



**Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 9-12-24, 6:00pm via Zoom**



1. Meeting Opening

- a. Call to order – President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. No minutes from the August Open House/Welcome Meeting. General information about the PTA was given by President Togashi including dates for this year’s major events. Hall-o-Treats October 25, 2024, Craft and Children’s Fair November 11, 2024, Jogathon February 7, 2025, Mayfair May 2, 2025, and Staff Appreciation Week May 5-9 2025. Financials from Treasurer Pfeffer were shared and are attached to this month’s agenda.

2. Principal’s Report – Principal Gusman

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

4. Old Business

- a. Digital Display – Fully operational display is being used by the school to make announcements related to school and PTA matters. Thank you to Casey Lam and Jeff Fukushima for helping to get these announcements out. Thank you to Noelani parent John Strandberg for your assistance in better utilization of the display board and your offer to help with marketing.
- b. Kindergarten and New Student Orientation – Thank you to the parents who volunteered their time to lead campus tours and speak to new families about Noelani and the PTA. It was the first time tours of the school were offered (as far as I know) and it seemed like a success! The PTA provided drinks and popcorn to attendees.
- c. Day of Service – We had a successful event where parents, children, community groups and Noelani staff helped to clean up our campus, give parts of it a facelift, install equipment, create signs to welcome our guest from Sakai Elementary and even relocated an avocado tree which was not an easy task. PTA provided light refreshments and drinks to volunteers. Best part about the event was meeting new families to Noelani!
- d. Sakai Elementary – 10 students, 2 teachers, various education, government and business officials along with the Superintendent and Mayor from Sakai Town visited Noelani for a few days at the end of August. This was the first visit by children from Sakai and 9 Noelani families housed the students for 5days/4nights

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to give them a sampling of life in Hawaii. The Sakai and host family's children attending Noelani had a full schedule every day that included integration into normal classes at our school along with special seminars put on by our own Noelani teachers, Mrs. Sharlene Arita along with some of our own Noelani PTA parents who helped teach all of the children how to make haku kupe'e (wristbands). Sakai teachers taught classes at Noelani and worked with Noelani teachers. Noelani PTA parents contributed donations from their businesses and even their talents (Naoki Tanaka – photography)! Please see Principal Gusman's email dated 08/29/24 with the subject line Thank You and Congratulations for the more comprehensive list of people who helped to make this first homestay a success! The PTA helped to purchase supplies for the lessons, small gifts to give to the children, teachers, and officials, a beautiful monkeypod/shoji paper lamp as part of our school-to-school gift exchange, and drinks at the various events (arrival, welcome ceremony, pot luck dinner). The PTA will be looking into fundraisers throughout the year to raise funds specifically for the Noelani children and staff who will visit Sakai town in 2025 and to support the sister school relationship. Special thanks to former Senator Brian Taniguchi, liaison Miki Wakai, Mr. Jeff Fukushima, and all of the Noelani staff AND PTA members who have contributed in countless ways to make this exchange possible.

5. New Business

- a. Budget – Stanford Togashi – Will go over this year's estimated budget for approval by the PTA.
- b. Foodland Give Aloha – Stanford Togashi – Foodland's annual community matching gifts program in honor of the late Maurice J. "Sully" Sullivan runs from September 1-30th. Donations will be accepted at checkout at all Foodland and Foodland Farms. Customers must be an enrolled Maika'i member to donate. Customers may donate up to \$249 per organization that will be matched. This is not a 100% match program and the match percentage amount is calculated once all donations have been submitted. For complete program information about this wonderful program, please go to <https://givealoha.foodland.com/General/ProgramInfo>). Mahalo Foodland!

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- c. Hall-O-Treats – Rebecca Dayhuff Matsushima – Scheduled for Friday, October 25. Please be on the lookout for the table, treat donation, and volunteer signups. Last year’s very successful event included bentos (pre-order), costume contest, and of course kids going around the school getting treats from tables that were decorated by Noelani parents. The PTA budget for this event includes a police officer to help ensure everyone’s safety.
 - d. Craft and Children’s Fair – Leanne Kojima – (Vendor letters were sent out at the beginning of June). The date for the fair is on Saturday, November 9. Meetings for the fair have begun and we are looking for parents to head up various committees relating to the fair. Please contact craftfair@noelanipta.org if you are interested in heading up or shadowing the head of a committee. We will also need many volunteers on the day of the fair to help with anything and everything! Please be on the lookout for the volunteer signup.
 - e. Audit – Sean Kikuchi – Treasurer files have been handed over to Sean who will form a committee to go over last year’s financials.
 - f. Health Room – Could use youth sized 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. Head lice (‘ukus) are a constant irritant especially at elementary schools and Noelani is not immune to it. Please take a moment to review this website (https://health.hawaii.gov/docd/disease_listing/head-lice-ukus/) for more information. It includes links to the DOE guidelines and a brochure to prevent and treat head lice. Mira has been working with Hawaii Keiki (<https://nursing.hawaii.edu/hawaii-keiki/>) to help families in need obtain treatment kits, but there is a bit of a wait period before these kits can be received. The PTA has been purchasing kits that can be given out to these families immediately to help stop the spread. The kits are expensive and if anyone knows of a way to obtain kits at a lower price than off the shelf at our local stores, please contact Stanford or Mira.
 - g. Pack 35 Scouts – Bonnie Tung - Pack 35 Cub scouts have been very busy month of August. On August 8th scouts ran a recruitment booth at Noelani’s Open House and as a result five new scouts have joined the pack. On August 16th, cub scouts participated in the annual service project for Noelani Elementary’s Day of

