



Noelani School PTA MONTHLY MEETING AGENDA



Thursday, 1-09-2025, 6:00 pm in person (cafeteria) and via Zoom

1. Meeting Opening

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

2. Principal's Report – Principal Gusman

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

4. Old Business

5. New Business

- a. Jogathon – Stanford Togashi – Event will be held on Friday, Feb 7, 2025. This event is for children only. A small number of volunteers from the PTA will support with logistics for the event. Shirts for students and staff have been ordered and a brand new design is being finalized. Letters to parents will be sent out next week.
- b. May Fair – Stanford Togashi – Elaine Young will serve as a meeting coordinator and will help coordinate with various sub chairs. If you are interested in chairing or assisting with a committee, please email me and the May Fair committee at mayfair@noelanipta.org.
- c. Pack 35 Scouts – Bonnie Tung - Pack 35 had a busy month of December. The cub scouts marched in the Manoa Christmas parade on 12/1/2024. The cub scouts enjoyed cooking activities, fishing, and hiking at the annual family camp at Bellows. The cub scouts are currently on Christmas break with regular meetings to resume on 1/4/2025. Troop 35 Boy scouts also participated in Manoa Christmas parade on 12/1/2024. They had joint camping activities with Pack 35 scouts and families on 12/6-12/8/2024 at Bellows. It wrapped up the activities and meetings of Troop 35 in Year 2024. They will have an Eagle project on 1/4/2025 at Manoa District Park and will resume regular meeting on 1/10/2025. Please contact pack35@noelanipta.org if you have any questions and/or interested in joining.
- d. 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, February 13, 2025 at 6:00 pm in person and via Zoom

OUR MISSION – Through transparent communication and collaboration, the PTA will forge a strong alliance among and between the families of the Noelani PTA and school administration that will lead to enhanced educational opportunities for students across all areas of academics, extra-curricular activities and health and wellness.



Noelani School PTA MONTHLY MEETING AGENDA



Thursday, 1-09-2025, 6:00 pm in person (cafeteria) and via Zoom

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: Elaine Young
- ▶ 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 December 12, 2024 Meeting Minutes

Meeting (in person and via Zoom) called to order by President Stanford Togashi at 6:04 pm.

PRESENT: The following officers and members were present:

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

Members: Online: Approximately 12
In person: 7 members + 3 teachers

Bryan Gusman, Principal
Mari Neely, Teacher Representative
Alex Kiyokane, Teacher Representative

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

PRINCIPAL'S REPORT – Principal Gusman

1. Upcoming events

- a. Sunday, December 14 – Robotics Team State Championships
 - Our robotics team will be in the state championships at McKinley High School. Please come out and support the team. The opening ceremony is at 10:15 am. The Noelani Lego robotics team is for 4th and 5th graders.
- b. Thursday, December 19 – Songfest
 - This is a culminating event in the 1st semester. Starts with Kindergarten performances and goes up to 5th grade. Priority seating will be for Kindergarten families; parents for other grades should wait outside until their turn. 4th or 5th grade parents may want to drop kids off and then return later because parking will be tight. Kids need to be in school in their classrooms by 5:45 pm and Songfest starts at 6 pm. Children must return to their classrooms after performances to be checked out. Information will be sent out via email.
- c. Friday, December 20 -- End of the first semester with Winter Break to follow.
- d. Monday, January 6 – Teacher work day, no school for students.
- e. Tuesday, January 7 – School resumes
- f. Martin Luther King Jr. Day is a holiday

2. Upcoming Projects

- a. Will be starting construction on the new preschool playground. Should be ready to go when we return from Winter break.
- b. Playcourt repairs
- c. Fix rust on the covered walkways

3. Registration for 2025-2026 school year

- a. Starts in January
- b. In-district registration – Please register as soon as possible because that affects number of GEs that can be given out.
- c. If the school gets a lot of late in-district registration it can lead to overloaded classrooms.

