



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)

Wednesday, Oct 12, 2022, 7 pm

[Zoom Call](#)

Attendees

| | Board Members | Present | Absent |
|---|-------------------------------------|---------|--------|
| 1 | President: Cindy Klaje | X | |
| 2 | President: Manuela Silveira | X | |
| 3 | Secretary: Denise Twum | X | |
| 4 | Treasurer: Ronda Gieryn | X | |
| 5 | Treasurer: Erin Iyama | | |
| 6 | Fundraising: Abha Nulkar | | |
| 7 | Fundraising: Marie Barrigar | X | |
| 8 | Community Events Lead: Shruti Dixit | | |

| | Board Members | Present | Absent |
|----|---------------------------------------|---------|--------|
| 10 | Community Events Lead: Anuja Surlaker | X | |
| 11 | Communications Lead: Raka Agrawal | | |
| 12 | Communications Lead: Jenny McNeill | X | |
| 13 | Emeritus Officer: May Bakken | | |
| 14 | Principal: Jean Wang | X | |
| 15 | Assistant Principal: Alvin Marquez | X | |
| 16 | Teacher Rep. Dennis Harting | X | |
| 17 | Teacher Rep. Matt Wycoffe | X | |

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| 9 | Community Events Lead: Thushitha Deepak | X | |
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| 18 | Teacher Rep. | | |
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Membership at large: Joy Tanaka,

Please note that background information, updates, and the detailed agenda are available through the Oct [Meeting & Agenda](#) Materials folder. The meeting notes below capture comments, action items, and decisions not outlined in the Meeting Materials.

Meeting called to order at **7:01pm** by **Manuela Silveira and Jean Wang**

| Meeting Minutes | | |
|-----------------|-----------------------------------|---|
| # | Agenda Item | Notes, Action Items , and Decisions |
| 1 | Principal and Teacher Rep Reports | <ul style="list-style-type: none"> ● Principal: Jean Wang <ul style="list-style-type: none"> ○ Update <ul style="list-style-type: none"> ■ Working on school goals: Staff, PSTAG (Parent Teacher Student Advisory Group), Teacher leadership groups <ul style="list-style-type: none"> ● First PSTAG meeting was last week and it was interesting to hear from students around what they think about belonging. A lot of student feel like they have a lot of conversations regarding grades and how they did on tests, and they feel a lot of pressure. Will dive in a little deeper on that feedback with staff. ● A parent moved from Missouri, has an education background and wanted to join and learn/help. ● Manuela was there representing the PTO. Mostly Jean sharing school goals and looking at feedback. ● Went over with staff and solicited their feedback. ● More ideas will be shared with PSTAG after other meetings and inputs from stakeholders have been put together. |

- Panorama Survey Window is open this week and next. Hoping for an increase in a sense of belonging, given how the last school year ended. Principal, Vice-principal and the office team will be working.
 - Monday is no school for students. Alvin and Jean will be working, good catchup day.
 - After School Sports season #2 has started . Girls' Volleyball season.
 - Upcoming Fall Social on 10/28. There were reservations last year because of COVID, but looks like there might be more excitement this year.
 - Progress reports will be coming out that same day (only for kids with C-, D or F).
 - To date, over 600 yearbooks sold. Last year about 150 families were unable to order one after ordering window closes.
- FUp
 - Heart monitors (Mr. Wycoffe)
 - Would love for everyone to come see school garden and see what we can do for Earth Day.
 - Unable to talk to mental health team due to bad timing this month, so the team is catching the children in different ways and they might plan something for November.
- Manuela: Updates on how the book fair is going?
 - It's going very well and is fun.
 - A lot of the kids are gravitating to the graphic novels more and more.
- Funding Requests
 - 2 proposals for this month.
 - Anna Williams, 6th grade ELA/SS/Bridge Dept Lead has been working on this.
 - De Young museum in SF has a Ramses II Exhibit that will be great for the 6th grade.
 - Dates are Dec 1st, 2nd, 8th and 9th.
 - No cost to visit, but there is a limit to how many people can attend at one time. They will only allow one or two classes at time, and leave the rest of the spots for other visitors. Won't allow reservation for the whole grade.
 - Bus transportation for the entire 6th grade class will be \$4815.25. Request for any amount that the PTO can provide, Jean's request is about half (\$2400) and Jean will support the rest on her end.
 - Cindy: Do we ask parents to donate for this? And how much could you expect to raise?
 - Jean was going to ask Anna, the 6th grade ELA/SS teacher, but Alvin had already spoken with her. She doesn't remember because it's been about 7

years since the last 6th grade trip. 380 6th graders, about \$13 per kid. Not asked for donations yet.

