



Noelani School PTA MONTHLY MEETING AGENDA



Thursday, 12-12-24, 6:00 pm in person (library) and via Zoom

1. Meeting Opening

- a. Call to order – President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of November 2024 Meeting Minutes – Lisa Imai – see attached

2. Principal's Report – Principal Gusman

3. Treasurer's Report – Catherine Pfeffer – see attached

4. Old Business

- a. Volunteer Coordinator – Jamie Mow is our new volunteer coordinator. Jamie will work with the officers and event chairs to determine needs, create sign-up forms and coordinate with our room parent liaisons to get volunteers signed up.
- b. Holiday Parade – On December 1st, the Noelani PTA marched in the annual Holiday Parade. Approximately 40 families from Noelani participated in this fun and festive event. Thank you to the families who generously donated candy/treats to pass out to parade-goers. Special thanks to our Treasurer Catherine and 5th grade teacher Mr. Higa. Both of them helped to ensure our walkers were safe, had what they needed and had a great time!

5. New Business

- a. Audit – Sean Kikuchi - Review of the Noelani PTA finances for the 2023-2024 fiscal year are attached to the agenda. Big Mahalo to Sean, Brandon Arakaki and Pamela Taura for working on our internal audit of the financial operations. Their audit helps strengthen our ability to raise funds, steer clear from wrongdoings (whether accidental or otherwise), and most importantly, gives our members and all parents at Noelani, confidence in our operations.
- b. Winter Song Festival – Stanford Togashi - Will be held on Thursday, Dec 19. I will be seeking volunteers to assist with parking. Preferably parents of kids in 4th and 5th grade as your children will not be onstage until the later part of the evening. We will also be making a second push to collect food for our partner Keiki-Ade (<https://keiki-ade.com/>). This is the same program we collected food for during the Craft Fair. For the past couple of years, Keiki-Ade, with donations from Noelani's food drives, has donated food and goods to the University of Hawaii's Food Vault program (<https://manoa.hawaii.edu/studentlife/campus-center-complex/services/food-vault/>). This year's recipient(s) has not been selected as

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of the writing of this agenda, but any donation will make a difference in a child's life.

- c. Jogathon – Stanford Togashi – Possible new design underway with the help of a Noelani parent. I would like to recruit two or three members to assist me with the planning and fundraising of this event. Hopefully, one of these members will serve as a shadow or even take over as chair for it. I strongly believe there is a parent amongst the many great families that we have here, that would do a better job than I chairing this event. More volunteers will be needed for the actual day of the event, but for now I am looking for committee members. I would like to seek corporate donations to increase the monies brought in to mainly assist our funding of the PE position and secondarily with other expenditures the PTA has.
- d. May Fair – Stanford Togashi – I am in discussion with a parent that may (pun intended) serve as the May Fair unofficial chair. This person would coordinate the meetings and help keep the sub chairs organized. I am looking for anyone that would be interested in being a sub chair or shadowing a current sub chair. The committees that we are looking for sub chairs are; games, scrips, silent auction, food, flyers/signs, prizes and possible bake shop. The committees that we are looking for shadows are parking, haku, plants and produce. I would like to fill these roles by the end of 2024 so that the committee can start working on things as soon as we get back from the break. That will give committees like the silent auction, haku, bake shop and plants and produce time to coordinate and seek volunteers/donations.
- e. Pack 35 Scouts – Bonnie Tung - Pack 35 cub scouts met at Stevenson Middle School for their regular meetings on November 2nd and 23rd. The pack marched in the Manoa Christmas parade on December 1st and are busy planning for their annual camp at Bellows beach from 12/6-12/8. Troop 35 had a short hike on 11/23. They are preparing the older scouts for high adventures next year before they age out. The troop participated in the Manoa Christmas parade on December 1st and are busy planning for camping at Bellows with the cub scouts which will be the last event of 2024. They will start again in January 4th and will

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help out one of the scouts on their Eagle project. Please contact pack35@noelanipta.org if you have any questions and/or interested in joining.

- f. Non Budgeted Purchases – to be voted on -
 - i. 5th grade overnight trip to Camp Paumalu. In March, the 5th grade is planning on an overnighter to the old Camp Timberline which is now called Camp Paumalu, at the top of Makakilo. They are seeking the PTA's support in bus fees for the stay to and from the camp. The total cost is about \$1,600 and the 5th grade class does plan to hold a fundraiser (CPK type) to help offset this money. However, they need our support in order to move forward with scheduling this activity.
 - ii. Expenses to move baby grand piano. A family has offered to donate a baby grand piano to the school. Principal Gusman would put the piano in the cafeteria replacing the standup piano currently in there. The piano is in great shape, but there is an expense to move and tune it. George from Piano Planet Hawaii (<https://www.pianoplanethawaii.com/>) provided the name of a company (S&S Deliveries) that could move it. Total cost to move the piano would be \$286 + tax. George also provided the names of two tuners who could assist us. Grant Otomo (Tomo's Piano Service) charges \$200 to tune this type of piano and has offered to give a free inspection of the piano prior to moving. Madelin Woodrum (<http://madelinspianoservices.com/>) also offered to assist the school if needed Thank you to George, Grant, and Madelin for this helpful information!
 - g. Open discussion – Feel free to share anything that could be useful to other members, ask questions about the PTA, etc.
 - h. Happy Holidays and have a wonderful winter break! See you next year!!
6. **Adjournment** - _____ pm
7. **Next Meeting** – Thursday, January 9, 2024 at 6:00 pm in person and via Zoom

