





1. Meeting Opening

- a. Call to order President Stanford Togashi at ______ p.m. PRESS RECORD on ZOOM!!
- b. Approval of January 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

- a. Jogathon Stanford Togashi Scheduled for Friday, February 9. Format will be similar to previous years. I will be asking room parents, chairs, and active PTA members for assistance with this event. There is limited space so we cannot open up the event to everyone or the kids will not have any place to run. In addition, this is an outdoor event and if it rains, the fallback plan has always been to move into the covered play court. It will be impossible to house everyone should that happen. HPU basketball players who have been mentoring our students will be in attendance to cheer them on. Many thanks to Ms. Stephanie Quay and Mrs. Veronica Lum for putting together this wonderful event.
- b. Genki Ball Maiko Tanaka Balls made at the craft fair have been dried and packed into crates for storage until they will be tossed into the Ala Wai. There is a tentative plan to have one big tossing event possibly over the Spring Break with multiple schools, but details are still being worked out. Tossing events are very fast and can be completed in less than 30 minutes.

5. New Business

- a. May Fair Stanford Togashi and Leanne Kojima Please see attached committee lists and let us know if you would be like to volunteer to help chair/cochair/shadow chair some of the subcommittees. We held our first meeting this past Tuesday with about 16 people in attendance. We will be asking for volunteers prior, during and after the event. We love seeing everyone enjoying their time at the May Fair and the only people that can make an event like this happen are the Noelani parents! We cannot hold this fair with 30 volunteers. We really need as many of you as possible to volunteer some time to help make this event happen. 100% of the profit made at the event goes right back to the PTA.
 - i. **Haku** lei will be a part of this year's event and a training event will be held sometime in March for people who would like to learn. Details are being worked on. Collection of flowers/ferns for the actual event will be held on April 26/27 and making on April 28-May 2. Even if you are not making haku, we could use donations of flowers/ferns/leaves and







assistance in gathering these items. Attached is last year's flyer of flowers and greens that were sought after. Contact the committee at (lei@noelanipta.org) if you have or have access to any of these items to donate.

- ii. We have many games that are useable from last year's event, but there are some games that need to be replaced. Contact us (mayfair@noelanipta.org) if you would like to build a game (or have an idea for one). We will be asking room parents to secure volunteers for games during the event. Each classroom will be in charge of one game.
- iii. The **silent auction** is a major fundraiser for the May Fair and we need everyone's help in securing donations. If you would like to make a donation, know of a business who would like to make a donation, or would like to assist in securing donations, please email the May Fair committee. We will need assistance a day or two prior to the fair to setup the auction.
- iv. Parking and logistics always need assistance prior to the event itself and in the case of logistics, during and after the event. Parking volunteers will help direct drivers to maximize the open field next to the covered play court. Once the auxiliary lot and open field are filled, parking volunteers are finished unlike the Craft Fair where there is a constant stream of people coming and going... Logistics will need assistance setting up the large tents prior to the fair (this could be one week ahead of the actual fair to give the school some shade during rehearsals) along with coolers, chairs, etc. Immediately after the school's program, volunteers will be needed to setup games, extra tents, and anything else needed to get the fair underway. At the end of the fair, volunteers will be needed to breakdown tents and put items away.
- v. Like last year, bentos will be available for preorder. This is a regular school day and school lunch is available for Noelani students. If we have enough volunteers we may have other **food** items for sale, but this is to be determined and only if we have volunteers.

b. Updates from our scouts –

- The Cubscouts and their families hiked Makupuu Lighthouse on February 3rd. They are planning a CPR training event on February 17th at Kalani High School. Construction continues on their pinewood derby cars for the Pinewood Derby Race schedule for March 2nd.
- ii. Boy Scouts has just resumed meeting on 2nd Friday of January after the Winter Break. During Winter Break, about half the troop participated in a 4-nights camp arranged by Aloha Council. In January meeting, the Patrol

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.





Thursday, 2-08-24, 6:00pm via Zoom

leader group has done half of the annual planning for the rest of the year. During the January and February meetings, the boys will work on Personal Management Merit Badge, Cooking Merit Badge, and Family Life Merit Badge. They will have a Position election in February. We are very thankful for the generosity from the PTA sponsor.