TREASURER’S REPORT – Treasurer, Catherine Pfeffer

1. Bank Account Balance as of 11/30/24 bank statement

Account Balances as of November 30, 2024					
<u>Accounts</u>		11/30/2024	10/31/2024	<u>Difference</u>	
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	\$ (25,639.25)
		Actual Operating Balance (Checking accounts + Savings account - outstanding checks):	\$ 92,551.45		

- a. Operating income consisted mostly of Aloha Collection sales, Craft Fair income, Big Island Trip Fundraiser – \$29,014.76.
- b. Operating expenditures consisted mostly of Craft Fair expenses, HPD, Hall O Treats reimbursements, taxes and tax preparation – \$12,721.45.
- c. Comments regarding accounts
 - i. Savings account – earns minimal interest
 - ii. Checking accounts – Had to close out old checking account and create a new one so the one marked “New” is the one we had to open.
 - iii. CD – interest-bearing at the end of 6 months, so we will not see a difference in the balance until it matures in March.
 - iv. Operating balance is \$30,649.06 but total bank account balance (between savings, checking, and CD) is \$195, 225.55
- d. Cleared checks from past months ~\$42,000.
 - i. A few checks from past months cleared, including one for \$39,000 to cover teacher salaries.
 - ii. Still one outstanding check that hasn’t cleared
- e. If any questions can email Catherine at treasurer@noelanipta.org

2. Remarks from President Togashi

- a. \$39,000 teacher expense is the largest expense the PTA incurs every year and is why we fundraise to offset the cost. It covers teachers such as PE and Music.
- b. We work with the school to determine what is needed.
- c. We encourage everyone to support the PTA either by volunteering your time or making donations.

OLD BUSINESS

1. PTA Volunteer Coordinator – Stanford Togashi

- a. A new PTA Volunteer Coordinator, Jamie Mow, was announced. Jamie will work with PTA officers and chairs to assist in seeking volunteers.

2. Holiday Parade – Stanford Togashi

- a. On December 1st, approximately 40 families from Noelani marched in the annual Holiday Parade.
- b. Thank you to the families who generously donated candy/treats to pass out to parade-goers.
- c. Special thanks to our Treasurer, Catherine, and 5th grade teacher, Mr. Higa, who helped to ensure our walkers were safe, had what they needed, and had a great time!



3. Genki Ball Toss – Stanford Togashi on behalf of Maiko Tanaka

- a. 35 people showed up on 11/24 to toss Genki Balls into the Ala Wai. A total of 2000 Genki Balls were tossed, with 924 of them coming from the Craft Fair. The PTA helped sponsor the Genki Ball making at the Craft Fair by paying for materials used to create the balls and provided refreshments at the Genki Ball tossing.
- b. Thank you to Maiko Tanaka for coordinating the Genki Ball making at the Craft Fair, as well as the tossing. Everyone had fun and it was a nice community project to

help more than just the Mānoa area. We are looking forward to doing it again next year!



NEW BUSINESS

1. **2023-2024 FY Audit** – Stanford Togashi on behalf of Sean Kikuchi
 - a. Big mahalo to Audit Committee Members, Sean Kikuchi, Brandon Arakaki, and Pamela Taura for working on our internal audit of the PTA’s financial operations for the 2023-2024 fiscal year.
 - b. Review of some of the Audit Committee findings
 - i. The Audit Committee did not see any big issues, but did find a few transactions that were missing items. They followed up on those items with the Treasurer.
 - ii. Recommend brief fiscal year summary be added to the final Treasurer’s Report for the fiscal year.

- iii. Recommend an Assistant Treasurer position to assist with the Treasurer duties.
- iv. Suggestions/Comments from Committee Member Pam Taura – something at beginning or end of year to present what expenses were and what we spend money on will help parents understand what we are doing. The Audit Committee was impressed with the amount of work it took to create the documentation.

2. Songfest – Stanford Togashi

- a. The Winter Songfest will be held on Thursday, Dec 19. The PTA will be seeking approximately 12 volunteers to assist with parking in two shifts, mostly before Songfest. Hopefully 4th and 5th grade parents can help because they won't be performing until later. At 6 pm the parking will likely be filled. Please be a good community member and observe all parking signs, etc.
- b. Looking for donations for Keiki-Ade. Will probably be given to UH Food Vault program and will accept food, as well as products that can be used by UH students. In the past, Noelani got around 1,000 pounds of donations. Will have area set up by flag pole to collect donations. Will be given to students of UH in January because Food Vault is closed over the holidays.
 - i. Question from attendee – Will donations be collected all week? Answer: Just on Thursday because need to keep cafeteria stage clear for Songfest.