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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: Michelle Isa-Atta
- ▶ Craft Fair: Leanne Kojima and Lauren Young
- ▶ Facebook and Instagram: ***Michelle Isa-Atta***Needs Chair***
- ▶ Family Events: Hall O' Treat: Rebecca Dayhuff Matsushima
Movie Night: ***Needs Chair***
Grandparent luncheons: Mira Nakamoto
- ▶ Jogathon: Stanford Togashi
- ▶ Logistics: Weylin Hokutan and Stanford Togashi
- ▶ May Fair: ***Needs Chair***
- ▶ Membership/Alumni Database: ***Needs Chair***
- ▶ New Parent Orientation: Dana Senaha
- ▶ Nominations: ***Needs Chair***
- ▶ Parking: ***Brad Araki***Needs Chair***
- ▶ Room Parent Liaison: Dana Senaha and Rebecca Dayhuff Matsushima
- ▶ School Community Council: Jessica Ayau and Michelle Isa-Atta
- ▶ Staff Appreciation Week: Lauren Young
- ▶ T-shirts: Stanford Togashi and Ai Yamane
- ▶ Volunteers: **Jamie Mow**
- ▶ Website: Lisa Imai

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NOELANI SCHOOL PTA November 14, 2024 Meeting Minutes

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

PRESENT: The following officers and members were present:

Officers: Stanford Togashi, President
 Catherine Pfeffer, Treasurer
 Leanne Kojima, Vice President
 Lisa Imai, Secretary

Members: Approximately 12 members online.
 Bryan Gusman, Principal
 Mari Neely, Teacher Representative
 Alex Kiyokane, Teacher Representative

The **OCTOBER 2024 MEETING MINUTES** were shared and approved.

HOUSEKEEPING ANNOUNCEMENTS -- President Togashi

- A request was made from a parent to turn closed captioning on during the meetings.
- It was also requested by the Secretary to turn on AI transcription during the meeting to assist with recording meeting minutes.
- The Treasurer’s Report will be moved to the first item on the agenda for today’s meeting to give Principal Gusman more time.

TREASURER’S REPORT – Treasurer, Catherine Pfeffer

1. Bank Account Balance as of 10/31/24 bank statement

Account Balances as of October 31, 2024			
<u>Accounts</u>	10/31/2024	9/30/2024	<u>Difference</u>
Savings Statement Balance	\$ 61,901.07	\$ 61,899.70	\$ 1.37
Business Platinum Checking xx1709 Statement Balance (NEW)	\$ 50,045.19	\$ 42,271.26	\$ 7,773.93
Business Platinum Checking xx7910 Statement Balance	\$ 6,673.75	\$ 5,023.00	\$ 1,650.75
Certificate of Deposit xx108-1 Balance	\$ 102,244.79	\$ 102,244.79	\$ -
minus all outstanding checks not yet cashed	\$ 41,865.87		
Actual Business Checking Account Balance	\$ 14,853.07		
Check Against Checking Account(s) Register Balance	\$ 14,853.07		
Total Bank Statement Balance:	\$ 220,864.80	\$ 211,438.75	\$ 9,426.05
Actual Operating Balance (Checking accounts + Savings account - outstanding checks):	\$ 76,754.14		

2. For last month’s period ending October 31

- a. Reminder -- Had to close old checking account and open a new one. The closed line is no longer being reported as of this Treasurer’s report.

- b. Operating income – Hall O’ Treats bento and drinks sales, Craft fair booth fees, Craft Fair vendor lunches, Craft Fair keiki pass & scrip presales, school t-shirt sales, Eden in Love bags, Aloha Collection bags, donations, PTA membership, Big Island fundraiser, morning care, interest from CD and Savings account -- \$16,537.65.
- c. Operating expenditures – Aloha Collection final payment, Craft Fair advertising, reissued checks due to having to close and reopen a checking account, Hall O’ Treats cash withdrawal, HTY school bus fee, Craft Fair inflatables, Sakai visitor expenses, monthly GET for September income – \$9,139.61.
- d. Had a few checks that cleared in October from previous months. A check payable to Noelani Elementary for \$39,630.32 is still outstanding. Catherine will check with the office about the status.
- e. If any questions can email Catherine at treasurer@noelanipta.org

PRINCIPAL’S REPORT – Principal Gusman

1. **Appreciation and thanks** – Principal Gusman expressed his appreciation to the following:
 - a. Becca Dayhuff Matsushima and everyone who volunteered for and donated to Hall O’ Treats. It was a successful event and the format seems to be working well.
 - b. To all the parents, guardians, teachers, and staff for adjusting their schedules to accommodate Parent-Teacher conferences.
 - c. Leanne Kojima and all of the volunteers who helped to put on the Craft Fair. The school received lots of positive comments.

