



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)
 Tuesday, Oct 10, 2023, 7 pm
[Zoom Call](#)

Attendees

	Board Members	Present	Absent
1	President: Manuela Silveira	x	
2	President: Marie Barrigar	x	
3	Secretary: Denise Twum	x	
4	Treasurer: Hiba Rajab	x	
5	Treasurer: Marianna von Bieren		x
6	Direct Donations: Jenny McNeill	x	
7	Fundraising: Gaffney Barnett	x	
8	Community - Small Events: Tamanna Prashar	x	

	Board Members	Present	Absent
11	Community - Large Events: Amber Nicholls		x
12	Communications Lead: Katya Alekhina	x	
13	Communications Lead:		
14	Emeritus Officer: May Bakken		x
15	Principal: Jean Wang	x	
16	Assistant Principal: Oscar Guzman		x
17	Teacher Rep.: Dennis Harting	x	
18	Teacher Rep.: Cindy Burns	x	

9	Community - Small Events: Priti Wirasinghe	x	
10	Community - Large Events: Thushitha Deepak	x	

19	Teacher Rep.: Michael Jacobs	x	

Membership at large: Abiramavalli, Anuja, Kristine Perry Krop, Shruti Dixit, Manpreet, Shilpa

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 7:02pm by Manuela Silveira.

Meeting Minutes		
#	Agenda Item	Notes, Action Items, and Decisions
1	Principal and Teacher Rep Reports	<p>Principal: Jean Wang</p> <p>Updates</p> <ul style="list-style-type: none"> ● October 19 (Thursday) - "Safety Day" <ul style="list-style-type: none"> ○ Schoolwide (now Districtwide) Disaster Drill - earthquake simulation. Front office will be closed during the drill as all staff will be participating. ○ Run-Hide-Defend in the afternoon with Sunnyvale Police Department. The students will be practicing the Hide mode. <ul style="list-style-type: none"> ■ Would like parents to discuss this with their kids. Kids will be allowed to use

their phones during that time.

- Parents should not barge into school during such an occasion. The staff are trained and will make sure to hand over the kids to approved persons.

- Learning Day October 20 so the schedule will be switched around.
 - Mon - regular,
 - Tues - Thu block schedule,
 - Wed - regular,
 - Thu - Disaster drill,
 - Fri - school closed.
- Hsinchu Visit October 31, November 1, November 2 .
 - 8 middle school student visitors from Cupertino City's exchange city, Hsinchu from Taiwan. The students will be visiting on the dates above and shadowing students all day. This will be the first time CMS is hosting.
 - There will also be a visiting teacher delegation.
- Taboo game purchase for Ms Mara Milinic, the ELD teacher came through and the students enjoyed them (Jean shared photos).

Proposals

- Art Tables
 - When CMS was modernized a few years ago, the focus was on flexible furniture.
 - Art class received funding for flexible furniture. They were regular desks that broke down after a while because they weren't meant for art.
 - A few years later, media tables were acquired but those were meant for computers and wires, so there were holes in the corners. They also weren't a great fit.
 - The new art teacher, Maytal Gotesman, had been looking for tables for the class and found some in the spring. They are designed to be art tables and expected to last 20-30 years. The tables will create a high-low effect, which is conducive for art classes.
 - Jean has looked at 4 different pots for making this purchase, as this is a large purchase.
 - Breakdown:

		<ul style="list-style-type: none"> • Jean's funds - \$4,876.17 • CEEF - \$1,278.80 (art allocation from CEEF for this school year) Art Donations - \$2,030.54 • CMS-PTO Fund Request - \$2,030.54 (if approved) <ul style="list-style-type: none"> ○ Questions: <ul style="list-style-type: none"> ■ (Katya) Which class is this for? <ul style="list-style-type: none"> • 7th and 8th grade 2D and 3D Art elective classes ■ (Priti) Is this money coming from donations, and could that amount be used for something else? <ul style="list-style-type: none"> • Because of Prop 28, there is funding for Arts. The money has to be spent down as the funds will not carry over. ■ (Kristine Perry Krop) Does the fund request have cushion in case the shipping is higher than anticipated? <ul style="list-style-type: none"> • No this the exact amount on the quote if we sign by the deadline, so no cushion needed. ○ PTO Funding <ul style="list-style-type: none"> ■ Budget buckets we could draw from: <ul style="list-style-type: none"> • Performing Arts bucket that has usually been used to cover the music program. We already used some to cover the drama panels' purchase. • \$20k set aside for the purchase of more heart rate monitors to complete the initial set requested by the PE department last year. • (Hiba) Are we going to have a big fund for the band this year? <ul style="list-style-type: none"> ○ (Jean) Reached out to Mr. Yaeger and Mrs Masters about it as PTO has set aside \$15k and Prop 28 also provides funding. If they dont' need the funding, Jean recommends the PTO funding be returned so the money can be reallocated. Jean will have an answer for PTO at the Nov meeting. • The amount may come from a line item that it wasn't intended for, so we need to keep it in mind for later on in the year. ■ This is a wonderful way to spend PTO funds, even if it means a smaller donation to the music program at the end of the year. ■ Manuela makes motion to approve request to allocate \$2050 to the purchase of art tables for Mrs. Gotesman's classroom. Marie seconds.
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		<ul style="list-style-type: none"> ● 15 ayes, motion passes! ● Planners for 2024-25 School year <ul style="list-style-type: none"> ○ Increasing the number requested by 100 as the school has received a lot of new enrollments. ○ Student Planners 2024-25 - 1,300 copies, cost is \$7,138.27. <ul style="list-style-type: none"> ■ (Hiba) The budget only had about \$5500 allocated for this. ■ (Manuela) We can decide to stay true to the allocated amount, or we can move money from another category and cover the full amount. What happens if we can only cover the \$5000? We have underspent in some other categories and could cover, but it's still early in the school year. ■ (Jean) Will look for funding elsewhere and see about moving money from other line items. Appreciates any help that the PTO can provide. ■ (Marie) Are these planners for every student or just the students who like it/ want to use it? <ul style="list-style-type: none"> ● (Jean) Have about 30 left as some students come to ask for some after seeing their friends using it. Also have some staff members who are using them along with the handbook. ■ (Hiba) We haven't received any funding request for afterschool sports funding. If there is no need for that, we could move some of that money to cover this request. <ul style="list-style-type: none"> ● (Jean) Not sure of any requests at this point. With John Green it was usually \$8800, but has not heard anything from the district this year. CMS supporting the costs of referees started about 7yrs ago. ● (Manuela) And the intent is to continue to do so, to ensure that we're supporting different groups of activities to cover all students. Not sure if drawing from that bucket would be the way to go right now but we could explore some other possibilities eg. changing the colors to reduce the cost. <ul style="list-style-type: none"> ○ (Jean) Possible. Will have to get back to the board. ○ (Katya) Could we look into companies that offer digital planner options? <ul style="list-style-type: none"> ■ (Manuela) Intention might be to stick to paper. ■ (Jean) There are many digital tools and apps out there, and if it's a software company, the district is very strict about
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privacy and confidentiality and the company would have to adhere to those. Not quite sure how long it will continue to be a thing. The staff saw that it was good/helpful, which is why it's going into the second year.

- (Katya) Idea to survey the kids getting to the end of the year to see who would like to reserve the planner ahead.
- (Priti) The paper version could still be very valuable as the students aren't allowed to have their phones during school.
 - (Manuela) It could be accessible via the kids' Chromebooks but not sure how long the teachers allow them to have their Chromebooks open.
- (Jean) Any amount from the PTO would be great, and she will find a way to pay the difference.
- Manuela makes a motion that we support the purchase of the student planners for 2024-25 school year at a total expense \$5500. Gaffney seconds.
 - 13 ayes, motion carries.

