



# Mira Loma High School Parent Organizations



## MLHS IBPO Meeting Minutes

September 18, 2019 | Mira Loma High School Room F3

### Attendance:

#### IB PO Board Members

President: Sandra Caraway

Vice President: Hilary McLean

Secretary: Jennifer Z Lewis

#### Committee Chairs

Teacher Funding Requests – Saundra Esparza

#### Staff & faculty:

IB Diploma coordinator – Dave Mathews

Principal - Lynne Tracy - Principal

IB co coordinator - Rochelle Jacks

#### Others:

Rhonda Blankenheim

Palavalli Gupt

1. **Sandra Caraway calls meeting to order at 6:35pm**
2. **Review / Approve August 2019 meeting minutes & Agenda**
  - a. Motion made to approve August 2019 meeting minutes by Jennifer Z Lewis, seconded by Hilary McLean. Motion approved.
3. **Presidents Report – Sandra Caraway**
  - a. The IBPO Mailer went out since our last meeting. Mat Matters will go out next week.
4. **Principals Report – Lynne Tracey**
  - a. At BTSN Kerri Steuart volunteered to be 3<sup>rd</sup> site council representative.
  - b. Homecoming and spirit week is next week.
5. **IBMYP & IB Diploma Coordinator's Report – Dave Mathews**
  - a. IB Exam Registration:
    - i. 95% of testing students have submitted paperwork, but 5% are still missing. Dave will be working on making sure Managebac software data is correct and sending all information to the International Baccalaureate Information System (IBIS). Nov 15 is 1<sup>st</sup> deadline. From there we will have two rounds of confirmation (teachers first, then students) and finally bills will be generated for each testing student.
  - b. IB trainings 2019-2020
    - i. Planned Expenses for IB Diploma Program 2019-2020
      1. Trainings. \$2,200 ea for the following staff for a total of \$22,000. ML funds available are \$11,544 for a **shortage of \$10,456:**
        - a. Pat Bergen



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- b. Keith Carmona
  - c. Suzanne Fokkens-Jensen
  - d. Rochelle Jacks
  - e. Gina Jackson
  - f. Colleen Kelly
  - g. John Kuzmich
  - h. Michael Lineback
  - i. Margarita Sanders
  - j. Rachel Volzer
2. Financial Assistance:
- Free or reduced lunch: \$12,028
  - Other need kids \$1,220
  - Current need: \$13,248
- 
- Funds Available – SJUSC \$14,994
  - Funds Available – LCFF \$5,000
  - Funds Available – IBPO \$3,000
  - Current funds available \$22,994
  - Surplus: \$9,746**
- ii. Dave will look into if they can use the financial assistance surplus to assist the training shortage. He also wanted to verify IBPO has \$3000 as a line item in the budget. That was confirmed by Sandra.
- c. CAWS events
- i. Thank you to IBPO for covering MLHS membership fee for the CAWS. They have two events each year, one in San Diego in the fall and the other in Sacramento in March. Dave is will be putting in a request to pay for three MLHS people to attend the Sacramento event. Rachel VOLzer, Rochelle Jacks and Dave Mathews will be the three designated to attend. The cost is \$250 per person.
- 6. Treasurer's Report – Sandra Caraway**
- a. No update
- 7. Vice President Development – Sandra Caraway**
- a. Some contributions have come in. Christan will be working on a November/December push to take advantage of end of year donations.
- 8. Committee Reports**
- a. Alumni Breakfast – no update
  - b. Annual Fund Chair – no update
  - c. Auditor – no update
  - d. Churchill Liaison – no update



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- e. College Sunday – Hilary McLean.
    - i. Date: October 13, 2019
    - ii. Speakers confirmed.
    - iii. Registration info will go out soon. There will be a link via Mat Matters.
  - f. Hoods and Cords – no update
  - g. Hospitality – no update
  - h. Sample Sat / act – Sandra Caraway
  - i. Senior dinner – Hilary McLean
    - i. Discussion of what date to pick. May 29<sup>th</sup> seems the likely choice. Dave Mathews will discuss with a few seniors if there are obstacles for that date as the senior ball is May 30<sup>th</sup>.
  - j. Tax Letters / Official Thanks – no update
  - k. Teacher funding requests. Sandra Esparza
    - i. CAWS \$750 request (mentioned above) will be submitted at the next IBPO meeting
    - ii. Mandarin teacher got books IBPO provided and sends her thank you.
  - l. Web page – Sandra Caraway.
    - i. Peeyush is building a new page from scratch.
- 9. New Business**
- a. Discussion of small IBPO board size and required numbers for voting.
  - b. Committee descriptions are on web. We have openings!!
  - c. Dave Mathews discussed adding a “Life for IB students here at MLHS talk” before our IBPO meetings. Both to educate parents as well as boost attendance.

Meeting adjourned at 7:24pm

**Next IBPO Meeting: October 16, 2019, 2019 at 6:30pm | MLHS - F3**