



Voices for International Business and Education

VIBE Board Meeting

Monthly Board Meeting

Date and Time

Wednesday August 19, 2020 at 6:00 PM CDT

Location

Zoom Call Meeting

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Agenda

I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Approve Minutes - June 2020 VIBE Board Meeting

D. Approve Minutes - August 2020 Emergency VIBE Board Meeting regarding Covid Return to School Policy

E. Chair Report

F. Head of School Report

II. Governance Committee

Governance

A. Report of Governance Committee

GOVERNANCE COMMITTEE GOALS:

GOAL 1: Build board capacity to 13 members

GOAL 2: Ensure organizational compliance regarding Charter School Performance Compact and Charter School Assurances

GOAL 3: Engage board members in mid-year and annual board evaluations, guiding the board in the professional development need for its members.

III. Academic Committee

Academic

A. Report of Academics Committee

ACADEMIC COMMITTEE GOALS:

GOAL 1: Monitor and increase the progress of SPS.

GOAL 2: Streamline the academic dashboard.

GOAL 3: Monitor ACT Progress.

GOAL 4: Monitor and increase the effectiveness of the distance learning program at IHSNO.

IV. Finance Committee

Finance

A. Report of Finance Committee

FINANCE COMMITTEE GOALS:

GOAL 1: To monitor the School Finance Activities

GOAL 2: To educate board members on School finances and reporting

GOAL 3: To increase Committee Efficiency

GOAL 4: To prepare a checklist of Board and Committee Responsibilities and Due Dates

B. Recommendation to adopt July 2020 Financial Statements

V. Facility Committee

Facility

A. Report of Facilities Committee

FACILITIES COMMITTEE GOALS:

GOAL 1: IHSNO Admin to set up a meeting with OPSB Admin re OPSB intentions for Rabouin Building and work with VIBE Board to develop agenda.

GOAL 2: Maintenance/preservation of the facility using current funds

- List of maintenance issues
- Triage matters
- Project scoping; short term (3-6 mos), mid-term (6-12 mos), long term (>1 yr)

GOAL 3: Define facility options for IHSNO

VI. Development Committee

Development

A. Report of Development Committee

DEVELOPMENT COMMITTEE GOALS

GOAL 1: Identify and implement Fundraising Activities (including adjusting for COVID-19 pandemic)

GOAL 2: Identify Marketing and Advertising strategies to secure student enrollment

GOAL 3: Update and expand the Donor Database and Outreach

VII. Executive Session

A. Enter Executive Session to discuss HOS contract and bonus

B. Executive Session

C. Return to Open Meeting

VIII. Head of School Contract and Bonus

A. Head of School Contract and Bonus

IX. Public Comment

A. Request for Public Comment

X. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes - June 2020 VIBE Board Meeting

Section: I. Opening Items
Item: C. Approve Minutes - June 2020 VIBE Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for VIBE Board Meeting on June 17, 2020

APPROVED



Voices for International Business and Education

Minutes

VIBE Board Meeting

Date and Time

Wednesday June 17, 2020 at 6:00 PM

Location

Remote Zoom Call

Join Zoom Meeting

<https://us02web.zoom.us/j/88118262251?pwd=eko0Ym5QVUxpTFFIbINJQ2lmN3JpUT09>

Meeting ID: 881 1826 2251

Password: 061720

One tap mobile

+13126266799,,88118262251#,,1#,061720# US (Chicago)

+19294362866,,88118262251#,,1#,061720# US (New York)

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Directors Present

A. Tufail (remote), G. Lazard (remote), J. Lampton (remote), K. Dwyer (remote), K. Katner (remote), L. Scott Porter (remote), M. Roney (remote), S. Retzlaff (remote), S. Thomas (remote)

Directors Absent

P. Manson, S. Olivier

Ex Officio Members Present

S. Wilson (remote)

Non Voting Members Present

S. Wilson (remote)

Guests Present

A. Berger (remote), A. Williams (remote), C. Young (remote), D. Deno (remote), Gail Medford, J. Carreno (remote), K. Vo (remote), M. Stewart (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Roney called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Jun 17, 2020 at 6:03 PM.

C. Approve Minutes - May 2020 VIBE Board Meeting

S. Thomas made a motion to approve the minutes from VIBE Board Meeting on 05-20-20.

S. Retzlaff seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Retzlaff	Aye
J. Lampton	Aye
G. Lazard	Aye
K. Katner	Aye
L. Scott Porter	Aye
K. Dwyer	Aye
A. Tufail	Aye
P. Manson	Absent
M. Roney	Aye
S. Thomas	Aye
S. Olivier	Absent

D. Chair Report

E. Head of School Report

Loss of Rufus McGee (services Friday, June 26)

Acknowledged the work of outgoing members - Kevin Katner & Stacie Retzlaff

Resignation of Andrea Williams. She will be taking on an Executive Director role at Math & Science Foundation.

II. Board Member Items Deferred from Last Meeting

A. Governance recommendation to admit Gail Medford as new Board Member

JL gave overview of Dr. Medford's background.

