	Punahou School (May Fair Prizes)	1445		\$ 649.84
Total Expenses:				\$ 666.57

Account Balances as of March 31, 2024				
Accounts	3/31/2024	2/29/2024	Difference	
Savings Statement Balance	\$ 91,888.77	\$ 191,883.29	\$ (99,994.52)	
Business Platinum Checking xx7910 Statement Balance	\$ 69,879.52	\$ 68,614.52	\$ 1,265.00	
Business Platinum Checking xx6857 Statement Balance	\$ 30,655.88	\$ 30,655.88	\$ -	
Certificate of Deposit xx108-1 Balance	\$ 100,000.00	\$ -	\$ 100,000.00	
minus all outstanding checks not yet cashed	\$ 44,961.34			
Actual Business Checking (Operating) Account Balance	\$ 55,574.06			
Check Register Balance	\$ 55,574.06			
Total Bank Statement Balance:		\$ 292,424.17	\$ 291,153.69	\$ 1,270.48
Actual Operating Balance (Bank balance - outstanding checks):		\$ 147,462.83		

Business Checking Checks (from previous months) that "cleared" as of March 31, 2024			
Issue Date	Check Number	Comments	Amount
			Total Cleared: \$ -

Outstanding Business Checking Checks (not yet cleared from previous months) as of March 31, 2024			
Date Issued	Check Number	Notes	Amount
12/4/23	1020	Business Checking xx7910	\$ 4,235.80
12/5/23	1425	Business Checking xx6857	\$ 14,302.94
12/5/23	1021	Business Checking xx7910	\$ 14,195.84
12/18/23	1429	Business Checking xx6857	\$ 36.65
2/22/24	1025	Business Checking xx7910	\$ 11,523.54
Total Outstanding:			\$ 44,294.77

Submitted on April 8, 2024 by Catherine Pfeffer, Noelani PTA Treasurer

Catherine Pfeffer



FRIDAY, MAY 3
7:00 AM - 2:00 PM

May Fair is a wonderful tradition at Noelani, featuring beautiful student performances, exciting activities for all ages, food, fun, laughter, and moments that create memories for a lifetime.

noelanipta.org
mayfair@noelanipta.org



EVENT SCHEDULE

7:00 AM

MAY FAIR ACTIVITIES BEGIN!

OPEN: Haku Lei Stand, Plants & Produce, Silent Auction

8:00 AM

STUDENTS REPORT TO CLASS

Parents and visitors continue to purchase Haku Lei and visit Silent Auction in cafeteria and Produce and Plant Shop.

9:00 AM

ALL BOOTHS CLOSE TEMPORARILY

Booths will temporarily close in preparation for student performances and will reopen at 10:15 AM.

9:30 AM

MAY FAIR PROGRAM

Following the May Fair performances, students will return to their classrooms and will enjoy the rest of the event under the supervision of the teacher unless signed out by a parent or guardian. Parent/guardians may elect to sign out their child after the performances in the classroom (10:45 – 11:00am) or at the school office (11:00am – 1:45pm)

10:45 AM

ALL BOOTHS RE-OPEN

11:00 AM

BENTO PICK-UP

Bento pick-up located in the cafeteria. Please have your ticket ready.

12:00 PM

GAMES BEGIN!

Game booths open. Silent Auction continues.

12:30 PM

ANNUAL VARIETY SHOW

Noelani talent hits the outdoor stage!

12:45 PM

SILENT AUCTION ENDS

1:15 PM

SILENT AUCTION PAYMENTS

Payment lines open in the cafeteria.

2:00 PM

MAY FAIR ACTIVITIES COME TO AN END

All students who have not been signed out by a parent/guardian return to their classroom. Students will be dismissed at 2:15 pm unless signed out earlier by parents.

HOW YOU CAN HELP



VOLUNTEER YOUR TIME

Did you know that there are over 400+ volunteer shifts that need to be filled? May Fair could not happen without the help of volunteers. Please consider volunteering for a shift (or two!)