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Service. On August 17th, cub scouts also participated in a pack meeting at Manoa Valley District Park. At the meeting, the Pack had the opportunity to make and launch paper rockets as well as meet the five new scouts. Troop 35 had a summer camp in July before school resumed. Scouts learned about fishing and playing golf during the camp. One of our scouts is planning an Eagle project to provide service to build a garden on school grounds. The project is still pending for approval from Aloha Council. The troop is waiting to find out if the school needs our help to paint the parking lot for Noelani. The rain season is coming soon. We hope to finish it before rain season starts to avoid postpone or reschedule due to bad weather. Troop 35 may try to recruit from Stevenson Middle school to fill the membership for each grade level. Please contact pack35@noelanipta.org if you have any questions and/or interested in joining.

- h. 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, October 10, 2024 at 6:00 pm 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: Trunk or 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: ***Needs Chair***
- ▶ 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: ***Needs Chair***
- ▶ Website: Lisa Imai

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

Operating Income Received in July 2024			
Date	Description	Account	Amount
7/5/2024	Craft fair booth sales	Business Checking xx7910	\$ 330.00
7/15/2024	Square - Craft fair booth sales	Business Checking xx6857	\$ 599.12
7/19/2024	Square - Craft fair booth sales	Business Checking xx6857	\$ 110.90
7/19/2024	5th grade gift and Craft Fair booth sales	Business Checking xx7910	\$ 1,440.00
7/25/2024	Craft fair booth sales	Business Checking xx7910	\$ 110.90
7/28/2024	Interest	Certificate of Deposit xx108-1	\$ 366.65
7/29/2024	Square - Craft fair booth sales	Business Checking xx6857	\$ 222.11
7/30/2024	Square - Craft fair booth sales	Business Checking xx6857	\$ 110.90
7/31/2024	Interest	Savings xx1383	\$ 2.02
Total Income:			\$ 3,292.60

Operating Expenditures in July 2024				
Date	Payee/Description	Check #	Cleared by EOM?	Amount
7/3/24	Hawaii Department of Taxation (Form G-45)	ACH	Y	\$ 2,249.92
7/10/24	Aloha Collection (Reversible tote deposit)	1527	Y	\$ 3,750.00
7/19/24	Karl Higa (Reimbursement for Boston flight and hotel)	1528	Y	\$ 2,160.35
7/24/24	Bellaman Services Inc. (JPO shirts)	1529	Y	\$ 4,549.74
Total Expenses:				\$ 12,710.01

Account Balances as of July 31, 2024				
Accounts	7/31/2024	6/30/2024	Difference*	
Savings Statement Balance	\$ 91,896.73	\$ 91,894.71	\$ 2.02	
Business Platinum Checking xx7910 Statement Balance	\$ 18,448.75	\$ 31,678.75	\$ (13,230.00)	
Business Platinum Checking xx6857 Statement Balance	\$ 19,547.22	\$ 17,871.30	\$ 1,675.92	
Certificate of Deposit xx108-1 Balance	\$ 101,482.82	\$ 101,116.17	\$ 366.65	
minus all outstanding checks not yet cashed	\$ 1,430.10			
Actual Business Checking (Operating) Account Balance	\$ 36,565.87			
Check Register Balance	\$ 36,565.87			
Total Bank Statement Balance: \$ 231,375.52 \$ 242,560.93 \$ (11,185.41)				
Actual Operating Balance (Bank balance - outstanding checks): \$ 128,462.60				

* Denotes the difference includes internal cash transfers not shown in income/expenditures

Business Checking Checks (from previous months) that "cleared" as of July 31, 2024			
Issue Date	Check Number	Account	Amount
5/1/24	1495	Business Checking xx6857	\$ 200.00
6/7/24	1521	Business Checking xx6857	\$ 678.28
6/13/24	1522	Business Checking xx6857	\$ 889.72
Total Cleared:			\$ 1,768.00