J. Lampton made a motion to admit Dr. Gail Medford to the VIBE Board.

S. Thomas seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Retzlaff	Aye
P. Manson	Absent
L. Scott Porter	Absent
K. Katner	Aye
J. Lampton	Aye
K. Dwyer	Aye
M. Roney	Aye
S. Thomas	Aye
S. Olivier	Absent
A. Tufail	Aye
G. Lazard	Aye

III. Annual Meeting Items

A. Vote on FY 20-21 Board Calendar

M. Roney made a motion to Board Calendar for the FY'20-2021.

G. Lazard seconded the motion.

The board **VOTED** to approve the motion.

A discussion had about Monday meetings colliding with Saints Monday night play

B. Vote on FY 20-21 Officers

A. Tufail made a motion to nominate Shontell Thomas as Board Chair.

S. Retzlaff seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

P. Manson	Absent
S. Olivier	Absent
M. Roney	Aye
K. Katner	Aye

Roll Call

A. Tufail Aye
L. Scott Porter Absent
S. Thomas Aye
S. Retzlaff Aye
G. Lazard Aye
K. Dwyer Aye
J. Lampton Aye

S. Thomas made a motion to nominate Mariska Roney as Vice Chair.

G. Lazard seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Roney Aye
K. Dwyer Aye
J. Lampton Aye
L. Scott Porter Absent
A. Tufail Aye
G. Lazard Aye
P. Manson Absent
K. Katner Aye
S. Thomas Aye
S. Olivier Absent
S. Retzlaff Aye

K. Katner made a motion to nominate Karen Dwyer as Treasurer.

S. Retzlaff seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Lampton Aye
M. Roney Aye
A. Tufail Aye
P. Manson Absent
K. Katner Aye
L. Scott Porter Absent
K. Dwyer Aye
S. Thomas Aye
S. Olivier Absent
G. Lazard Aye
S. Retzlaff Aye

S. Retzlaff made a motion to nominate Percy Manson as Secretary.

S. Thomas seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Scott Porter Absent
A. Tufail Aye

Roll Call

S. Olivier	Absent
S. Retzlaff	Aye
P. Manson	Absent
J. Lampton	Aye
S. Thomas	Aye
G. Lazard	Aye
K. Katner	Aye
M. Roney	Aye
K. Dwyer	Aye

C. Vote on FY 20-21 Committees

M. Roney made a motion to accept committee members en global as proposed in the draft document.

S. Thomas seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Tufail	Aye
K. Dwyer	Aye
S. Thomas	Aye
G. Lazard	Aye
L. Scott Porter	Absent
K. Katner	Aye
P. Manson	Absent
S. Retzlaff	Aye
J. Lampton	Aye
M. Roney	Aye
S. Olivier	Absent

D. Vote on FY 20-21 Committee Chairs

M. Roney made a motion to approve Committee Chairs in global as written in the proposed document.

J. Lampton seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Retzlaff	Aye
S. Olivier	Absent
P. Manson	Absent
L. Scott Porter	Aye
S. Thomas	Aye
K. Dwyer	Aye
K. Katner	Aye
M. Roney	Aye
G. Lazard	Aye

Roll Call

A. Tufail Aye
J. Lampton Aye

E. Vote to allow Board Chair to serve as Interim Committee Chair

M. Roney made a motion to allow the Board Chair to serve as Interim Chair of the Development Committee until a suitable replacement is identified.

K. Dwyer seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Thomas Aye
G. Lazard Aye
A. Tufail Aye
K. Dwyer Aye
M. Roney Aye
J. Lampton Aye
S. Olivier Absent
P. Manson Absent
K. Katner Aye
L. Scott Porter Aye
S. Retzlaff Aye

IV. Governance

A. Report of Governance Committee / Review of FY 19-20 Board Assessment

JL states the board is still recruiting for new members. The board metric is in place to ensure diversity of the board.

The annual assessment:

- 91% participation with level 5 participation which is an increase from level 5
- 2 areas of discussion
 - Development - it may be due to the newness of the committee.
 - Finance - committee members understanding the financial acumen of the board. Will be addressed at the Annual Board Retreat

B. Vote on Suicide Prevention Policy

S. Retzlaff made a motion to adopt the policy as presented with.

S. Thomas seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Thomas Aye

Roll Call

M. Roney	Aye
L. Scott Porter	Aye
G. Lazard	Aye
J. Lampton	Aye
K. Katner	Aye
A. Tufail	Aye
K. Dwyer	Aye
S. Olivier	Absent
P. Manson	Absent
S. Retzlaff	Aye

C. Vote on Sexual Harassment Policy

S. Retzlaff made a motion to adopt to the Sexual Harassment Policy.

M. Roney seconded the motion.

Dr. Gail Medford seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Tufail	Aye
G. Lazard	Aye
J. Lampton	Aye
S. Thomas	Aye
L. Scott Porter	Aye
P. Manson	Absent
K. Dwyer	Aye
M. Roney	Aye
K. Katner	Aye
S. Retzlaff	Aye
S. Olivier	Absent

V. Academic

A. Academic Report

The AC committee met to discuss the Dashboard

Distance Learning went well

Graduation went well

Modification to the charter with relation to distance learning for the foreseeable future
IHSNO charter is up for renewal in 2020. Awaiting LDE guidance regarding renewals.