Teacher Reps: Cindy Burns (8th Science), DJ Harting (7th PE), Michael Jacobs (7th ELA/SS + 6th Bridge)

Updates

- **BEAR Sports:**
Had a fantastic Season #1 that Ended 10/6
 - Boys Basketball Champions = 6th, 7th & 8th! 6th & 8th had Perfect Seasons
 - 8th Grade Boys & Girls Cross Country Champions!Season #2 Began Yesterday; Wrestling & Girls Volleyball
- **Heart Rate Monitors : PE** used the Heart Rate Monitors last week. Students are learning about their zones and will be using them to help pace their first 2 Mile Runs of the year this week.
 - (Jean) Student shared that he felt the heart rate monitor was helping him with his

		<p> pacing, and he is running better.</p> <ul style="list-style-type: none"> ○ (Manuela) asks Mr. Harting if we need to complete the HR monitor set or will the ones already purchased suffice. <ul style="list-style-type: none"> ■ (Mr. Harting) Shares that they received the HR monitors getting to the end of spring last year. Right now he is holding joint classes with Mr. Wycoff. They both have 7th grade classes and it helps with the kids to use them when they're running, to help them improve. The students will be using them for the 2-mile runs. ■ (Jean) Adds that she spoke to Mr. Wycoff and there should be enough PE funds to cover purchasing the rest. ● Social Science Classes : As a culmination project to show what they learned about the offense and defense of the medieval castle period Mrs. McClure and Ms. Shorté's Social Studies classes will be building medieval candy castles. ● Drama: the updated sets that the students have been working on for their Zombie Show for Halloween! (one of them is a panorama) photos ● ELD students are enjoying practicing vocabulary with Taboo <p>Follow-Ups - N/A</p>
2	Board Updates	<p>President: Manuela Silveira & Marie Barrigar</p> <p>Updates</p> <ul style="list-style-type: none"> ● Ms. Brzozowski <ul style="list-style-type: none"> ○ Thanks us for the panels and sent some photos. ○ Sent invitation to view their upcoming Halloween Zombie performance. Pick a time. ● PAC/DELAC Meeting on Sep 19 <ul style="list-style-type: none"> ○ First meeting of the year. Parent Advisory and District committee. ○ Discussed multi-tiered systems of support, LCAP goals and what the district is focusing on for the school year. Kickoff to the school year.

		<ul style="list-style-type: none"> ● PSTAG Meeting on Sep 19 <ul style="list-style-type: none"> ○ Worked with students on ways to foster more community at the school. ○ Team focused on sports, classes and worked with the student body president. ● Board job descriptions ● Master calendar ● Looking for CMS DELAC rep and Co-Secretary <ul style="list-style-type: none"> ○ Both Marie and Manuela were unable to attend the DELAC meeting today. ○ We don't have another parent rep for that committee. <p>Follow-Ups</p> <ul style="list-style-type: none"> ● All completed. ● Google Workspace will be done next year. <p>Treasurer: Hiba Rajab</p> <p>Updates</p> <ul style="list-style-type: none"> ● We received a \$50 tax return. ● We should receive \$14,334.78 from CEEF in October (donations from Jul-Sep) ● We received from Benevity \$5569.80. We still have \$6000 in Benevity. They sometimes send it every month or every other month, and deduct fees right before sending. ● Families contributed: <ul style="list-style-type: none"> ○ 21 (CEEFF)+15 (Benevity)+2 (IC - checks) ● Applied for Raffle license for the year 2024 last year. <ul style="list-style-type: none"> ○ Dates to use it 4/26/2024, 10/25/2024, 12/3/2024. ○ If we want to do a raffle in Nov/Dec, we're covered by last year's raffle license. ● Treasurer's report for month ending 9/30/2023
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		<ul style="list-style-type: none"> ○ From July till now, income is \$23,818. Expenses so far are \$10k for classroom supplies, \$6,364 for teacher supplies, \$490 for Taboo and Drama class panels, General admin costs (Zoom, Konstella, Tax services) is \$624. ○ (Hiba is) Happy we are still within our budget. ○ (Manuela) Is there a comparison to see how we're doing compared to this same time last year? - Shows what we have left to raise, what we're missing. No comparison (in the document shown) to last year's budget or status at this same time last year. <p>Follow-Ups</p> <ul style="list-style-type: none"> ● Suggest Google Workspace for PTO emails instead of the (we got a good offer from BlueHost so we kept the service) ● Next year, someone should call again and make a new deal. <p>Secretary: Denise Twum</p> <p>Updates</p> <ul style="list-style-type: none"> ● N/A <p>Follow-Ups</p> <ul style="list-style-type: none"> ● [DONE] Change calendar invites to Google Group instead of individual emails <p>Direct Donations: Jenny McNeill</p> <p>Updates</p> <ul style="list-style-type: none"> ● Direct Donation Campaign - working on streamlining our direct donation request (different
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		<p>than the fundraising). Working with Gaffney on creating flyers for this campaign.</p> <ul style="list-style-type: none"> ○ Flyers to be sent home with students (distributed during 7th period). ○ The front will be in English, the back will have Spanish and simplified Chinese. ○ Approx 1,118 students ○ Flyer explains where donations go, how families can donate, what we're looking for. ○ Also hoping to do a drawing at the Fall Family Night. ○ Goal is to consolidate and streamline the donation process, and will be testing it with this flyer. If the donations go up, then we can plan ahead for this next year. ○ Another idea is to reach out to current 7th grade families to prep for next year, and same for 6th grade families, to see if we can get about 80% of families to make a one-time donation. <ul style="list-style-type: none"> ● Summary of stats from Jean on donation requests from electives <ul style="list-style-type: none"> ○ Received information from Jean on electives and requests from those classes, and most expensive was the foods class with a \$77 donation request. If we can get 800 families to make a one-time \$100 donation to the PTO, that would be \$80,000 that would cover most of these donations. ○ In order to do this, we need to understand what the ask/need is for each of the elective classes. Also need to understand how much participation the teachers get when they send out those individual donation requests for their classes. ● (Jean) Clarifies that the donations aren't just for supplies. <ul style="list-style-type: none"> ○ Eg. Ms. Gotesman is taking the kids to an art museum, and so for field trips, the request is made with the idea that there will be supplementation from the school and the budget is planned accordingly. ○ For the food science class, sometimes Ms. Kenzler has to go to specialty shops as some kids have allergies and some of the items might be specific to certain cuisines. <p>Follow-Ups - N/A</p>
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Fundraising: Gaffney Barrett

