



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 7-11-24, 6:00pm via Zoom



1. Meeting Opening

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

2. Principal’s Report – Principal Gusman

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

4. Old Business

- a. Digital Display – Installation will begin this week.
- b. Sunday, July 14 Campus Cleanup cancelled. I would like to focus our efforts on the Kindergarten and New Student Orientation tours.

5. New Business

- a. Craft Fair – Leanne Kojima – (Vendor letters were sent out at the beginning of June. The date for the fair is on Saturday, November 9.
- b. Kindergarten and New Student Orientation – Stanford Togashi – July 31st, Optional campus tour for new parents and children starting at 4:15pm. About 70 parents + children have signed up for this tour. This is a great opportunity for the PTA to share information about the campus and about the things the PTA does. It would be great if we could get 15 PTA members to help lead the tours. Principal Gusman will have a script for tour leaders.
- c. Thank you Mrs. Kim Ishii! As you know, Kim will be leaving Noelani after 5 years as the SASA to take over the same position at Aiea High School. Kim was instrumental in assisting the PTA over the years and provided much guidance in helping us run our fundraisers and activities. Her positive, can do attitude will be missed and we wish her the absolute best at her new school.
- d. Health Room – Could use kids slippers (does not need to be new) that are loaned out to children when there’s an accident. Please contact health aide Mira before dropping off.
- 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, August 8, 2024 at 6:00 pm 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
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Thursday, 7-11-24, 6:00pm 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: Trunk or Treat: Rebecca Dayhuff**
 - ▶ **Movie Night: ***Needs Chair*****
 - ▶ **Grandparent luncheons: Mira Nakamoto**
- ▶ **Jogathon: Stanford Togashi**
- ▶ **Logistics/Storage Containers: Weylin Hokutan and Stanford Togashi**
- ▶ **May Fair: ***Needs Chair*****
- ▶ **Membership/Alumni Database: ***Needs Chair*****
- ▶ **New Parent Orientation: ***Needs Chair*****
- ▶ **Nominations: ***Needs Chair*****
- ▶ **Parking: ***Brad Araki***Needs Chair*****
- ▶ **Room Parent Liaison: Dana Senaha and Rebecca Dayhuff Matsushima**
- ▶ **School Community Council: Jessica Ayau**
- ▶ **Staff Appreciation Week: Lauren Young**
- ▶ **T-shirts: Stanford Togashi and Ai Yamane**
- ▶ **Volunteers: ***Needs Chair*****
- ▶ **Website: Lisa Imai**



NOELANI SCHOOL PTA June 13, 2024 Meeting Minutes

Meeting (via Zoom) called to order by President Stanford Togashi at 6:05pm.

PRESENT: The following officers and members were present:

Officers: Stanford Togashi, President
Catherine Pfeffer, Treasurer
Michelle Isa-Atta, Secretary

Members: Approximately 6 members online.
Cynthia Chang, Teacher

APRIL 11, 2024 & MAY 3, 2024 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT – Stanford Togashi gave report on behalf of Principal Gusman

1. Mahalo to parent, faculty and staff that made the end of the year possible – includes May Day, May Fair, Teacher Appreciation, and 5th Grade Graduation.
2. Personnel –
 - a. P.E. Teacher – Nancy Ogden (former Noelani parent). Replacement for Mrs. Lum.
 - b. Grade 2 Teacher – Carrina Curnow. Replacement for Mrs. Nakagawara who will be the curriculum coordinator for next year.
 - c. Grade 3 Teacher – Caitlin Zarate. Replacement for Ms. Barilla.
 - d. Pre-School Teacher – Marci Awaya.
 - e. Hawaiiana Kumu – Mrs. Jessica Ayau Dumlao (current Noelani parent and member of our School Community Council).
 - f. Hired a third Office Assistant (pending completion of hiring process); fully staffed front office.
 - g. Custodian Mary replaced Quyen Tu whom recently retired.
 - h. Pending Hires:
 - School Food Service Manager
 - EA for the EOEL pre-school
 - Half time custodian to replace Mary
 - i. Important Dates:
 - July 4 – Holiday (Independence Day); school is closed.
 - July 30 – Teachers report back to school
 - July 31 – Kindergarten and New Parent Orientation
 1. 4:15pm – Optional tour with Principal
 2. 5:00 – 5:30pm – Principal and PTA
 3. 5:30- 6:00pm – Kindergarten Presentation and New Parent Morning Care/APlus information