- **Ask for donations?**
 - We could ask parents to donate and the PTO would help subsidize that, making sure that every student can still attend. Need to know what the deadline/turnaround time is.
 - Think it's fair to ask the parents to donate a little and the PTO would support with a maximum limit.
 - No grade-level asks as yet because of the \$10, 000 funds from PTO at the beginning of the school year.
- Jean would have to book the buses now, by next week, then go to Anna to see if we could ask for donations from parents. Would mean a transfer of funds later on.
- If the PTO funded \$2400, Jean would pay half of the remaining amount and the rest would come from the remaining 6th grade donations (carryover from previous years).
- This trip has been under discussion since last year. the exhibit is open until Feb 2023 (bus reservation not withstanding)
- Cindy looked at PTO budget but couldn't see which bucket this would fall under. Feels PTO can support iif extra money is needed after donations from families have been requested. (Need to call Ronda back to ask about budget). Found under academic (and student) support. \$50,000 budgeted, and we have \$31,000 left in there.
 - We may need to create a new line item for this next year. Don't think we need \$10k for technology. Could also come from the Performing Arts budget.
 - Jean agreed, how the district supports technology has changed because of the ECF federal funds to get Chromebooks for all kids.
 - Cindy: We paid a lot for the iPads for music last year.
 - Ronda: We could take it from the Performing Arts budget, \$15,000 (it's not a recurring donation the band but could be for the a play or for the band. Has historically been for the band but was to cover anything that falls under Performing Arts.

- Would rather do something that affects all the kids at the grade level and reduce the Performing Arts budget a bit. May need a new line item for this in the budget. We used them as placeholders, not that we were going to give that amount exactly to a specific Performing Art. We vote at the budget summary level. So we have \$50,000 academic support in total, but then we would vote for how it's actually disbursed during the monthly meetings.
- Need to put the motion and vote for it, but understand that the amount will be coming from Performing Arts or Technology.
- Ronda missed why we're doing only half. Manuela explains that it's Jean's proposal. That amount will be enough to cover the needs for the trip.
- Manuela moves that we approve the proposal for \$2400. Seconded by Cindy.
 - 7 Ayes. 4 abstains
 - Request approved.
 - Action Item: Manuela to create a poll for voting during the meetings.
- Action Item
 - Jean will let Anna know to start requesting for donations from the parents.
 - Jean will update the PTO at the November meeting.
- Mr. Marquez - PBIS rewards system allows the staff to recognize the children showing Bear Pride characteristics. They would accumulate points that could be used to purchase items on online Bear Bazaar Store. Had seen that when he was at Miller (especially for 7th and 8th graders).
 - Asking for \$10 gift cards from Gong Cha, Starbucks, Safeway, McDonald's. Drawing is once a month, with the 4 cards as prizes. Asking for enough for 9 months, total would be \$360 (\$40 per month, 1 from each store). Supports sense of belonging goal to fund the Bear Bazaar. Students will spend their points to enter the drawing.
- We had a PBIS line item in the budget but we didn't fund that line. We can take the amount from the leadership line or something else. We have room within the budget.