B. Recommendation to accept revised Academic Dashboard

G. Lazard made a motion to adopt the Academic Dashboard.

L. Scott Porter seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

G. Lazard	Aye
J. Lampton	Aye
S. Retzlaff	Aye
S. Olivier	Absent
M. Roney	Aye
P. Manson	Absent
K. Dwyer	Aye
K. Katner	Aye
A. Tufail	Aye
S. Thomas	Aye
L. Scott Porter	Aye

VI. Finance

A. Report of Finance Committee

Meeting went as planned.
Reviewed the May 2020 financial statements
CARES Act funding and exp

B. Recommendation to adopt May 2020 Financial Statements

A. Tufail made a motion to adopt May 2020 Financials.
G. Lazard seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Katner	Aye
A. Tufail	Aye
J. Lampton	Aye
G. Lazard	Aye
K. Dwyer	Aye
S. Thomas	Aye
P. Manson	Absent
S. Olivier	Absent
S. Retzlaff	Aye
L. Scott Porter	Aye
M. Roney	Aye

C. Recommendation to adopt FY 20-21 budget

A. Tufail made a motion to adopt the proposed FY '20-2021 Budget.
K. Dwyer seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Thomas	Aye
-----------	-----

Roll Call

S. Olivier	Absent
J. Lampton	Aye
L. Scott Porter	Aye
M. Roney	Aye
A. Tufail	Aye
G. Lazard	Aye
K. Dwyer	Aye
P. Manson	Absent
K. Katner	Aye
S. Retzlaff	Aye

VII. Facility

A. Report of Facilities Committee

Meeting not held.

Funding to repair the facility is not committed from OPSB
KK gave his sentiments of the facilities and moving forward.

Meeting not held.

Funding to repair the facility is not committed from OPSB
KK gave his sentiments of the facilities and moving forward.

VIII. Development

A. Report of Development Committee

GiveNOLA was June 2 with nearly \$4k raise
Reminder to board members to consider their financial support for the current school year
The Gala is postponed to 2021. There will be a silent auction in September 2020. Gail
Amer

IX. CEO Support And Eval

A. Report of HOS Evaluation Committee

The Committee used the pre-determined information
Mr. Wilson's performance is deemed effective for the 2019-2020 School Year

B. Vote on HOS Performance Assessment

M. Roney made a motion to deem Mr. Wilson's performance is effective for the SY'19-2020.
S. Retzlaff seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

K. Katner	Aye
S. Thomas	Aye
A. Tufail	Aye
S. Olivier	Absent
G. Lazard	Aye
J. Lampton	Aye
K. Dwyer	Aye
S. Retzlaff	Aye
M. Roney	Aye
L. Scott Porter	Aye
P. Manson	Absent

C. Policy discussion regarding paying HOS Discretionary Bonus

HoS Evaluation and Support Committee and need to discuss the policy of the discretionary bonuses.

Appropriateness of the payment of a bonus should have been discussed at the onset of the COVID.

Discretion can be made due to financial disposition of the organization.

X. Other Business

A. Outgoing remarks from termed Board members

Stacie Retzlaff outgoing remarks:

Enriching and rewarding experience during the time on the board. Consider all members as friends. Began her journey as an ad hoc member for the Head Search Committee. Encourage new members to get involved and take leadership roles on the board. Student education and welfare above all. Great strides have been made. The work is not done. Continue fighting racial bias.

My Wish for You:

- attend graduation every year
- remember the strat plan is a living document
- Reinstitute the mission and vision
- support the IB program
- stay tuned to the legislature
- encourage academic teams and debate
- continue to develop the board with unique and diverse
- creating a board memory walk
- the facility needs to be the priority

- Adding a k-8 to stimulate growth

Kevin Katner outgoing remarks:

Honor to have served the community and the school. Proud of the work that is being. I am confident that this will be a successful school.

XI. Public Comment

A. Request for Public Comment

Carol Allen spoke of her experience. She expressed her appreciation of the current board the strength of the board. She believes IHSNO is a great school. Vouched for her continuous support of IHSNO.

XII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
S. Wilson

Coversheet

Approve Minutes - August 2020 Emergency VIBE Board Meeting regarding Covid Return to School Policy

Section: I. Opening Items
Item: D. Approve Minutes - August 2020 Emergency VIBE Board Meeting
regarding Covid Return to School Policy
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Covid Return to School Policy for Adoption on August 11, 2020

APPROVED



Voices for International Business and Education

Minutes

Covid Return to School Policy for Adoption

Date and Time

Tuesday August 11, 2020 at 6:30 PM

Location

Zoom Meeting

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Directors Present

A. Tufail (remote), G. Lazard (remote), G. Medford (remote), J. Lampton (remote), K. Dwyer (remote), L. Scott Porter (remote), M. Roney (remote), S. Olivier (remote), S. Thomas (remote)

Directors Absent

P. Manson

Ex Officio Members Present

S. Wilson (remote)

Non Voting Members Present

S. Wilson (remote)

Guests Present

T. Huynh (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Thomas called a meeting of the board of directors of Voices for International Business and Education to order on Tuesday Aug 11, 2020 at 6:35 PM.

