



Voices for International Business and Education

VIBE Board meeting

December 2022

Date and Time

Wednesday December 7, 2022 at 6:00 PM CST

Location

Community Room
727 Carondelet Street
New Orleans, LA 70130

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

MISSION: To educate and nurture a diverse learning community through the International Baccalaureate Programme, world languages and intercultural appreciation to succeed in global economy.

C. Approval of the October 19, 2022 VIBE Board Meeting Minutes

- D. IHSNO Student Highlight

II. IHSNO / VIBE Board Leadership

- A. Head of School Report
- B. Board Chair Report

III. Committee Reports

- A. Finance Committee - Vote on September/October Financials

- B. Finance Committee - Vote on VIBE Board Treasurer Transition

As Karen Dwyer transitions from the position of Treasurer, the Finance Committee nominates Cerrita Jones as the Treasurer of the VIBE Board beginning January 1, 2023, for Board approval.

- C. Academics Committee - Vote on Policy for Video Surveillance of Special Education Setting Procedures

LDOE has asked we adopt a policy and procedure for Video Surveillance of Special Education Settings

Attached is Act 456 that the Academics Committee recommends for adoption to the Full Board.

- D. Facilities Committee
- E. Development Committee
- F. Governance Committee

IV. Closing Items

- A. Adjourn Meeting

Coversheet

Approval of the October 19, 2022 VIBE Board Meeting Minutes

Section: I. Opening Items
Item: C. Approval of the October 19, 2022 VIBE Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for VIBE Board Meeting on October 19, 2022

APPROVED



Voices for International Business and Education

Minutes

VIBE Board Meeting

Date and Time

Wednesday October 19, 2022 at 6:00 PM

Location

Community Room
727 Carondelet Street
New Orleans, LA 70130

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

Directors Present

J. Lampton, K. Dwyer, M. Diaz Fugetta, P. Manson, S. Olivier

Directors Absent

T. Carmouche

Ex Officio Members Present

A. Berger

Non Voting Members Present

A. Berger

Guests Present

D. Barnes, F. McKenna, J. Carreno, Marc Barnes, Paul Richard, R. Smith, S. Schulkens, T. Winfield

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Lampton called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Oct 19, 2022 at 6:10 PM.

C. Approval of the August 2022 VIBE Board Meeting Minutes

S. Olivier made a motion to approve the minutes from 2022 VIBE Board Retreat on 08-19-22.

K. Dwyer seconded the motion.

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

D. Approval of the September 2022 Special Board Meeting Minutes

E. IHSNO Student Highlight

II. Guest Presenters

A. New Facility Search Process - Paul Richard

Presentation by Paul Richard.

We need to be looking for:

1. A existing school
2. Unrenovated school
3. Non-traditional school- vacant grocery store

A renovation takes a two-year process.

Boards need to decide what they want for our school and make a decision.

If you like to proceed- the board needs a resolution and be ready to take the next step.

Mr. Richards would need to be authorized to look for a space.

A group call HOPE- they do everything to get the new space.

B. New Facility Search

S. Olivier made a motion to VIBE formally authorize school to search for new facility/expansion and allows Paul Richard to explore options with various school boards in the Greater New Orleans Area.

K. Dwyer seconded the motion.

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

P. Manson made a motion to motion to go out of order to remove Board Member Todrick Carmouche.

K. Dwyer seconded the motion.

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

C. Strategic Plan Survey Review - Dr. Marc Barnes

Dr. Marc Barnes-Presentation

- Give an analysis of the Survey
- Strength- financial, cultural, and faculty passion,
- Weakness- Academic, Facilities, student achievement, and Governance.
- Opportunity- Expansion in a new facility, enrollment increase.
- Threats- make up of the student body, lack of communication b/w board and staff,
- Type 2 Charter.
- Consensus- the makeup of the student body, local government, NCAP,
- Next steps- Staff/Faculty to do a survey- to get the staff's perspective.
- The Board Chairs gave names of people to interview.
- Need a 2/3 hour session with Board- to give you feedback on all the data.
- January 7, 2023, 12 pm-3 pm strategic plan. This will determine what is your priority, 6/7 goals, and who is going to be responsible to achieve those goals

III. IHSNO / VIBE Board Leadership

A. Head of School Report

- Visit from R. Duplessis- ways he can help IHSNO.
- College Fair 10/5-What a great turnout of parents and students
- Visit with Dr. William, talk with our students, and had a tour of our school
- AB had Q & A-
- Spanish Heritage festival- Thank you to academics for putting on a great event.
- French festival- Nov 18 @ 1:30 pm
- Homecoming Basketball- November 14
- Homecoming Dance- November 19
- School Climate and culture of the school
- Capturing kid's Hearts - how to build the relationship. We have a visit coming to see how our implementation of the program on 10/28/2022.
- PBIS- student discipline program. How to better assist our students.
- Trauma-informed practices-For All faculty/staff
- Opioid substance abuse training
- Houses program- building relationships with our faculty, staff, and students.

- Jazz Room.

On September 21, 2022, We announced our transportation was grounded because they did not have a CPAC number.

We are excited to inform you, we found an alternative transportation company- all about kids, to accommodate our students. The only way we can have this bus service is to change our bell schedule, to a later start to the school day.

Here are the two reports turned in to the state.

1. Ready to Achieve Plan.
2. People progression plan.

Our current student count is 386, we lost some students due to our new schedule and the bus transportation issue.

The administration is working to accommodate anywhere is needed.

Bus services- we have two buses that are consistently late.
We are working to get this resolved.

