



Noelani School PTA MONTHLY MEETING AGENDA



Thursday, 3-13-2025, 6:00 pm in-person (cafeteria) and via Zoom

1. Meeting Opening

- Call to order – President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- Approval of February 2025 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

- May Fair – Stanford Togashi/Elaine Young – Committee met on Thursday, Feb 27 at 6 pm via Zoom. Many discussions were held and will be discussed during the PTA monthly PTA meeting. If you are interested in chairing, assisting, or shadowing a committee, please email me and the May Fair committee at mayfair@noelanipta.org. 100 percent of the net revenue generated from the May Fair goes directly to the PTA. Meeting highlights;
 - i. We do not anticipate having the 50+ Japanese student volunteers we had at the last two May Fairs.
 - ii. We plan to make and sell food to generate more money while reducing costs for families.
 - iii. Haku making workshop is scheduled for March 31st from 1-5pm. See flyer that was sent out by Principal Gusman and room parents for details.
 - iv. Volunteer signup list is being worked on and should be going out before the end of March.
 - v. PTA is asking every family to help volunteer for at least ONE shift this event. Volunteer shifts are available prior and during the fair itself.
 - vi. PTA is soliciting items for the silent auction. If you know of a business that (or your family) would like to donate, please contact the committee. No amount is too little!
- Pack 35 Scouts – Bonnie Tung - Pack 35 held a Pinewood Derby workshop to prepare parents and scouts for the annual Pinewood Derby race held March 1st. Pack 35 hiked Moanalua Valley Kamanunui trail on February 15th. The Pack enjoyed nature and had lunch on the trail. Troop 35 had weekly meetings on

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Friday at Manoa Park except the 1st week of February which coincided with the date of the Punahou Carnival. The troop was working on arranging Big Island camp during Spring Break in March. The youth leaders have completed the annual planning of 2025 activities but will follow up and make adjustments when needed. Two Eagle Scout projects are in progress and the 3rd one may start soon.

- Afterschool Classes – Special thanks to Ms. Ai and the teachers who offered to teach classes. Parents of kids who attend these classes cover the pay for the teachers. PTA does not collect any fees for this program and currently covers the cost of supplies for each class (if there are any).
- Alumni Database – Thanks to alumnus and current parent Kim Arita for creating the alumni contact form. Please share this URL with any Noelani Alumni you know. (<https://bit.ly/NoelaniAlumni>)



Noelani Alumni Form

- Bingo Night – Details to be announced...
- 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, April 10, 2025 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: 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 February 13, 2025 Meeting Minutes

Meeting (in person and via Zoom) called to order by President Stanford Togashi at 6:02 pm.

PRESENT: The following were present:
Officers: Stanford Togashi, President
Leanne Kojima, Vice President
Catherine Pfeffer, Treasurer
Lisa Imai, Secretary
Members: Approximately 10 online (number varied throughout meeting)
Bryan Gusman, Principal
Alex Kiyokane, Teacher Representative

The **JANUARY 2025 MEETING MINUTES** were shared and approved.

It was noted by President Togashi that the meeting materials that were sent out (that included the January meeting minutes and February agenda) had pages that were out of order. The pages will be put in the correct order and then will be posted on the PTA website.

PRINCIPAL'S REPORT – Principal Gusman

1. Calendar notes

- a. Friday, February 14: Teacher Institute Day (No school for students but staff will be working.)
- b. Monday, February 17: President's Day Holiday
- c. February 19 - 21: 4th grade Big Island Trip
- d. March 13 - 14: 5th grade Overnight Camp
- e. March 17 - 21: Spring Break

2. **Mahalos** – Principal Gusman thanked everyone for a successful Jogathon and Spirit Week and expressed appreciation for the new Jogathon shirts. Special thanks were sent out to Mrs. Ogden, the HPU basketball players for helping out, PTA helpers, and the weather for cooperating.

3. **Reminder re: front parking lot** – Parents/guardians may not park in the front lot at any time. It is dangerous for students to be passing through the traffic lines to get to the front parking lot spaces.

