



NOELANI SCHOOL PTA July 13, 2023 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
 Kristen Brummel, Vice President
 Catherine Pfeffer, Treasurer
 Michelle Isa-Atta, Secretary
Members: Approximately 21 members online.
Principal Gusman

June 8, 2023 MEETING MINUTES were shared and approved.

ACTION ITEM

- Due to First Hawaiian Bank's (FHB) new rules and regulations, we will need approval in the minutes to allow for PTA Executive Officers to have signing authority for the accounts that the PTA have at FHB.
- Stanford Togashi (PTA President) requested that someone motion to approve the following Executive Officers to have signing authority for Noelani PTA accounts at FHB:
 - o Stanford Togashi, President
 - o Kristen Brummel, Vice President
 - o Catherine Pfeffer
 - o Michelle Isa-Atta
- Leanne Kojima motioned to approve this action; Lisa Imai seconded the motion, and by voice vote, approved unanimously by the PTA.

PRINCIPAL'S REPORT made by Principal Gusman

1. Teachers return to school on August 1st; and students return to school on August 7th.
2. Kindergarten orientation is confirmed on August 6th
3. Open House will be held on the early evening of August 10th.
4. August 18th is a holiday (Statehood Day), and it is also the Noelani Day of Service. More information about the event will be sent out at a later date.
5. August 25th Mayor Hashimoto of Sakai City will be on campus for a visit. Sakaimachi is Noelani's sister school, and the Mayor of Sakai will be traveling to Hawaii. Mr. Jeff Fukushima will provide more details about the Sakaimachi sister school relationship.
6. August 28th is Noelani's Complex PC Day. Teachers will be working, but students will be off from school.
7. September 4th is a holiday (Labor Day).

8. Parent Communication: From June to July of every year, the online system is switched over. All new student registrations should be included in the system, so they should be receiving all email communications from Principal Gusman.
 - a. Principal Gusman recently sent out an email to all parents to inform that there is a new phone number for Noelani – (808) 307-8800.
 - b. There is a communication blog on Noelani website. All email that Principal Gusman sends out is on the blog.
 - c. Online attendance form is also available on the Noelani website – this form should be completed when students need to be released from school early; are tardy (due to appointments); or absent.
9. Morning Care Program: Registrations are open.
 - a. Tracey Matsui (1st Grade Teacher) is one of the coordinators for this program.
 - b. Payment is due by the first Friday when school starts – and moving forward it will be due prior to the quarter starting.
 - c. Students who are signed up can arrive early to school (7:00 – 7:45am) and head to the play court. They will be supervised in the mornings.
 - d. Forms for payment are at office, and submission will be to the same box as meal payments.
 - e. Question from parent: If parents don't sign up their child for morning care, can students still go to the cafeteria? And if a parent does sign their child up for morning care, can they do either option?
 - i. Principal Gusman responded: If a parent signs up their child for morning care, then they have to go to morning care. If signed up for morning care, students can purchase/pick-up breakfast from the cafeteria, and then head to the play court.
10. Updates to health guidance for DOE
 - a. Stay updated on vaccinations
 - b. Stay home when sick
 - c. Test for COVID as soon as possible if you do suspect that you may be sick
 - d. Still continue to optimize ventilation
 - e. Teach, reinforce and practice proper hand washing
 - f. Cover coughs and sneezes
 - g. Mask if you feel it is necessary to do so
11. Check child's meal plan balance on EZ School Pay website. Can use credit card for payment via your EZ School Pay online account. Can set it up as a recurring payment, or pay via check and submit to office.
12. The school did not receive the paper copy forms to apply for free and reduced meals.
13. Japan Trip to Visit Sakaimachi (sister school) – Update provided by Jeff Fukushima
 - a. The trip is scheduled from October 3 – 11, 2023.
 - b. 8 students chosen to go to Japan trip; 6 will be going on the trip, and 2 of them are backups.
 - c. Teaching students proper etiquette while in Japan and about the Japanese culture.
 - d. Students mapping out places they are going to visit in Japan; and they are learning basic travel skills.
 - e. Mr. Nakayama has been doing language lessons with the students as well.
 - f. The Mayor and students will be hosting the Noelani students.
 - g. Will request assistance from the PTA to provide some funds for the students' trip.