3. Jogathon Fundraiser – Stanford Togashi

- a. Possible new T-shirt design underway with the help of a Noelani parent. Design needs to get to printer by end of December. Shirts are given to every child no matter how much money they bring in. We just want them to be healthy and promote a healthy lifestyle in the spirit of Jogathon.
- b. Would like to recruit two or three members to assist 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. Jogathon committee has been small. Stanford has been the pseudo-chair for the past few years. If interested, email Stanford at president@noelanipta.org.
- c. More volunteers will be needed for the actual day of the event, but for now just looking for committee members.
- d. Would like to seek corporate donations to increase the money brought in to assist our funding of the PE position and help with other PTA expenses. If we can seek more corporate donations we can do more for the school. Jogathon usually brings in \$23,000 but some of the money goes towards the t-shirts and it is not enough to offset the cost of the PE teacher. We have around \$200,000 committed to the school for the budget and only \$110,000 expected to come in.
- e. Questions/comments from attendees
 - i. What color will the shirts be this year? Answer: We are trying to cycle through the colors. Not black, not gray, not blue. Stanford emailed printer

to find out costs for screen printing. With the method that they use now, it doesn't matter how many colors we print. In the past it did.

1. An attendee commented that the fabric for the gray shirt was more comfortable.
 2. President Togashi noted that he heard similar comments, but also mentioned that those gray shirts were more expensive.
- ii. Can we put the Noelani tattoo design on the shirt? Answer: Maybe. Waiting to hear back from shirt printer on cost of colors and price difference for printing on front, front & back, sleeve.
 - iii. Can shirts be sponsored? Answer: Ideally, yes, as long as sponsor meets DOE/school guidelines. Can talk with Principal Gusman if there is an interested sponsor.

4. May Fair – Stanford Togashi

- a. Elaine Young has offered to be a meeting coordinator/facilitator for May Fair.
- b. Sign up will be sent out during the break to find sub-chairs. Will also need shadows for those sub-chairs. Some of the sub-chairs are already 4th grade parents. We do have a number of the committees filled, thanks to Catherine & Leanne.
- c. We want to start seeking donations in January/February already.
- d. Email Stanford or you can let your child's teachers know if you are interested.
- e. Question from attendee – Will the 5th grade get to do the May Pole? Answer from Principal Gusman: Yes, it is likely that the 5th graders will get to do the May Pole.

5. Pack 35 Scouts – Stanford Togashi on behalf of Pack 35 Committee Chair, Bonnie Tung

- a. Please see announcements included in agenda and email pack35@noelanipta.org with any questions or are interested in joining.
- b. Additional comments from Brad Araki (via Stanford Togashi) -- wanted to add that they had a camp with the Pack and Troop at Bellows this past weekend. The troop has an Eagle Scout project in January and a couple more in 2025. Wanted to thank PTA for their support.
- c. Question from attendee – Are girls allowed to join? Answer from "Pack mom" – Yes, it is coed. Email pack35@noelanipta.org for more information.

6. Non-budgeted Purchases (to be voted on) – Discussion led by Stanford Togashi

- a. **Bus and teacher expenses related to 5th grade overnight trip to Camp Palehua** – presented by 5th Grade Teachers, Karl Higa & Noelani Chang (Mr. Sakamoto was not able to make it due to illness)
 - i. The 5th grade is planning on an overnighter in March at Camp Palehua (formerly called Camp Timberline) at the top of Makakilo. They are seeking the PTA's support in bus fees to and from the camp. The camp will have activities such as hiking, a campfire, low ropes activities and would be the Thursday & Friday before Spring break. This would be the 5th grade trip,

which the 5th grade hasn't had in some time. Amount they are asking for from the PTA: ~\$1900.

1. \$1600 for buses to get there. It was noted that the bus prices have gone up. (Just to go to HTY its \$6 per child.)
2. \$300 to help offset the cost of the trip for the teachers (\$100 each)
3. If PTA cannot fund, will need to assess each child \$25 more to attend. Cost to attend trip would be \$120 per child if the PTA is able to assist, \$145 if PTA is not able to cover the cost of bus ride. Angel funds may be available for students that need financial assistance.
4. The 5th grade class plans to hold a fundraiser (CPK type) in the middle of January to help offset the expenses, however, they need our support in order to move forward with scheduling this activity.

ii. Discussion

1. Question from attendee – Is the fundraising to offset the cost for each family. A: It's to offset the cost of the bus ride.
2. Question from attendee: Will they be looking for chaperones?
Answer: Yes, and the fee will be approximately the same amount.