- **Purchasing the gift cards:** To get rid of any appearance of wrongdoing, the PTO will buy the gift cards and provide it to Mr. Marquez.
 - Manuela moves that we approve the request for \$360 (9 \$10 gift cards for PBIS bazaar). Seconded by Denise. Thanks Ronda for coming back to the meeting.
 - 8 ayes. 2 abstains.
 - Request approved.
- **Vice Principal: Alvin Marquez**
 - Covered in Proposal section.
- **Teacher Reps: Dennis Harting**
 - **Update**
 - **(From Drama teacher)** Drama students are hard at work on Haunted House, will share photos soon.
 - Focusing on costumes and setting up the Event Center. Having the Haunted House on the stage.
 - **Chromebooks** that were bought for intervention in 2020 have been in good use last year and this year. Program Read 180 students have been using the Chromebooks, and also doing some reading.
 - Jean shared photos of Bear time - Be Excited About Reading. With money from CMS-PTO match, site funds and Sandy Lou, was able to outfit 26 classrooms. Every PE teacher also received a crate of books, continuing to build upon that. Lucinda, as part of 10,000 classrooms initiative (she runs the Read180 program) was able to buy some cool headphones for the students.
 - **Community Garden Day from Mr. Sickler** - families volunteer to come and clean, replant and help to harvest Jay's garden (close to the blacktop). No garden club at the school.
 - Jean - Neelima, office admin has a green thumb and would like to take on Jay's Garden.
 - Jay Martinez was a beloved CMS teacher who passed away before his time. Garden was dedicated to him as he had a green thumb.
 - Figs and apples coming from there are amazing.
 - Love the idea of a community day.
 - **Action Item**
 - Denise/Manuela to talk to Shruti and Anuja to see if we can incorporate into Earth Day plans
 - **Idea:** could we have a Food truck, games for the kids?
 - **BEAR Sports** - Finished the season win at the playoffs. Boys Volleyball won 6th grade and 7th grade (undefeated 2 years straight). Girls Softball championship and 6th grade girls cross country championship.

- Cross country participants to county meet on Friday, 10/14 at JD Morgan Park, about 30 runners. Have a couple of 6th and 8th graders who have a chance to medal.
 - Season #2 began this week (wrestling & girls volleyball). Wrestling is a non-cut sport, but it would be best to talk to the coach as soon as possible. Have about 15 athletes and some girls on the team. Begun last Wednesday.
 - **Teacher Rep: Mr. Wycoffe**
 - Update on heart monitors
 - Polar watches are the ones that work the best for our purposes.
 - Ronda and May probably attended the training for the previous heart monitor candidates.
 - **What are the PE dept plans to incorporate them in their day?**
 - Want students to wear them daily.
 - Running and fitness days - very helpful. Hard to tell how much effort kids are putting in, but could be a different story with their heart rate. Ask the kids to take their heart rate but not as accurate.
 - Want them to build lifelong fitness habits, and heart rate is a key component of that to help them build an active lifestyle.
 - Helps to set up individualized assessment i.e. ask them to maintain a particular heartrate for 20mins. It's a direction that a lot of key programs are going towards.
 - **How many units would you require?**
 - 7 teachers, need about 38 per teacher so approx 270. \$149 each. Teacher will need 2 carrying cases and would be about \$130 each as well. Total is \$5960 per class for monitor and cases (doesn't include tax and shipping).
 - Training for the teachers, recommended in person training (due to size of teaching staff) would be \$1,875.
 - **How do you know which kid has what? Do they hold their charge?**
 - The monitors would be assigned so each kid will use the same monitor during their PE periods and the teachers would select the class needed on the iPads that are set up with the tracking system.
 - If you use them all day everyday, will only need to charge them every 2 days and they charge quickly.
 - Sounds awesome and could be very beneficial. Total would be about **\$44,000**, close to \$50K. Lower than what we heard but more than we budgeted for. Is there a way to start without making the full upfront investment?
 - No return policy so we can't return.
 - They've offered to come out and do a live demonstration as soon as we can get them out here, if that would provide some more certainty.
 - 3 class sets would be a good starting point (one set for each grade level to be shared)
 - **What is the life expectancy on each individual unit? How often will we need to replace**

them? Plans to secure them so they don't go missing (after hours - someone lifting a case)?

- Roughly 10 years. Wear and tear by students is a concern but the teachers will ensure they are taken care of.
 - Will be locked up in offices. They have cabinets that can be locked.
 - As they will be assigned to each student, the teachers will know who hasn't turned theirs in.
- **Is there a setup process we need to anticipate/hours of commitment or is it an out of the box plug and play type thing?**
 - Part of in-person training by the Polar team would be to help us get everything set up and install all apps.
 - Each watch will have to be registered into the system and will probably be a full day process. Once done, the watches are good to go.
 - PTO will have to have a budget discussion about this. Has the team had any discussion about contingency plans if PTO cannot support the full amount?
 - Getting a class set would be very helpful (one for each grade). Two classes out at once so the teachers will have to coordinate.
 - At a minimum, 3 x 38, plus the cases and training
 - **Do you know of any neighboring schools that are using the Polar Heart rates?** (Some middle schools in the peninsula are, but not many in the South Bay. CMS would be at the forefront).
 - The ones they know are using Heart Zone.
 - Having some of the PTO members there at the training would be great, as it's a huge financial ask. The PTO may need to create a marketing message about this new program to the parents, and fundraise if needed.
 - Mr. Wycoffe: Can make enquiries and get that process started. They said they could come in the next couple of weeks.
 - The PTO will have discussions about what we can do budget-wise and we'll regroup in the November meeting. If we can get the demonstration before then, that would be great.
 - Ronda (for Jean): Have you had conversations with the team about the opportunity cost. This is the largest ticket item in discretionary funding, so does the team want to spend this money on that.
 - Jean hasn't had that conversation but will do so. With the PTO support at start of school year with the 10k and the additional amount that the teachers have, the money helped tremendously so their needs are being met. Encouraging teachers to not spend out of pocket and to reach out to Jean. Had discussion with Mr. Wycoffe about the amount but also support the initiative for the kids.
 - Because outfitting the quad fell through, there's no big budget item. Drama teacher

