



## NOELANI SCHOOL PTA October 3, 2024 Meeting Minutes

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

**PRESENT:** The following officers and members were present:

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

Members: Approximately 17 members online.  
Bryan Gusman, Principal  
Mari Neely, Teacher Representative  
Alex Kiyokane, Teacher Representative

The **JULY 2024** and **SEPTEMBER 2024 MEETING MINUTES** were shared and approved.

### **PRINCIPAL'S REPORT** – Principal Gusman

1. Reminders
  - a. Friday is purple day – please wear purple to help the Kindergarteners.
  - b. Friday is also the last day of the 1<sup>st</sup> quarter and Fall break is next week.
  - c. School resumes on Monday the 14<sup>th</sup>. (The DOE does not observe Columbus Day as a holiday.)
  - d. October 16 is Unity Day for the DOE. Please wear orange that day.
  - e. Hall O' Treats on the 25<sup>th</sup>. It will be discussed more later on.
  - f. Parent-Teacher Conferences will be held 10/28 – 11/7. Dismissal will be at 1:30 pm on all PTC days. A+ starts right when school ends. Confirmations went out to parents. If you haven't received one, please check with your child's teacher. 1<sup>st</sup> quarter grades will be distributed during the PTC.
2. Halloween on the 31<sup>st</sup>.
  - a. Noelani uses the Hall O' Treats event as the day that students can wear costumes at school.
  - b. On Halloween Day:
    - Grades K-2 can wear Halloween-themed shirts but not costumes (as costumes sometimes become a distraction, or can get dirty or damaged).
    - Grades 3 – 5 can wear costumes (within certain guidelines) until 1<sup>st</sup> recess.
    - More information will be sent out as it gets closer.
  - c. Goody bags/treats on Halloween are not required, but if you do send something, a reminder that Noelani is a nut-aware school. Pre-packaged food is preferred and

please also be aware of items that might be choking hazards. All treats will be sent home at the end of the day so parents can decide what their child is allowed to have.

3. Upcoming dates/events in November
  - a. Tuesday, November 5: Election Day holiday
  - b. Friday, November 8: Professional Collaboration Day – no school for students. It is one of two professional collaboration days that Noelani is allowed to have per year, and is a Noelani-specific day off. (Other schools in the Roosevelt complex will not have off.) This day off also helps the PTA to prepare for Craft Fair which is on November 9. If anyone can help on the 8<sup>th</sup> to help set up it would be appreciated.
  - c. Monday, November 11: Veteran’s Day holiday
  - d. Thanksgiving week: Thursday + Friday off
4. Pick up and drop off
  - a. Please watch your speed and leave your house early so you don’t need to rush in the parking lot.
  - b. Children should exit their cars on the passenger side. If your child must exit on the driver’s side, parents should escort them to the curb.
  - c. Children should not be dropped off in the faculty lot because they shouldn’t be walking across the parking lot.
5. Question in the chat asking where people can get the October lunch menu. Answer— Principal Gusman sent it out on Monday but they also have copies in the office and on the school website.

**TREASURER’S REPORT – Treasurer, Catherine Pfeffer**

**1. Bank Account Balance as of 9/30/24 bank statement**

Account Balances as of September 30, 2024			
Accounts	9/30/2024	8/31/2024	Difference
Savings Statement Balance	\$ 61,899.70	\$ 71,898.33	\$ (9,998.63)
Business Platinum Checking xx1709 Statement Balance (NEW)	\$ 42,271.26	\$ 27,505.32	\$ 14,765.94
Business Platinum Checking xx7910 Statement Balance	\$ 5,023.00	\$ 26,007.00	\$ (20,984.00)
Business Platinum Checking xx6857 Statement Balance (CLOSED)	\$ -	\$ -	\$ -
Certificate of Deposit xx108-1 Balance	\$ 102,244.79	\$ 101,863.09	\$ 381.70
minus all outstanding checks not yet cashed	\$ 39,837.86		
Actual Business Checking Account Balance	\$ 7,456.40		
Check Against Register Balance	\$ 7,456.40		
<b>Total Bank Statement Balance:</b>	<b>\$ 211,438.75</b>	<b>\$ 227,273.74</b>	<b>\$ (15,834.99)</b>
<b>Actual Operating Balance (Checking accounts + Savings account - outstanding checks):</b>	<b>\$ 69,356.10</b>		

- a. For last month’s period ending September 30
  - i. Operating income – Craft fair booth fees, school t-shirt sales, interest from CD and Savings account -- \$3,399.07.
  - ii. Operating expenditures – Catching up on things from last year, lego registration, reissue of Signs Hawaii check (the sign in front of the office), field trips (some from last school year that we’re catching up on, teacher salaries, Sakai homestay omiyage and homestay supplies, monthly GET for August income – \$58,508.92.