4. 6:00 – 6:30pm – Morning Care and APlus Information for Kindergarten Parents
 - August 5 – First day of school (Grades 1-5); EOEL and Kindergarten will have their schedules.
 - August 8 – Open House
 1. 5:45 – 6:25pm – Principal Welcome / PTA Meeting
 2. 6:30 – 6:50pm – Session 1
 3. 6:55 – 7:15pm – Session 2
 - August 16 Holiday (Statehood Day) / Noelani Day of Service at 8:00am
 - August 23 – Roosevelt Complex PC Day (no school for students)
 - August 25-30 – Sakaimachi Student Exchange; Sakaimachi will be bringing 10 students to visit (5 girls; 5 boys).
 - September 2 – Holiday (Labor Day)
 3. 2024-2025 School Year:
 - a. Special Classes will be grouped as follows
 - STEM, Computer Science, Library
 1. Previously STEM/Computer Science shared a time slot.
 2. Goals for these classes:
 - a. Through Computer Science, to have all students understand basic coding. They will start in Kindergarten and progress through 5th Grade. Those that want to challenge themselves can participate in the Lego Robotics Competition Team (Grades 4 &5).
 - b. Through STEM, create problem solvers. Mr. Lam would like more consistent time with students to challenge them sufficiently in the STEM field.
 - Hawaiiana; PE; Music
 - Social Emotional Learning will take place weekly, but on a class by class basis at a time that works for schedules.
 - b. Multi-Purpose Garden:
 - Targeted for Grades K-2
 - Will be located in area to the left when entering the Multi-Purpose Building.
 - Transform area into a garden to conduct Science and STEM lessons.
 - The area will also be a place to grow flowers/greenery needed for May Fair haku/lei po’o.
 - Principal Gusman received DOE funding for science program and farming.
 - Seeking donations for banana, sugar cane and hala plants.
 - c. EOEL Pre-Kindergarten:
 - Preparing to open doors to inaugural PreK class at Noelani.
 - Renovations are almost done; waiting on final clearance on interior classroom and for installation of PreK playground.
4. Principal requests dates of all PTA events to prepare for next school year.

TREASURER'S REPORT – shared by Catherine Pfeffer

1. **Bank Account Balance as of 4/30/24 and 5/31/24 bank statements**

Account Balances as of April 30, 2024			
<u>Accounts</u>	4/30/2024	3/31/2024	<u>Difference</u>
Savings Statement Balance	\$ 91,890.72	\$ 91,888.77	\$ 1.95
Business Platinum Checking xx7910 Statement Balance	\$ 10,649.34	\$ 69,879.52	\$ (59,230.18)
Business Platinum Checking xx6857 Statement Balance	\$ 44,643.20	\$ 30,655.88	\$ 13,987.32
Certificate of Deposit xx108-1 Balance	\$ 100,374.72	\$ 100,000.00	\$ 374.72
minus all outstanding checks not yet cashed	\$ 19,161.92		
Actual Business Checking (Operating) Account Balance	\$ 36,130.62		
Check Register Balance	\$ 36,130.62		
Total Bank Statement Balance: \$ 247,557.98 \$ 292,424.17 \$ (44,866.19)			
Actual Operating Balance (Bank balance - outstanding checks): \$ 128,021.34			

Account Balances as of May 31, 2024			
<u>Accounts</u>	5/31/2024	4/30/2024	<u>Difference</u>
Savings Statement Balance	\$ 91,892.75	\$ 91,890.72	\$ 2.03
Business Platinum Checking xx7910 Statement Balance	\$ 24,302.04	\$ 10,649.34	\$ 13,652.70
Business Platinum Checking xx6857 Statement Balance	\$ 36,764.79	\$ 44,643.20	\$ (7,878.41)
Certificate of Deposit xx108-1 Balance	\$ 100,738.68	\$ 100,374.72	\$ 363.96
minus all outstanding checks not yet cashed	\$ 5,767.80		
Actual Business Checking (Operating) Account Balance	\$ 55,299.03		
Check Register Balance	\$ 55,299.03		
Total Bank Statement Balance: \$ 253,698.26 \$ 247,557.98 \$ 6,140.28			
Actual Operating Balance (Bank balance - outstanding checks): \$ 147,191.78			