II. Covid-19 Return to School Policy

A. Vote on Interim Covid-19 Return to School Policy

- Sean Wilson discussed the Covid-19 return to school policy
- Policy document was attached - Interim COVID return to school policy.pdf
- Questions were answered about the Covid-19 policy document
- Vote was taken on the document
- Vote was unanimous and policy for Covid-19 passed

S. Thomas made a motion to Vote on putting Covid-19 policy in effect.

G. Medford seconded the motion.

Covid-19 Policy was discussed and members of Committee questioned Sean Wilson about the policy.

The board **VOTED** unanimously to approve the motion.

III. Other Business

A. Other Business

- Board Retreat will take place on Saturday - August 15, 2020 between 9 a.m. to 4 p.m. in the Community Room at IHSNO.
- Breakfast and lunch will be served.

IV. Public Comment

A. Request for Public Comment

There were none

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM.

Respectfully Submitted,
S. Thomas

Documents used during the meeting

- INTERIM COVD return to school policy.pdf

Coversheet

Head of School Report

Section: I. Opening Items
Item: F. Head of School Report
Purpose: FYI
Submitted by:
Related Material: SY'20-2021-WR-2020-0811.pdf



Head of School Report

August 11, 2020

The mission of the International High School of New Orleans is to educate and nurture a diverse learning community through the International Baccalaureate Programme, world languages, and intercultural appreciation to succeed in a global economy.

727 Carondelet St. New Orleans, LA 70130

www.ihsnola.org

Head of School Report



Head of School Report

August 11, 2020

Dates to Note

Aug 4: VIBE Academic Committee Meeting 6:00 pm
Aug. 10-13: Student Schedule Day
Aug. 12: 9th & 10th-grade Virtual Orientation at 6:00 pm
Aug. 13: 11th & 12th-grade Virtual Orientation at 6:00 pm
Aug 14: 9th grade Academy
Aug 15: VIBE Board Annual Retreat 9:00 am
Aug. 17: All students begin Virtual Learning
Aug 17: VIBE Finance Committee Meeting 5:30 pm
Aug 17: VIBE Development Committee Meeting 6:30 pm
Aug 19: VIBE Board Meeting 6:00 pm
Sep. 7: Labor Day – No School
Sept. 8: In-person learning begins



OVERVIEW

Favorite will no longer provide transportation services for IHSNO. The provider cited increasing insurance as the primary factor in making their decision. We have solicited several providers for quotes for this year. Quotes are due to us by August 14, 2020.

Meeting the facility mandates of COVID-19 are beyond the resources approved in the SY'20-2021 budget approved at the June 2020, VIBE Board meeting. These challenges include building ventilation. Many of the spaces are still using older window units that are inadequate to ventilate and move air in all rooms properly.

A [parent](#) and [employee](#) ThoughtExchange were completed this past week. Overall, the exchanges identified areas of concern for parents and employees and highlighted good things. These results are used to guide ongoing decisions about the start of school, challenges, and hopes foreseen.

The [parent](#) survey had 139 participants, 117 thoughts, and 1,644 ratings. Ninth grade parents represented the highest level of participation. The idea with the highest rating concerns protecting students, teachers, and the community over the spread of COVID-19. Additionally, there is a great appreciation for virtual learning as an option for students.

The [employee](#) survey had 48 participants, 75 thoughts, and 849 ratings. The participants were nearly evenly spread across functional roles at the school. Connectivity was the highest-rated thought with the

Head of School Report



desire for additional training on the platforms implemented. Additionally, there is concern about improving the safety of all members of the community by keeping classes virtually.

The Governor signed [Act 9](#) of the 1st Extraordinary Sessions of 2020 into legislation. [Act 9](#) requires public and non-public school systems to adopt policies and procedures "providing immunity from claims or causes of action related to the COVID-19 public health emergency." IHSNO engaged Adams and Reese attorneys to draft such a policy. The [Employee COVID Return to School Policy and Procedure](#) and the [Student COVID Return to School Policy and Procedures](#) have been updated based on VIBE Board adoption at the August 11, 2020, Special Board meeting.

IHSNO Strong Start Plan

The [IHSNO Strong Start 2020 Plan](#) uses guidelines recommended by the [Louisiana Department of Education](#), Centers for Disease Control and Prevention, and the Louisiana Department of Health. IHSNO Strong Start Plan is the IHSNO Reopening Plan for the 2020-2021 school year. The plan highlights actions, ensuring flexible scheduling, online curriculum, video conferencing, and other measures to ensure student success this school year. The plan speaks to steps to be taken if a student or an employee tests positive for COVID-19.

Parent Communications

Parent communication is ongoing and more frequent this year due to the extraordinary circumstances surrounding COVID-19. As such, we are producing a weekly newsletter updating parents of future events, and expectations for the week.

We are also receiving input from parents through ThoughtExchange. Our attempt to keep communication open and responsive has required significant time since March 2020, and into the current month. We are hosting [9th-grade](#) and [10th-grade](#) orientation to deliver expectations and answer questions parents may have about the school year.