Updates

Mod Pizza fundraiser this Thursday 10/12, our first fundraiser.

- Included info in: PTO newsletter, Konstella, CMS WA groups, Montclair WA group, Facebook groups at CMS and Montclair
- Asked Marjorie and Amit to include in Calendar (is there a separate calendar than Konstella?)
 - Gaffney will double-check with Marjorie about posting to the calendar.
- Could everyone please email out to their feeder schools?

Goodwill / E waste 12/9

- Need to follow up regarding bathroom and permit (Manuela was going to follow up with this)
 - (Jean) cost is for overtime for the custodian who will have to be on site. Jean will talk to him and give us an update.
 - (Manuela) Already mentioned the use permit to Marjorie. Gaffney can email her to get Facilitron request set up.

Chipotle Fundraiser 12/6

- Scheduled on Konstella for 11/30
- Asked Marjorie and Amit to include in Calendar

January

- Pizza My Heart fundraiser - working on confirming date
- AJ Recycling for ewaste event at CMS on Saturday, April 27th.

Follow-Ups - N/A

Community - Small Events: Tamanna Prashar & Priti Wirasinghe

Updates

- Parent Social: October 27th 5-7pm (at the same time as the Student Murder Mystery Social)
 - Mocktails and appetizers
 - Expected cost: \$200
 - The money is already budgeted for so it's not a funding request.

Follow-Ups

- November: Refugee resettlement group (Jewish Family Services of Silicon Valley) - around Thanksgiving looking to do a drive for basic goods (saran wrap, foil, wax paper, ziploc bags, dishwashing soap, detergent, cleansers, toilet paper, paper towels, toilet brushes, toilet cleansers)
 - Help Needed: Create collection bins (plan to reach out to 6th grade wheel classes)
 - (Jean) Most other drives, people have brought the bins to the school. There are no bins stored somewhere in the school. (Priti and Tamanna will reach out to the group to see if they have bins).
 - (Manuela) Consider the logistics of where to store the bins during the collection period. Will need to coordinate with Jean about this.
- December: Still brainstorming options, thinking donation-type events for those in need, and something fun as well eg. Decorate a tree and students make ornaments, White elephant, Toys for Tots, Giving Tree.
 - Jean shares that the school tries to keep away from anything religious during the holiday season, and they usually only have snowflakes up, which is neutral territory.

