



**Noelani School PTA MONTHLY MEETING**  
**AGENDA**  
**Thursday, 11-10-22, 6:00p via Zoom**

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**1. Meeting Opening**

- a. Call to order – President Stanford Togashi at \_\_\_\_\_ p.m.
- b. Approval of October 2022 Meeting Minutes – Michelle Isa-Atta

**2. Principal’s Report** – Principal Gusman

**3. Treasurer’s Report** – Stanford Togashi on behalf of Lisa Imai

**4. Old Business**

- a. Trunk-or-Treat – Rebecca Dayhuff-Matsushima

On behalf of the Noelani PTA, I would like to extend a big mahalo to Rebecca, Joy Nagata, Principal Gusman, and Lisa Imai for planning and executing the first in person PTA sponsored event since Covid started. They along with the many volunteers (parents and Noelani staff), and families that setup trunks/tables provided a wonderful event for our children to enjoy.

**5. New Business**

- a. Craft and Children’s Fair – Leanne Kojima and Lauren Young – Please consider signing up to volunteer for a shift or two.  

**<http://bit.ly/22craftfair>**
- b. Food Drive – Keiki-Ade – Between Nov 14-19, accepting non-perishable items for Food Vault Hawaii. Collection point is the Noelani Cafeteria stage during the week and in front of the office on the day of the Craft and Children’s Fair. See attached flyer for more details.
- c. Manoa Holiday Parade – Stanford Togashi – Saturday, December 10, 2022 4:00 pm. Application to participate submitted to Manoa Lions Club, waiting on confirmation. There is an option to pass out candies/goodies. If we participate, we may need to ask for donations.
- d. Noelani School shirts – Green, synthetic material shirts ordered. Order forms will be sent home in November and there will be an online purchase option using the Noelani Square site.
- e. Online tools provided to us for free due to our nonprofit status. Canva, Linktree, and Google accounts.
- f. Open discussion – Feel free to share anything that could be useful to other members, ask questions about the PTA, etc.

**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.



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6. Adjournment - \_\_\_\_\_ pm
7. Next Meeting – Thursday, December 08, 2022 at 6 pm.

## Filled and Vacant PTA Chair Positions

- ▶ After School Enrichment: Ai Yamane
- ▶ Audit: Catherine Pfeffer
- ▶ BoxTops: **\*\*\*Lisa Imai\*\*\*Needs Chair\*\*\***
- ▶ Boy Scout Liaison: Bonnie Tung
- ▶ Bylaws: **\*\*\*Stanford Togashi\*\*\*Needs Chair\*\*\***
- ▶ 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\*\*\***
- ▶ Jogathon: Stanford Togashi
- ▶ Logistics/Storage Containers: Weylin Hokutan
- ▶ May Fair: **\*\*\*Needs Chair\*\*\***
- ▶ Membership/Alumni Database: Meejoo Kim
- ▶ New Parent Orientation: **\*\*\*Kristen Brummel\*\*\*Needs Chair\*\*\***
- ▶ Nominations: **\*\*\*Needs Chair\*\*\***
- ▶ Parking: **\*\*\*Needs Chair\*\*\***
- ▶ Room Parent Liaison: Dana Senaha
- ▶ School Community Council: Matthew Kanemura
- ▶ Staff Appreciation Week: **\*\*\*Kristen Brummel\*\*\*Needs Chair\*\*\***
- ▶ T-shirts: Stanford Togashi and Ai Yamane
- ▶ Volunteers: **\*\*\*Needs Chair\*\*\***
- ▶ Website: Lisa Imai

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## NOELANI SCHOOL PTA October 13, 2022 Meeting Minutes

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

**PRESENT:** The following officers and members, constituting a quorum, were present:

Officers: Stanford Togashi, President  
Kristen Brummel, Vice President  
Lisa Imai, Treasurer  
Michelle Isa-Atta, Secretary

Members: Approximately 19 members online.

