



**Noelani School PTA MONTHLY MEETING**  
**AGENDA**  
**Thursday, 6-08-23, 6:00p via Zoom**



**1. Meeting Opening**

- a. Call to order – President Stanford Togashi at \_\_\_\_\_ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of April and May 2023 Meeting Minutes – Michelle Isa-Atta

**2. Principal's Report – Principal Gusman**

**3. Treasurer's Report – Lisa Imai**

**4. Old Business**

- a. May Fair – Catherine Pfeffer – (President's comments for the agenda) Thank you and congratulations to Catherine and her entire team of project chairs and volunteers for a successful event. Holding the first May Fair since 2019 was an enormous undertaking and this event would not have happened if Catherine did not volunteer to chair it. Everything from the games, prizes, haku and lei, plants and produce, bentos, and the silent auction were enjoyed by most families!
- b. Staff Appreciation – Kristen Brummel – (President's comments for the agenda) Another fine week planned and orchestrated by Kristen to show the staff at Noelani how much the PTA values each and every one of them. The week included a breakfast buffet, sushi and tempura lunch, along with little treats spread throughout the week and even a personalized water bottle that was purchased by the PTA and laser engraved by Mr. Lam.
- c. Reimbursement checks – Stanford Togashi - many thanks to our treasurer Lisa for her work on this. Due to changes in ethic laws regarding gifts to state employees, along with further discussions amongst the Principal and executive officers, it was determined that a \$200 check would be given to full time teachers to help reimburse them for expenses that they incur throughout the year. I encourage any Noelani staff member (that are not full time teachers) to contact the PTA and find out if we can help cover any expenses they may have that impacts the Noelani keiki. If we can, we will try to cover them, but please let us know ahead of time if possible.
- d. 5<sup>th</sup> Grade Commencement and Graduation Celebration – Congratulations, good bye and best wishes to the entire class of 2023 graduates from Noelani! We will miss all of you and your families and hope that you continue to follow the 3 B's and remember, once a gecko, always a gecko! The PTA helped cover the

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expenses for the graduation celebration later in the day and that included, bentos, photobooth, snacks and more. Thank you to the parents who chaired this and the legacy gift that will be unveiled in the new library sometime at the beginning of the upcoming school year.

- e. Campus beautification and mixer – Yuko Kowal and Stanford Togashi – Thank you to the families that came out (on short notice) to this event. The primary focus was painting the cafeteria, picking up rubbish, paint removal, weeding and of course talking stories after! Nearly 70 people turned out for this event and we accomplished far more than expected. I am thinking to hold another event like this either right before school starts or shortly after it starts.

**5. New Business**

- a. Bylaws – Stanford Togashi – We are in the process of reviewing our bylaws, something that stalled during Covid, but must be done periodically. Michelle has put together a few recent versions that have been proposed since the last approved version in 2019. I would like to explore making changes to it over the summer and have a proposal that can be voted on in the Fall of 2023. Please let me know if you are interested in assisting with this process. A couple of items I want to take a closer look at is the creation of a second Treasurer and/or Vice President position that would assist the Treasurer. It has become apparent that the Treasurer role is much too large of a role for an ordinary person to fill. Especially right before, during, and after major PTA events and tax season. The other thing to look at is updating the standing committees to better reflect the current makeup of the PTA
- b. Budget – Current and incoming executive and board members will be meeting to discuss the upcoming year’s budget. We now have a better idea of the income and expenses for our major events along with new projects (Japan sister school, STEM and community service projects, swag bags, etc).
- c. Cafeteria PTA Wall – The former PTA plaques that used to adorn the side of the cafeteria wall has been removed and I will be working this summer to put something up that will help showcase some of the current PTA events and people.

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- d. Craft Fair – Leanne Kojima
  - e. 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, July 13, 2023 at 6 pm.