2. **Teacher Collaboration Day (November 8)**
 - a. Noelani had a Teacher Collaboration day on Friday, November 8.
 - b. Teachers spent two hours learning about artificial intelligence and the role it is beginning to play in education.
 - c. Walked next door to the College of Tropical Agriculture to visit Mindy Jaffe (aka, “the worm lady”). She collects the breakfast and lunch food waste on our campus every day so we have zero food waste at Noelani because it goes next door to the wormery to feed the worms. We’re lining up to have our kids go over and learn about the worms and the soil that they produce.
 - d. In the afternoon went up to Manoa Heritage center on O’ahu Avenue. It’s a walking field trip that fourth grade has been going on, but more grades might start going. They deal with a lot of the history of Manoa Valley, as well as plants and agriculture and the ahupua’a. It is a great resource for us to have right in our backyard.

3. **Upcoming events**
 - a. Monday, November 18 -- Stevenson band visit to play some holiday music. It’s always good because there's Noelani alumni in in the band
 - b. Friday, November 22 – STEM night. This is something new for Noelani. Principal Gusman started a committee with our teachers to increase our community engagement, so this event is totally put on by the faculty and staff of Noelani Elementary. Looking to do at least one every semester. Originally open to the first

50 attendees, but they were able to accommodate all 70+ people who signed up. They're going to build a doodle bot. The notice went out to make payments so please submit your payments.

- c. November 28 and 29th, Thanksgiving & Black Friday – No school and office will be closed.
- d. Saturday, December 14th – Our robotics team will be in the state championships at McKinley High School. Please come out and support the team. More details will be sent out as they come in.
- e. Thursday, December 19th – Songfest. More details will be sent out.
- f. Friday, December 20th -- End of the first semester with Winter Break to follow.

4. Personnel updates

- a. TA (temporary-assigned) SASA, Tristyn Oki – Tristyn is one of our office assistants, and currently the TA SASA. She's been doing an outstanding job and is still learning.
- b. Seeking an 89-day hire to fill Tristyn's old position so if you know anybody, please let Principal Gusman know.
- c. New early education preschool teacher, Ashley Rival – Currently in training so she's been in and out of the classroom and will be fully in the classroom starting the week of November 18.
- d. New half-time custodian, Derrick Hasegawa – Custodial staff is now fully staffed.
- e. Temporary-assigned cook, Neal Pascablo – Kitchen is now also fully staffed as well.
- f. Started the year down a lot of people, but we're slowly filling positions.

5. Reminder to families regarding trips

- a. Taking trips during the school year is highly discouraged.
- b. Please take trips during school breaks because seat time is very important.
- c. Teachers are under no obligation to provide work for students in those situations. Parents can ask, but teachers are not obligated to make accommodations.

6. School Community Council-Related Information

- a. U.S. News and World Report Ranking – Noelani was ranked as the third best elementary school and third best public elementary school. We don't necessarily focus totally on test scores like some other schools; we're trying to develop good people and try to help and support students. The by-product of that typically are the kinds of test scores that we get.
- b. Enrollment – Impacts how much funding Noelani gets. The DOE gives a projected enrollment every year, which the budget is based off of. The number of students there are during the first 10 days of school becomes our official enrollment count, so depending on how many kids actually come, the DOE may give the school more money or take money away.
 - This year's projected enrollment – 412 students
 - Enrollment count – 421 students

- Current enrollment – 426. This is good. (If you count the EOEL kids, which don't count in terms of our budget, we actually have 433 kids on campus.)
- Many schools in Honolulu district are shrinking, but we're fortunate that we can control our enrollment through geographic exceptions because we're a desired location. So the better that we do, the more we can keep our enrollment from dropping.
- Next year we have the same exact projected enrollment, 412, however this is what the 6-year projection looks like:

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Noelani El	412	405	394	398	385	363

- So it is in our best interest to continue to be an excellent school and for people to want to come to Noelani, to help us keep our numbers up because by keeping our numbers up, we're able to be more flexible with our staffing and the things that we can offer.
- So how do we do that? People come to us because they see things like our Strive HI report. Many people make decisions about which school they want to send their child to based on the Strive HI reports.

c. Strive HI Report

**2023-24 Strive HI School Performance Report
Noelani Elementary School**

About Strive HI
Each year, the State of Hawai'i Department of Education reports on performance of the state's public schools. This annual report summarizes progress on the state's achievement of student learning goals of the Board-approved Strategic Plan. This report informs educators, parents, community members and policymakers.
For Strive HI reports about statewide performance, other schools and technical information, visit <http://bit.ly/StriveHISystem>.
For more information about the 2023-29 Strategic Plan, visit <https://go.hidoe.us/2023-29-Strategic-Plan>.
Additional reports about schools are available at <http://arch.k12.hi.us> or at school's websites.