Principal Gusman  
Mr. Jeffrey Fukushima

**September 8, 2022 MEETING MINUTES** were shared and approved.

**PRINCIPAL'S REPORT** made by Principal Gusman:

1. Parent teacher conference from October 20 until October 28.
  - a. There will be a 1:30pm dismissal, so pick up of students after school must be on time; APlus students will go directly to APlus after school.
  - b. Report cards will be distributed by teachers at parent teacher conferences.
  - c. Virtual and in-person parent teacher conferences have been offered. Ask that parents please be on time as teachers usually stack meetings back-to-back.
2. Thank you to Rebecca Dayhuff for coordinating Trunk or Treat event which will be on October 28.
3. Letter will go out to parents regarding Halloween costumes on October 31. Grades 3-5 can wear costumes until recess and then will have to take off. K-2 students encouraged to wear Halloween clothing attire.
4. Last week there was a safety conference held by the DOE that Principal Gusman attended. Conference highlighted safety items for consideration by schools. As precautionary safety measures, Principal Gusman/administration will close the parking gate on the Woodlawn side of campus during the day, which pushes traffic to the front of campus by the main office. Principal Gusman didn't share all the safety measures for confidentiality purposes, but wants parents/students to know that the school takes safety precautions very seriously.
5. Japanese sister school (Sakai in Ibaraki prefecture) – last month Principal Gusman and Mr. Jeffrey Fukushima travelled to Japan to visit Noelani's sister school. While visiting Sakai there were formal program/greetings, speeches, performances, and a visit with Mayor of prefecture. Sakai students are learning English to converse with Noelani students. Principal Gusman and Mr. Fukushima also visited another school in Tokyo that had a strong science/STEM program.
6. Mr. Fukushima shared some highlights from the trip to Sakai: Thanked PTA for supporting Principal Gusman and Mr. Fukushima's visit by purchasing omiyage and engraved koa

bowls for administrators at Sakai. Noelani will be hosting sister school when they come to visit Hawaii. In the meantime, Mr. Fukushima continues to work on hosting the online version of the sister school program.

- a. Developed a website for the Sakai exchange (Google web pages).
- b. Timeline of Noelani and Sakai Sister Schools on website.
- c. Encouraging global learning and exchange programs.
- d. School life section on web page.
- e. Will need assistance from students, parents and staff to assist with the visit from Sakai School when that time comes.
- f. There is currently a book exchange with Sakai School.
- g. Looking for support from the PTA to continue this sister school partnership.
- h. Would like students from Noelani to travel to Japan, which is tentatively Fall 2024.
- i. Program is geared towards 4<sup>th</sup> and 5<sup>th</sup> graders to participate in the exchange.

#### **TREASURER'S REPORT – shared by Treasurer Lisa Imai**

##### **1. Income/Expenses:**

- a. Several expenditure items for month of September; and some checks cleared.
- b. Working to recover some outstanding checks.
- c. Currently working with accountant to file Noelani PTA taxes.
- d. PTA check reimbursement form created by Lisa Imai.
- e. Will be purchasing a license for DocHub in order to create a flow for signatures for forms such as reimbursement documents.

##### **2. Bank Account Balance as of 9/30/22 bank statement**

\$60,268.33 – Checking (Operating)

\$161,796.12 – Savings

\$13,361.15 – Free Business Checking

\$235,425.60 – Total

#### **OLD BUSINESS**

1. **Membership** – every family will be a member; PTA will cover the Hawai'i State PTSA fees.
  - a. Asking parents to complete the online form to join the PTA; designate one parent.
  - b. No cost to parents/families with children attending Noelani Elementary School.
  - c. Currently working with a parent to organize and increase membership.
  - d. Reaching out to room parents to do outreach. Trying to engage parents by sending flyers home with students.
  - e. Register at <http://bit.ly/noelaniPTA>
2. **Foodland Give Aloha** –
  - a. \$1,105 donated to Noelani PTA plus matching funds from Foodland.
  - b. Next year, fliers will be sent home to help spread the word.
  - c. Thank you to all those who participated as every dollar donated helps make a difference.