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## **Filled and Vacant PTA Chair Positions**

- ▶ **After School Enrichment: Ai Yamane**
- ▶ **Audit: \*\*\*Needs Chair\*\*\***
- ▶ **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: \*\*\*Needs Chair\*\*\***
- ▶ **Room Parent Liaison: Rebecca Dayhuff**
- ▶ **School Community Council: Matthew Kanemura**
- ▶ **Staff Appreciation Week: \*\*\*Kristen Brummel\*\*\*Needs Chair\*\*\***
- ▶ **T-shirts: Stanford Togashi and Ai Yamane**
- ▶ **Volunteers: \*\*\*Needs Chair\*\*\***
- ▶ **Website: Lisa Imai**

**NOELANI PTA Treasurer's Report**  
for the period ending April 30, 2023

Operating Income Received in April 2023				
<u>Date</u>	<u>Description</u>	<u>Account</u>		<u>Amount</u>
4/20/2023	PayPal Donations	Business Checking	\$	419.47
4/21/2023	May Fair (Scrip, Bake Shop, Produce, Games)	Non-Profit Free Checking	\$	3,247.50
4/21/2023	May Fair Donations	Non-Profit Free Checking	\$	225.00
4/21/2023	Jogathon (Student Raised Funds (Donations))	Non-Profit Free Checking	\$	120.00
4/27/2023	T-shirt Sales (Square deposit)	Business Checking	\$	12.59
4/30/2023	Interest Income	Savings	\$	4.79
Multiple	May Fair (Scrip, Bake Shop, Produce, Games)	Business Checking	\$	1,236.99
Multiple	May Fair (Food/Drinks)	Business Checking	\$	1,063.05
Multiple	May Fair (Food/Drinks)	Non-Profit Free Checking	\$	4,214.00
Multiple	May Fair Donations (Square Deposit)	Business Checking	\$	561.38
<b>Total Income:</b>				<b>\$ 11,104.77</b>

Operating Expenditures in April 2023				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
4/3/2023	Returned Deposit Item (Jogathon donation)*	Electronically assessed	Yes	\$ 100.00
4/5/2023	Kaimuki Youth Development (Big Island Trip T-shirt Printing)	1326	Yes	\$ 594.00
4/5/2023	Mid-Pacific Pest Control Inc. (Termite Fumigation of PTA Containers)	1327	Yes	\$ 1,256.54
4/26/2023	Returned Deposit Item (May Fair Bento)*	Electronically assessed	Yes	\$ 8.00
4/26/2023	Returned Deposit Item (May Fair Bento)*	Electronically assessed	Yes	\$ 8.00
4/26/2023	Returned Deposit Item (May Fair Bento)*	Electronically assessed	Yes	\$ 18.00
4/30/2023	Pamela Taura (May Fair Plants/Produce Expenses)	1328	no	\$ 97.36
<b>Total Expenditures:</b>				<b>\$ 2,081.90</b>

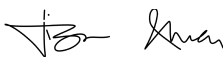
\*no returned check fee

Account Balances as of 4/30/23				
<u>Account</u>		4/30/2023	3/31/2023	<u>Difference</u>
<b>Savings Statement Balance</b>	\$	161,829.95	\$ 161,825.16	\$ 4.79
<b>Non-Profit Free Checking Statement Balance</b>	\$	56,200.83	\$ 48,528.33	\$ 7,672.50
<b>Business Checking (Operating) Statement Balance</b>	\$	42,514.06	\$ 50,856.46	\$ (8,342.40)
	minus outstanding checks not yet cashed	\$ (4,747.36)		
<b>Actual Business Checking (Operating) Account Balance</b>	\$	37,766.70		
	<b>Check Register Balance</b>	\$ 37,766.70		
	<b>Total Bank Statement Balance:</b>	<b>\$ 260,544.84</b>	<b>\$ 261,209.95</b>	<b>\$ (665.11)</b>
	<b>Actual Balance (Bank balance - outstanding checks):</b>	<b>\$ 255,797.48</b>		