Our Students

High Needs Subgroup	Number of Students	Percentage
Economically Disadvantaged	80	19%
Special Education	21	5%
English Learners	40	10%

Major Race/Ethnicities

Major Race/Ethnicities	Number of Students	Percentage
Asian (Excluding Filipino)	245	59%
Black	10	2%
Filipino	22	5%
Hispanic	2	0%
Native Hawaiian	17	4%
Pacific Islander	23	6%
White	89	21%

Our School

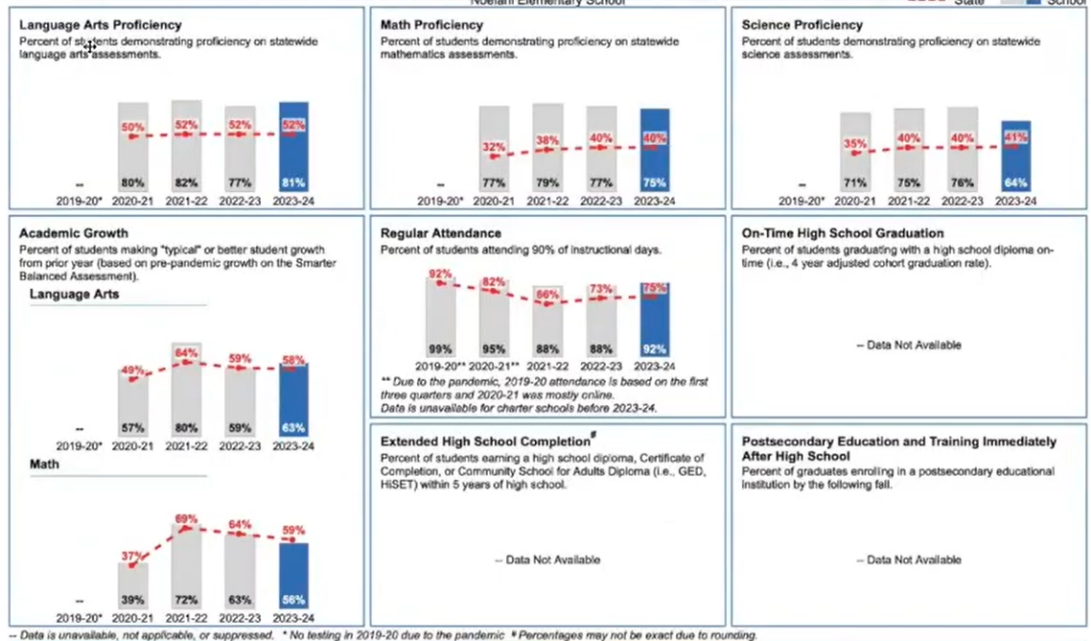
Grades	K-5
Enrollment	416
Principal	Bryan Gusman
Phone	808-988-1858

Website: <https://www.nes.k12.hi.us>

Our Story
Noelani Elementary School, a small school in Mānoa Valley, Hawaii, strives for academic excellence while nurturing responsible, global citizens. Its Positive Behavior and Intervention System (PBIS), known as Choose Love, promotes a safe and supportive environment where everyone is treated with aloha (respect and kindness). The school fosters strong community connections, encouraging active parent and family involvement through the Parent-Teacher Association. Noelani is also developing its Noelani I.D.E.A. (innovate, discover, explore, achieve) Center, a combined library and makerspace, which serves as the hub for creative learning experiences.

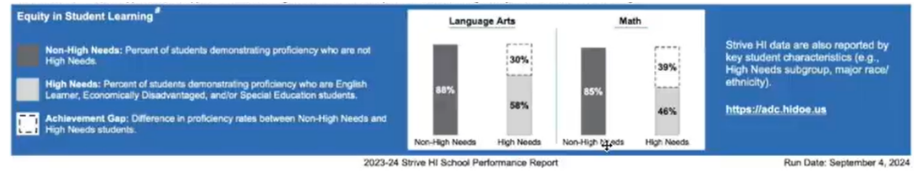
- Strive HI doesn't reflect things like Hall O Treats, Craft Fair, May Fair, Japanese Sister School, Robotics Team. It's purely the numbers.
- The "High Needs Subgroup" and how it is broken down/defined was pointed out.

- Some highlights regarding Strive HI



1. Language Arts Proficiency and Math Proficiency -- Only grades 3 through 5 takes the State test
2. Science proficiency – only grade 5 takes the test (but it’s really a reflection of grade K through 5 because everyone has to contribute all the way through Grade 5)
3. In each area shown, the red numbers are the state statistics and our numbers are the black numbers at the bottom.
4. 2019-2020 AY – no results bc of Covid
5. 2020-2021 AY – was a hybrid year
6. In the past year four years, Principal Gusman has been bringing a consultant in to help with language arts so it’s not a surprise that we have strong scores in language arts. The school is starting to do that with Math as well and expecting scores to go up.
7. Science took a bit of a drop.
8. Some reasons why there may have been drops in the numbers:
 - a. Regular attendance – dipped during Covid because had mandatory number of days that students had to stay out. Now it’s getting back to normal but some students are still out due things besides illness due to trips.
 - b. Gap Rate – Difference between scores of non-high needs students and high needs students (ELL, SPED, socially disadvantaged). The gap rate is important to principal

Gusman.



- i. The non-high needs students scored 88% proficiency and the high needs group scored 58% proficiency for a gap rate of 30 points difference.
- ii. We have to attend to our kids who are in the high needs areas and a lot of our focus is to put strategies in place to help the kids who are struggling.
- iii. Our goal is to have a single digit gap rate. We don't want to tell there is a difference between the populations.