- h. A website with blogs and videos about the students' experiences will be created.
- 14. If parents notice scaffolding on the cafeteria, the DOE will be painting the outside of the cafeteria and front office to bring a fresh look to the front face of schools.
- 15. For Kindergarten parents: The ultimate goal is to build independence in Kindergarten students. Parents can drop off children; and don't necessarily have to stay and hang out. Maybe get new student acquainted with the classroom. There is also a parent orientation on August 2nd where more information will be provided.

TREASURER'S REPORT – shared by Lisa Imai / Catherine Pfeffer

1. **Income/Expenses/Notes:**

- a. Thank you to Lisa Imai for serving as the PTA Treasurer this past academic year.
- b. Appreciation to Catherine Pfeffer for serving on the PTA Audit Committee, and for being the incoming Treasurer for the upcoming academic year.

2. **Bank Account Balance as of 6/30/23 bank statement**

\$33,836.10 – Checking (Operating)

\$161,839.69 – Savings

\$66,119.05 – Non-Profit Free

\$261,794.84 – Total

(*Note: Actual balance due to outstanding checks is \$256,368.63)

NEW BUSINESS

1. **Budget** –

- a. The PTA operating budget is not complete yet, since the PTA was unsure of what events would be held in-person for the year.
- b. Biggest fundraisers are Craft Fair, Jogathon and May Fair.
- c. Noelani PTA have been successful in raising funds.
- d. There are a lot of expenses that the PTA helps to fund in order to enrich the student experiences
- e. Stanford Togashi proposed the following changes to the PTA budget
 - i. STEM Activities - \$7,000 (allocation)
 - ii. Community Service - \$3,000 (allocation)
 - iii. Logistics (eg, events for materials, equipment, etc) - \$1,500 (allocation)
 - iv. Field Trips - \$5,000 (allocation)
 - v. Bag Collaboration Fundraisers - \$13,000 (income)

2. **Shirts** –

- a. Noelani school shirts will be sold again. It is a dri-fit shirt that can be purchased for children or adults.
- b. PTA will be making a small order of shirts with a new color; PTA will be buying Youth XS to supplement the inventory we currently have.
- c. Stanford Togashi is exploring if we should convert our current system for shirt orders. In the past, order forms were sent home, or online orders are made via the PTA Square site. We could switch to a website managed by the person we currently get our shirts from. This would add to the cost of the shirts but cut down on the paperwork that comes across the PTA Treasurer's desk.

3. **Craft Fair** – Leanne Kojima
 - a. Confirmed for November 11, 2023 (second Saturday of November) from 9:00am – 2:00pm.
 - b. Notifications to potential crafters/participants went out in June.
 - c. Online applications have gone out this month.
 - d. Would like to open up more space for new vendors. Multi-purpose room will be available, and there is room for food trucks.
 - e. Looking for volunteers to help with the event. Please contact Leanne Kojima at craftfair@noelanipta.org.

4. **Give Aloha Campaign**
 - a. Noelani PTA is going to be a part of Foodland’s Give Aloha campaign.
 - b. Foodland matches any donations made to non-profit organizations.
 - c. More information will be provided to parents as we get closer to the campaign date.

5. **Bag Collaboration** – Leanne Kojima
 - a. Eden in Love and Aloha Collection collaboration; they will be creating bags for Noelani.
 - b. Fundraiser for Noelani PTA.

6. **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@noelanipta.org.

MEETING ADJOURNED at 7:05pm. Next Meeting scheduled for Thursday, August 10, 2023 at 6:00pm.

Michelle Isa-Atta

Secretary, Noelani School PTA

August 10, 2023

Date of Approval