4. **Noelani School website (Nes.k12.hi.us)** – Principal Gusman encouraged everyone to check out the school website. Many of the things that people contact the office about are on the website including the school calendar, menu, and even a Hawaiian word of the week.
5. **Attendance reminder** – Students need to be in school, as attendance is compulsory. Some families have been scheduling trips for extended periods of time. Teachers are not obligated to provide work if a student misses school for a trip.
6. **After School classes** – Notices went out regarding after school class enrollment. Waitlisted students should have been emailed. Payments are due next week Wednesday. If you have any questions, contact Ms. Ai.
7. **Harm to Student Registry** – There is a new law impacting all DOE employees, volunteers, and contractors that have roles that involve interaction with, or close proximity to, a student or students which requires that their names get checked against a registry of people who have been found to have inflicted harm to students. If someone has an incident anywhere in the school systems (public, private, or charter) their name will be put into the registry to prevent people that commit a violation at a school from moving on to another school without anyone knowing about their history. Simply attending a Noelani event (such as graduation, gingerbread house building, drama performances), doesn't require clearance – only if you are volunteering at the event and working in proximity to students. Volunteers at events such as Jogathon, May Fair, room parents that assist teachers during school day, Teacher Appreciation Week, and guest speakers, may need to be checked against the registry. Craft Fair is not a school event so does not need to be checked. Principal Gusman is the only one with access to the registry list.

TREASURER'S REPORT – Treasurer, Catherine Pfeffer

1. The February Treasurer's Report (as presented in the agenda/documents) was presented and reviewed. It was noted that the dates in the headings of the report (2024) need to be updated to "2025". Treasurer Pfeffer will update the report to reflect the correct dates and it will be posted on the PTA website with the other meeting documents. If anyone has any questions, they can email treasurer@noelanipta.org.

OLD BUSINESS

1. **Jogathon** – Stanford Togashi
 - a. Jogathon was held on Friday, Feb 7, 2025.
 - b. Thank yous went out to those noted in the agenda, but especially to:
 - i. Ms. Ogden and Ms. Quay – they organized the event and also added some obstacles to the course and got a timer that was given to Noelani by another school.

- ii. Richard Whaley and custodial staff – they helped to get the cones out and make sure the grass was cut.
- iii. Parent volunteers
- iv. HPU basketball players – they came out to jog with and encourage the kids. They are like mentors to the students.
- v. Everyone who donated. The Jogathon event raises money for our PE program.

NEW BUSINESS

1. May Fair – Stanford Togashi

- a. Committee met in January and meeting notes from that meeting were reviewed.
 - i. Haku/Lei – Will be having a training open to ~20 parents. Size of the training depends on how many teachers are available. Hoping that some of the previous parents that have done it for a few years can help teach. Those that attend workshop are expected to help with prep before May Fair.
 - ii. Games – Looking for Games chair. The PTA has most of the games already.
 - iii. Scrip – Possibly have a new chair that helped with scrip last year. The past chair is a PTA Officer and we try to keep officers free so they can help with cash boxes.
 - iv. Logistics – Current Logistics Chair is a 5th grade parent and needs a shadow. Someone who is willing to get organized and get the team together and work with the custodial staff and May Fair Chair. Plan on setting up tents the weekend prior to May Fair so students can use them during rehearsals and break down after May Fair closes.
 - v. Silent Auction – Currently staffed but if anyone knows of businesses that can donate that would be appreciated. We want donation solicitations to be coordinated so we are not submitting multiple queries to the same business. Some parents will purchase items for the silent auction if they don't have a connection to a business. The silent auction is one of the largest moneymakers for May Fair.
 - vi. Flyers/signs – has a Chair
 - vii. Prizes – has Chairs
 - viii. Plants & Produce – have a chair but if anyone is able to help during the week of May Fair or has donations that would be appreciated.
 - ix. Bake Shop – looking into this possibility. Cafeteria is interested in helping with this event but during May Fair they are limited in how they can help because they have to serve students that need school lunch. In the past, the PTA would go in to make cookies during Spring Break that they would freeze to sell. Looking for 5-6 people to volunteer 4-5 hours for 3-4 days.
- b. Committee meetings are tentatively set meeting for 3rd Tuesday of the month but taking a poll to see if that's the best day/time. Meetings will be via zoom.