- **c.** Officers please contact us if you are interested in becoming an officer for the 2024-2025 school year.
- **d.** 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.
- **e.** Staff Appreciation week Kristen Brummel Will be held the week immediately following the May Fair. Please contact us if you are interested in helping chair/shadow chair this very important week.
- **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, March 14, 2024 at 6 pm via Zoom.







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 January 11, 2024 Meeting Minutes

Meeting (via Zoom) called to order by President Stanford Togashi at 6:01pm.

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 15 members online.

Ms. Ai Yamane (*attending for Principal Gusman)

DECEMBER 14, 2023 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Ms. Ai Yamane on behalf of Principal Gusman

- 1. After School Classes will be held during the Spring 2024. The following are some of the classes being offered:
 - a. Robotics
 - b. Running/Health
 - c. Lego
 - d. Non-Digital Gaming
 - e. Cooking
 - f. Art
 - g. Drama
 - Paperwork and forms to be sent to classrooms at the end of January/early February, and classes will start in early March.
 - Classes are held after school; there will be about 10 classes offered; 1-hour long.
 - Classes are offered on a lottery system and fill up quickly; limited to 10-12 kids per class.
 - The 10-week classes are \$100 per student.
 - The PTA supports these programs by supplying the teachers with what they need to teach these courses, and the cost per student goes directly to the teachers.

TREASURER'S REPORT – shared by Catherine Pfeffer

1. Bank Account Balance as of 12/31/23 bank statement

Account Balances as of December 31, 2023								
Account				12/31/2023	11/30/2023		<u>Difference</u>	
Savings Statement Balance			\$	191,871.96	\$ 191,866.09	\$	5.87	
Business Platinum Checking xx7910 Statement Balance			\$	56,670.61	\$ 50,950.88	\$	5,719.73	
Business Platinum Checking xx6857 Statement Balance			\$	30,194.98	\$ 32,789.99	\$	(2,595.01)	
minus all outstanding checks not yet cashed	\$	33,150.03						
Actual Business Checking (Operating) Account Balance	\$	53,715.56						
Check Register Balance	\$	53,715.56						
		Total Bank Statement Balance:	\$	278,737.55	\$275,606.96	\$	3,130.59	
Actual Balan	ce (l	Bank balance - outstanding checks):	\$	245,587.52				

- a. There wasn't much income for the month of December, and there was a number of expenses.
- b. Largest expenses were for the Music and PE teachers.
- c. The 4th grade teachers were working hard to hold some fundraisers to cover some of the costs for the upcoming Big Island trip.
- d. Reimbursement to Stephanie Buelow for snacks purchased for the literacy clinics held at Noelani. Stephanie is a Professor at the University of Hawaii in the College of Education, and she has her student teachers come to Noelani every Wednesday to teach literacy to Noelani students from various classrooms. At the end of last year, there was a small get-together of the Noelani student and UH student teachers. The Noelani PTA helped to pay for some of the snacks for their gathering.

OLD BUSINESS

- 1. School Requests Stanford Togashi
 - a. PTA purchased 60 plastic folding chairs that were used during the Songfest.
 - b. Violins for the music teacher and students will be picked up tomorrow. The violins will be distributed to Mr. Perry (music teacher), and he will use it during music classes there will be enough for 1 violin to be shared amongst 2 students.

2. Songfest – Stanford Togashi

- a. Thank you to Mr. Perry, Ms. Barilla and Mrs. Giesseman for putting together this event. It was the first time back in-person since COVID for parents to attend.
- b. Stanford Togashi recorded the event, and made a 30-minute video of the Songfest that can be accessed at http://bit.ly/songfest23. Please note, in the Google Drive folder, there are two files that are of different resolutions. One video is at 1080P which is considered HD quality and roughly 4GB in size and the other is 4K which is about twice the resolution and about 10GB in size. If you stream the video (watch it in your Internet browser) the highest resolution you will get, assuming your Internet speed supports it, will be 1080P. You will need to download the larger file in order to watch it on a 4K supported computer and monitor.
- c. Bento Fundraiser for 4th grade Big Island trip during Songfest Thank you to 4th grade teachers (Mr. Fukushima, Mrs. Ho, and Mrs. Gonsalves) for organizing bento sales to offset the PTA costs for the 4th grade Big Island trip.

d. Parking was an issue for this event. PTA did not have anyone out there to assist with parking for attendees. Suggestion is to get 4th and 5th grade parents do a first shift, and then younger grade level parents handle the later shift. Stanford suggested that the PTA purchase parking wands (about 5-6 needed) for volunteers to assist with directing traffic/parking for night events.