- Denise asks Jean about the choir going out caroling in December and if the PTO could help with that. Jean confirms that they ARE going to be caroling and will be expanding their coverage area.
 - They will be caroling Dec 12th, the same evening as the Dec PTO meeting but before the meeting.
 - Ms. Masters is sending out the consent form and asking the kids to donate some hot chocolate. The PTO could purchase jingle bells for the students to wear, and could also get volunteers to distribute flyers about the caroling around the neighborhood.
 - The flyers ask the neighbors (those living around the school) to put the flyer up on their door/garage IF they want the choir to stop by.
 - Manuela shares that we can help with that.

Community - Large Events: Thushitha Deepak

Updates

- New Date: Friday, Nov 3 (moved so we don't clash with HHS' homecoming game).
- 12 countries to host tables (Thanks to Jenny and Marie for helping recruit more people, Denise for coming back)
 - We had 10 tables at last year's event.
- Confirmed new date with DJ, Taco Truck and Kona Ice
- Amber is actively recruiting student volunteers from high school. We need 40, currently have 20.
- Amber will also send out a form to recruit parent volunteers for day of event
- Band cannot perform that day but all the other vendors and groups can.
- Safe routes is also attending FFN this year and will be handing out bike lights, which would be great for the kids.

		<ul style="list-style-type: none"> • Would like feedback from board members at Nov meeting about how the event went and what can be improved (next meeting will be after FFN). <p>Follow-Ups</p> <ul style="list-style-type: none"> • DONE - Change use permit for FFN as date has changed • DONE - Check new FFN date with vendors, DJ, confirmed volunteers and teachers/clubs • DONE - Get help with setting up announcements in Konstella (from Amit and Manuela) to recruit more volunteers for country tables • DONE- Get help from Mrs. Wang/Mr Guzman to invite CMS clubs to participate, fire truck and police car at event. • Invite Ann Ballard and Michael Madison (Jean) <p>Communications: Katya Alekhina</p> <p>Updates</p> <ul style="list-style-type: none"> • CMS September issue launched on September 27th via Parentsquare, Konstella, WhatsApp groups (6 and 7th grade) • PTO Newsletter - Schedule 2023 - 2024 - access here / <ul style="list-style-type: none"> ◦ Created a newsletter publishing schedule • October issue - call for content review and next steps <ul style="list-style-type: none"> ◦ Will try to accommodate many stories and ensure we're highlighting what's necessary. ◦ Wants to make sure she's not missing any information ◦ Created subfolders for the newsletters to be saved in
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		<p>Follow-Ups</p> <ul style="list-style-type: none"> ○ DONE: Katya to create a spreadsheet with the publishing schedule and send a call for content once email draft is ready - will review during the meeting ○ Gaffney to include dates of restaurant fundraising in newsletter - Completed <p>Questions</p> <ul style="list-style-type: none"> - Any general feedback you might heard about the Sep issue. I would like to continue to refine the message - Suggestions for any key theme for October issue - “Fall Community connections” - May and June issue - possibility of combining them, maybe call it end of school year newsletter - What is the group email alias ? (Manuela shared it with her) <p>Marie suggests that we shuffle the presenters like we did last year so Communications (Katya) isn’t always the last one.</p>
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3	Discussion Items	<ul style="list-style-type: none"> ● Gardening Group (Shruti Dixit and Anuja Surlaker) <ul style="list-style-type: none"> ○ Gardening group made some visits to the nursery and discussed how to make it real. ○ Met with Jean Wang (principal) and discussed sustainability. For now it's up to the parent volunteers to maintain the garden as there's no bandwidth to run it as a club. ○ The plan was to have Jay's Garden for edible vegetable garden and the front garden as an ornamental garden. ○ The group will add bulbs to the front garden. ○ Jay's garden - no vegetables this time due to lack of a dedicated maintenance team. The group will add hardy native plants and succulents to 4 beds, and the other 4 beds will be left empty till there's a dedicated person to lead the charge. ○ Parent volunteers (8 of them) will check on the gardens monthly. ○ Group is looking to have succulents donated, and looking for PTO support to purchase bulbs. Estimated cost is \$460. ○ Can leave the planting of the bulbs for Fall Family Night as the students will be able to help plant that. (Thushitha and Shruti discuss potential for that). ● Questions <ul style="list-style-type: none"> ○ (Manuela) The front garden doesn't have irrigation right now. From the analysis you made, the plants are native to California and will have water from the rain so there's no need? <ul style="list-style-type: none"> ■ (Shruti) There is water but no drip irrigation system. The district gardener could unlock the water access for us and we could get a hose bib down the road. They are usually locked to restrict access to that water in public places. But there is no need for that right now. The one problem might be squirrels, but they will be digging in the spring so hopefully by then the bulbs would have sprouted by then. ○ (Manuela) What's the timing for the planting and will you need more help/funding for that aspect of the project?