9. How to look at the specific test areas

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken	
Grade 3 ELA	Smarter Summative	3	Spring 2024 (Smarter Summative)	68	2510 ± 12	Percent Count 6 8 9 45	05/21/2024	79%
Grade 5 ELA	Smarter Summative	5	Spring 2024 (Smarter Summative)	68	2561 ± 14	Percent Count 10 10 19 29	05/15/2024	71%
Grade 4 ELA	Smarter Summative	4	Spring 2024 (Smarter Summative)	64	2546 ± 11	Percent Count 5 3 22 34	04/25/2024	87%

a. ELA Grade 3 example:



- i. The blue number (66%) indicates the percent of students that exceeded the proficiency, the green number (13%) indicates the percent of students that met the proficiency, the yellow is the percent of students that are approaching proficiency, and the red are the students that are below proficiency.
- ii. The percent in the box on the right (79%) is a total of the green and blue numbers and indicates the percent of students that “passed” the test.

10. A closer look at the 5th graders (class of 2024) and why their numbers were lower.

Class of 2024

2023 - 2024: Grade 5

2022 - 2023: Grade 4

2021 - 2022: Grade 3

2020 - 2021: Grade 2 - Began virtual and reported back to school on an A/B schedule in December 2020.

2019 - 2020: Grade 1 - Went virtual for Quarter 4.

Class of 2024 went virtual all of 4th quarter in 1st grade and when they came back in 2nd grade they only came back 2x a week and were virtual with A/B schedule until December. This stunted them academically and socially. In grades 3, 4, and 5, that class gave Mr.

Gusman a lot of problems and referrals because they didn't know how to deal with each other. When you looked at Panorama surveys where kids rate how they feel about school – biggest issue was that kids didn't respect kids. They could work with adults, they just couldn't work with each other. This was the biggest effect from Covid, but hopefully we are mostly past that now because the kids that are in 5th grade now were kindergarteners during Covid.

- Overall compared to how the state performed we did pretty well. The high risk group that did the worst was the ones that were disadvantaged because they didn't have as many resources as others.
- After the Covid drop off, both groups (high needs and non-high needs) improved. This tells us that all of the hard work that the teachers have been doing, especially in language arts and literacy, has been paying off. The teachers work really hard and they really do a lot and Principal Gusman pushes them to do well and is proud of them. The hope is that we can close the gap between high needs and non-high needs students even more while still maintaining high standards.
- The Strive HI Report should be available online.
- Principal Gusman went over the report with the school staff and School Community Council (SCC). He will continue to do more analysis and is writing the school's comprehensive needs assessment. The Strive HI information is the kind of thing that is normally presented at SCC. If anyone is interested in attending those meetings, they are posted on the school calendar and people can attend. SCC covers more of the nuts and bolts of how the school works and the information isn't usually covered in PTA meetings but Principal Gusman thought the Strive HI data was interesting to show the PTA the effect that Covid had on Noelani and how the school is moving forward.
- Question from parent – Are there opportunities for parents to volunteer to help special needs students? Answer from Principal Gusman: Special education is a sensitive area when it comes to volunteers but if there ever are opportunities, Principal Gusman will keep it in mind.

OLD BUSINESS

1. Hall O' Treats – Stanford Togashi

- a. Special thanks to Hall O' Treats Chair, Becca Dayhuff Matsushima. Additional thanks to parent Jamie Mow, Teachers Molly Prado and Jeff Fukushima, Custodians Richard and crew (they helped improve lighting and cleaned up the multi-purpose room so that we could use it), as well as those that donated treats, sold drinks, helped set up, clean up, etc. It was a really successful event!
- b. Costume contest was a big success with over 50 entries. It was a great suggestion from Principal Gusman a few years ago to fill the time.

- c. Drink sales helped to help offset the cost of the police officer.
- d. Some parents volunteered to take photos.
- e. We had some treats left. The ones with close expiration dates were distributed to teachers and office staff and the others will be distributed at the Manoa Holiday Parade.

2. Craft & Children's Fair – Stanford Togashi and Leanne Kojima

- a. The following groups were acknowledged and thanked:
 - i. Co-Chairs, Leanne and Lauren Young, for producing another successful event. Additional thanks to Teacher Kristin Nakamura who was like a 3rd chair.
 - ii. Everyone who helped, especially those who took on leadership roles with committees – Brad Araki (Parking); Kristen Brummel (Alumni Booth); Catherine Pfeffer (Treasurer); Mari and Ewan Raynor (inflatables); Kelli Chang & Stephanie Frady (prizes, including a temporary tattoo designed by Risa & Quinn); Maiko Tanaka (Genki Balls); Elaine Young, Ilikea Silva, and Misty (graphics); Weylin (logistics & noodle promoter); Becca Dayhuff Matsushima & Dana Senaha (room parent liaisons); Lisa Imai (scrip/keiki passes), Mee Joo Kim (vendor lunches); John Strandburg (food & PR w/Daisy Church), Marcia Nii (community booths)
 - iii. Principal Gusman – for letting us use the multi-purpose room and lanai, helping with the field, being there super early and staying late and letting us use the campus in general.
 - iv. Richard and crew – the campus looked amazing!
 - v. DOE – for coming out on Friday and cutting the grass.
 - vi. The Community volunteers
 - 1. Sandra and her HELP program students.
 - 2. Four ladies from Kahaluu Lions that Mee Joo's mother contacted.
 - vii. Those who helped set up on Friday.
 - viii. Everyone else that we might have missed including those mentioned in the agenda and those who just helped.
- b. Vendor count -- 50 on the field, 48 in the cafeteria, 12 on A-building lanai, 8 in the multipurpose room, 2 on the multipurpose lanai, 5 random tents around campus, and 4 food trucks. Around 130 booths sold which was higher than last year.
- c. Community booths, games, inflatables, prizes were really good.
- d. We sold a lot of fried rice. Had 400 trays and used them all. Another 200 larger containers were sold at \$10 to \$12. Rough calculation was \$4000 gross.
- e. The more volunteers we get, the more we can do. We wanted to possibly sell pizza this year but we didn't have enough volunteers. In the past the teachers and parents said they also used to do spam musubis.
- f. Shuttle for volunteers from Manoa Park – Not many people on the shuttle this year, maybe can look into opening it to others (like vendors and participants) next year.
- g. A PTA member had a question regarding "Noelani Dads" because they saw someone with a Noelani Dads shirt. Noelani Dads was a program created by a former PTA President because she wanted more fathers to help out with PTA. We