- a. First Hawaiian Bank (FHB) is requiring the Noelani PTA to notate the transition from current Executive Officers to next academic year's Executive Officers. Treasurer (Catherin Pfeffer) requested that the meeting minutes reflect the signatories for all Noelani PTA FHB accounts will transition from the current PTA Executive Officers to the incoming PTA Executive Officer effective as of July 1, 2024.
 - i. Current PTA Officers:
 - President: Stanford Togashi
 - Vice President: Kristen Brummel
 - Treasurer: Catherine Pfeffer
 - Secretary: Michelle Isa-Atta
 - ii. New PTA Officers:
 - President: Stanford Togashi
 - Vice President: Leanne Kojima
 - Treasurer: Catherine Pfeffer
 - Secretary: Lisa Imai
- b. May 31, 2024 Treasurer's Report has a lot of transactions which includes pre-sale items and Square transactions
 - i. CD deposit included
 - ii. Teacher Appreciation Checks went out: 29 teachers in total
 - iii. Reimbursements for May Day expenses
 - iv. Graduation expenses

- c. Catherine shared graphs of summary of income and expenses from July 1, 2023 to current. See graphs on Noelani PTA website.
- d. Catherine requested that the PTA make an announcement to parents/guardians regarding the donation match programs that some employers have available to employees. For example, FHB employees who are current Noelani parents have donated to PTA events, and FHB will match the monetary donation.

OLD BUSINESS

1. May Fair – Leanne Kojima and Stanford Togashi

- a. May Fair was a success; thank you to all those that volunteered and helped.
- b. Partnered with the UH HELP Program, the Mānoa Lions Club and the Koko Head Lions Club who provided volunteers for the event.
- c. Total funds raised was \$30,345 net.
- d. We will need a Chair for this event next year.

2. 2024-2025 PTA Officer Elections

- a. At the start of the May Day program, an announcement was made by Michelle Isa-Atta to elect the following members as officers for the upcoming year:
 - i. President: Stanford Togashi
 - ii. Vice President: Leanne Kojima
 - iii. Treasurer: Catherine Pfeffer
 - iv. Secretary: Lisa Imai
- b. There was a motion and second to elect, and a confirmation was made via voice vote.

3. Staff Appreciation Week – Stanford Togashi

- a. Lauren Young and Kristen Brummel served as co-chairs.
- b. The week started off with Casey Lund from Hawai'i News Now and Superintendent Hayashi at Noelani talking about teacher appreciation week.
- c. PTA provided support for the week's events which included a breakfast buffet, treats throughout the week, sushi/tempura lunch, Kona Ice shave ice, and food from Sushi King (Noelani parent donated).
- d. Teacher appreciation checks (\$200/each) were also distributed to full-time teachers (see Treasurer's report for a complete list of teachers).

4. Graduation/Graduation Banquet/Legacy Gift – Stanford Togashi

- a. Thank you to Principal Gusman, teachers and parents for assisting with Graduation and sending the Class of 2024 off with a heart-warming graduation ceremony.
- b. After school on May 30th the PTA helped to organize the Graduation Banquet. The graduates enjoyed pizza and hot dogs (cooked on a recently purchased grill by the PTA), candies, treats, and shave ice along with a photo booth and even some impromptu karaoke at the covered play court on campus.
- c. The Class of 2024 legacy gift will be a mural painted by Boz Schurr, an artist that has done the floral artwork on buildings A and B, fronting the administrative building, as well as the PTA gecko container. The mural will be placed in the library. Fundraising for this mural is ongoing, but donations have been coming in strong

and it is expected that the Class of 2024 will be able to raise enough funds for the entire cost of the mural and plaque.

- d. PTA encouraged 5th Grade classes to have Room Parents to help assist with events such as the 5th grade graduation, banquet, and legacy gift.

5. Class of 2023 Legacy Gift

- a. On Friday, May 31st, the Class of 2023, led by parent Kiriko Oishi and Mr. Karl Higa unveiled an artwork created by parent and artist Kat Uno in the library.
- b. Many former students and their families attended the unveiling and were treated to drinks and snacks provided by the PTA.
- c. Principal Gusman provided remarks and thanked the parents and former students for their legacy gift.

NEW BUSINESS

1. Craft Fair – Leanne Kojima

- a. Confirmed for Saturday, November 9, 2024.
- b. Sent letters to returning vendors in early June.
- c. 40 vendors are currently signed up.
- d. Will be processing new vendor applications on August 1.
- e. Looking for more available space on campus for vendor booths; possibly going into the Multi-Purpose Building.
- f. Need to work on ideas for available parking spaces near Noelani Elementary for customers/attendees.