3. **Chair Positions** –
  - a. See attached list for volunteer opportunities. We are thankful to have a new chair from last month's meeting and a few new chairs from the start of this term.
4. **Budget** –
  - a. Work in progress. As we get closer to the Noelani Craft and Children's Fair in November, we are getting a better idea as to our expenses, but revenue from it is still too early to tell.
  - b. Past budgets were based on historical expenses and revenue. Since we don't have much to base this year's budget on due to COVID and a reboot of fundraising activities with new chairs, there is a prioritization on restarting the activities over generating revenue.
  - c. Large expenses for the PTA built up over the past two years of COVID (eg, Big Island field trips for two grade levels).
5. **Room Parents** –
  - a. Thank you to all of the Noelani room parents for helping to communicate PTA information amongst your classes along with all of the other duties you perform.
  - b. A special thank you to Dana Senaha, our PTA room parent liaison.

## **NEW BUSINESS**

1. **Craft Fair** – Leanne Kojima and Lauren Young
  - a. The Noelani Craft and Children's Fair is set for Saturday, November 19, 2022 from 8:00am – 2:00pm
  - b. Setup at 6:00am; and they are in need of volunteers all day. There will be a volunteer sign-up sheet to be sent home with students.
  - c. Will be asking for monetary donations from parents/guardians for the Craft Fair.
  - d. Check out Noelani PTA IG and Facebook for updates; the committee has been marketing and doing outreach for the craft fair.
  - e. Presale items available on the Noelani Square Site –
    1. Gecko Surprise Bags (small=\$35; large=\$50)
    2. Keiki All Access entertainment passes
    3. Jamba Juice
  - f. Children's area at the Craft Fair will have games/prizes; bouncy houses; and educational booths.
    - i. There will be UH Manoa program booths, Planetarium, Scavenger Hunt, Keiki games.
    - ii. McDonald's donated 500 coupons for a scavenger hunt during the Craft Fair.
  - g. About 60 vendors will be participating in the Craft Fair; and there will be a Noelani alumni swag shop/booth.
  - h. There will be lots of great craft and food vendors. Please encourage other to come to the Craft Fair.
2. **Trunk-or-Treat** – Rebecca Dayhuff
  - a. Trunk or Treat is scheduled for Friday, October 28, 2022; 5:30 – 7:30pm
  - b. Bentos and shave ice fundraiser for 4<sup>th</sup> and 5<sup>th</sup> graders.

- i. Bentos have been pre-ordered
  - ii. Shave ice (Kona Ice) will be on location at 6:00pm.
- c. There will be a combination of cars and tables.
- d. Still looking for treat donations to pass out to children (eg, candies, snacks, fun items); email will be sent to room parents seeking donations.
- e. First in-person PTA supported event since the beginning of the pandemic.

3. **Social Media**

- a. Secretary Michelle Isa-Atta has been updating the Noelani PTA Facebook and Instagram accounts.
- b. If any parents are interested in assisting with PTA social media accounts, please contact the PTA.

4. **Open Discussion**

- a. Thank you to everyone for attending the online meeting.
- b. Please reach out for any questions regarding the Noelani PTA via email at [president@noelani.org](mailto:president@noelani.org).

**MEETING ADJOURNED** at 7:03pm. Next Meeting scheduled for Thursday, November 10, 2022 at 6:00pm.

**NOELANI PTA Treasurer's Report**  
for the period ending October 31, 2022

<b>Operating Income Received in October 2022</b>			
<u>Date</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
10/14/2022	Bank Deposit -- Craft Fair Vendor Fees	Business Checking	\$ 5,990.00
10/14/2022	Bank Deposit -- T-shirt Sales	Business Checking	\$ 42.00
10/14/2022	Bank Deposit -- Donation	Business Checking	\$ 500.00
10/14/2022	Bank Deposit -- JPO Shirt Money	Business Checking	\$ 90.00
10/18/2022	Bank Deposit -- Donation (Kokua for Keiki)	Business Checking	\$ 1,000.00
10/21/2022	Bank Deposit -- Craft Fair Vendor Fees	Business Checking	\$ 1,820.00
10/25/2022	Bank Deposit -- Trunk or Treat Bento Sales	Business Checking	\$ 5,108.80
10/31/2022	Savings Account Interest	Business Savings	\$ 4.94
October	Craft Fair Square Electronic Deposits for Oct	Business Checking	\$ 1,275.91
October	Trunk or Treat Square Electronic Deposits for Oct	Business Checking	\$ 709.19
October	Donations Square Electronic Deposits for Oct	Business Checking	\$ 173.58
<b>Total Income:</b>			<b>\$ 16,714.42</b>