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| | | <p>wants to outfit event center stage to be a performance state.</p> <ul style="list-style-type: none"> ● Cindy: Don't forget murals on campus (one mural). ■ Ronda: We have money left over but in terms of big ticket items, not annual. Once we go through what we have saved, we will be back to regular programming and would have to do extra fundraising. ■ Action items <ul style="list-style-type: none"> ● Mr. Wycoffe/Jean Wang will let us know when the demo will be scheduled for ● Jean will share with staff about special project funds going to this and how they think about that. ● PTO board will convene in November and come up with a plan on how to fund this project i.e. specific fundraising for part or all of the ask. |
| 2 | Board Updates | <ul style="list-style-type: none"> ● President: Cindy Klaje & Manuela Silveira <ul style="list-style-type: none"> ○ Updates <ul style="list-style-type: none"> ■ PAC/DELAC Update (1st of 6) <ul style="list-style-type: none"> ● Parent Advisory Committee/District English Language Advisory Committee - admins and parents participate, happen together. ● This was the kickoff, spoke about District goals. Performance on CAASP for some of the schools and areas of growth for the district. Strategy and goals around that. Looking at equity and needs across the district. ● Went over COVID Health and Safety Plan. ● Briefly introduced the ELOP program. <ul style="list-style-type: none"> ○ It's new, state-funded. Focused on specific segments of our community (foster, homeless youth, free/reduced price meal, English Language Learners). Available at 15 schools now but looking to expand to 23. ○ Right now it's for K-6. Having conversations for expanding to 7th and 8th. CMS participation is small as only 6th grade would be included. ○ Happens after school and during summer and breaks. Not an alternative to what happens in school but an opportunity to make more progress. ■ Looking for a new treasurer to learn the ropes ■ Manuela is looking at our bylaws to create a standing rules document. Creating documentation for posterity and future boards. Will be tagging the board members to fill in the blanks. ■ Nothing from Cindy. ○ FUps <ul style="list-style-type: none"> ■ CEEF portal update: contract is signed and ready for mid-year donations to be the test run of the system. |

- **Treasurer: Ronda Gieryn**

- **Updates**

- IRS finally processed our taxes about 2 weeks before new one will be submitted (will be done electronically).
- [Treasurer's report through Sept 30th](#) - big takeaway: individual contributions is just under \$11,000, which is about \$5500 less than where we were last year at this time.
 - Off by 4 families. 1% less than this time last year.
 - Average per family is \$284 vs. \$387 per family.
 - Going to continue seeing a discrepancy between last year and this year.
 - A few families last year gave very large donations, and one donor gave repeated large donations last year. That drove up our per person amount, so we're going to be lower than last year.
 - Need to drive the message that we need more families participating and donating.
- Manuela: Was this a characteristic of last year or has it been that way in previous years?
 - Ronda: Only been here for two years so can't really say. Last year was higher than the year before. Not sure if those families with the large donations are still CMS families. Don't know their names offhand.
 - The year before, there was a double or triple match through corporate giving (in July), but not sure that's what happened last year.
 - Thushitha: There is an Apple 2:1 match (saw at Montclair parent chat).
 - Thushitha will look that up and share with the PTO. - Apple does have a 2:1 match.
 - Ronda: We may want to focus our messaging to encourage corporate matching when we fundraise.
 - Manuela will figure out when the double-match windows are for these two companies and what platforms they use. (They use Benevity according to Thushitha).
 - From Joy: Double match at Apple is going on right now until Oct 17. Need to talk about that at FFN.
 - For marketing (next comms), let's focus on pushing direct donations and draw attention to companies that offer corporate matching and

double matching.