don't have an official "Noelani Dads" group anymore because moms help out just as much. But we still want to try to get more people involved.

NEW BUSINESS

1. **Volunteer Coordinator** – Stanford Togashi
 - a. There is a huge need for this to help recruit volunteers beyond just for specific events. Jamie Mow volunteered to do this. Will be working with chairs for the events.

2. **Pack 35 Scouts** – Stanford Togashi on behalf of Pack 35 Chair, Bonnie Tung
 - a. Please see announcements included in agenda and email pack35@noelanipta.org with any questions.
 - b. The Scouts do a lot of STEM-related activities.
 - c. Reminder that it is open to both boys and girls.
 - d. Cub Scouts and Boy Scouts were a big help at Craft Fair.

3. **Genki Balls** – Stanford Togashi on behalf of Maiko Tanaka
 - a. Over 900 Genki balls made during the Craft Fair will be thrown into the Ala Wai on Sunday, November 24 from 9 – 10 am at an event hosted by the Genki Ala Wai Project.
 - b. The PTA helped sponsor the Genki ball making at the Craft Fair by paying for materials used to create the balls and will be providing refreshments on the 24th. The balls from the Craft Fair are drying out now to get ready to be thrown into the Ala Wai.
 - c. The Genki Ball throwing event is open to all Noelani families even if they did not make Genki Balls at the Craft Fair.
 - a. Attendees can park at Ala Wai Elementary if the park is full.
 - b. See the flyer included with the agenda for more details and if there are any questions they can email genkiball.noelani@gmail.com.

4. **Manoa Holiday Parade** – Stanford Togashi
 - a. Noelani PTA will be marching in this year's parade which will be on Sunday, December 1, 2024 at 4:00 pm. Parade starts at Noelani Elementary School and ends at the Manoa District Park. Attendees should plan to show up (at Noelani) by 3:30 pm.
 - b. No parking will be allowed at Noelani because it is a staging area for the parade. Attendees can possibly park at the District Park and walk to Noelani to start the parade. It's a 10 – 15 minute walk.
 - c. Wear your favorite Noelani or holiday attire (not required) and walk alongside other Noelani families. PTA will provide candy to pass out to parade watchers. If you don't care to march, it's also fun to watch the parade as a spectator.

- d. 5th graders usually help carry the Noelani banner in the parade.
- e. No supervision will be provided by the PTA or Noelani Elementary. At least one parent must accompany their child(ren).
- f. In the past, the Manoa Lions Club has provided light refreshments to parade participants and hosted a kid's holiday fair at the Manoa District Park gym but this year they can't do it on the parade day due to construction at the gym and other reasons.
- g. PTA could possibly do something at the park but would need to get a head count.
- h. Will ask people to donate candy to pass out.
- i. Keep an eye out for the sign-up sheet later on.

5. Winter Songfest – Stanford Togashi

- a. The Winter Songfest will be held on Thursday, Dec 19.
- b. The PTA will be seeking volunteers to assist with parking, preferably parents of 4th and 5th graders because their children will not be onstage until the later part of the evening.
- c. Fourth grade might want to do fundraising (selling bentos) to help with Big Island Trip costs. Could sell other things such as hot chocolate, etc. to make more money but needs enough volunteers and school would need to allow us to use the facilities. PTA does own some waffle hot dog irons and we could try it out again.
- d. Question from parent: What time does Songfest start?
 - i. Answer from Principal Gusman: Kids report to classes at 5:45 pm, Songfest performances start at 6:00 pm. More information will be sent out soon.
 - ii. Suggestion from Stanford to get there early because traffic can build up.
- e. Stanford will try to record the performances for those that cannot attend.

6. Open discussion – led by Stanford Togashi

- a. Leanne Kojima – Need to start looking for a May Fair Chair. We usually start sending out silent auction solicitation requests.
- b. Dana Senaha – Heads up for room parents that a survey will be sent out soon to teachers to find out their favorite things so that if people want to get things for their teachers for the holidays they have a list of the teachers' favorite things. The survey used to go out closer to Staff Appreciation Week but people mentioned that it would be helpful to have earlier in the year. The list of favorites will be sent to room parents.

7. Next meeting -- Stanford Togashi

- a. Scheduled for Thursday, December 12, 2024 at 6:00 pm via Zoom.

MEETING ADJOURNED at 7:27 pm.

