



OAIBWS Agenda

Annual General Meeting Minutes

Monday, January 30th, 2023
9:30 a.m. to 2:30p.m.

Welcome & OAIBWS Business Meeting

- Welcome by President, Cynthia Ballheim

Approval of [Minutes from October 21st, 2022](#)

- Approved by: Bob Herring
- Seconded by: Jen Victor

Approval of Agenda

- Approved by: Angie Joseph
- Seconded by: Michelle Ritzie

Greetings from our Publishers

- Brenda O'Conner from Hodder Education
 - Look at samples
 - Advertising of webinars they are sponsoring
 - Sharing of new materials
- Madison Westphal from Oxford University Press
 - Available to share resources
 - Drawing for 2 IB prepared test prep books
 - Peggy Henderson-Murphy- DP
 - Rachel Grech-MYP
- Andy Culley from IB Source
 - Not present but will be offering items for the raffle
 - SEL Materials
 - Melissa Yost-PYP
 - Bob Herring-DP
 - Sarah Schwab- MYP
 - Lori Wammes- PYP
 - Leslie Garrett -PYP
 - Michelle Ritzie-Science
 - Jeannie Goodwin DP Bio
 - Jen Victor-DP Science

Presentation by Melissa Cuculich, Senior IB World Manager

“Take a walk through the IB Programme Evaluation Process from start to finish”

- IB is here to support- we want this to be viewed as a growth process- appreciative inquiry.
- It is a reflection process- How is it impacting your students
- It is not “re-authorization”
- It is not punitive
- It is a time for the whole school community to reflect
- A time to celebrate the great things going on at the school
- A time to get excited about the future of the school
- Teachers can now use their home OR school email to sign up for PRC
 - Stages:
 - Preliminary Review- a check to see if requirements and specifications as outlined in the Programme Standards and Practices- (expectations as listed in Appendix ! of Guide to Programme Evaluation)
 - All docs submitted in IB Concierge- Look at Help Centre- great information on how to upload docs, request info, etc.
 - For legal entity and licensure- look at [NCES](#)- national center for educational statistics.
 - You could also submit school report card for this requirement
 - What is the school strategy document? SIP plan, 90 day plans, etc... It is a document that shows that IB is part of the planning of the future of the school
 - What is the legal guardian/parent complaint procedure-
 - A formal process that shows what to do if a parent/guardian/students has a complaint against IB.
 - HOS/Coordinator job description: BE explicit that it includes responsibilities for ensuring programme implementation and development
 - Coordinator: Be sure to explicitly state all of your responsibilities and how much release time you have to coordinate.-
 - Spell out how your time is used with percentages and release time for IB coordinator
 - Upload word documents- links may not be able to open !it.
 - **The final step says to request a review- don't forget to do this final step-** if not IB will not get notification for it to review,.
 - Generally the goal is about 3 weeks after submission to get feedback. You will then have about 3 weeks to fix.
 - If you upload new documents into IB Concierge its helpful to include UPDATED in the new files name.
 - Action Plan only used to fix Matters to be Addressed.
 - Most fixed within a year- but you can have up to 1 year.

- Self- Study imperative to get feedback from all stakeholders.
 - Include teachers, non teaching staff, parents, students, admin, Ibraina, counsellors, governing board etc.
 - Analyze and Synthesize in self-study form
 - Be honest in your response as far as developing, developed and highly developed- this is a growth process not a report card.
 - Use self-study template that is on the PRC
 - Programme Development Plan
 - Is the intentional and focused development of the school's IB programme
 - Two meetings about the Programme Development Plan- 1 the conceptualization as to why it was developed
 - The second part is how it has impacted kids.
 - Goal: to have a positive impact for students
 - The Evaluation Visit
 - Engage in thoughtful conversations about ongoing development.
 - A final leadership team meeting to give broad stroke feedback on visit.
 - A community meeting with additional stakeholders to celebrate.
 - After the evaluation
 - Celebrate
 - Share reports
 - Make an appointment with the manager to review report together.
 - Use feedback and suggestions to inform next steps.
 - Keep working on Programme Development Plan or start new one.
 - IB UPDATES:
 - Make sure My School has correct contact information especially staff information.
 - Encourage people to go PRC
 - Busy in June and August for school trainings

Lunch from City BBQ

Reports:

President's Report (Part 1) - Cynthia (see end of meeting minutes for exciting news about a potential trip to Cuba and part 2 of Cynthia's updates.)

