



NOELANI SCHOOL PTA June 8, 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 10 members online.

April 13, 2023 and May 5, 2023 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman

1. May Recap –
 - a. May Day/May Fair was great to bring back in-person
 - b. Teacher/Staff Appreciation Week
 - c. Moving On Up Day, students experienced moving up to the next grade level
 - d. Award Ceremony was held in the cafeteria and could be viewed online by parents
 - e. Graduation returned back to the cafeteria which went well
 - f. Campus Beautification Day was held
2. Moving Forward –
 - a. August 1: Teachers return to school
 - i. New teacher hire (Ms. Joanne Barilla; Grade 3)
 - ii. Ms. Kristina Shigaki moving from Grade 5 to Grade 3
 - iii. Mr. Alex Kiyokane moving from Grade 2 to STEM/GT
 - iv. Ms. Noelani Chang moving from STEM/GT to Grade 5
 - v. New office assistant hired
 - b. August 2: Kindergarten parent orientation at 5:00pm
 - c. August 7: Students return to school
 - i. Kindergarten has a modified schedule during first week of school; August 14 full schedule starts.
 - d. August 10: Open House
 - i. Principal requested feedback on the info he provides during Open House – Is it better for him to talk live; or should he do a pre-recorded video; or record his video/info and email to parents to review.
 - e. August 18: Statehood Day (Noelani Day of Service)
 - f. August 25: Mayor of Sakaimachi will be on campus (tentatively scheduled)

- i. Noelani School Group trip is tentatively being planned for October – six students, teachers, and principal will travel. Mr. Fukushima will provide an update next month on the activities planned with Sakaimachi.
- 3. Survey for Morning Care was sent out to parents – received positive feedback; parents said that they would use it.
 - a. Modeled the morning care program after APlus
 - b. Students to be dropped off at play court in the morning; free play from 7:00 – 7:45am
 - c. Breakfast opens at 7:15am; students can grab breakfast from cafeteria and eat at play court
 - d. Tuition Fee estimated between \$100 – \$125 per quarter
 - e. Principal would like to do it as a joint venture with the PTA: \$100 a quarter (will support two teachers/EA). PTA would benefit if we can profit from the revenue; and PTA would handle the intake of checks and payment to teachers/EAs
 - f. Starting off with 3 adults watching 60 kids (ratio is 20 kids to 1 adult)
 - g. Online form to register will be on a first-come-first serve basis
 - h. Principal Gusman will send the handbook and estimated financials for this program to PTA for review

TREASURER’S REPORT – shared by Treasurer Lisa Imai

1. **Income/Expenses:**

- a. Teacher appreciation checks were processed
- b. May Fair reimbursements were completed
- c. All outstanding reimbursement requests should be submitted to Treasurer as soon as possible to close out the books for the year
- d. Collecting financial information for the audit committee to review
- e. Putting together instructions to transition Treasurer books and duties to incoming Treasurer
- f. Lisa provided input on the Morning Care Program: thinks it’s a great program and good idea for parents and students. Did note that the Treasurer will be bearing the majority of the responsibility and duties to deposit checks, and keep track of payments to teachers/EAs.

2. **Bank Account Balance as of 5/31/23 bank statement**

\$39,025.09 – Checking (Operating)

\$161,834.90 – Savings

\$65,026.05 – Non-Profit Free

\$265,886.04 – Total

OLD BUSINESS

1. **May Fair** – Catherine Pfeffer, Chair (President’s comments)

- a. Thank you and congratulations to Catherine and her team of project chairs and volunteers for a successful event.
- b. Catherine said that May Fair duties have been completed, and there are some residual details to finish up.
- c. Looking for a new May Fair Chair; need to get a head start and begin planning by November 2023.

- d. Lisa Imai is still working on calculating the numbers and the final amount for the net/profit of May Fair.
- e. Noted the May Day/May Fair Teacher Liaisons: Mrs. Neely, Mrs. Chang, Mr. Lam, Mr. Higa

2. Staff Appreciation – Kristen Brummel, Chair

- a. It was a great week to celebrate our teachers and staff; one of our favorite times of the year to show our appreciation.
- b. Parents really stepped up to volunteer for the week of events as there were about 38 itemized tasks to plan/coordinate for the week's events.
- c. Teachers/staff enjoyed the treats and special notes, drawings, pictures from students.
- d. For next year, there are a group of parents that look forward to assisting with next year's staff appreciation week.
- e. Thank you to Principal Gusman for coming up with the idea of the engraved water bottles; and thank you to Mr. Lam for engraving the bottles.
- f. May have identified a chair for next year's event.