Noelani PTA Treasurer's Report
for the period ending November 30, 2024

Operating Income Received in November 2024			
<u>Date</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
11/1/2024	Square - Aloha Collection sales, Craft Fair vendor lunches, vendor fees, and donation	Business Checking xx1709	\$ 508.16
11/4/2024	Square - Aloha Collection sales, Craft Fair vendor lunches, vendor fees, and keiki pass	Business Checking xx1709	\$ 1,548.14
11/4/2024	Give Aloha Campaign and matching donation, Morning care, Craft Fair Vendor fee	Business Checking xx7910	\$ 1,213.62
11/5/2024	Square - Craft Fair keiki pass and vendor fee, Aloha Collection sales, Donation	Business Checking xx1709	\$ 931.07
11/6/2024	Square - Craft Fair keiki pass, vendor lunches, and vendor fee, Aloha Collection sales, Donation	Business Checking xx1709	\$ 1,232.63
11/7/2024	Square - Craft Fair Keiki pass and vendor fee	Business Checking xx1709	\$ 678.73
11/8/2024	Square - Craft Fair Keiki pass and vendor fee	Business Checking xx1709	\$ 154.58
11/8/2024	Craft Fair vendor fee	Business Checking xx7910	\$ 110.00
11/9/2024	Craft Fair vendor fee, cash box starter, Noelani food/scrip/alumni booths, and donation	Business Checking xx7910	\$ 10,796.00
11/12/2024	Square - Aloha Collections sales and Craft Fair Noelani food/scrip/alumni booths, keiki pass, and donation	Business Checking xx1709	\$ 9,009.48
11/18/2024	Big Island fundraiser	Business Checking xx7910	\$ 135.00
11/19/2024	Square - Aloha Collection sales	Business Checking xx1709	\$ 261.03
11/22/2024	Big Island fundraiser	Business Checking xx7910	\$ 2,175.00
11/27/2024	Big Island fundraiser and donation	Business Checking xx7910	\$ 260.00
11/30/2024	Interest	Savings xx1383	\$ 1.32
Total Income:			\$ 29,014.76

Operating Expenditures in November 2024				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
11/3/24	Easy Music Center (Microphones)	1556	Y	\$ 959.16
11/3/24	Matthew Choy (Pitch Sports Bar - vendor lunches)	1557	Y	\$ 408.38
11/3/24	Kumi Mendoza (Steak Farm - vendor lunches)	1558	Y	\$ 433.51
11/3/24	Lisa Imai (Reimbursement for scrip and wrist bands)	1559	Y	\$ 89.76
11/3/24	Rebecca Dayhuff Matsushima (Reimbursement for Hall O'Treat items)	1660	Y	\$ 3,855.57
11/4/24	Stephanie Frady (Reimbursement for Craft Fair prizes)	1561	Y	\$ 248.70
11/4/24	Chili in Hawaii (Vendor lunches)	1562	Y	\$ 77.00
11/4/24	Yuo Kowal (Vendor lunches)	1563	Y	\$ 179.88
11/6/24	Tatsuo's (Vendor lunches)	1564	Y	\$ 286.91
11/6/24	Lauren Young (Reimbursement for A frame sign holders for booths)	1565	Y	\$ 241.13
11/6/24	Rocket Scientist Chili (Vendor lunches)	1566	Y	\$ 150.79
11/8/24	Cash (Craft Fair Cash Box Starters)	WD	Y	\$ 1,800.00
11/9/24	Tiyani Mead (Craft Fair HPD)	1567	Y	\$ 610.00
11/9/24	Carl Inouye (Craft Fair HPD)	1568	Y	\$ 350.00
11/9/24	Anthony Pangan (Craft Fair HPD)	1569	Y	\$ 350.00
11/12/24	Stanford Togashi (Craft Fair booklets)	1570		\$ 260.00
11/17/24	City & County of Honolulu (Hall O'Treats HPD - Admin)	1571		\$ 19.00
11/18/24	Hawaii Dept of Taxation (Oct GET)	ACH	Y	\$ 768.76
11/22/24	Michelle Nathan (Reimbursement for Craft Fair ice)	1572		\$ 91.31
11/22/24	Ham Produce & Seafood Inc (Invoice for Noelani Noodles)	1573	Y	\$ 285.05
11/22/24	MC Group Hawaii, Inc. (Preparation of Form 990 EZ)	1574	Y	\$ 1,256.54
Total Expenses:				\$ 12,721.45

(continued on next page)

Account Balances as of November 30, 2024			
Accounts	11/30/2024	10/31/2024	Difference
Savings Statement Balance	\$ 61,902.39	\$ 61,901.07	\$ 1.32
Business Platinum Checking xx1709 Statement Balance (NEW)	\$ 11,515.00	\$ 50,045.19	\$ (38,530.19)
Business Platinum Checking xx7910 Statement Balance	\$ 19,563.37	\$ 6,673.75	\$ 12,889.62
Certificate of Deposit xx108-1 Balance	\$ 102,244.79	\$ 102,244.79	\$ -
minus all outstanding checks not yet cashed	\$ 429.31		
Actual Business Checking Account Balance	\$ 30,649.06		
Check Against Checking Account(s) Register Balance	\$ 30,649.06		
	Total Bank Statement Balance:	\$ 195,225.55	\$ 220,864.80
	Actual Operating Balance (Checking accounts + Savings account - outstanding checks):	\$ 92,551.45	\$ (25,639.25)