Outstanding Business Checking Checks (not yet cleared from previous months) as of July 31, 2024			
Date Issued	Check Number	Account	Amount
5/1/24	1482	Business Checking xx6857	\$ 200.00
5/1/24	1490	Business Checking xx6857	\$ 200.00
5/23/24	1519	Business Checking xx6857	\$ 523.56
6/28/24	1525	Business Checking xx6857	\$ 119.54
6/28/24	1526	Business Checking xx6857	\$ 387.00
Total Outstanding:			\$ 1,430.10

Submitted on August 8, 2024 by Catherine Pfeffer, Noelani PTA Treasurer

Catherine Pfeffer

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

Operating Income Received in August 2024			
<u>Date</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
8/2/2024	Craft Fair Booth Fees, 5th Grade Gift, Morning Care	Business Checking xx7910	\$ 2,090.00
8/6/2024	Morning Care	Business Checking xx7910	\$ 3,600.00
8/9/2024	School T-Shirts and Morning Care	Business Checking xx7910	\$ 1,575.00
8/16/2024	JPO T-Shirts	Business Checking xx7910	\$ 48.00
8/26/2024	FHB - Return of Check 1523 issued 6/17/24)	Business Checking xx1709	\$ 14,460.73
8/28/2024	Interest	Certificate of Deposit xx108-1	\$ 380.27
8/30/2024	Craft Fair Booth Fee and Morning Care	Business Checking xx7910	\$ 885.00
8/31/2024	Interest	Savings xx1383	\$ 1.60
Total Income:			\$ 23,040.60

Operating Expenditures in August 2024				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
8/2/24	Signs Hawaii LLC (Final balance for school sign)	1530	Y	\$ 26,854.44
8/8/24	Lisa Imai (Reimbursement for Weebly plan)	1001	Y	\$ 226.18
8/8/24	Bryan Gusman (Reimbursement for staff breakfast on first day)	1002	Y	\$ 373.47
8/14/24	Harland Clarke (Check order)	ACH	Y	\$ 40.10
8/16/24	Noelani Elementary School (Sakaimachi school lunches)	1001		\$ 83.00
8/19/24	Hawaii Department of Taxation (July 2024 GET)	ACH	Y	\$ 125.66
8/21/24	Harland Clarke (Check order)	ACH	Y	\$ 43.80
8/21/24	Linwood E. Mitchell (Reimbursement of craft fair booth fee)	1002		\$ 220.00
8/27/24	Noelani Elementary School (Sakaimachi school lunches-additional balance)	1003		\$ 60.00
Total Expenses:				\$ 28,026.65

Account Balances as of August 31, 2024				
<u>Accounts</u>		<u>8/31/2024</u>	<u>7/31/2024</u>	<u>Difference</u>
Savings Statement Balance		\$ 71,898.33	\$ 91,896.73	\$ (19,998.40)
Business Platinum Checking xx1709 Statement Balance (NEW)		\$ 27,505.32	\$ -	\$ 27,505.32
Business Platinum Checking xx7910 Statement Balance		\$ 26,007.00	\$ 18,448.75	\$ 7,558.25
Business Platinum Checking xx6857 Statement Balance (CLOSED)		\$ -	\$ 19,547.22	\$ (19,547.22)
Certificate of Deposit xx108-1 Balance		\$ 101,863.09	\$ 101,482.82	\$ 380.27
	minus all outstanding checks not yet cashed	\$ 1,793.10		
Actual Business Checking (Operating) Account Balance		\$ 51,719.22		
	Check Register Balance	\$ 51,719.22		
Total Bank Statement Balance:		\$ 227,273.74	\$ 231,375.52	\$ (4,101.78)
Actual Operating Balance (Bank balance - outstanding checks):		\$ 123,617.55		

Business Checking Checks (from previous months) that "cleared" as of August 31, 2024			
<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 August 31, 2024			
<u>Date Issued</u>	<u>Check Number</u>	<u>Account</u>	<u>Amount</u>
5/1/24	1482	Business Checking xx6857 transferred to xx1709	\$ 200.00
5/1/24	1490	Business Checking xx6857 transferred to xx1709	\$ 200.00
5/23/24	1519	Business Checking xx6857 transferred to xx1709	\$ 523.56
6/28/24	1525	Business Checking xx6857 transferred to xx1709	\$ 119.54
6/28/24	1526	Business Checking xx6857 transferred to xx1709	\$ 387.00
Total Outstanding:			\$ 1,430.10

Submitted on September 9, 2024 by Catherine Pfeffer, Noelani PTA Treasurer

Catherine Pfeffer