



Mira Loma High School Parent Organizations



MLHS IBPO Meeting Minutes

January 14, 2020 | 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

Staff & faculty:

IB Diploma coordinator – Dave Mathews

Principal - Lynne Tracy – Principal

Sandra Esparza – controller

Others:

Sarah Geiger

1. **Sandra Caraway calls meeting to order at 6:31pm**
2. **Review / Approve Oct & Dec 2019 meeting minutes**
 - a. Motion made to approve October and December 2019 meeting minutes by Lynne Tracy, seconded by Jennifer Z Lewis. Motion approved.
3. **Presidents Report – Sandra Caraway**
 - a. Email vote: motion made by Christan Chittenden to pay invoice in the amount of \$3740 for hoods and cords by increasing the budget line item from \$1000 to \$3740. Seconded by Hilary McLean. Motion approved.
 - b. 8th grade registration night. March 24. Hospitality to provide basics.
4. **Principals Report – Lynne Tracey**
 - a. District is making large cuts.
 - i. MLHS could lose ½ counselor and a full VP
 - ii. LCFF budget will be cut 10%
 - iii. Class size for IM1 will go up
 - iv. Several other cuts will be made
 - b. Open house committee is in motion: April 15, 2020
 - i. Start with parade of nations
 - ii. Cultural performances
 - iii. Club time
 - iv. Food trucks
 - v. 90m where teachers will be in classroom.
 - c. WASC meeting February 9th around 2pm : looking for a few parents to attend.
5. **IBMYP & IB Diploma Coordinator's Report –**
 - a. IB Diploma Program



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- i. IB Celebration a Big Success! - Many thanks to Sudha and Kyla for a great event on the 20th of December. We had great attendance from last year's seniors and quite a few San Juan Unified School District folks come over.
 - ii. Training Update - Taja is continuing with the paperwork to get ten people trained this year. So far three people have been trained, six are in the pipeline and one more is still to be scheduled.
 - iii. Luncheon January 22, 2020 - Next Wednesday is our second Diploma Luncheon of the year. I'll be going over deadlines for internal assessment, extended essays and diploma pathways presentations with teachers.
 - iv. IB Exam Proctors - It's never too early to sign up for IB exam proctoring. I am sending the proctor needs to Honey Seth this week, so we should have a sign up on Signup Genius fairly soon.
 - v. Diploma Pathways Presentations for 10th Grade parents - I'd like to schedule this event for the February IBPO meeting. Any objections?
- b. IBMY report
- i. IBO Evaluation Visit:
 1. The evaluating team was here for three days – two were spent here at MLHS and one at WCMS. They met with teachers, students, administration, parents, and key staff from the district office. Thank you for the help with the meals and for attending the evaluation meeting Sandra Caraway and Saundra Esparza-Hubbell! The visiting team was very happy with their lunch – nice pic Sandra! 😊
 - ii. Enrollment for 2020-21 year: Numbers:
 1. This past month marked the first of three deadlines for the application process into the IB Middle Years Program here at MLHS. Currently, we have processed 138 students from Winston Churchill Middle School. This number is down from 3 years ago, but holds close to what we have seen over the past 2 years. I met with one of the two coordinators, Kristine Manchester, earlier this week to discuss new ideas for recruitment and ways to improve continuity between campuses. Ideally, we would like to see more WCMS students opting to continue through with the 5 year IBMYP, which means coming here to MLHS in 9th grade. We are looking for feedback and insight into why parents and students are opting NOT to continue to MLHS for the IB program in grade 9.
 - iii. Budget:
 1. Trainings:
 - a. We are looking alright for trainings this year, but next year we are going to need some help for the IBMYP teacher training needs. I am currently working on an overview that will be



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submitted to the SJUSD office for review. I am working to get them to budget for the changes and support the needs of the programs – both Middle Years and Diploma.

2. Events:

- a. The IB World's Fair is coming up this spring and Paul Thompson is working on the security for the event. I have encouraged him to reach out to our business office to discuss what paperwork needs to be filed, if any since the IBPO is covering the expense this year. Thank you for the support with this need. It really does provide the much needed security for the event to be a success.

iv. Action Plan/Goals for 2020:

1. Feedback:

- a. I am looking to create an annual feedback survey for parents that we can track patterns and trends over the years. I am looking to see what platforms would be best suited for this feedback/survey system.

2. Parent information events for families:

- a. I am hoping to host a few evening/after school meetings for parents and students regarding the personal project and community service requirements, and to provide a direct instruction for staying on track throughout the process of being enrolled in the IB Program.

6. Treasurer's Report – Tanya Marguerite (report sent in via text)

- a. Bank balance: \$59,864
Checks not cleared yet: \$5,500 (for Turnitin and senior dinner deposit)
Available balance: \$54,364
- b. 1099s will be sent next week to the teachers who received stipends in 2019 of \$600 or more
- c. Taxes are being done.
- d. Insurance certificate request has been made for the senior dinner.

7. Vice President Development – Christian Chittenden

- a. Big day of giving generated several thousand in donations

8. Committee Reports

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|---------------------------------|-------------------------------------|
| • Alumni Celebration: No update | Kyla Groeschel, Sudha Nallamothu |
| • Auditor: No update | Tanya Marguerite hiring. |
| • Churchill Liaison: No update | Christian Chittenden |
| • College Sunday: No update | Hilary McLean, Christian Chittenden |
| • Hoods and Cords | Juhi Lee |



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- Found new vendor
- Hospitality: No update Ritu Dayal
- Senior Dinner Hilary McLean
 - Location is The Center.
 - Vetting caterers.
- Tax Letters/Official Thankyou: No update Allan Biscocho
- Teacher Funding Requests: : No update Saundra Esparza-Hubbell
- Webpage Liaison Peeyush Day
 - Hoping to have website launched this month

Meeting adjourned at 7:21 pm

Next IBPO Meeting February 26, 2020 at 6:30pm | MLHS - F3