- c. If you are interested in chairing or assisting with a sub-committee or have any questions, please email Stanford (president@noelanipta.org), the May Fair committee at mayfair@noelanipta.org, or any of the PTA Officers, past or present.
2. **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.
3. **Bingo Night** – The PTA will be working with the school to host a Bingo Night as an event for families to come to school and enjoy some bingo. Possibly a Friday night.
4. **Open discussion** – led by Stanford Togashi
 - a. **Piano donation** – Pick up of the piano that will be donated to the school (and the PTA is paying to have tuned) is scheduled for Monday, Feb 24. Once it arrives, we will have the tuner work on it.
 - b. **Staff Appreciation Week** – Will be held the week after May Fair. The Chairs are Lauren Young & Dana Senaha but they will need parent volunteers to assist with things such as setting up the breakfast buffet, helping watch kids during recess so teachers can enjoy lunch provided by PTA. Contact Stanford, any PTA officer, or your room parent if you are interested in volunteering.
5. **Next meeting**
 - a. Scheduled for Thursday, March 13, 2025 at 6:00 pm via Zoom.

MEETING ADJOURNED at 6:38 pm.

Noelani PTA Treasurer's Report
for the period ending February 28, 2025

Operating Income Received in February 2025				
<u>Date</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>	
2/10/2025	Jogathon	Business Checking xx1709	\$ 278.91	
2/14/2025	T-shirts and Eden In Love sales	Business Checking xx7910	\$ 200.00	
2/21/2025	T-shirts and After School Classes	Business Checking xx7910	\$ 2,175.00	
2/22/2025	After School Classes	Business Checking xx7910	\$ 8,950.00	
2/28/2025	T-shirts and After School Classes	Business Checking xx7910	\$ 1,065.00	
2/28/2025	Interest	Savings xx1383	\$ 1.23	
Total Income:			\$ 12,670.14	

Operating Expenditures in February 2025				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
2/16/25	Hawaii Dept of Taxation (Jan GET)	ACH	Y	\$ 219.82
2/21/25	Jeffrey Fukushima (Reimbursement for Big Island Snacks)	1597	Y	\$ 858.68
2/21/25	Superb Sushi (Teacher appreciation week 50% deposit)	1598		\$ 1,478.20
2/25/25	Bellaman Services Inc. (Jogathon T-shirts)	1599		\$ 9,348.69
Total Expenses:				\$ 11,905.39

Account Balances as of February 28, 2025				
<u>Accounts</u>	<u>2/28/2025</u>	<u>1/31/2025</u>	<u>Difference</u>	
Savings Statement Balance*	\$ 61,906.35	\$ 61,905.12	\$	1.23
Business Platinum Checking xx1709 Statement Balance*	\$ 14,229.85	\$ 15,029.44	\$	(799.59)
Business Platinum Checking xx7910 Statement Balance*	\$ 23,177.37	\$ 10,787.37	\$	12,390.00
Certificate of Deposit xx108-1 Balance	\$ 102,244.79	\$ 102,244.79	\$	-
minus all outstanding checks not yet cashed	\$ 11,339.16			
Actual Business Checking Account Balance	\$ 26,068.06			
Check Against Checking Account(s) Register Balance	\$ 26,068.06			
Total Bank Statement Balance: \$ 201,558.36 \$ 189,966.72 \$ 11,591.64				
*Actual Operating Balance (Checking accounts + Savings account - outstanding checks): \$ 87,974.41				

Business Checking Checks (from previous months) that cleared as of February 28, 2025			
<u>Issue Date</u>	<u>Check Number</u>	<u>Account</u>	<u>Amount</u>
			Total Cleared: \$ -

Outstanding Business Checking Checks (not yet cleared from previous months) as of February 28, 2025			
<u>Date Issued</u>	<u>Check Number</u>	<u>Account</u>	<u>Amount</u>
11/12/24	1570	Business Checking xx1709	\$ 260.00
1/3/25	1595	Business Checking xx1709	\$ 252.27
Total Outstanding:			\$ 512.27

Submitted on March 4, 2025 by Catherine Pfeffer, Noelani PTA Treasurer