2. Cub Scouts and Boy Scouts Updates –

- a. Cub Scouts – Cub Scouts Pack 35 held their last pack meeting on May 4, 2024 at Stevenson Middle School. The pack participated in the annual council service event held in May at the National Memorial Cemetery of the Pacific. Along with the Boy Scouts, they decorated graves in honor of those who served the country.
- b. Boy Scouts – For the month of April, the boys did their 1st time backpacking hike in the Mānoa area. The purpose of the hike was to get scouts experienced in hiking with the weight of their equipment and water. This was in preparation for the overnight backpacking trip to Kuliouou Trail on May 4-5, 2024.
- c. Both Pack and Troop 35 also helped at the Stevenson Middle School Beautification Day. They helped to weed and clean up the garden and flower beds.
- d. Any questions for Pack 35 can be sent to pack35hawaii@gmail.com. The PTA will work on getting Pack 25 a noelanipta.org email address.
- e. The Noelani PTA is the sponsoring organization for Pack 35.

3. Grandparent Luncheon

- a. Chair will be Mira Nakamoto (Health Aide and 5th Grade Parent).
- b. Tentative plans to restart the Grandparents' Day Luncheon have started.
- c. Luncheon may be in either September or October.
- d. Mira already spoke to the cafeteria staff about this and will likely need volunteers over the two-day event.

- e. Volunteers will be assisting with parking, welcoming grandparents, helping during the luncheon, and clean-up.
 - f. Principal Gusman noted to Stanford Togashi that this would be contingent upon the cafeteria being fully staffed.
4. **Campus Day of Service and Get Together**
- a. Principal Gusman identified a day in August for the Campus Day of Service.
 - b. Stanford Togashi suggested a possible Campus Day of Service and Get Together over the summer.
 - i. Possibly on Sunday, July 14, 2024.
 - ii. Open up the Play Court and the cafeteria for the students to get together play and sign yearbooks.
 - iii. About 5 classrooms in A Building that needs to be painted; cleaning stairwells and outside building walls; planting.
5. **New Parent Orientation** –
- a. Date of New Parent Orientation is on July 31, 2024.
 - b. Need a Chair for this event.
 - c. Principal Gusman suggested that the PTA could help with tours of the campus and use this event to share more about the PTA and recruit new parents.
6. **Officers** – Stanford Togashi
- a. Mahalo to outgoing Vice President Kristen Brummel and Secretary Michelle Isa-Atta.
 - b. Kristen is an alumna, former teacher (State Teacher of the Year 2011), and now former parent at Noelani. She has shared her unique and much needed perspective on many PTA matters and we have been fortunate to rely on her for the past 8+ years and more so in the last two years as the VP while still chairing committees such as the New Parent Orientation and Staff Appreciation Week. Her energy, enthusiasm, and love for all things educational, Noelani, and related to our keiki will be missed. Thankfully, she is still connected to education, making a difference for our schools statewide and she will be an active Noelani PTA alumna.
 - c. Michelle has been a pleasure to serve with the past two years. She has brought to the executive committee the same type of professionalism that she displays in her full-time job along with creating awesome social media posts, and serving on every committee in whatever way needed. We are lucky that this is not a goodbye to Michelle. She will still be helping out the PTA behind the scenes and will take over as our bylaws chair,
7. **Open Discussion**
- a. Dana Senaha brought up a topic regarding the Mānoa community. The Avalon Group recently purchased the former St. Francis property, and they are proposing a large development of housing on the property. The only entrance/exit is on Pamoia Road which will increase traffic in the neighborhood, and will change the school population of Noelani Elementary and GE acceptance. If any community member and/or Noelani parent would like to join the conversation during the community

meetings or get more information regarding the new development, please reach out to Dana via email at dtomonari@gmail.com.

- b. Thank you to everyone for attending the online meeting.
- c. Feel free to share anything that could be useful to other members, as questions about the PTA, etc.
- d. Please reach out for any questions regarding the Noelani PTA via email at president@noelanipta.org.

MEETING ADJOURNED at 8:00pm. Next Meeting scheduled for Thursday, July 11, 2024 at 6:00pm via Zoom.