<b>Operating Expenditures in October 2022</b>				
<u>Date</u>	<u>Description</u>	<u>Check #</u>	<u>Cleared as of 10/31?</u>	<u>Amount</u>
10/1/2022	Reissue of stale-dated Staff Appr. Checks #1131 & 1182	1255	Yes	\$ 380.00
10/1/2022	Japan trip Omiyage (Principal's Discretionary Fund)	1256	No	\$ 138.22
10/1/2022	Reissue of stale-dated Staff Appr. Check #1179	1257	Yes	\$ 200.00
10/1/2022	Japan trip Omiyage (Principal's Discretionary Fund)	1258	Yes	\$ 483.21
10/6/2022	Stop payment bank fee for check #1210	electronic fee	Yes	\$ 30.00
10/25/2022	Change for Trunk or Treat drink sales	cash withdrawal	Yes	\$ 200.00
10/31/2022	Excess Item Electronic Fee from Business Checking	electronic fee	Yes	\$ 9.50
<b>Total Expenditures:</b>				<b>\$ 1,440.93</b>

<b>Account Balances as of 10/31/22</b>				
<u>Account</u>		<u>10/31/2022</u>	<u>9/30/2022</u>	<u>Difference</u>
<b>Savings Statement Balance</b>	\$	161,801.06	\$ 161,796.12	\$ 4.94
<b>Non-Profit Free Checking Statement Balance</b>	\$	13,361.15	\$ 13,361.15	-
<b>Business Checking (Operating) Statement Balance</b>	\$	71,213.65	\$ 60,268.33	\$ 10,945.32
	minus outstanding checks not yet cashed \$	(138.22)		
<b>Actual Business Checking (Operating) Account Balance</b>	\$	71,075.43		
<b>Check Register Balance</b>	\$	71,075.43		
<b>Total Bank Statement Balance:</b>		<b>\$ 246,375.86</b>	<b>\$ 235,425.60</b>	<b>\$ 10,950.26</b>
<b>Actual Balance (Bank balance - outstanding checks):</b>		<b>\$ 246,237.64</b>		

<b>"Old" Business Checking Checks that "cleared" (cashd or voided) in October 2022</b>			
<u>Issue Date</u>	<u>Check Number</u>	<u>Comments</u>	<u>Amount</u>
8/16/2021	1131	10/1/22 recovered check, voided & reissued as check 1255*	Voided
2/4/2022	1179	10/1/22 recovered check, voided & reissued as check 1257*	Voided
2/4/2022	1182	10/1/22 recovered check, voided & reissued as check 1255*	Voided
2/4/2022	1210	10/7 stop pmt put on check (will not reissue)*	Stopped Pmt
9/22/2022	1254	10/17 cleared	\$ 4,461.45
<b>Total Cleared:</b>			<b>\$4,461.45</b>

<b>Outstanding Business Checking Checks (not yet cleared) as of October 31, 2022</b>			
<u>Date Issued</u>	<u>Check Number</u>	<u>Notes</u>	<u>Amount</u>
10/1/2022	1256		\$ 138.22
<b>Total Outstanding:</b>			<b>\$ 138.22</b>

\*Per Audit Committee's recommendation, outstanding checks 6+ months old were investigated, recovered, and reissued when appropriate. Check 1210 was lost so a stop payment was put on the check per the recommendation of the bank.

Submitted on November 8, 2022 by Lisa Imai, Noelani PTA Treasurer



NOELANI CRAFT AND  
CHILDREN'S FAIR

# FOOD DRIVE



**ACCEPTING NON-PERISHABLE ITEMS  
FOR FOOD VAULT HAWAII**

**NOV.14-19**

**NOELANI ELEMENTARY SCHOOL**

2655 WOODLAWN DR.

Leave your items in the bin on the stage in the cafeteria during the week. The bin will be moved in front of the office during the craft fair.



FOR MORE INFORMATION  
CONTACT US  
[KEIKIADE@GMAIL.COM](mailto:KEIKIADE@GMAIL.COM)