NEW BUSINESS

- 1. <u>Jogathon</u> Stanford Togashi
 - a. Confirmed for Friday, February 9, 2024.
 - b. Limit parent/guardian volunteers for this event. Parking may be an issue, so limiting the amount of cars in the parking lot will be easier to manage. Room parents will be asked to volunteer, and will open it up to other parents if volunteer slots need to be filled.
 - c. Water table suggestion: One of the parent volunteers from last year's event suggested that the children use their own water bottles during/after the activity instead of having a water table as it will be more sustainable.
 - d. Ms. Ai Yamane is working with the Student Council on Spirit Week leading up to Jogathon. She will provide the information to Lisa Imai to post on the Noelani PTA website, and information will be sent home with students in advance.

2. May Fair – Stanford Togashi

- a. Confirmed for Friday, May 3, 2024.
- b. No chair yet for this event. Catherine Pfeffer was last year's Chair, but she is now the PTA Treasurer and is not able to chair this year's event due to the demands of her current role within the PTA.
- c. Leanne Kojima created a table of the subcommittees and duties/responsibilities of each subcommittee. See agenda for the table.
- d. May Fair committee meetings will be the first Tuesday of the month at 6:00pm beginning in February.
- e. Some of the subcommittees have leads, and we still need to identify leads for the other subcommittees.
- f. Prize Committee: Lauren Young assisted with prizes last year at the event. It was a difficult task that needs to be streamlined. Lauren has agreed to assist the Prize Subcommittee for this year's event.
- g. Scrips Committee: Lisa Imai volunteered to assist with scrips this year.
- h. Food/Lunch Committee: Need a chair for this subcommittee.
- i. Volunteer/Parent List Coordinator Committee: Stanford will ask Ryan Fielding if he would be willing to assist with this subcommittee.
- j. Flyers Committee: Catherine Pfeffer worked on flyers last year, and mentioned that it was relatively easy.
- k. Need assistance from the school (teachers/room parents) to get parent/guardian volunteers for the event. Room Parent Chair can send a message to Room Parents to ask for volunteers from classrooms. May Fair Committee can draft a message for teachers to send to parents as well.
- I. Teacher Liaisons for the event are: Mrs. Cynthia Chang, Mrs. Mari Neely, Mr. Casey Lam, Mrs. Gail Kuroda and Mr. Karl Higa.

3. Open Discussion

- a. Scouts Announcement: The PTA sponsors the Cub Scout Pack 35, and the PTA would like to provide them time during PTA meetings to make any announcements or report.
 - i. Held a meeting on January 6, 2024 at Manoa Park.
 - ii. Next meeting will be held on Saturday, January 20, 2024 at Stevenson Middle School. They will be working on constructing pine wood derby cars for their annual derby race.
 - iii. If any parent is interested in having their child join the Cub Scouts, please email pack35hawaii@gmail.com.
 - iv. Brad Araki provided some background on Pack 35
 - 1. Pack 35 is for grade level students (K-5); where participating children assemble in dens (by grade level), and the Pack meets together so older scouts can teach/mentor younger scouts.
 - 2. Pack 35 is the feeder for Boys Scouts (middle school/high school).
 - 3. There are 20 students in Pack 35, and they accept students from outside of Noelani Elementary.
 - 4. For the Boys Scouts, they recently went on a 3-day overnight camp in Pupukea. Boys from 6th grade to high school seniors went to camp by themselves (with only 2-adult leaders). They had to plan the camp trip, pack, cook, clean, and do everything on their own.
 - 5. Scouts is open to both boys and girls. Please reach out via email.
 - 6. The Scouts also put on an Onizuka Day of Exploration. This event will be held on Saturday, April 6th from 9:00am 4:00pm at UH West Oahu. It's open to the public, and all Scout units across the island sponsor a booth that's STEM-based and they have activities throughout the day.
- b. Thank you to everyone for attending the online meeting.
- c. Feel free to share anything that could be useful to other members, as questions about the PTA, etc.
- d. Please reach out for any questions regarding the Noelani PTA via email at president@noelanipta.org.