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		<ul style="list-style-type: none"> ■ (Anuja) No extra costs expected as parent volunteer group will be participating. They have enough volunteers who have their own tools. ○ (Gaffney) Issue of watering sounds similar to what happened with the Montclair gardening club. Would like to suggest that the gardening group confirm that the water will be turned on before any bulb/plant purchases are made. <ul style="list-style-type: none"> ■ (Shruti) The water is working on the part of Jay Garden where the planting will occur. The plants you see will have irrigation. The missing water access is for the front, but that is down the road and will be a nice to have. ■ (Jean) Can coordinate meeting with the district gardener if Shruti and Anuja let her know ahead of time. ○ (Manuela) Will the request cover all the plants you've mentioned in your plan? What will you do with the beds that will not have the shrubs? <ul style="list-style-type: none"> ■ (Shruti) The gardening experts suggest planting something as cover, eg. alfalfa, to help the soil retain nutrients. ■ (Marie) Has some alfalfa and can donate some. Recommends that there's some ground cover on the beds as without that, the soil will lose nutrients. ○ (Manuela) Should we round it up to \$500 to give it some wiggle room? Yes. <ul style="list-style-type: none"> ■ Timeline? Before Fall Family Night if we want the students and families to participate in planting at the front garden. ○ Manuela makes a motion that we approve the request for \$500 to complete the gardening project, resulting in a a board discussion and pausing of motion. ● Board discussion <ul style="list-style-type: none"> ○ (Manuela) The gardening group already spent \$1500 over the summer on the garden, now made request for \$460 to make it more appealing. ○ Makes a motion that we approve \$500 for the purchase of plants and seeds to complete the gardening project.
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		<ul style="list-style-type: none"> ■ (Gaffney) Would like to see if we could start with one garden first. Worried about the water situation and the gardening situation. ■ (Katya) Suggests for donations of succulents to lower the cost. If not enough, plant alfalfa as Marie suggested and wait till spring. ■ (Gaffney) Suggests asking one of the garden centers to donate and we can make a sign for them, thank them in the various newsletters. ■ (Denise) Adds that the water situation doesn't seem as dire, as Jean is going to meet with the Shruti, Anuja and the district gardener about accessing water there. ■ (Manuela) Clarifies that Jay's garden has water and is fully ready, and that's where the bulk of the money would be going. Thinks Katya makes a great point about covering with alfalfa and waiting till spring. The second garden is the square planter by the quad. It has water but that is currently locked. That's where they were hoping to do the activity during Fall Family Night (FFN). Maybe we table this until the spring. The succulents were meant for Jay's garden, not the square planter. ■ (Hiba) Shares that plants that bloom in spring have to be planted in November. Plants planted in the spring will bloom over the summer, when school will be out of session. We need to know what ■ (Katya) Suggests that we can still ask for donations from the community. ■ (Hiba) Suggests a compromise of purchasing only what is needed for FFN. ■ (Manuela) Suggests that we keep donation requests focused on the PTO general fund so we can hit our goal. Our communication should highlight these initiatives as another reason for donating to the PTO. ■ (Hiba) Agrees, and highlights how families can view the gardens over FFN. ■ (Manuela) Summarizes that board isn't ready to vote, and to come up with creative ways of supporting the garden in offline discussions.
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4	Open Comments & Questions	•
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Meeting adjourned at 9 pm by Manuela Silveira.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	08/23/2023	MS
Treasurer			
Fundraising			
Community Events			
Communications			
Emeritus Officer			
Principal			

Teacher	<i>Dennis Harting</i>	10/23/23	
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