- Celebration of the workshop we hosted in the Fall
- Sharing Bill Heinmiller as our new Director of Legislative Initiatives
- Allow Indiana to join our association as Affiliate Members
 - Bob Herring put the proposal on the table
 - Seconded by Jen Victor
 - Motion passed
- For today- we have moved Director's report to the end after breakouts

Treasurer's Report - Jim Velo

- Code of Regulations Update and Changes
 - We are proposing two changes to the Code of Regulations that was adopted after last year's AGM. **Watch your email to vote on these proposed changes.**
 - The first change pertains to the section on Membership
 - IB schools in Indiana have expressed interest in attending our meetings/trainings
 - The proposed change is a level of membership called Affiliate Member
 - The Indiana schools will be able to join as Affiliate Members, which gives them all rights of membership except the right to vote on Association matters
 - The language in the Code of Regulations does not mention Indiana specifically, but instead uses the term "neighboring states"
 - The second change pertains to the creation of a new position on the Executive Board: Director of Legislative Initiatives.
 - We used to have a position like this some time ago, in the early days of Ohio IB and it's good that we are bringing it back.
 - We would like to welcome Bill Heinmiller from Westerville South as our new Director of Legislative Initiatives.
 - Timeline for adoption of the revised Code of Regulations:
 - Member schools will receive an e-mail copy of the proposed changes this week
 - Member schools will have until Friday, February 17 to vote yes or no on the proposed changes
 - If two-thirds of those voting approve of the changes, the revised Code of Regulations will go into effect on Monday, February 20, 2023
- Update on Fall Conference
 - All attendee registrations have been paid
 - We have paid the IB for the workshop leaders and the registration fees
 - All bills have been paid with the exception of a possible bill for security. Was told we would be billed separately from the facility fee but have not yet received an invoice.
 - Income: \$70,300.00
 - Expenses: \$36,424.96
 - Profit: \$33,875.04
- Update on Membership
 - We have received \$8200.00 in dues from all but four schools/districts
 - Outstanding dues total \$2225.00 or a bit more if any choose to purchase access to the Video Library
- CURRNET ACCOUNT BALANCES
 - Checking: \$36,929.67
 - Money Market: \$61,901.66
 - Pending deposits: \$1050.00
 - Grand Total: \$99,881.33

VP of Professional Development Report - Darren McGarvey

- 1.) When you click the link on the Dayton Lit. Peace Prize's Turn the Page Event, see below, the dates say December (when the event was originally scheduled), but when you click to participate the event is correct, Feb. 2.
 - <https://www.daytonliterarypeaceprize.org/get-involved/#turn-the-page>
 - These are the same authors from last October's event and the focus on the War Story fit well with Lit, Lit and Lang, GloPo, and even History.
 - Once info is determined for the September 2023 event, I'll let folks know. The author is supposed to be Anthony Doer, who wrote Cloud Cuckooland and All the Light We Cannot See.
- 2.) I have received a few emails from folks that did not get certificates from October's training. The IB gave me full access to them all. Please let me know if anybody still needs one.
- 3.) Allie and the DP coordinators are discussing Spring roundtables from possibly group 4 and Classical Languages. If you have any other ideas, let them know.
 - Sat. Feb. 11 9:30-11:30 Drew Shankles IB Diploma music and assessment more information in DP breakout- Zoom meeting will be recorded
 - April 3 IB DP Math - Sandra Tweedy
 - April 21 Doreen Chonko coming back to do Core Engagement strategies at Graf

VP of Organization/Administration Report - Michelle Lewis

- No updates

VP of Communication Report - Michelle Ritzie

- Let Michele if you are not receiving communication
- She will send out the Code of Regula

Secretary's Report - Lori Wammes

- Winners of drawing will receive an email to contact Andy form IB Source
- Minutes will be sent out later this PM

Programme Breakout Meetings - Jen Victor PYP, Director,
Amy Brodsky, MYP, Director
Allie Webb, DP Director

Share Out from Programme Break-Out Meetings

- **Allie Webb - DP Director**
 - DP Scholarship will be sent out tomorrow to open the month of Feb. Due. March 3.
 - DP shared prep group email community based on survey so teachers can collaborate with others teaching the same content.
 - PD opportunities
 - Group 4 in the Fall and possible training for the most heavily offered courses
 - New course fair in the Fall
 - This Spring Language Roundtables
 - CAS- ways to have students interact with each other and across the state
 - Possible TOK roundtable to support each other with future updates
- **Amy Brodsky - MYP Director**

- Small group of 3
 - Melissa Cuculich shared with them about IB updates
 - Looking at a MYP meeting in NE Ohio
 - Survey will be sent out to look for possible roundtables
- **Jen Victor - PYP Director**
 - Scholarship for this year- 4 schools \$500 each
 - School Based
 - Feb. 24 applications due. Link [here](#) to apply
 - From collaboration survey that went out- 100% want to meet. 50/50 meet virtual & online
 - Programme Development Plans/Exhibition
 - Akron hoping to host March 6 or 13th- all day
 - Think of what you as a coordinator could do to present for a round table.
 - Conversations about management systems

Presidents Report- Cynthia (Part 2)

- Interest for adults to go to Cuba and travel with like minded people for IB teachers and their spouses. If interested in going here is the link for more information on the [proposed trip](#). Watch your email for a Google Form to express interest. The Google Form link can also be accessed [HERE](#) in this letter from Cynthia Ballheim.
- Should we move AGM to the Fall?- We will send out a survey to gauge interest.
- Picture for social media

Adjournement

- Approved by: Jen Victor
- Seconded by: Everybody