We will host several town hall type meetings this year to continuously engage parents in feedback. Additionally, we will use the ThoughtExchange to quantifiably gather data about parents' thoughts and ideas to improve the work we are doing.

Board Member Binder

The contents of the Board Member Binder have been uploaded into Board on Track. You can access these documents by accessing Board on Track with your login information. You can find the individual [sections of the Binder](#) and the [entire Binder](#) by clicking the previous links.

Facility Update

Things are moving along slowly, but we are confident we will be able to have the building prepared to accept students after Labor Day. This opportunity to move the building forward is ongoing and will require a considerable commitment of funds.

Head of School Report



Facility Expenditures	Description/Reason	Expense Status	Package	Est. Each Cost	Quantity	Est. Extended Cost
Thermometers	temperature surveying for students and staff	Current	each	\$ 50	15	\$ 750
Gloves	schdeule day for students supply distribution	Current	case	\$ 98	1	\$ 98
Disinfectant Spray	supply each office and classroom	Current	cases	\$ 1,351	1	\$ 1,351
Uhaul Rental	pick-up PPE from NOLA-PS	current		\$ 65	1	\$ 65
Uhaul Rental	pick-up PPE from NOLA-PS	Future		\$ 65	3	\$ 195
Plumber	labor install touchless faucets	Current	6	\$ 1,600	1	\$ 1,600
Touchless faucets	reduce touch surfaces in bathrooms	Current	20	\$ 6,105	1	\$ 6,105
Touchless paper towel dispensers	reduce touch surfaces in bathrooms	Future	each	\$ 200	10	\$ 2,000
Water bottle filling stations	need to close traditional water fountains and install bottle filling options (additional labor each Est. \$450)	Future	each	\$ 1,500	3	\$ 4,500
Water bottle filling stations	labor install	Future	each	\$ 450	3	\$ 1,350
Portable handwashing stations	increasing the number of handwashing stations available	Future	each	\$ 1,200	5	\$ 6,000
Chairs	outdoor eating for students	Future	each	\$ 50	70	\$ 3,500
Event style tent	covering for students to eat outdoors 20'x40'	Future	each	\$ 1,700	2	\$ 3,400
Exhaust fan	increase ventilation in restroom	Future	each	\$ 175	1	\$ 175
Exhaust fan	increase ventilation in restroom	Future	each	\$ 135	1	\$ 135
Camera installation	monitor isolation room	Future	each	\$ 2,500	1	\$ 2,500
Desk sneeze guards	create shields for each student desk and teacher desk	Future	each	\$ 70	500	\$ 35,000
Teacher desk guards	sneeze guards for teacher desks	Future	each	\$ 100	50	\$ 5,000
POD Storage	to store additional supplies PPE	Current	unit	\$ 130	12	\$ 1,563
PPE Disinfectant Wipes	supply each office and classroom; 1-year supply	Current	1 palate	\$ 9,665	1	\$ 9,665
PPE goloves, masks, and handsanitizer	supply each office and classroom	Current		\$ 10,391	1	\$ 10,391
Maintenance Personnel	increase personnel needed to comply with cleaning requirements	Future	1FTE	\$ 30,000	1	\$ 30,000
Janitorial services	Additional cleaning due to hourly sanitation of frequent touch surface, high visit areas, daily disinfecting,	Ongoing	monthly	\$ 2,272	12	\$ 27,263
Technology Services	Trouble shooting, set up, and repair devices as needed for students. Ensure quick response time to repair tech. problems for teachers and students.	Ongoing	.5 FTE	\$ 39,936	0.5	\$ 19,968
AC units	To improve air ventilation in classrooms and offices	Future	each	\$ 800	30	\$ 24,000
				EST. TOTAL		\$ 196,574
				CURRENT TOTAL		\$ 31,588
				FUTURE TOTAL		\$ 117,755
				ONGOING TOTAL		\$ 47,231

Head of School Report



The above chart reflects facility-related estimates needed to respond to COVID-19 appropriately. The Estimated Total Cost, including current expenditure and future and ongoing expenditures, is \$196,574. Future costs are estimated at \$117,755. The Estimated Total Cost exceeds the annual facility budget for the current year by nearly \$150,000.

The administration needs the authorization to continue moving forward with COVID-19 related expenditures to ready the school for September 8, 2020.

Academics

We have experienced a few snags as we prepared for the start of the school year. The implementation of the Learning Management System is moving slower than anticipated. Teachers are just recently able to successfully gain access to the system. Although this has delayed some work, we are confident school will start as expected for all students Monday, August 17, 2020.

Distance Learning is at the core of instruction this year. Everyone will need to proceed with care and understanding. This is our first year utilizing synchronous virtual learning. You can view the to become familiar with the [Distance Learning Plan](#) protocols and expectations.

We have adopted the Privacy and Security for Distance Learning policy of the LDE. The virtual learning protocol outlines student privacy guidelines for IHSNO. Additionally, we are following the [Consent for Video and Audio Conference](#) form developed by the LDE.

To ensure the safe return of technology learning tools, each family requesting a technology device is required to sign the [Device Agreement Form](#). This form outlines the care, maintenance, usage, personal and safety guidelines for students and parents in possession of technology-related tools. Additionally, all devices are traceable using software installed on each device.