iii. Vote

1. Stanford requested a motion to approve paying \$1600 for buses. Motion to approve by Lauren Young. Seconded by Dana Senaha. Approved by membership with no objections.
2. Stanford requested a motion to approve paying \$300 for teacher expenses. Motion to approve by Steph Frady. Seconded by Elaine Young. Approved by membership with no objections.

a. **Expenses to move and tune a baby grand piano** – presented by Stanford Togashi

- i. A family has offered to donate a baby grand piano to the school. It is a player piano, so it has the ability to play music on its own. Piano would go in the cafeteria, replacing the standup piano currently in there, and would take up approximately 25 square feet. Will probably try to work on this over the break if the funding gets approved and it is worth moving.
- ii. George from Piano Planet Hawaii (<https://www.pianoplanethawaii.com>) provided recommendations for a mover and tuners.
 1. Recommended mover -- S&S Deliveries. (The only company qualified to do this, per George.) Total cost would be \$286 + tax.
 2. Recommended tuners:
 - a. 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 to make sure it would be worth paying for.
 - b. Madelin Woodrum (<http://madelinspianoservices.com/>) -- also offered to assist the school if needed. Also charges \$200 to tune the piano.

- iii. It was noted that an additional future piano expense (for later) might be a cover for the piano.
- iv. Discussion
 - 1. Question from attendee – would it possible for the 5th grade legacy gift? Answer: Probably, but would also want to thank the family that donates the piano. The 5th grade class could pay back the PTA for the expense if they decide on it later.
 - 2. Comment from attendee – The cafeteria is not climate-controlled so the piano could get warped and out of tune relatively quickly.
 - a. Stanford will talk to tuner to get feedback.
 - 3. Question from attendee re: piano maintenance costs? Answer: Right now, the piano in cafeteria has not been maintained either and has been used for Songfest and seemed to be okay.
 - 4. Question from attendee: Is Mr. Perry (the music teacher) in favor of this? Answer: Yes, he is.
- v. Vote – Stanford requested a motion to approve \$486 + tax for moving and tuning of the piano, if the tuner agrees that is it worth moving. (He promised that he will report on the outcome.) Motion to approve by Lauren Young. Seconded by Dana Senaha. The motion was approved by the membership with no objections.
- vi. Follow-up question from attendee -- What to do with old piano? Answer: Will probably have to dispose of the old piano because it is termite-eaten. Will talk to the tuner. Suggestion from attendee – Reuse Hawaii might be interested in taking it for parts.

7. Open discussion – led by Stanford Togashi

- a. Teacher, Jeff Fukushima – For the Sakaimachi sister school exchange, we have the group figured out for next October’s travel and want to start fundraising. They are considering a Christmas tree disposal/pickup service for a \$25 donation on January 4. Will send out a Google form.
- b. Thank you from a room parent to Room Parent Liaisons, Dana Senaha and Becca Matsushima-Dayhuff, for sending out responses to the teacher surveys asking them about their favorite things. Got a lot of good feedback from parents.
- c. Question from attendee – has Noelani ever done the Science Olympiad?
 - i. Answer: No, they participate in the Honolulu District Science Fair.

8. Next meeting -- Stanford Togashi

- a. Scheduled for Thursday, January 9, 2024 at 6:00 pm via Zoom.

MEETING ADJOURNED at 7:21 pm.

Noelani PTA Treasurer's Report
for the period ending December 31, 2024

Operating Income Received in December 2024				
<u>Date</u>	<u>Description</u>	<u>Account</u>		<u>Amount</u>
12/3/2024	Square - Aloha Collection sales	Business Checking xx1709	\$	50.54
12/6/2024	T-shirts and Big Island Fundraiser	Business Checking xx7910	\$	1,977.00
12/13/2024	Aloha Collection sales and Big Island Fundraiser	Business Checking xx7910	\$	3,370.00
12/16/2024	Square - Aloha Collection sales	Business Checking xx1709	\$	193.90
12/17/2024	Square -Twiggy sales	Business Checking xx1709	\$	36.55
12/19/2024	PayPal - T-shirts, Aloha Collection sales, PTSA membership, and donations	Business Checking xx1709	\$	1,231.00
12/20/2024	Robotics donation and Big Island Fundraiser	Business Checking xx7910	\$	1,150.00
12/23/2024	Square - Various bag collaboration sales	Business Checking xx1709	\$	2,588.22
12/24/2024	Square - Aloha Collection sales	Business Checking xx1709	\$	626.48
12/31/2024	Interest	Savings xx1383	\$	1.36
			Total Income:	\$ 11,225.05

