



# Mira Loma High School Parent Organizations



## MLHS IBPO Meeting Minutes May 19, 2021 | Zoom 6:30pm

### Attendance:

#### IB PO Board Members

Co-Presidents: Sandra Caraway  
Christan Chittenden  
Vice President: Hilary McLean  
Secretary: Jennifer Z Lewis  
Co VPs of Dev.: Sandra Caraway  
Christan Chittenden

#### Staff & faculty:

Principal: Lynne Tracy  
IB Diploma: Rochelle Jacks

#### Other:

Peeyush D – Web page  
Aman Verma  
Jessica Cheong – Hoods and Cords

1. **Christan Chittenden calls meeting to order at 6:33 pm**
2. **Review / Approve meeting minutes**
  - a. Motion made to approve April 2021 meeting minutes by Sandy Caraway, seconded by Hilary McLean. Motion approved.
3. **Presidents Report–**
  - a. 2021-2022 board openings
    - i. Treasure needed
    - ii. VP of development needed
    - iii. Members At Large needed
  - b. IB Senior dinner May 21 – (150 ish attending)
    - i. Review of flow of the evening.
    - ii. Review of table assignments & layout.
4. **Principal's Report – Lynne Tracy**
  - a. Graduation plans in the works.
  - b. Working on teachers for summer schools.
    - i. They have enough PE students for 4 teachers. This is very important for MYP kids who need to fit in all PE before sophomore year to fit in all classes.
    - ii. There are enough kids for 3 biology classes.



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- iii. Lots of kids wanting / needing summer school.
- c. Clete is taking all projects having to do with next year.
- d. Discussion about what fall will look like.
- 5. **IB Report** – Rochelle Jacks
  - a. See IB coordinator report.
- 6. **IB MYP Report** – Rachel Volzer
  - a. No Update
- 7. **Treasurer's Report** – Sandra Caraway
  - a. Motion made by Hilary McLean to reimburse Sandy for expenses made towards Sr Dinner in the amount of \$245.78. Seconded by Jennifer Lewis. Motion passed.
- 8. **Vice President Development** – Sandra Caraway / Christan Chittenden
  - a. Recurring donations are still going.
  - b. Board to work to be a part of schedule pick up if it occurs
  - c. This is an OPEN Position next year.
- 9. **Committee Reports:**
  - a. Alumni Breakfast / luncheon: No update
  - b. Auditor: No update
  - c. Churchill Liaison: Discussion on how to capture more parent involvement from families coming to MLHS from WCMS
  - d. College Sunday: no update
  - e. Hoods & Cords: Jessica – Sr check out is June 4<sup>th</sup> 12-3pm. Potential scholarships. This is an OPEN Position next year.
  - f. Hospitality: no update
  - g. Senior Dinner:
    - i. Student volunteers get IB t-shirt. Student musician volunteers wear white shirt, black pants.
    - ii. Tables & Chair delivered to school May 21<sup>st</sup>.
  - h. Tax Letters / Official Thank you: Completed
  - i. Teacher Funding Requests: This is an OPEN position next year.
  - j. Web Page: Christan & Peeyush preview. Asking board for edit suggestions. June 25 to launch. Google sheets sent to board to keep track of comments.

Next meeting June 16, 2021 6:30pm on ZOOM | Meeting adjourned at 8:04 pm



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## IBDP Coordinator Report IBPO May 2021 meeting

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19 May 2021 / 6:30 PM

Rochelle Jacks

### 5 Year Review

- We have received official notification of our upcoming 5 year review. The process will take place over the next 12 months and include a Self Study, Action Plan and review of feedback from stakeholders.
- Meeting with the IB Manager 4/28. We discussed the possibility of combining the 5 year review with the WASC evaluation. That does not seem plausible for this cycle, but we may move the review closer to the WASC visit to obtain overlap within the processes

### IB Exams May 2021

- Predicted Grades have been submitted by all teachers
- Seniors have been asked to submit their transcript requests for release to colleges
- Scores will be released July 6th, 2021. Students use their personal code and PIN to access

### IB Exams May 2022

- Schedule is the same as May 2021, IB is keeping adjustments to exams and curriculum made for M21
- Juniors have submitted their EE topics, approximately 60 Full Diploma and 40 Associate Seniors next year.

### Budget/Staff

- 2020-21 funds available for supplies, teacher requests are being collected
- 3 teacher trainings paid for with surplus funds (Core)
- JSTOR subscriptions purchased for 2021-22
- Each teacher received \$500 supply spending for Amazon
- 5 teachers will need training 2021-22
- Fees for 5 Year evaluation will be included in 2021-22 budget

### Calendaring and Communication

- Seniors to submit their IB transcript requests by May 30th via Google Form
- IB Juniors have submitted Extended Essay topics and have been assigned an EE advisor