



Mira Loma High School Parent Organizations



MLHS IBPO Meeting Minutes

August 21, 2019 | Mira Loma High School Room F3

Attendance:

IB PO Board Members

President: Sandra Caraway
Vice President: Hilary McLean
VP Development: Christan Chittenden
Secretary: Jennifer Z Lewis
Treasure: Tanya Marguerite

Committee Chairs

Teacher Funding Requests –
Saundra Esparza-Hubbell
Hospitality - Ritu Dayal
Webpage Liaison - Peeyush Dayal

Staff & faculty:

Principal - Lynne Tracy
IBMY coordinator - Rachel Volzer

Others:

Sarah Geiger
Jessica Cheong
Mary Premila

1. **Sandra Caraway calls meeting to order at 6:34pm**
 - a. Introductions
2. **Review / Approve June 2019 meeting minutes & Agenda**
 - a. Motion made to approve June 2019 meeting minutes by Tanya Marquerite, seconded by Jessica Cheong. Motion approved.
3. **Presidents Report – Sandra Caraway**
 - a. By law discussion. Consider changing committee titles from “chairs” to committee “directors”. Sandra to check bylaws if directors have attendance requirements.
 - b. Sandra presented certificate of appreciation for student helpers at schedule pick-up to Rachel V. to hand out.
4. **Principals Report – Lynne Tracey**
 - a. WASC mid cycle visit scheduled February 10-11, 2020.
 - b. IBMYP program will go through 5-year quality review December 4, 5, 2019.
 - c. There is an open seat on the Site Counsel opening. This is a 2-year commitment with monthly meetings.
5. **IBMYP & IB Diploma Coordinator’s Report – Rachel Volzer**
 - a. Rochelle Jacks (who is being IB trained this spring) will be transitioning into IB Diploma coordinator. Ms. Jacks will attend an IBPO meeting at some point.
 - b. Training:
 - i. IB diploma: We have 10 teachers who need to be trained this year for an approximate cost of \$22,000. There is currently \$11,500 in the training budget for the year. This means the IB coordinators will be requesting



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- assistance from the IBPO to complete this needed IB training. Detailed requests will be forthcoming.
- ii. IBMY: We have 10 teachers who need training but there is only 15K budgeted which will cover approx. 6. Requests for assistance will be forthcoming.
 - c. IB Exam Registration season is beginning. The packet will be published on line and to students later this week and the first deadline is August 30. Fees, however, are not due until October 11, 2019.
 - d. IB calendar is almost done. It should be posted to Mira Loma's website by the end of the week.
 - e. IB coordinators would like to join the California Association of IB World Schools (CAWS). See teacher funding request below.
 - f. IBMY 5-year review is Dec 4, 5, 6, 2019. Parents will be requested to volunteer. Rachel will bring details to IBPO meeting when she has them.
 - g. Campus visits.
 - i. Churchill (WCMS) November 14, 2019.
 - ii. Nov 21st (open visitation SJUSD).
 - iii. Jan 16th (final visitation).
 - h. IB World's Fair will be April 16-17, 2020 (Thursday & Friday) weather permitting.
 - i. IBPO assisted last year in purchasing much-needed items. Thank you!
 - ii. Budget line item remains in IBPO budget for Worlds fair.
 - i. Personal projects update: Over 150 have committed currently. This is a Capstone project and there are 32 teachers supervising.
 - i. End of Freshman year kids start this & are encouraged to work on it over the summer.
 - ii. There is a new blog for parents.
 - iii. ManageBac is being used by students
- 6. Treasurer's Report** – Tanya Marguerite
- a. Review of IBPO budget (passed out at meeting).
- 7. Vice President Development** – Christan Chittenden
- a. Schedule pick up collected approximately \$6,200 in donations.
 - b. A donation letter will be mailed out in the next 10 days or so with a requested donation of approximately \$300 / IB student.
- 8. Committee Reports**
- a. **Alumni Breakfast** – Sandra Caraway to reach out to Kyla Groeschel & Sudha Nallamothu.
 - b. **Annual Fund Chair** – VACANT – no update.
 - c. **Auditor – Independent** – To Be Hired by Tanya Marguerite.
 - d. **Churchill Liaison** – Christan Chittenden – first WCMS meeting is September 3, 2019.



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- e. **College Sunday** – Christan Chittenden and Hilary McLean
 - i. Scheduled for Oct 13, 2019.
 - ii. More Info will be forthcoming.
 - f. **Hoods and Chords** – Juhi Lee – no update
 - g. **Hospitality** – Ritu Dayal (New chair / director! Welcome!)
 - i. First event is a lunch for IB teachers lunch on Aug 28, 2019.
 - h. **PayPal Transactions** – Juhi Lee – no update
 - i. **Sample SAT / ACT** – Possibly reach out to Rio & find out who they use. MLHS needs a new provider (Juhi Lee).
 - i. San Juan School district provides the PSAT to all Sophomore & Juniors.
 - ii. Possibly look into the test that is half ACT and half SAT to help kids strategize.
 - j. **IB Senior Dinner** – Hilary McLean
 - i. Will be located at “The Center”.
 - k. **Tax Letters / Official Thank** – Allan Biscocho – no update
 - l. **Teacher Fundraising Requests** – Sandra Esparza-Hubbell
 - i. Mrs. Yang requests a set of Mandarin textbook due to miscommunication with school district to support her students.
 - 1. \$1800 request.
 - 2. Motion made by Hilary McLean to approve \$1800 for the purchase of Mandarin textbooks as required by Mrs. Yang. Secoded by Christan Chittenden. Motion approved.
 - ii. Rachel Volzer/Dave Matthews requests \$300 for membership in the California Association of IB World Schools (CAWS), \$200 for IB membership and \$100 for MYP membership.
 - 1. Motion made by Hilary McLean to fund the \$300 fees to join CAWS. Secoded by Tanya Marquerite. Motion approved.
 - m. **Webpage Liaison** – Peeyush Dayal
 - i. New chair / director will be working on this!
- 9. New Business**
- a. Review By-Laws – Define Chairs as Directors. Revisit next meeting.
- 10. Open Forum**
- a. Discussion on streamlining social media presence. Posting relevant / current contact. Revisit next meeting.

Meeting adjourned at 7:51pm

Next IBPO Meeting: September 18, 2019, 2019 at 6:30pm | MLHS - F3