- iii. Had to close old checking account and open a new one. The closed line will go away in the next Treasurer's report but just wanted to show it closed out at \$0 this month.
- iv. Had a few checks that cleared in September from previous months.
- v. Four outstanding checks from the business checking account that we closed had to be voided and reissued from the new account because the bank only honors them for a month after the account is closed.
- vi. If any questions can email Catherine at [treasurer@noelanipta.org](mailto:treasurer@noelanipta.org)

## OLD BUSINESS

### 1. 2024-2025 Budget – Stanford Togashi

- a. A copy of the budget that was passed at the last meeting, including the two changes that were approved, was sent out with the agenda for the meeting. President Togashi thanked everyone that assisted with coming up with the budget. We hope to work on the budget for 2025-2026 at the end of this school year.

## NEW BUSINESS

### 1. Hall O' Treats – President Togashi on behalf of Chair, Becca Matsushima

- a. Hard and digital copies of Hall O' Treats flyer have been sent home. **Please use the flyer to RSVP and place your bento order no later than Thursday, October 17, 2024.** The flyer is also included in the meeting documents, as well as posted around campus. Registration is required to attend Hall O' Treats but ordering bentos is optional.
- b. The three things we ask for from parents are:
  - i. Volunteers to help with set up, during the event, and clean up
  - ii. Decorate a Table -- The table will be provided by the PTA, as well as treats to distribute. PTA might also be able to provide chairs. (Usually the Hall O' Treats coordinator will check with those that volunteer to decorate a table to see what they need.) Power will not be available to those that set up a table so electronics will need to be battery-powered.
  - iii. Donations – Donate treats (to pass out) & drinks (to sell). Treats don't have to be candy (can be pencils, stickers, etc.) For food items, please avoid nuts.
- c. Reminders/recommendations:
  - i. This event is open to Noelani Students, Faculty and Staff, and their immediate families only.
  - ii. There is no theme for the event, however we want to keep things kid-friendly, so please no adult themes. Please also use your judgement/discretion regarding costumes at Hall 'O Treats. No projectiles, etc. (things that shoot), things that are gory, etc.
  - iii. We ask that children consume treats from Hall 'O Treats at home so that we don't have to worry about cleaning up wrappers.
  - iv. It does get crowded so please be patient.
  - v. Most of the campus will be fairly well-lit, however some areas may be dark.

- vi. Attendees will not be allowed near the B building, the Play Court, or past the IDEA Center Maker Space side.
- vii. Sign up to bring a treat, drinks, work, set up a table, or at a minimum please RSVP to attend via the QR code in the flyer.
- d. Contact [Halloween@noelanipta.org](mailto:Halloween@noelanipta.org) with any questions.

**2. Craft & Children's Fair – VP & Craft Fair Chair, Leanne Kojima**


- a. The 35th Annual Noelani Craft and Children's Fair will be on **Saturday, November 9 from 9am - 2pm**. This event is run by Noelani volunteers, so all profits go directly to our school and students. It's a long-standing tradition and has been around since 1989. One of the vendors has been around since the beginning.
- b. Craft Fair will have food trucks, craft & retail vendors (about 125 booths), along with community booths (UH Astronomy having a planetarium, Boy Scouts, Cub Scouts, Roosevelt Roughriders doing baseball clinic), and service projects (Genki ball making, food drive). We are still looking for more food vendors so if anyone knows any interested food vendors please email [craftfair@noelanipta.org](mailto:craftfair@noelanipta.org). We may be able to use the cafeteria ovens to sell pizza. May also be able to make Noelani noodles and possibly fried rice but in order to do all of that we would need a lot of volunteers.
- c. Will be selling Keiki Entertainment pass – wristband for inflatables + scrip for game booths.  
Scrip and Keiki Entertainment Pass pre-purchase information will be sent out soon.
- d. Volunteer sign-ups will be sent out soon to help with the following:
  - i. November 8 (Friday before Craft Fair) -- during the day to line up the booth areas, putting tables and chairs around the campus
  - ii. November 9 (the day of Craft Fair) starting at 6 am
    - 1. 6 am – 9 am: Help vendors get set up
    - 2. 9 am – 2 pm: Help staffing booths
    - 3. 2 pm Craft Fair ends – Help cleaning up
  - iii. Volunteering for shifts can be a fun experience and a great way to meet other Noelani parents!
- e. Reminder that the Craft Fair is open to everyone and is a family-friendly fundraiser for the school.
- f. Parent question whether student-led booths are allowed?  
Response: Tried to brainstorm on how to have student booths last year but didn't have much interest. It's a long day and the kids tend to want to play. The students that did do it last year ended up having their parents staff their booths. Student vendors are encouraged to get their GE Tax license. If they are selling food, they need to follow DOH rules.
- g. The next Craft Fair Committee meeting for those who are interested in helping will be held on the Wednesday after Fall break at 6 pm via Zoom and then every week thereafter until Craft Fair. Contact [craftfair@noelanipta.org](mailto:craftfair@noelanipta.org) with any questions.