- Need someone on the Board (for next year) who is always looking at direct donations and evaluating when we can get corporate matching.
 - Not having someone on the board or a coordinator responsible for direct donations is a missed opportunity. Need someone constantly looking at these corporate matching opportunities and reminding us to include them in our comms. All members of PTO need to ask people to donate. (poster for FFN has donation QR code).
- Brought in just under \$13,000 so far to date this school year. Spent more than that as most of our big spends are at the beginning of the year.
- Ronda: Can we send anything through Principal's message this week?
 - Jean: Sure. Send me the language and I can push that out.
- Manuela: Jenny and Raka - create small focused message that highlights the double-match by Apple. Have to use whatever institution they use for their donations. Have to use Benevity for Apple.
- For whole PTO: If you know any parent with accounting or bookkeeping background who would like to join next year as Treasurer, please let us know.

- **Secretary: Denise Twum / Manuela**

- No updates

- **Fundraising: Marie Barrigar and Abha Nulkar**

- Updates
 - Chipotle: \$533 raised.
 - E-waste: No update yet as it was this weekend. Will share update later
 - Next fundraiser is MOD Pizza, confirmed for Nov 7, 2022, Monday, all day.
 - Panda Express confirmed for Dec 12, 2022, all day.
 - Pizza my Heart got back to us this week. Thinking of pushing them out to January. Still haven't heard back from CPK.
 - Has a list of other business that Marie will be targeting for future months.

- **Community - Small Events: Shruti Dixit & Anuja Surlaker (not here but filled out agenda doc)**

- Updates

- Parent Social - Q&A with Dr. Leena Khanzode ([Chasing Childhood](#)) scheduled for Wednesday, November 16th. Timing proposed 7:30-8:30pm.
- Documentary will be available for viewing starting Friday, Nov 11th thru Tuesday, Nov 15th. PTO will share link with school community.
- The hope is have this viewed by all the middle schools in the district. Can we share with the other middle school PTOs to see if they will want to join and share the cost?
 - Cindy will look at the cost for adding more people and notify Jean with a flyer to send to the other principals.
 - Jean: Will send out an email to the other principals to see if they would be interested (after hearing back from Cindy). Already added the viewing dates to the school calendar.

- **Community- Large Events: Thushitha Deepak**

- **Updates**

- Thanks to Manuela, Shruti and Anuja for helping and planning and shopping. And thanks to May for being the advisor as well.
- Fall Family Night Highlights
 - Traditional food dishes from 10 countries
 - Tacos and ice cream
 - DJ music
 - Performance by the CMS Advanced Band
 - Lion Dance performed by the Homestead High School Taiwanese Student Association (HHS TSA)
 - K-pop dance performed by the Homestead High School Korean Student Association (HHS KSA)
 - Firetruck for visiting
 - Photobooth: Photography students would be responsible for the photo booth. DJ will remind people to check out fire truck and photo booths.
 - Book fair will be open: parents can visit and it's the last chance to get something
- Info booths: HHS TSA, HHS KSA, Janyaa, and Second Harvest Food Bank. (HHS CSF, Veda's Fast Fashion Awareness ??)
- Working on the program and will add info about the Apple double-match and using Benevity.

