



NOELANI SCHOOL PTA December 8, 2022 Meeting Minutes

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

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

Officers: Stanford Togashi, President

Lisa Imai, Treasurer

Michelle Isa-Atta, Secretary

Members: Approximately 28 members online.

Principal Gusman

November 10, 2022 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman

1. Craft Fair thank you – everyone was happy that the craft fair was back in-person and on campus. Heartfelt thank you to everyone involved.
2. Saturday, December 10, 2022 is the Mānoa Holiday Parade. Noelani Elementary is the staging site, and Noelani is participating in the parade. Best to park at the Manoa District Park since that is where the parade will end.
3. Wednesday, December 13, 2022 is the songfest, which will be live-streamed and recorded for families to watch.
4. Friday, December 16, 2022 is the last day of school before Winter Break – the school office will be open during the Winter Break.
5. Tuesday, December 27, 2022 at around 8:30am, the Noelani head custodian is asking for volunteers to help take bulky items to the dump.
6. In January 2023, the Kindergarten registration will begin for the 2023-2024 school year. Requesting for families to register early. For the G.E. application process, the home school will need to sign off on the G.E. form, and they will send it to the school that you would like to apply your child to. A lottery to accept G.E. applications is usually held on the first Friday of April.
7. Hawai'i State Foundation on Culture and Arts allocates pieces of art for new State buildings. Since the IDEA Center was recently built, Noelani will receive and art piece. Principal Gusman will be forming a committee to select an art piece for the IDEA Center.
8. November 29th Noelani visit by Sakaimachi – Sakaimachi Elementary, Middle School, Members of the Board of Education, and members of the Hawai'i City Council and legislature were present during the visit. Mr. Fukushima and other Noelani school admin/teachers assisted with the event.

TREASURER'S REPORT – shared by Treasurer Lisa Imai

1. Income/Expenses:

- a. There were a number of expenses to the PTA as noted in the attached report.

- b. New reimbursement forms are being used as a part of the PTA fiscal documents that need to be submitted in order to seek reimbursement.

2. Bank Account Balance as of 11/30/22 bank statement

\$79,599.22 – Checking (Operating)

\$161,805.85 – Savings

\$13,495.99 – Free Business Checking

\$254,901.06 – Total

OLD BUSINESS

1. Craft Fair – Leanne Kojima and Lauren Young

- a. Thank you to all of the volunteers for assisting with the craft fair. For a more comprehensive list of those who helped, please visit: <http://www.noelanipta.org/>
- b. There were a number of community partners that participated; it was a good community building event.
- c. Need to recruit more volunteers for next year.
- d. The Craft Fair is usually the biggest fundraiser for the PTA; however, this year we were trying to reestablish relationships which we successfully did.
- e. Gross income for the craft fair was about \$22,000.

2. Sakaimachi Visit – Jeff Fukushima

- a. Excellent experience and event to show off Noelani Elementary, and to welcome the Sakaimachi school visitors.
- b. Thanked the PTA for assisting with purchase of omiyage for the 22 visitors from Sakaimachi.
- c. Noelani is currently continuing the online exchange program with Sakaimachi, and we will eventually begin the exchange visits with the sister school.
- d. We are currently working on building a strong partnership with Sakaimachi.

NEW BUSINESS

1. Audit – Stanford Togashi (on behalf of Catherine Pfeffer)

- a. The PTA Audit Committee finalized their audit report of the past three (3) years.
- b. Provided some recommendations in their reports which the PTA Treasurer is currently working on and creating standard operating procedures (SOPs) for.
- c. Treasurer will write a formal request to the other Officers to request to move more money from the checking to the savings per the recommendation of the Audit Committee.

2. Big Island Trip – Jeff Fukushima

- a. The 4th and 5th graders Big Island Trip has been scheduled for February and March 2023.
- b. The PTA has been integral in supporting and funding the trip; for this year, the PTA budgeted \$7,000 per class. The PTA will cut a check for \$10,000 for the travel deposit.
- c. 4th and 5th graders have fundraised about \$9,000 for their trip fees.
- d. The 4th graders will travel from February 22-24, 2023; the 5th graders will travel March 8-10, 2023.

- e. Students are currently doing curriculum to prepare for the trip. It will be a highly educational experience involving science and math.
 - f. The cost breakdown is \$675 per student, and \$710 per chaperone.
3. **Mānoa Holiday Parade** – Stanford Togashi
- a. The Mānoa Holiday Parade will be on Saturday, December 10, 2022 at 4:00pm.
 - b. Will be passing out candy while marching in the parade.
 - c. The parade starts at Noelani and goes on to East Mānoa Road and will end at Mānoa District Park.
 - d. All Noelani families are invited to participate and walk in the parade. Please wear Noelani t-shirts/holiday attire if you have.
 - e. 5th graders will be marching with a Noelani Elementary banner.
 - f. Traffic around Noelani will probably get bad at around 3:00pm, so please plan accordingly.
 - g. If families plan to march and have a cart that can be used to hold candy, please email president@noelanipta.org to let Stanford Togashi know.
4. **Noelani School Shirts** –
- a. New green, synthetic material shirts have been ordered with a Noelani design on the front, and it is being offered for sale to Noelani families.
 - b. Flyers/order forms went home with students this week. There is an online purchase option using the Noelani Square site with an additional fee attached for use of charge cards: <https://noelani-pta.square.site>
 - c. Shirt Cost: Children's = \$12; Adult = \$15; Adult XXL = \$17.
5. **Amazon Smile** –
- a. Please be sure to make your purchases at Amazon using their Amazon Smile program which operates at no additional cost to you.
 - b. Select your favorite organization to support on your Amazon account, and please consider selecting the **Noelani PTA**.
 - c. Instructions are on the Noelani PTA website: <http://www.noelanipta.org/other-ways-to-support-the-pta.html>
6. **Jogathon** – Stanford Togashi
- a. The Jogathon event for Noelani is tentatively set for February 2023.
 - b. Recommend changing the name to Sports Day as we have shifted from running around campus, to include other fun events including an obstacle course, jump ropes, etc.
 - c. Request for volunteers for day of event. Email president@noelanipta.org for more information.
7. **May Fair** –
- a. Catherine Pfeffer will be chairing this committee (thank you Catherine).
 - b. We would also like to find a co-chair to assist with the event planning.
 - c. This event is run in conjunction with the May Day Program which is put on by the school. The May Fair are the activities held right after the conclusion of the May Day Program which is a fundraiser for the PTA.

- d. The May Fair is open to Noelani families only.
- e. Looking for assistance with creating the games for the activities; please email mayfair@noelanipta.org
- f. Tentative date is Friday, May 5.

8. **Open Discussion**

- a. Thank you to everyone for attending the online meeting.
- b. Please reach out for any questions regarding the Noelani PTA via email at president@noelani.org.

MEETING ADJOURNED at 7:00pm. Next Meeting scheduled for Thursday, January 12, 2023 at 6:00pm.

Michelle Isa-Atta

Secretary, Noelani School PTA

January 12, 2023

Date of Approval