3. **Pack 35 Scouts** – President Togashi on behalf of Pack 35 Chair, Bonnie Tung
  - a. Please see announcements included in agenda and email [pack35@noelanipta.org](mailto:pack35@noelanipta.org) with any questions.
  
4. **Manoa Holiday Parade** – President Togashi
  - a. Noelani PTA will be marching in this year’s parade which will be on Sunday, December 1, 2024 at 4:00 pm. Parade starts at Noelani Elementary School (please note, no parking will be allowed at Noelani) and ends at the Manoa District Park. Attendees can possibly park at the District Park and walk to Noelani to start the parade.
  - b. Wear your favorite Noelani or holiday attire (not required) and walk alongside other Noelani families. PTA will provide candy to pass out to parade watchers. If you don’t care to march, it’s also fun to watch the parade as a spectator.
  - c. Please note, no supervision will be provided by the PTA or Noelani Elementary. At least one parent must accompany their child(ren).
  - d. In the past, the Manoa Lions Club has provided light refreshments to parade participants and hosted a kid’s holiday fair at the Manoa District Park gym.
  - e. Look for more info at next month’s PTA meeting but in the meantime, please mark your calendars.
  
5. **Open discussion** – led by President Togashi
  - a. Parent question in the chat about ordering Noelani shirts and if it can be done online.

Answer: They used to be online but we took it down because we don’t have as much inventory. Recommend stopping by the office to check. They have pink shirts and green shirts. We had a large inventory of shirts so we’re trying to get rid of that inventory before ordering more. We have a number of the older style shirts that we would like to get rid of. They are nice but just a different material.
  - b. Announcement by Leanne Kojima regarding the Aloha Collection x Noelani PTA collab fundraiser -- A new Aloha Collection x Noelani PTA collab reversible tote bag will be sold at the Craft Fair as a fundraiser for the PTA. Last year did an Eden in Love collab. 300 bags will be available. Pre-sale will be open to Noelani staff and PTA members first. If meeting attendees are interested in purchasing a bag, can email [craftfair@noelanipta.org](mailto:craftfair@noelanipta.org). Bag features the Noelani lily + a rainbow with some hidden geckos like how the geckos are hidden around the campus. (For parents that don’t know, there are 43 geckos around the Noelani campus that Principal Gusman hid. Hint: Some of the geckos are indoors.) Note: Price point of the bags is mandated by Aloha Collection for the first two years. Whatever is not sold during the pre-sale will be available for purchase during the Craft Fair at the Noelani swag booth along with the Eden in Love x Noelani bags, as well as Twiggy x Noelani bags. Mahalo to Leanne + Mari Rayner for helping with the Aloha Collection fundraiser!
  - c. Question posted by President Togashi – Next month’s meeting is set for November 14, the week after Craft Fair. Should we meet the Thursday before Craft Fair? Decision – Probably too difficult to meet on the 7<sup>th</sup> because will prepping for Craft

Fair so keep the meeting as scheduled, on the second Thursday of the month,  
November 14.

**MEETING ADJOURNED** at 6:58 pm. Next meeting scheduled for Thursday, November 14, 2024 at  
6:00 pm via Zoom.

A handwritten signature in black ink, appearing to read 'Lisa Imai', with a stylized flourish at the end.

Submitted by Lisa Imai, PTA Secretary