



# MIRA LOMA HIGH SCHOOL I.B. PARENT ORGANIZATION

## MLHS IBPO Meeting Minutes Wednesday November 17, 2021 | Zoom 6:30pm

### Attendance:

#### IB PO Board Members

|                 |                     |   |
|-----------------|---------------------|---|
| Presidents:     | Christan Chittenden | <b>Staff</b>                            |
| Vice President: | Hilary McLean       | Clete Purinton - principal              |
| Secretary:      | Jennifer Z Lewis    | Rochelle Jacks – IB Diploma coordinator |
| VP Dev          | Suneetha Kosaraju   | Rachel Volzer – IBMY coordinator        |
| Treasurer       | Pandu Gupta         |   |

|                  |                 |     |
|------------------|-----------------|-----|
| <b>Other:</b>    | Kristy Yu       | Yun |
| Danny            | Pramod Agrawal  |     |
| Mark Steenburg   | Banu            |     |
| Vidhya Mohan     | Lihua Tang      |     |
| Alan Wu          | Gerardo C       |     |
| Snigdha Banerjee | Anas Al Nuaimie |     |
| Jackie Yip       | Parvin          |     |

1. **Meeting called to order at 6:38** - Christan
2. **Review / Approved Meeting minutes for October 2021**
  - a. Motion made by Hilary McLean to approve October 2021 meeting minutes. Seconded by Jennifer Z Lewis. Motion approved.
3. **Presidents Report** – Christan
  - a. It's almost Thanksgiving and the end of the semester. We've had a slow start but a lot of parents stepping up to volunteer for various committees. A HUGE thank you to you all!
  - b. Currently we show the Alumni Lunch on the calendar for 12/17. Christan will work with Clete to get district approval. May need to evolve to a dessert out door event.
  - c. Over the summer, the board met to set and approve the budget. We are looking for parent contributions this year of at least \$30,000. Currently we're forecasting at about \$9,500.00, which includes projected donation from recurring donations. With an almost \$20,000 shortfall, it will be difficult for us to provide much needed funds to staff. We have funded for new graphing calculators for the HL IB Math classes and testing, funding for language software for French classes, Chinese drum and stand and other items for Chinese classes. Look for an email for another opportunity to give generously on the Giving Tuesday, Tuesday November 30<sup>th</sup>.



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- d. Other items that are sponsored or subsidized by IBPO: Senior Dinner, College Sunday, Hospitality for IB Staff for meeting.
  - e. Our new website, [miralomaibpo.org](http://miralomaibpo.org), has been updated with current donors. We'd love to add your name!
  - f. We have a new facebook group to join – link on the website.
  - g. College Sunday has been rescheduled for Sunday, February 6, 2022. Look for sign-ups in December as we firm up the schedule.
  - h. Taxes for the last school year were paid in October.
  - i. Filing with the Attorney General for our non-profit status was mailed in 11/15/21.
  - j. Discussion about Phantom Fireworks fundraising opportunity. Perhaps join forces with MLHS Boosters on this fundraising.
4. **Principals Report – Clete**
- a. Review of important dates for the remainder of the year.
  - b. Brief review and discussion of a schedule change. Next year MLHS currently has a 6-period day. They are just starting the process of research, info gathering. If you have questions or feedback please email [cpurinton@sanjuan.edu](mailto:cpurinton@sanjuan.edu)
  - c. Every month Clete does an extensive Principals meeting from 5:30-6:30 immediately before the IBPO meeting. For more detailed information please attend that meeting.
5. **MYP Coordinators report – Rachel**
- a. See report attached at end of notes.
6. **IB Diploma Coordinators report – Rochelle**
- a. See report attached at end of notes.
7. **Treasurer's report – Pandu / Christan**
- a. Review of budget, income and expenses.
8. **Vice President Development – Suneetha / Christan**
- a. Mailers did go out.
  - b. Big giving day is near the end of November.
9. **Committee Reports and Chair Vacancy**
- |   |   |
|---|---|
| a. Alumni Luncheon  | <b>Vacant (Dec 17<sup>th</sup> dessert event?)</b>  |
| b. Auditor  | Gerardo Castillo / Huyen Le                         |
| c. Churchill Liaison                                      | Esther Gayoba                                       |
| d. College Sunday   | Abby Darrah & Hilary McLean                         |
| i. February 6 <sup>th</sup>                               |   |
| ii. Open to any and all students. It is a ticketed event. |   |
| e. Student volunteer coordinator                          | Jennifer Hemmen, Snigdha Banerjee                   |
| f. Hoods & Cords  | Snigdha Banerjee, Bin Xia                           |
| g. Hospitality  | Ritu Dayal, Gerardo Castillo / Huyen Le, Lisa White |
| h. PayPal Transactions                                    | <b>Vacant</b>                                       |
| i. Sample SAT / ACT                                       | <b>Vacant</b>                                       |
| j. Senior Dinner  | Abby Darrah, Gerardo Castillo / Huyen Le            |