Business Checking Checks (from previous months) that cleared as of November 30, 2024			
Issue Date	Check Number	Account	Amount
9/9/24	1537	Business Checking xx1709	\$ 39,630.32
10/24/24	1553	Business Checking xx1709	\$ 2,059.69
10/25/24	1554	Business Checking xx1709	\$ 116.86
10/30/24	1555	Business Checking xx1709	\$ 496.00
Total Cleared:			\$ 42,302.87

Outstanding Business Checking Checks (not yet cleared from previous months) as of November 30, 2024			
Date Issued	Check Number	Account	Amount
10/7/24	1546	Business Checking xx1709	\$ 59.00
Total Outstanding:			\$ 59.00

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



December 9, 2024

Dear Noelani PTA President and Treasurer,

We have reviewed the financial documents of the Noelani PTA as of and for the fiscal year ended June 30, 2024 and have issued our report thereon dated December 9, 2024.

We conducted our review based on the Noelani Elementary School PTA bylaws (as amended on November 27, 2019) and with the use of the California State PTA toolkit. Utilizing those standards, we performed the review to obtain reasonable assurance about whether the financials are free of material misstatement.

In planning and performing our review of the financial documents of the Noelani PTA accounts for the year ended June 30, 2024, we considered its internal control structure to determine our procedures for the purpose of expressing an opinion in the financial documents and not to provide assurance on the internal control structure.

Reconciliation of Fund Balances

The team performed a consolidated reconciliation of each of the First Hawaiian Bank accounts owned and operated by the Noelani PTA, for the fiscal year ended June 30, 2024. The final reconciliation provided of First Hawaiian Bank account ending in xx6857 resulted in an adjustment of \$3,198.10. The differences between the bank statements and the register are due to outstanding disbursements that had not yet cleared. The oldest outstanding check was dated May 1, 2024 while the newest check was dated June 28, 2024. There was a conscious effort throughout the year to make sure that outstanding checks were cashed or re-issued if necessary.

The Noelani PTA bylaws require reimbursement requests to be 1) approved by the President, or Executive Board, including standing committee chairs and 2) signed by two officers of the PTA Executive Board. The reconciliation of the reimbursement requests noted that this requirement was fulfilled.

Observations and Recommendations

During our review, there were some observations and recommendations we developed that we believe might assist in future. Please note that all observations and recommendations made by this committee are for informational purposes only and are not intended to be construed as policy recommendations since the committee is not part of the PTA Executive Board nor are the committee members involved with the overall decision making of the PTA.

Observation/Recommendation 1

We noted there were roughly 170 Payment Request/Expense Reimbursement Voucher forms approved that resulted in checks issued during the fiscal year. Out of all of these, there were only a few instances of missing supporting documents (invoices or receipts), discrepancy in reimbursed amounts, or missing signatures. We recommend that everyone reviewing the forms perform a double check to make sure that all the information and supports are provided to the Treasurer.

Observation/Recommendation 2

The PTA bylaws state that a Treasurer's report be presented at every general meeting held. We recognize that the monthly Treasurer's report provides a very detailed report on the income received as well as the expenditures made in that given month. Reviewing the Treasurer's report each month gives members an accurate look at PTA's finances. One possible recommendation for the final Treasurer's Report for the fiscal year is that a brief fiscal year summary be added to the report that reflects the beginning balance, revenue and expenditure totals (possibly grouped by major budget categories) for the entire year and ending balance. That may help outgoing and incoming officers understand how the year finished as well as provide easily accessible information to the membership.

Observation/Recommendation 3

An observation/recommendation made in last year's report was for the Executive Board to review the various PTA bank accounts to see if different types of accounts could be utilized to cut down on the number of transactional fees being assessed by the bank for items such as excess deposits. During this fiscal year's review, we note that these transactional fees were non-existent.

Another recommendation that was made in last year's report was for the executive board to look at bank CDs to take advantage of higher interest rates for funds that may not have been needed during the fiscal year. In the March 2024 PTA meeting, a motion to open a 6 month 4.45% APY CD was made and passed by the members in attendance which has earned \$1,116.17 in interest over the ending 3 months of the fiscal year. We encourage the executive board to continue its review in the current fiscal year as well.

Observation/Recommendation 4

With the return to normalcy following the pandemic, we did note that there were many financial transactions (170 check disbursements, numerous revenue transactions,

fundraising events, etc.) that occurred during this fiscal year that greatly increased the duties of the Treasurer compared to the pandemic years. With the increased responsibilities and workload, the PTA board may want to consider the creation of an Assistant Treasurer position to relieve some of the pressure on the Treasurer especially due to the large fundraising events and additional programs such as the Morning Care Program.

We appreciate the cooperation and courtesies extended to us by the President and Treasurer of the PTA during our review, and we trust the comments and suggestions contained herein will be received in the spirit with which they are offered. If we can be of assistance in implementing any of the recommendations, please do not hesitate to contact us.

This report is intended for the information of the Noelani PTA committee. This restriction is not intended to limit the distribution of this report.

Sincerely,

Brandon Arakaki

Sean Kikuchi

Pam Taura

Audit Team Members: Brandon Arakaki, Sean Kikuchi and Pam Taura