[CLICK HERE TO VOLUNTEER](#)

Or go to: bit.ly/volunteer4mayfair



Sign-up for at least two (2) 30-minute shifts by Monday, April 22, and you will automatically be entered to win an all-day reserved parking space at Noelani Elementary's May Fair. Each shift signed up for will count as an entry (more shifts = more entries!) Winners will be notified via email prior to the event.

VOLUNTEER SERVICE AREAS:

GAMES

FOOD

SILENT AUCTION

LOGISTICS

SCRIPS

PARKING



DONATE AN ITEM OR SERVICE

Donate an item or service to our Silent Auction. And/or donate flowers for the Haku/Lei.

[CLICK HERE TO DONATE TO THE SILENT AUCTION](#)

Or visit:

bit.ly/mayfairdonation

[CLICK HERE TO DONATE FLOWERS FOR HAKU & LEI](#)

Or email:

lei@noelanipta.org

Gladly accepting:

Gift Cards / Gift Certificates, Event Tickets, Vacations, Memorabilia, Artwork, Private Lessons, Gift Baskets and more!

Donations needed (but not limited to):

Haku materials: hydrangea, bougainvillea, bozu/glob amaranth, palapalae, shinobu, lehua/liko ferns, bleeding heart, roses (smaller), cock's comb, cups & saucers, Epi orchid.

Loose flowers for lei: plumeria, stephanotis, pakalana, puakenikeni, orchids, carnations, tuberose, crown flower.



GIVE A GIFT TO NOELANI PTA

Tax-deductible monetary contributions are needed for offsetting the cost of various items that are not covered by the donations: i.e purchasing Silent Auction items, Haku Lei costs, prizes, etc. You can make a tax-deductible donation on the pta website or send a check payable to Noelani PTA.

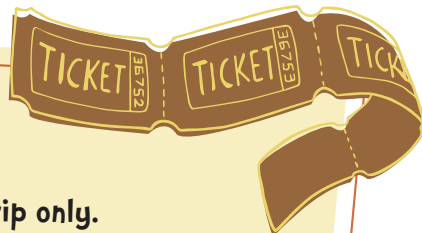
[CLICK HERE TO DONATE TO NOELANI PTA](#)

Or visit:

noelanipta.org/donate



ANNOUNCEMENTS & IMPORTANT DATES



SCRIPS

All game booths will be scrip only.

An order form will be sent home before May Fair, so please order scrips for the whole family! Pre-order scrips by Sat. April 20 using the form provided OR pre-order online using the by clicking the button to the right. Pre-ordered scrips will be sent home the day before May Fair.

Haku and Plant/Produce booth items can be purchased with cash, scrip, or credit card. Silent Auction items can only be purchased with cash or check, but credit card is preferred.

[CLICK HERE TO PRE-ORDER BENTOS & SCRIPS](#)

Or go to:
bit.ly/mayfair2024preorders

IMPORTANT DATES TO REMEMBER:

APRIL 15

Deadline to pre-order Bentos

APRIL 20

Deadline to pre-order Scrips

APRIL 22

Deadline to be entered to win reserved parking at May Fair (must sign up to volunteer for two 30-min shifts)

MAY 1

Deadline to donate flowers

Deadline to donate to the Silent Auction

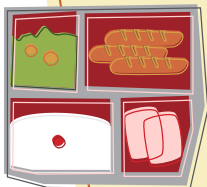
MAY 2

Pre-ordered scrips & bento tickets will be sent home

QUESTIONS?

Drop us an email:
mayfair@noelanipta.org

BENTOS & SNACK SHOP



Bentos will be available for PRE-ORDER ONLY thru Monday, April 15. Pre-order online using the QR code at the bottom. Bento tickets for pre-ordered bentos will be sent home the day before May Fair. A ticket will be needed in order to get a bento from the cafeteria. Bentos will NOT be available for purchase onsite at May Fair.

There will also be snacks for sale on-site at May Fair. Scrip or cash will be accepted.