Operating Expenditures in December 2024				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
12/2/24	The City & County of Honolulu (Craft Fair HPD - Admin)	1575	Y	\$ 26.00
12/2/24	Stephani Frady (Reimbursement for Craft Fair gecko tattoos)	1576	Y	\$ 186.30
12/4/24	The City & County of Honolulu (Craft Fair HPD - Admin)	1577		\$ 5.00
12/12/24	Dave & Buster's (Big Island Fundraiser)	1578	Y	\$ 2,285.00
12/12/24	EM Hawaii LLC (Genki Ball ingredients)	1579	Y	\$ 125.65
12/15/24	Hawaii State PTSA (Insurance)	1580	Y	\$ 100.00
12/15/24	Noelani Elementary School (1st grade Moanalua Concert bus fare)	1581	Y	\$ 708.00
12/18/24	Dave & Buster's (Big Island Fundraiser)	1582	Y	\$ 275.00
12/19/24	Hawaii Dept of Taxation (Nov GET)	ACH	Y	\$ 1,137.44
12/19/24	Stanford Togashi (Reimbursement for logistics - 10x10 tent)	1583	Y	\$ 209.15
12/19/24	World Wide Tours & travel Service (Big Island deposit)	1584	Y	\$ 10,000.00
12/19/24	Stanford Togashi (Craft Fair food/drinks from Costco)	1585	Y	\$ 496.35
12/19/24	Stanford Togashi (Craft Fair food/drinks from Sams Club)	1586	Y	\$ 1,025.83
12/19/24	Stanford Togashi (Logistics parking wands and cash boxes)	1587	Y	\$ 218.00
12/19/24	Stanford Togashi (Reimbursement for Sakai Machi Snacks)	1588	Y	\$ 74.57
12/19/24	Michelle Isa-Atta (Reimbursement for Craft Fair snack booth)	1589	Y	\$ 417.42
12/19/24	Stanford Togashi (Reimbursement for Craft Fair Shuttle)	1590	Y	\$ 720.00
12/19/24	Maiko Tanaka (Reimbursement for Genki Ball snacks)	1591		\$ 37.35
12/19/24	Stanford Togashi (Reimbursement for new student orientation snacks)	1592	Y	\$ 273.18
12/23/24	Stanford Togashi (Reimbursement for Kindergarten iPad cases)	1593	Y	\$ 1,779.00
12/23/24	Stanford Togashi (Reimbursement for Teacher welcome back snacks)	1594	Y	\$ 170.50
			Total Expenses:	\$ 20,269.74

Account Balances as of December 31, 2024				
<u>Accounts</u>		<u>12/31/2024</u>	<u>11/30/2024</u>	<u>Difference</u>
Savings Statement Balance*		\$ 61,903.75	\$ 61,902.39	\$ 1.36
Business Platinum Checking xx1709 Statement Balance*		\$ 15,903.99	\$ 11,515.00	\$ 4,388.99
Business Platinum Checking xx7910 Statement Balance*		\$ 6,060.37	\$ 19,563.37	\$ (13,503.00)
Certificate of Deposit xx108-1 Balance		\$ 102,244.79	\$ 102,244.79	\$ -
minus all outstanding checks not yet cashed	\$	361.35		
Actual Business Checking Account Balance	\$	21,603.01		
Check Against Checking Account(s) Register Balance	\$	21,603.01		
		Total Bank Statement Balance:	\$ 186,112.90	\$ 195,225.55
		*Actual Operating Balance (Checking accounts + Savings account - outstanding checks):	\$ 83,506.76	\$ (9,112.65)

(continued on next page)

Business Checking Checks (from previous months) that cleared as of December 31, 2024

<u>Issue Date</u>	<u>Check Number</u>	<u>Account</u>	<u>Amount</u>
11/17/24	1571	Business Checking xx1709	\$ 19.00
11/22/24	1572	Business Checking xx1709	\$ 91.31
Total Cleared:			\$ 110.31

Outstanding Business Checking Checks (not yet cleared from previous months) as of December 31, 2024

<u>Date Issued</u>	<u>Check Number</u>	<u>Account</u>	<u>Amount</u>
10/7/24	1546	Business Checking xx1709	\$ 59.00
11/12/24	1570	Business Checking xx1709	\$ 260.00
Total Outstanding:			\$ 319.00

Submitted on January 3, 2025 by Catherine Pfeffer, Noelani PTA Treasurer

Catherine Pfeffer