



Mira Loma High School Parent Organizations



MLHS IBPO Meeting Minutes

October 16, 2019 | Mira Loma High School Room F3

Attendance:

IB PO Board Members

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

Committee Chairs

Web Development – Peeyush Dayal
Co Web Development - Palavalli Gupta
Churchill Liaison – Slavica M Gokul
Hoods & Cords - Jessica Cheong

Staff & faculty:

IB Diploma coordinator – Dave Mathews
Principal - Lynne Tracy - Principal

Others:

Yvonne Chen

1. **Sandra Caraway calls meeting to order at 6:39pm**
2. **Review / Approve September 2019 meeting minutes & Agenda**
 - a. Motion made to approve September 2019 meeting minutes by Christan Chittenden, seconded by Jennifer Z Lewis. Motion approved.
3. **Presidents Report – Sandra Caraway**
 - a. Review of by-laws.
 - i. Motion made by Hillary McLean to update Article 4 section 1 from 8 to 5 AND to update Article 4 section 10 from 5 to 3, seconded by Jennifer Z Lewis. Motion approved.
4. **Principals Report – Lynne Tracey**
 - a. Call for ideas out for the spring open house. Please email suggestions to Lynne at ltracy@sanjuan.edu
5. **IBMYP & IB Diploma Coordinator's Report – see reports attached to end of meeting minutes.**
6. **Treasurer's Report – Tanya Marguerite (report sent in)**
 - a. The bank balance is \$54,926.84. We've had \$11,846.48 in income and \$6,583.07 in expenses for a net income of \$5,263.41 to date.
7. **Vice President Development – Christan Chittenden**
 - a. Gross donations so far approximate \$14,800. There will be another push before the end of the year.
8. **Committee Reports**
 - a. Churchill Liaison – Slavica M Gokul
 - i. See report attached to end of meeting minutes
 - b. College Sunday – Hilary McLean & Christan Chittenden



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- i. It was a success. Around 110 people came. Before expenses we collected approximately \$2900.
- ii. Ideas for next time: Coordinate with Rio Americano. Advertise to other IB schools in the area. Find out if San Juan Unified SD will sponsor.
- c. Hoods and Cords – Jessica Cheong
 - i. Jessica is brand new to this position and will get up to speed asap.
- d. Senior dinner – Hilary McLean
 - i. May 29th
 - ii. Christan Chittenden to reach out to her contact at The Center to see if we can secure that location.
 - iii. Palavalli Gupta agreed to work with Hilary.
- e. Web Development – Peeyush Dayal
 - i. New site will be www.miralomalBPO.org
 - ii. Goal is to get it up ASAP and then flesh out as we move forward.
 - iii. Christan Chittenden and Palavalli Gupta agreed to assist with web development.

Meeting adjourned at 7:51 pm

Next IBPO Meeting: November 20, 2019, 2019 at 6:30pm | MLHS - F3



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IB Diploma Coordinator's Report - 16 October 2019

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1. **IB Celebration meeting** - Last week I met with Sudha and Kyla, we are following the model from last year with one exception: less food. The diplomas have arrived so everything is on track so far. Dec 20 1-2¹⁵pm
2. **Financial Assistance** - We are committed to provide \$13,586.35 for financial assistance to ML students this year. Our reimbursement amount from last year is \$14,994 - and our LCFF committee has committed \$5,000 for exam fee support as well.
 - a. This surplus is created by a new policy from IB - they have eliminated the exam registration fee for the May 2020 session. That means we are offering less financial aid this year. (will not need 3K this year)
3. **IB Exam Registration** - We have 338 students registered for exams at this time! Taja Ferrarini has done a great job of checking that every student's exam choices are correct and we are very close to completing IB exam registration well ahead of schedule.
4. **Training Update** - All ten teachers who need to be trained this year have been contacted, eight of them have been scheduled. We are still finding a training for our two IB Math Studies teachers, but that should be all arranged by next week.
5. **Proctor needs** - we are scheduling the IB English Informal Oral Commentaries (IOCs) for mid November. These are exam events and so require proctors - a schedule is being finalized and sent to Honey Seth by Monday the 21st.
6. **IB Language Exams** - IB has changed Paper 2 of their Language B exams to be a listening test. This means that every student will need a laptop and headphones, so paper 2 will be taking place here in on campus for Chinese, French, Japanese and Spanish. Mrs Jacks will oversee these exams.



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IB MYP Coordinator's Report

IBPO Meeting - 16 October 2019

1. Thank you for the support this past Monday! The IBMYP Awards night was a wonderful event and the parents seemed to really bring a special touch to the event with the hospitality of a dessert bar for the families. It was so nice to see all the smiling faces enjoying the treats and drinks. Again, thank you for the efforts and support.
2. We are in need of organizing the parents who will be a part of the IB 5 year visitation this coming December.
 - a. I will need a group of parents to help with the lunch on two of the three days. If there are parents or specific chairs that would be my contact, please let me know so that we can begin making arrangements for the visiting team and the meetings.
 - i. The specific dates and times are still being finalized with the visiting team. More to come – but the visiting team will evaluate on December 4-6.
 - b. I will also need to put together a panel of parents who have been here and a part of the events at MLHS for a while, parents who are comfortable answering questions about the school, the role of IBPO, and the students within the program.
3. Currently we are collecting fees for the IBMYP Certificate students – those completing the personal project. The fee is \$45 to cover the submission of the personal project for assessment through IB – students get a Personal Project Certificate issued from IBO with their scores. It is a really awesome capstone piece for the IB Middle Years Program.
4. One last need:
 - a. The IBDP Literature classes are holding their internal assessment (the Individual Oral Commentary) in November and are in need of proctors. Honey Seth has agreed to set up a signup genius for us and will be sharing it out to the IB parents. We need parents! The proctoring is a passive supervision of the prep period for their commentary. Parent volunteers will be asked to start and stop students in 20 minute intervals. The windows of time are usually 2-3 hour blocks of time during the school day. These assessments cannot be done without volunteers to help proctor the assessment, so thank you in advance for the help if you volunteer!

- Rachel Volzer



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Churchill IB PTO Liaison Report

October 16, 2019

Slavica (Slavitza) Gokul

October meeting 10/1/2019-next meeting November 5, 2019

Churchill IB PTO board brand new this year.

IB PTO is short around 10k after initial purple envelope campaign. More donors but smaller donations.

Development brainstorming ideas to raise the additional funds: dine to donate with multiple locations to accommodate our commuter school (Crazy for Yogurt, Papa Murphy's in Dec, etc) and spring fundraiser scheduled on April 25th at Sacramento Arts Center on Gibbons (silent auction, dinner and bar).

IB PTO purchased classroom sets for History

October 17th- safety drill

Oct 17th- Fall Carnival led by student gov.

Churchill just wrapped Book Fair that was held Oct 8-14th

8th grade celebration meeting on Wednesday October 23 @5.30pm in the library led by Catherine

Kim Kaufman looking into purchasing license for Screenagers-for more info go to screenagersmovie.com