MEETING ADJOURNED at 6:47pm. Next Meeting scheduled for Thursday, February 8, 2024 at 6:00pm via Zoom.

Noelani PTA Treasurer's Report

for the period ending January 31, 2024

Operating Income Received in January 2024						
<u>Date</u>	<u>Description</u>	<u>Account</u>		<u>Amount</u>		
1/5/2024	Eden in Love Bags, Box Tops for Education, Morning Care	Business Checking xx7910	\$	966.20		
1/12/2024	Morning Care	Business Checking xx7910	\$	2,550.00		
1/19/2024	Morning Care	Business Checking xx7910	\$	600.00		
1/31/2024	Interest	Savings xx1383	\$	5.85		
		Total Income:	\$	4,122.05		

	Operating Expeditures in January 2024							
<u>Date</u>	Payee/Description	Check #	Cleared by EOM?		<u>Amount</u>			
1/8/24	Carole Mari Neely (Cooking Class)	1433	Υ	\$	1,050.00			
1/8/24	Alex Kiyokane (Robotics Class)	1434	Υ	\$	500.00			
1/8/24	Keita Nakayama (Robotics Class)	1435		\$	500.00			
1/8/24	Christi Nakagawara (Lego Class)	1021	Υ	\$	1,000.00			
1/15/24	Hawaii Department of Taxation (Form G-45)	EFT	Υ	\$	1,755.18			
1/18/24	Stanford Togashi (Reimbursement for violins and stands)	1437	Υ	\$	1,741.10			
1/18/24	Bellamann Services Inc. (Jogathon T-shirts)	1438		\$	7,959.16			
1/18/24	Hawaii State PTSA (Membership dues)	1439	Υ	\$	999.00			
			Total Expenses:	\$	15,504.44			

Account Balances as of January 31, 2024								
Account				1/31/2024	12/31/2023		<u>Difference</u>	
Savings Statement Balance			\$	191,877.81	\$ 191,871.96	\$	5.85	
Business Platinum Checking xx7910 Statement Balance			\$	45,781.81	\$ 56,670.61	\$	(10,888.80)	
Business Platinum Checking xx6857 Statement Balance			\$	37,775.90	\$ 30,194.98	\$	7,580.92	
minus all outstanding checks not yet cashed _	\$	41,230.39						
Actual Business Checking (Operating) Account Balance	\$	42,327.32						
Check Register Balance	\$	42,327.32						
		Total Bank Statement Balance:	\$	275,435.52	\$ 278,737.55	\$	(3,302.03)	
Actual Balance	:e (B	ank balance - outstanding checks):	\$	234,205.13				

	Bus	siness Checking Checks (from previous months) that "cleared" as of January 31, 2024	
Issue Date	Check Number	<u>Comments</u>	<u>Amount</u>
12/1/23	1019	Business Checking xx7910	\$ 5.00
12/18/23	1430	Business Checking xx6857	\$ 373.80
		Total Cleared:	\$ 378.80

	Outstandi	ing Business Checking Checks (not yet cleared from previous months) as of January 31, 2024	
Date Issued	Check Number	<u>Notes</u>	<u>Amount</u>
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
		Total Outstanding:	\$ 32,771.23

Submitted on February 5, 2024 by Catherine Pfeffer, Noelani PTA Treasurer

Mayfair 2024

Meetings: First Tuesday, 6pm

Chair: No chair, each meeting committee leads give updates and any requests for support

Committee Name	Lead/Shadow	Tasks	Possible Timeline	Tips from 2022
Volunteer / Parent List Coordinator	?/?	 Ensure each volunteer slot is filled by a parent Send out notices for volunteers 	 Committees to inform how many volunteers they need Work with room parents to booth instructions to the volunteers 	 Each class should run one game Parents like 1-hour shifts to enjoy the event Some parents no showed. Community group that came last year may not be available this year. (Keep in mind, it's a school/work day, so most community groups will not be able to help)
Haku/Lei	Tara & Mrs. Arita/? (Mari, Megan, and Kelli	 Setup lei/haku workshops Coordinate locations and times to gather flowers Setup lei/haku creation times Communicate with haku/lei volunteers Work with food committee to ensure volunteers are fed Work with Richard to ensure campus is open for haku committee 	 Haku workshop (March?) Week before gather plants and flower Week of prepare haku/lei 	 Pre-orders available to committee/volunte ers first Haku and Lei sold VERY quickly (Committee members to remember to order ahead of time).
Games	Kelli C/Lauren	 Evaluate whether games are still usable Find signs that go with the games – or create them if signs are no longer good Figure out scrip amount to games 	 Pull out games in March to inventory condition and possible missing pieces 	Long lines. Consider more games.