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- i. May 20<sup>th</sup> at Center on La Sierra. Ticketed event for seniors and their families.
  - k. Tax Letter / Thank you Bin Xia (assist VP of Development)
  - l. Teacher funding req. <https://miralomaibpo.org/ibpo-funding-request-form>
    - i. Request made by Rachel Volzer in the amount of \$199 for a well-being tool kit to help with growth in these areas.
      - 1. Hilary McLean moves to cover the cost of the \$199 well-being tool kit.  
Jennifer Z Lewis seconds the motion. Motion passed.
  - m. Web page Peeyush Dayal, & Christan Chittenden
    - i. <https://miralomaibpo.org>
10. **New business**

Meeting Adjourned at 8:09pm | Next meeting December 15, 2021 6:30pm



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## IB MYP Report

17 November 2021 Meeting

### Enrollment for 2022-23 year:

#### Numbers:

This next month will mark the first of three deadlines for the application process into the IB Middle Years Program here at MLHS. Currently, we have processed only 75 students from Winston Churchill Middle School. This number is down from past years, and a bit concerning. I met with San Juan Central enrollment and there seems to be concern from families about the Open Enrollment deadline and making a commitment to MLHS. We also have 17 applications from other non-WCMS students – some within SJUSD and others from outside the district.

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 9<sup>th</sup> 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 or are hesitant to apply.

### Budget:

#### Trainings:

We are looking alright for trainings this year, and we have scheduled three teachers to go to trainings or attend a virtual training. In past years we have worked with the SJUSD office to bolster funding to cover trainings, and it has been a great benefit to the teachers within the IBMYP, and to school as a whole. We are sending Sandra Stone to be trained to assume the responsibility of Personal Project Coordinator in the coming year. This is a wonderful addition to the campus; with her connections as a counselor, she will make a perfect fit to keep support and communication lines available throughout the year to students in IBMYP5.

#### Events:

The IB World's Fair is coming up this spring and Paul Thompson is working on the security for the event. I met with our school Principal to discuss the details, and we as a staff are still working out the finer points before introducing the project in December/January to the sophomores.

### Action Plan/Goals for the future in IBMYP:

#### Feedback:

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. Can IBPO send out the link in December to families?

#### Parent information events for families:

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.

-Rachel Volzer (MYP Coordinator)



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IB Coordinator Report  
IBPO 11/17/21



November 2021 / 6:30 PM

Rochelle Jacks

## IB Exams May 2022

- Exams dates for May 2022 Testing Session have been changed. Exams begin April 28th. No exams on May 2nd and 3rd.
- All but 3 exams can be accommodated in the science flex space. Economics, English and Math will be held in the gym.
- Exams on May 9th and 10th conflict with AP Calculus, Computer Science and Physics. Holding exams on campus benefits students that are taking both AP and IB exams on the same day, as they will not have to leave campus. The AP Coordinator will schedule make ups for AP exams that conflict with IB test times.
- Parent proctor volunteers will be needed.

## IB Exams Registration

- Registrations are complete, we are currently in the late registration period. Any changes to exams incur a late fee from the IB.

## Financial Assistance

- \$13,000 for financial assistance to ML students this year.
- Last year \$16,000 in financial assistance.

## Calendaring and Communication

- IB Diploma Seniors: EE rough draft was returned today to seniors for their review. Final draft due January 19th.
- IB Junior Important Dates Calendar published: <https://www.sanjuan.edu/Page/27924>



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- Parent communication: Quarterly DP Newsletter, Student/Parent Survey in Spring 2022

## 5 year Evaluation

- 3 Part Process: Preliminary Review, Self Study and Program Development Plan
- Student/Parent Survey to be conducted as part of the Self Study
- PDP focuses on identifying and removing structural barriers to DP course enrollment. This is supported by our work with EOS and WASC goals.
- Possible IB Diploma Staff luncheon dates to support program development and planning:
  - February 1st or 15th
  - April 6th or 20th

## Budget Requests