To be successful at Distance Learning, we must have a [Distance Learning Agreement](#) for all members of the instructional staff, students, and parents. The agreement outlines the expectations of teachers, students, and parents. This document has been shared with all stakeholders.

As distance learning requires video access, each family must consent to [Video Remote Learning](#). This form further explains how students will engage in learning and parents, acknowledging the student will participate in video exchanges. This form further clarifies that we may record the transactions for future use.

FACILITY

Food Service

Due to changing food service requirements, we will be moving to multiple ways students will be served lunch. We will engage Healthy Food Service Collaborative and Genuine Foods. Genuine Foods will provide daily meals for on-site preparation for breakfast and lunch, and they will deliver meals to students utilizing virtual learning. Additionally, because of this change, students will have access to dinner meals as well.

Head of School Report



Safety & Security

The team will continue monitoring the building for safety infringements. The team is assessing the building to prioritize moving forward. Additionally, they are evaluating the current and ongoing demands to meet COVID guidelines.

Transportation

We are seeking transportation bids for transportation. Favorite Transportation has become defunct and will be able to service IHSNO.

Facility Maintenance

The roofing project is ongoing. We have experienced many leaks in the building that are being addressed by the contractor. We meet every other week with NOLA-PS and the contractor regarding updates to the project. There is some delay in the completion of the project. We will have more information in the coming days about timelines and updates.

Projects in the Works

- **Short-Term**
 - Paint classrooms
 - Roof replacement – in progress
 - Assessment of AC/Heating units in classrooms – \$30,000 est.
 - Implementation of RAVE Panic Button App (installation' 20-2021)
 - Electrical work in the classes (ongoing)
 - Update of the auditorium (estimates being solicited)
- **Long Term**
 - Repair/Replacement of interior doors
 - Restrooms need updating – experiencing consistent minor issues
 - Need a long-term facility strategic plan
 - Cleaning the façade of the building

TECHNOLOGY

IT Overall

The team is readying devices for delivery to students for virtual learning. Deliver scheduled Monday through Thursday, and Saturday, (August 10-15). The devices have the necessary safety software to protect students and to allow IHSNO to track a device that may become lost or stolen.

Projects in the Works

- **Short-Term**
 - Inventory update (December 2020)
 - 3-year Technology Plan (November 2020)
 - Installation of Power School Information System (ongoing)
 - Implementation of Schoology Learning Management System (ongoing)
- **Long Term**

Head of School Report



- Revamp computer lab with new accessories and layout design (delayed – COVID)
- Chromebooks for all departments - update all classroom mobile devices (planning)
- Installation of a projector in the auditorium (planning)
- Network overall – planning for the next E-rate cycle (upgrading switches, routers, and servers) in 2021.

DEVELOPMENT

Grants

No new grants awarded this month.

Marketing

We are analyzing the best path forward for this position. We continue to engage with the Schulkens team for Public Relations. They will be attending future Development Committee meetings until the development position is filled.

Student recruitment will continue by focusing on schools with greater alignment to IHSNO's mission and vision, targeting lower grades inclusive of 6th and 7th.

Scheduled events:

Spring			
Event	Date & Time	Audience	Notes
Spring Gala - iStudio Planning	September 19 6:00 pm	Students, parents, teacher, board members, community	UNO Ballroom
TimesPicayune/Advocate	August 2020	Student editor/author	Student's perspective on COVID
New Hire Highlight	August 2020	Submit to local media highlighting new employees	
Gambit Best Of	August 31, 2020	Faculty, Staff, Board, & Community	Will be relayed in the weekly newsletters
Monthly Teacher Highlight	Monthly	Teachers	Highlight accomplishments, volunteerism, etc.
Monthly Student Highlight	Monthly	Students	Highligh student accomplishments, volunteerism, etc.
Social Art Projects	Fall 2020	Students and teachers	Social justice lens for art and film
Senior class officers	Fall 2020	Students	Student Government
Mock Presidential Election	Fall	Students and teachers	Civics awareness
New board member announcements	Ongoing	Board members	Media outreach

Head of School Report



PROFESSIONAL DEVELOPMENT

Faculty & staff professional development activities to include:

- PowerSchool
- Zoom
- Schoology
- Mandatory reporting
- Capturing Kids' Hearts
- IB Content Training
- School Culture/PBIS training

GENERAL

All employees have participated in the state's required Mandatory Reporter Training. As of this year, the LDE is working with the Department of Family and Children Service to ensure teachers and other personnel who oversee children complete this requirement. Clarity is being sought to determine board member participation. Just in case, <https://moodle.lcwta.org/login/index.php>, this link will take you to the training. You will need to sign-up by entering some demographic information.