Prizes	Kelli C./Lauren/Alison If not enough game/prize volunteers - Instead of prize booth, possible small prize at each game to focus volunteers at games. (Alison double duty on Silent Auction committee too)	 Order prizes (reimbursed by PTA) ◆ Create prize list with game ticket amts (or use existing ones) 	● Early March, inventory prizes from PTA container • Late March, order prizes	 Prize lines long, consider sheets of prizes for distribution to speed up choices? Need at least 6+ volunteers entire time.
Scrip	Lisa/?	 Create ordering system/order sheet Distribute pre-order scrip 	 Late March, decide if we have enough scrip or if we need to order (order if needed) Early April, send out order forms Mid-April receive orders and figure out how to distribute the scrip 	 Pickup on day of creates lines but distributing scrip to students is a large task (many parents did not indicate student's name) Prepare packets as soon as possible, not the week of.
Logistics	Weylin & Stanford	 Set up tents, chairs, and tables Do we do the field lines? Lunch pickups has the coolers/drinks 	•	•
Silent Auction	Everyone, Kristen, Catherine, Leanne, Alison, Rebecca, Xiao, Elyse, Noelani Teachers, Everyone and anyone	 Contact possible donors Pickup donations Upkeep contact spreadsheet Thank you letters sent as follow-up 	 Start in Jan Spreadsheet 90% completed week before Silent Auction Silent Auction bid sheets completed two days before Night before, set up 	 Have bid sheets done days before (rather than night before) Note: Was the fundraising goal for Silent Auction \$30k in previous years?

Food/Lunch	Michelle / ?	 Decide whether to cook or to order for day of event food. If bentos, have system to order and distribute bentos. Work with lei/haku committee to ensure food is delivered to committee members during haku workshops and lei creation times. If bentos, have system to order & distribute bentos Drinks (Donation or purchase?) 	 If bentos are ordered, send out order form a month prior to May Day. Confirm order amount weeks prior to May Day and order with company. 	
Parking	Brad/ ?	 Have plan on parking flow Know who needs reserved parking and how many Direct parking volunteers 	 At some point, take out the parking signs and determine what is needed and what needs replacing 	•

Flyers/Signs	Misty / Sarah W.	 Help to create and distribute flyers/emails to parents on what is needed Help/create any needed signs for games, prizes, silent auction, etc. 	 January/February? "Save the date" March: "Please help": Auction items, volunteers, needed for haku/lei signups Early April: Scrip & Lunch Order forms May 1st: Last flyers: Overview of silent auction items, last plea for volunteers, etc. 	 Emails sent through room parents and Principal Gusman
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Plants & Produce	Possible cancel. Need help in other areas first	 Contact various farms and ask for donations Collect various plants to sell in booth Create scrip/purchasing plan 	•	 It went really well last year. Everyone loved the produce and plants. However, it was a lot of work. Possible cancel as we can't find a chair and need help in other areas more.
Bake Shop	Possible Cancel.	 Ask for bake donations and sell them • Price each donation or ask donors to price 	•	 Cancelled last year. Not enough volunteers. Possible cancel as we need help in other areas more.
Other tasks:	??	 Matson container delivered (Stanford contacted for donation) HPD Off Duty Officer (Leanne will complete 1 month before) 	•	•

Floral Shop - May Fair

Wanted: Flowers and Greens to be used to make Haku Po'o (head lei), Kupe'e (wristlet), and headbands to sell for May Fair. Please email the lei committee at lei@noelanipta.org if you have access to the following. Committee members are willing to harvest from your yards (with permission from you). Also, donations of purchased material are always welcome!

Greens - Also: colored ti, Panax, Juniper, Shinobu Fern



Flowers: Most need to be hydrated after cutting. Best to store wrapped in slightly damp newspaper or paper towel in a plastic bag; refrigerate..