Old Business Checking Checks (from previous months) that "cleared" in April 2023				
<u>Issue Date</u>	<u>Check Number</u>	<u>Comments</u>		<u>Amount</u>
3/26/2023	1314		\$	1,200.00
3/26/2023	1315		\$	1,700.00
3/26/2023	1317		\$	1,700.00
3/26/2023	1318		\$	1,050.00
3/26/2023	1322		\$	2,000.00
3/26/2023	1323		\$	1,000.00
3/28/2023	1324		\$	101.40
3/28/2023	1325		\$	1,033.94
<b>Total Cleared:</b>				<b>\$ 9,785.34</b>

Outstanding Business Checking Checks (not yet cleared) as of April 30, 2023				
<u>Date Issued</u>	<u>Check Number</u>	<u>Notes</u>		<u>Amount</u>
3/26/2023	1316		\$	900.00
3/26/2023	1319		\$	1,000.00
3/26/2023	1320		\$	1,700.00
3/26/2023	1321		\$	1,050.00
4/30/2023	1328		\$	97.36
<b>Total Outstanding:</b>				<b>\$ 4,747.36</b>

Submitted on May 9, 2023 by Lisa Imai, Noelani PTA Treasurer



**NOELANI PTA Treasurer's Report**  
for the period ending May 31, 2023

<b>Operating Income Received in May 2023</b>				
<u>Date</u>	<u>Description</u>	<u>Account</u>		<u>Amount</u>
5/1/2023	School T-shirts	Business Checking	\$	39.90
5/2/2023	Jogathon (Student Raised Funds (Donations))	Non-Profit Free Checking	\$	75.00
5/5/2023	Staff Appreciation Week Donation	Non-Profit Free Checking	\$	50.00
5/5/2023	May Fair Back Up Cash Re-Deposit	Non-Profit Free Checking	\$	250.00
5/5/2023	May Fair Lei	Non-Profit Free Checking	\$	3,487.00
5/18/2023	Box Tops	Non-Profit Free Checking	\$	41.10
5/31/2023	Interest Income	Savings	\$	4.95
Multiple	AmazonSmile Deposit	Non-Profit Free Checking	\$	252.62
Multiple	May Fair (Lei)	Business Checking	\$	1,823.97
Multiple	May Fair (Silent Auction)	Non-Profit Free Checking	\$	140.00
Multiple	May Fair (Silent Auction)	Business Checking	\$	10,586.32
Multiple	May Fair (Scrip, Bake Shop, Produce, Games)	Business Checking	\$	2,086.43
Multiple	May Fair (Scrip, Bake Shop, Produce, Games)	Non-Profit Free Checking	\$	5,588.00
Multiple	May Fair (Food/Drinks)	Non-Profit Free Checking	\$	467.50
Multiple	School T-shirts	Non-Profit Free Checking	\$	24.00
			<b>Total Income: \$</b>	<b>24,916.79</b>

<b>Operating Expenditures in May 2023</b>				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
5/1/2023	Catherine Pfeffer (May Fair Bento Reimbursement)	1329	Yes	\$ 5,269.63
5/4/2023	Cash Withdrawal from Non-profit checking (May Fair Change)	Cash withdrawal	Yes	\$ 1,550.00
5/5/2023	Kristin Nakamura (Otter Pops for May Fair)	1330	Yes	\$ 45.12
5/10/2023	Superb Sushi (Teacher/Staff Appreciation Week)	1331	Yes	\$ 2,785.34
5/10/2023	Bubbly & Bleu (Teacher/Staff Appreciation Week)	1332	Yes	\$ 659.69
5/16/2023	Dean Hirabayashi (Teacher/Staff Appreciation Week Pastries)	1333	Yes	\$ 205.86
5/16/2023	Uncle's Ice Cream (Teacher/Staff Appreciation Week)	1334	Yes	\$ 234.00
5/16/2023	Noelani Elementary (Teacher/Staff Appreciation Week H2O Bottles)	1335	no	\$ 1,611.19
5/16/2023	Staff/Teacher Checks (28 x \$200)	1335-1363	some	\$ 5,600.00
5/16/2023	AnneMarie Faatonu (Tent Stakes)	1364	Yes	\$ 334.66
5/18/2023	Lauryn Nakashima (After School Class Supplies)	1365	Yes	\$ 323.98
5/18/2023	Mae Kuba (After School Class Supplies)	1366	Yes	\$ 227.42
5/18/2023	Christi Nakagawara (After School Class Supplies)	1367	No	\$ 96.59
5/18/2023	Ai Yamane (Cooler)	1368	No	\$ 94.23
5/21/2023	Ai Yamane (Student Council Ice Cream Floats)	1369	Yes	\$ 27.54
5/21/2023	Stanford Togashi (PTA Stamp + refill ink)	1370	No	\$ 50.53
5/23/2023	Carole Mari Neely (After School Class Supplies)	1371	Yes	\$ 550.05
5/23/2023	Stanford Togashi (May Fair Matson Container)	1372	No	\$ 182.91
5/24/2023	Aloha Photobooth Services of Hawaii (5th Grade Grad)	1375	Yes	\$ 364.44
5/24/2023	Aloha Photobooth Services of Hawaii (Tip)	1376	Yes	\$ 50.00
5/25/2023	Kay's Crackseed (5th Grade Grad desserts)	1377	No	\$ 234.50
5/25/2023	Miyakonjo (5th Grade Grad Bentos)	1378	Yes	\$ 681.83
5/25/2023	Ai Yamane (5th Grade Grad Favors)	1379	Yes	\$ 117.67
				<b>\$ 19,037.71</b>