Coversheet

Recommendation to adopt July 2020 Financial Statements

Section: IV. Finance Committee
Item: B. Recommendation to adopt July 2020 Financial Statements
Purpose: Vote
Submitted by:
Related Material: July 2020 Financial Reports Updated.pdf

International High School of New Orleans

Dashboard

July 2020

Financial Monthly Report

	July
Cash	1,650,952
Line of Credit	400,000
Amount Borrowed	-
Available Funds	400,000
Student Count (Last day of Month)	430
Budget Student Count	450
Total Revenues Year to Date Actual	378,639
Total Revenues Year to Date Budget	373,267
Total Expenses Year to Date Actual	310,820
Total Expenses Year to Date Budget	313,794
Total Profit Year to Date Actual	67,819
Total Profit Year to Date Budget	59,473
Reserve Balance	1,454,362
Percentage	26.5%

*Reserve calculation

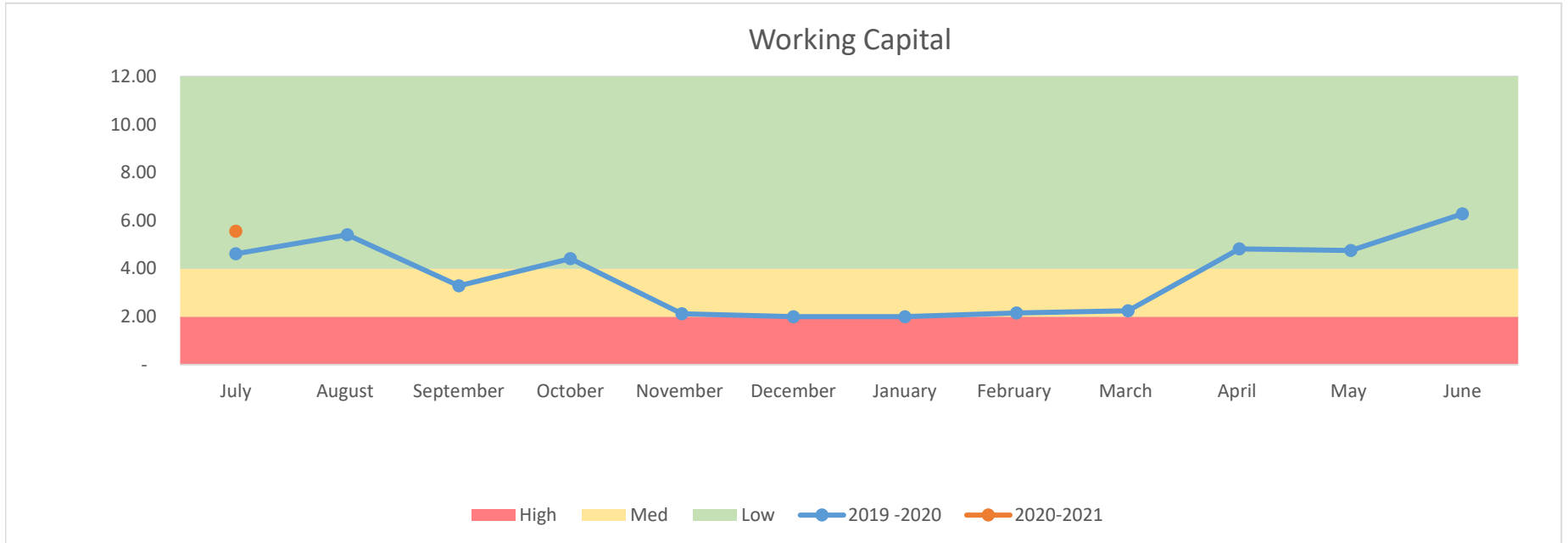
Our Reserve is based on our MFP Budget for 520 students:

General Fund Budget 2019 - 2020	5,479,549
Reserve Balance AFR 2019 - 2020	1,386,543

International High School of New Orleans KPI as of July 31, 2020

Working Capital

	July	August	September	October	November	December	January	February	March	April	May	June	
2019 -2020		4.62	5.41	3.29	4.41	2.12	2.00	2.00	2.15	2.24	4.82	4.76	6.28
2020-2021	5.55												