3. Reimbursement Checks

- a. Checks in the amount of \$200 were given from the PTA to teachers to use the extra funds to purchase for their classrooms.
- b. Checks are usually given during Open House every year; this year the PTA provided the checks later than usual to identify the appropriate payees.
- c. Lisa Imai also mentioned that Boy Scout reimbursement checks that need to be processed, as well as some other reimbursements.

4. 5th Grade Commencement and Graduation Celebration

- a. Congratulations, aloha, and best wishes to the class of 2023 graduates from Noelani.
- b. Appreciate the parent volunteers that assisted with the commencement and graduation celebration.
- c. PTA covered costs for decorations for graduation, as well as the graduation party held in the play court from 4:00 – 6:00pm on May 5 (eg, bentos, snacks, frozen treats, photo booth, swag for students).

5. Campus Beautification and Mixer

- a. Thank you to the families that came out to volunteer on short notice for the event – the event went well and there were about 70 volunteers that came out to assist with the beautification day.
- b. Painted the cafeteria walls; cleaned off and pressure-washed sidewalks; kids went to pick up trash around campus.
- c. The mixer went well at Manoa District Park, and families had fun. Will ask Principal Gusman if the next mixer after a beautification day can be held on campus.

NEW BUSINESS

- 1. **Bylaws** – Stanford Togashi

- a. Will be working on the bylaws this summer and having a separate meeting for this to update/refresh the bylaws, as well as propose new items such as the creation of second Treasurer and/or Vice President positions to assist the Treasurer.
2. **Budget** –
 - a. Stanford will be setting up a separate meeting to discuss the budget for the upcoming school year.
 - b. Looking to have an in-person meeting.
 - c. PTA Officers and chairs to discuss budget in-depth and put together to obtain PTA approval.
3. **Cafeteria PTA Wall** –
 - a. PTA would like to explore ideas of how to better utilize this wall in the cafeteria.
 - b. The former PTA plaques that used to adorn the side of the cafeteria wall have been removed and the PTA can put something up that will showcase some of the current PTA events and people.
 - c. With the wall – Stanford suggested that the PTA purchase 1-2 pages in the Noelani yearbook. The PTA can use the wall and the yearbook as a tool to recruit more parents
4. **Craft Fair** – Leanne Kojima
 - a. Craft Fair confirmed for November 11, 2023 (second Saturday of the month) from 9:00am – 2:00pm.
 - b. In recruitment mode for the craft fair – looking for leads to assist with games/inflatables; prizes; volunteer coordination; photographer; PR/media releases.
 - c. Notifications to potential crafters/participants went out in June, and applications will go out in July.
 - d. Working on flyers for the event.
 - e. Have a possible shadowing chair for this year’s craft fair.
 - f. Bringing back Noelani specific foods to make during craft fair (eg, fried rice; noodles; spam musubi)
 - g. Will also have food trucks at craft fair for participants and customers.
5. **Open Discussion**
 - a. Rebecca Dayhuff-Matsushima is looking for co-chair or volunteers for the Trunk-or-Treat event since her previous co-chair’s child graduated.
 - b. Comment from a parent: requested the PTA provide a better description to parents on some of the volunteer opportunities so parents know what they are signing up for. Also, if there are more than one parent that volunteers to be a Room Parent for the year, suggest that the PTA ask the parents that weren’t selected as Room Parents to volunteer/assist with other PTA events.
 - c. Thank you to everyone for attending the online meeting.
 - d. Please reach out for any questions regarding the Noelani PTA via email at president@noelani.org.

MEETING ADJOURNED at 7:50pm. Next Meeting scheduled for Thursday, July 13, 2023 at 6:00pm.

Michelle Isa-Atta

Secretary, Noelani School PTA

July 13, 2023

Date of Approval