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| | | <ul style="list-style-type: none"> ■ Questions: <ul style="list-style-type: none"> ● Asked for us to make parts of the school off-limits. Will be putting some tape to cordon the places. Which parts do you want us to close off so we can do so during setup on Friday. <ul style="list-style-type: none"> ○ Jean will send a map to Thushitha ● What is the primary entrance for families to use? <ul style="list-style-type: none"> ○ Bernardo gym and parking lot. Will put up signs by the office to redirect people. ■ Can DJ bring his car close to the quad to unload his equipment? <ul style="list-style-type: none"> ● DJ can park at the back of the school (gate right at the end of Bernardo?) and it's a shorter walking distance. ● The parking lot will be open to the Fire Truck, LifeScan and volunteers. ■ LifeScan will be a table in the gym. ■ Parking: Manuela has parking passes for the volunteers so we can close off the Bernardo parking lot. Families will have parking by the Bernardo field and can park by the office as well. We can put up sandwich boards and block parking lot after volunteers have parked. ■ Bike Cages: Both bike cages will be open so families and kids can bike in. ■ Disappointed that some of the students who will be participating in the cross-country meet would not be able to attend the Fall Family Night. ● Manuela: Thank you Thushitha for all your hard work! ● Communications: Jenny McNeill <ul style="list-style-type: none"> ○ Update <ul style="list-style-type: none"> ■ Gather information for Nov. newsletter to highlight: <ul style="list-style-type: none"> ● Direct donations ● Past events: Pictures and key highlights from Fall Fam Night, Chipotle fundraiser, e-waste ● Upcoming events: Mod Pizza ■ Best communication platform to reach our community? We seem to have more parents in Whatsapp than in Konstella. ■ Other ways to communicate, how can we track that our methods are effective? Can we add metrics? |
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| | | <ul style="list-style-type: none"> ■ What is our goal for Konstella, how can we get there? <ul style="list-style-type: none"> ● Utilizing incentives effectively to help us reach our goals? Eg. if you donate we can support more cards for PBIS. ■ Metrics are good, and can help us how we're doing. ■ Is it that parents don't want to download another app? Some people don't understand the value of Konstella. Need to highlight the benefits of Konstella. If we want 100% of families on Konstella, we need to put some metrics in. (ability to search up parents' information and set up a playdate). ■ In the interim, ask Jean to push information to the larger community via the newsletter. Both our Whatsapp and Konstella groups reach a limited group of people whereas Jean reaches a broader audience. ■ Feels like people like Whatsapp because they can throw out random questions at any time and get an answer, but Konstella doesn't provide that. ■ We can make better use of our PTO corner in Jean's newsletter, curate that corner a little better and use it wisely? <ul style="list-style-type: none"> ● Jean starts working on the newsletter after 5pm on Mondays as there are some meetings and want to add fresh info ■ If we can get the info to Jean by 3pm on Mondays, that would be great. ○ Manuela: Put together a survey or something for the Whatsapp groups to understand what's stopping them from joining Konstella. ○ Have a sign up at Fall Family Night to get families on Konstella. ○ Communication for fundraising events - is there a blurb that PTO board members can use and share on different platforms for the different events? <ul style="list-style-type: none"> ■ Marie and Jenny will share the blurbs so everyone will have access. ■ Discuss how to track metrics of our newsletter and marketing efforts at next PTO meeting ■ Rotate order of PTO board members during the monthly meetings. |
| 3 | Discussion Items | <ul style="list-style-type: none"> ● Manuela: Sense of belonging: lunch buddy program to promote new friendships at school. No one should be alone unless they want to be. <ul style="list-style-type: none"> ○ Opportunities for belonging. Some kids might find CMS overwhelming and difficult to find your tribe when you first join. Heard of children hiding in a bathroom to eat lunch as they didn't know who to eat with. |

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| | | <ul style="list-style-type: none"> ○ Jean: Easy to set something like this up at elementary school but more sophisticated at the middle school as their tribes are more complex. <ul style="list-style-type: none"> ■ Had a new student from Israel. Asked how his day was going and he said he didn't have any friends. Jean found her Hebrew students and introduced the new student to them. ■ Need to know who your students are in order to pair them up for lunch buddies. Will have to be a truly unique group of kids to be lunch buddies. ○ Denise - having a core group of students similar to First Year Trip experience she had in college. Incoming 6th graders would opt-in to be part of this initiative, and could be added to a group until they've acclimatized to the school and found their tribe. ○ Jean mentioned that the counselors do pair the kids, called Bear Buddies. But there are some kids who could be handpicked to create such a core group. Once clubs start, those would also help. <ul style="list-style-type: none"> ■ Jean will look into how this could work and how to get started. |
| 4 | Open Comments & Questions | <ul style="list-style-type: none"> • |

Meeting adjourned at **9:12 pm** by **Manuela Silveira**

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Minutes review and approval

| Board Role | Name of reviewer | Date of review | Approval |
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| President | Manuela Silveira | 10/21 | MS |
| Treasurer | Ronda Gieryn | 10/23 | RG |

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| Fundraising | Marie Barrigar | 21Oct2022 | MB |
| Community Events | Anuja Surlaker | 10/26/22 | AS |
| Communications | | | |
| Emeritus Officer | | | |
| Principal | | | |
| Teacher | | | |