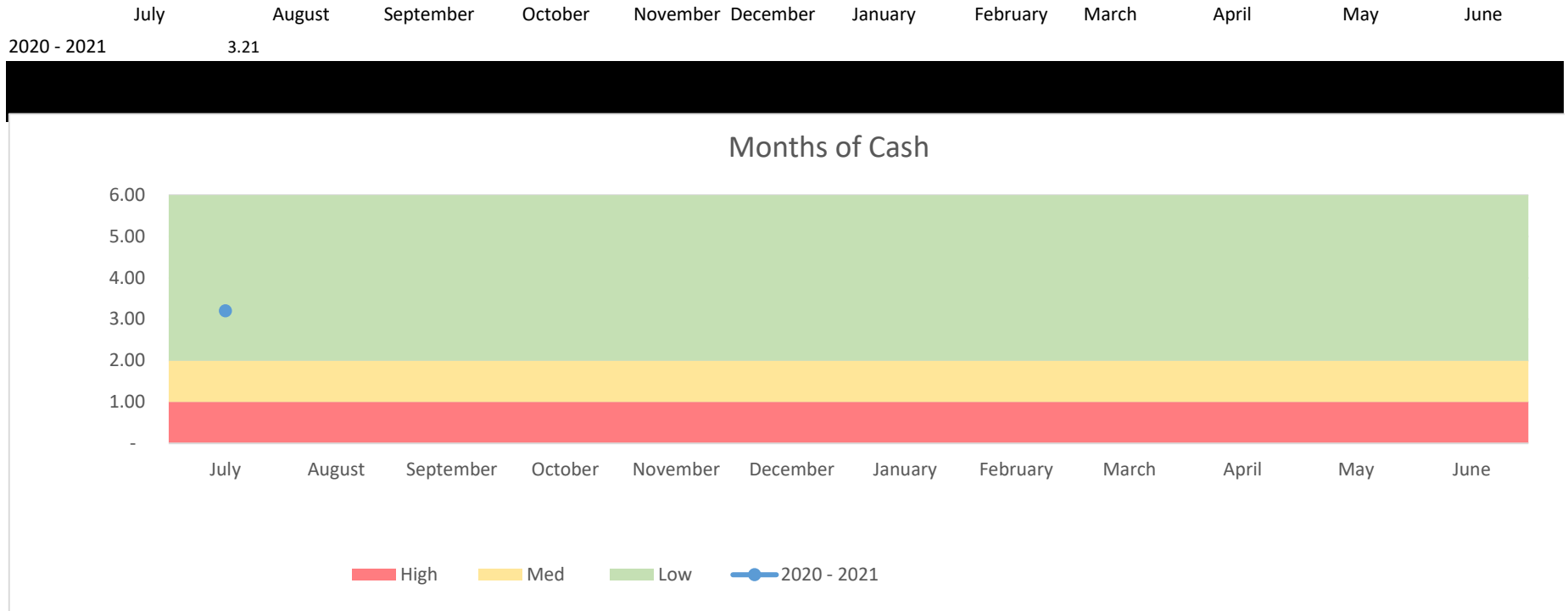


Working Capital indicates IHSNO’s ability to meet short-term obligations. Anything below 1 indicates negative working capital, while, anything over 4 means that organization is not investing excess cash.

High risk is indicated by a ratio of <2, medium between 2 and 4, and low risk is >4. Currently, IHSNO has a working capital ratio of 5.55 for July 2020.

International High School of New Orleans KPI as of July 31, 2020

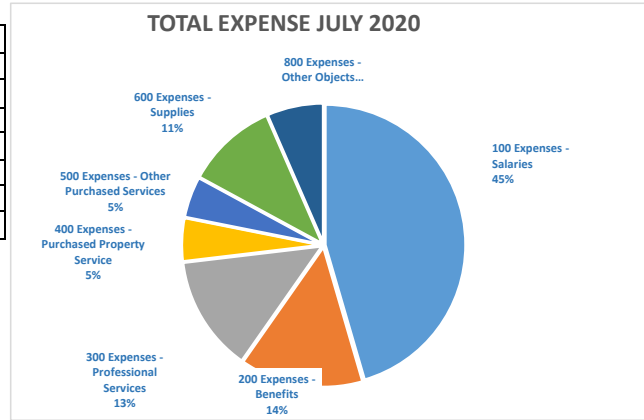
Months of Cash



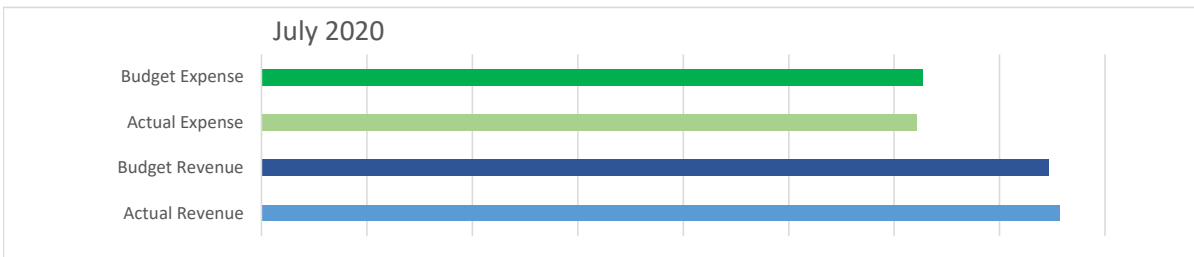
Cash Ratio is an indicator of IHSNO’s liquidity that measures the amounts of cash there is to cover current liabilities.

High risk according to LAPCS is <1 months, medium risk is between 1 and 2 months, and low risk is >2 months of cash on hand. IHSNO’s Months of Cash ratio is 3.21. With LOC funds included the ratio is 3.98. The increase in the Cash Ratio is a result of the PPP loan.

Total Expenses	
100 Expenses - Salaries	141,383
200 Expenses - Benefits	44,256
300 Expenses - Professional Services	41,619
400 Expenses - Purchased Property Service	15,604
500 Expenses - Other Purchased Services	14,829
600 Expenses - Supplies	32,813
700 Expenses - Equipment	-
800 Expenses - Other Objects	20,316



Year to Date	Actual Revenue	Budget Revenue	Actual Expense	Budget Expense
Jul-20	378,639	373,267	310,820	313,794



Month	Salary Benefits
July	185,638

Professional Development July 31, 2020 Year to Date	
Professional Development Exp	623
Professional Development Funds Available	54,877
Professional Development Total Budget	55,500