DRAFT

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

Operating Income Received in June 2024				
<u>Date</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>	
6/3/2024	Benevity - Jogathon Employer Match	Business Checking xx7910	\$	507.83
6/3/2024	5th Grade Legacy Gift	Business Checking xx7910	\$	288.88
6/7/2024	5th Grade Legacy Gift & Craft Fair Booth Sales	Business Checking xx7910	\$	2,595.00
6/11/2024	Square - 5th Grade Legacy Gift	Business Checking xx6857	\$	290.40
6/17/2024	Square - 5th Grade Legacy Gift	Business Checking xx6857	\$	48.25
6/21/2024	5th Grade Legacy Gift & Craft Fair Booth Sales	Business Checking xx7910	\$	1,255.00
6/28/2024	5th Grade Legacy Gift, Craft Fair Booth Sales, 1st grade magnets	Business Checking xx7910	\$	2,730.00
6/28/2024	Interest	Certificate of Deposit xx108-1	\$	377.49
6/30/2024	Interest	Savings xx1383	\$	1.96
Total Income:			\$	8,094.81

Operating Expenditures in June 2024				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
6/7/24	Stanford Togashi (Teacher appreciation week & 5th grade graduation supplies)	1521		\$ 678.28
6/13/24	Karl Higa (5th Grade Gift and installation of legacy gift)	1522		\$ 889.72
6/17/24	Signs Hawaii LLC (Deposit for school sign)	1523	Y	\$ 14,460.73
6/22/24	Catherine Pfeffer (Teacher appreciation week and stamps)	1524	Y	\$ 127.17
6/28/24	Department of Education (Use of facilities for 5th grade graduation party)	1525		\$ 119.54
6/28/24	Noelani Elementary School (2nd Grade HTY bus fee)	1526		\$ 387.00
Total Expenses:			\$	16,662.44

Account Balances as of June 30, 2024				
<u>Accounts</u>		<u>6/30/2024</u>	<u>5/31/2024</u>	<u>Difference</u>
Savings Statement Balance		\$ 91,894.71	\$ 91,892.75	\$ 1.96
Business Platinum Checking xx7910 Statement Balance		\$ 31,678.75	\$ 24,302.04	\$ 7,376.71
Business Platinum Checking xx6857 Statement Balance		\$ 17,871.30	\$ 36,764.79	\$ (18,893.49)
Certificate of Deposit xx108-1 Balance		\$ 101,116.17	\$ 100,738.68	\$ 377.49
minus all outstanding checks not yet cashed	\$	3,198.10		
Actual Business Checking (Operating) Account Balance	\$	46,351.95		
Check Register Balance	\$	46,351.95		
Total Bank Statement Balance:		\$ 242,560.93	\$ 253,698.26	\$ (11,137.33)
Actual Operating Balance (Bank balance - outstanding checks):		\$ 138,246.66		

Business Checking Checks (from previous months) that "cleared" as of June 30, 2024				
<u>Issue Date</u>	<u>Check Number</u>	<u>Account</u>	<u>Amount</u>	
5/1/24	1472	Business Checking xx6857	\$	200.00
5/1/24	1473	Business Checking xx6857	\$	200.00
5/1/24	1474	Business Checking xx6857	\$	200.00
5/1/24	1483	Business Checking xx6857	\$	200.00
5/1/24	1487	Business Checking xx6857	\$	200.00
5/3/24	1505	Business Checking xx6857	\$	197.83
5/3/24	1506	Business Checking xx6857	\$	123.53
5/8/24	1507	Business Checking xx6857	\$	323.12
5/20/24	1515	Business Checking xx6857	\$	190.48
5/21/24	1516	Business Checking xx6857	\$	190.99
5/21/24	1517	Business Checking xx6857	\$	705.44
5/28/24	1520	Business Checking xx6857	\$	112.85
Total Cleared:			\$	2,844.24

(Continued on next page)

Outstanding Business Checking Checks (not yet cleared from previous months) as of June 30, 2024

<u>Date Issued</u>	<u>Check Number</u>	<u>Account</u>	<u>Amount</u>
5/1/24	1482	Business Checking xx6857	\$ 200.00
5/1/24	1490	Business Checking xx6857	\$ 200.00
5/1/24	1495	Business Checking xx6857	\$ 200.00
5/23/24	1519	Business Checking xx6857	\$ 523.56
Total Outstanding:			\$ 1,123.56

Submitted on July 3, 2024 by Catherine Pfeffer, Noelani PTA Treasurer

Catherine Pfeffer