Account Balances as of 5/31/23				
Account		5/31/2023	4/30/2023	Difference
Savings Statement Balance	\$	161,834.90	\$ 161,829.95	\$ 4.95
Non-Profit Free Checking Statement Balance	\$	65,026.05	\$ 56,200.83	\$ 8,825.22
Business Checking (Operating) Statement Balance	\$	39,025.09	\$ 42,514.06	\$ (3,488.97)
	minus outstanding checks not yet cashed	\$ (6,469.95)		
<b>Actual Business Checking (Operating) Account Balance</b>	\$	32,555.14		
<b>Check Register Balance</b>	\$	32,555.14		
	<b>Total Bank Statement Balance:</b>	\$ 265,886.04	\$ 260,544.84	\$ 5,341.20
	<b>Actual Balance</b> (Bank balance - outstanding checks):	\$ 259,416.09		

Old Business Checking Checks (from previous months) that "cleared" in May 2023				
Issue Date	Check Number	Comments		Amount
3/26/2023	1316		\$	900.00
3/26/2023	1319		\$	1,000.00
3/26/2023	1320		\$	1,700.00
3/26/2023	1321		\$	1,050.00
4/30/2023	1328		\$	97.36
			<b>Total Cleared:</b>	<b>\$ 4,747.36</b>

Outstanding Business Checking Checks (not yet cleared) as of May 31, 2023				
Date Issued	Check Number	Notes		Amount
5/16/2023	1335		\$	1,611.19
5/16/2023	1336		\$	200.00
5/16/2023	1337		\$	200.00
5/16/2023	1338		\$	200.00
5/16/2023	1339		\$	200.00
5/16/2023	1340		\$	200.00
5/16/2023	1341		\$	200.00
5/16/2023	1343		\$	200.00
5/16/2023	1345		\$	200.00
5/16/2023	1346		\$	200.00
5/16/2023	1347		\$	200.00
5/16/2023	1348		\$	200.00
5/16/2023	1349		\$	200.00
5/16/2023	1350		\$	200.00
5/16/2023	1351		\$	200.00
5/16/2023	1352		\$	200.00
5/16/2023	1353		\$	200.00
5/16/2023	1356		\$	200.00
5/16/2023	1358		\$	200.00
5/16/2023	1360		\$	200.00
5/16/2023	1361		\$	200.00
5/16/2023	1363		\$	200.00
5/16/2023	1367		\$	96.59
5/18/2023	1368		\$	94.23
5/21/2023	1370		\$	50.53
5/23/2023	1372		\$	182.91
5/25/2023	1377		\$	234.50
			<b>Total Outstanding:</b>	<b>\$ 6,469.95</b>

Submitted on June 6, 2023 by Lisa Imai, Noelani PTA Treasurer 