IHSNO- by law needs to provide transportation, but we are not required by law to provide yellow bus transportation.

B. Board Chair Report

Jennifer attended the college fair.

important dates:

Open House November 2, 5:30-7:30

First Saturday in December- Gumbo fest

December- Ethics training but if you attend the conference you get the training there.

Please reach out to Dr. Berger and set up a meeting/ moment to catch up with her.

C. Removal of VIBE Board Member - Todrick Carmouche

Jennifer has contact him, email him and he has not attended any meetings.

M. Diaz Fugetta made a motion to Remove Todrick Carmouch as a Board member.

P. Manson seconded the motion.

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

IV. Committee Reports

A. Finance Committee - Vote on Quarterly Financials

- Met two times since the last board meeting.
- Decided to present financials quarterly.
- Reviewed the financial statements for September Standing.
- Voted to adopt a new format. Still has all parts of the previous report but is easier to read.
- Includes a new report that lays out the month-to-month actual and the remaining months forecasted.
- We are breaking down the categories into more detail to have a better understanding of where the ups and downs are. It's a more clear understanding.

S. Olivier made a motion to To accept the financials for December.

J. Lampton seconded the motion.

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

B. Academic Committee

Established the goals for the committee.

Reviewed the reports to be produced.

C. Facilities Committee

We have a metal detector at the entrance of the school.

Prioritize the HVAC systems in the school.

D. Development Committee

Open House- November 2, 5:30-7:30 please attend

Gumbo cook-off December 3, 2 pm-6pm

Gala- looking and working on finalizing

Newsletter-social media, Instagram

public relationship and doing VIP tours

With the Gala, we need to form a committee- to help with Gala

What is the school providing for the Gumbo cook-off

tables, bowls, utensils

E. Governance Committee

Goals: Board recruitment- please share names.

succession plans - long-term plan- internal head of school, if the head leaves, who is taking over in the meantime.

K. Dwyer made a motion to Adjourn the meeting.

P. Manson seconded the motion.

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

VIBE Board meeting in December 7

Jenny wanted to speak on the comment in the strategic plan survey- that we have students that are under discipline and under desired students.

We (IHSNO) see an opportunity in that child to help him. It's our job to serve those students.

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 7:30 PM.

Respectfully Submitted,

F. McKenna

Coversheet

Head of School Report

Section: II. IHSNO / VIBE Board Leadership
Item: A. Head of School Report
Purpose: Discuss
Submitted by:
Related Material: CEO Report 2022.1205.docx



CEO Report

December 05, 2022

The International High School of New Orleans' mission 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.

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Dates to Note

December 5-9: Fall LEAP Administration
December 14-19: Semester Exams
December 21- January 3: Winter Break
January 4: Staff Professional Development (School Closed)
January 13: Tet Celebration
January 16: Martin Luther King, Jr. Holiday (School Closed)
February 15: Black History Month Celebration
February 17: Professional Development (School Closed)
February 20-24: Mardi Gras Break

Overview

During the month of September, we recognize the IB Learner Profile Trait, Inquirer. As inquirers, the IHSNO pursues curiosity by researching answers to questions. Questioning, critical thinking, and the creative development of knowledge through inquiry empowers students and adults alike to follow their sense of wonder into new discoveries.

During this month, we worked on refining systems and structures to have a successful year. The focus of the HOS office was to comply with the requests of the Louisiana Department of Education Requests for information. After drops and transfers, our month ended with 387 students.

Events

On October 5, 2022, IHSNO had the Annual Site Visit by Louisiana Department of Education. The result of the visit indicates that IHSNO is “in compliance” with state standards in all aspects of the visit.

College fair was a success in the month of October. Fifty-five collegiate partners and vendors of all Louisiana colleges and Universities, as well as Mississippi State University, University of Southern Mississippi, Millsaps College, Mississippi College, Xavier School of Pharmacy, Paul Mitchell College, Delgado Community College Cosmetology School, NOCHI Culinary School, Military Recruiters from various branches.

On October 19, IHSNO held the Annual Hispanic Heritage. Students and staff were adorned with music, dance, art, poetry, and others as we celebrated our Hispanic Heritage Students and Staff.

On October 26, IHSNO Athletics held a fundraiser for the Dance Team. Students sold tickets for IHSNO night at Airline Skate Center.

November 3, 2022, IHSNO hosted the annual Fall Open House.

November 14-18, 2022, was Spirit Week. Students participated in themed dress days, and other fun activities, including a pep rally, ring ceremony, and student to student and student to staff soccer and volleyball games.

On November 18, 2022, The Development Department organized a Thanksgiving Give-Away with Investar Bank. All who signed up received a package with a turkey and all of the fixings to take home for the holiday.

On December 3, 2022, IHSNO Cheerleaders and others participated in the Children's Hospital Holiday parade. Cheerleaders walked and danced to music while other students and adults followed in an IHSNO Float, gifted by the parade.

Development and Registrar attended various High School Fairs throughout the months to recruit students to complete the NCAP and attend IHSNO next school year.

COVID-19

IHSNO continues following CDC guidelines of masking recommended while on campus, but there is no mandate. We have a rise in COVID-19 cases on campus from staff and students compared to last month. Each case is handled following CDC requirements, notifying them of the 5-day quarantine period. We will continue providing weekly on-site COVID-19 testing. COVID testing continues to take place on Thursdays from 2:30 to 4:30 pm. All staff and families are notified weekly of the number of cases on campus.

Hurricane Preparedness

During the Hurricane Season 2022, there were no events requiring school closure.

Academics

Curriculum and Instruction

SPS: Each year the Louisiana Department of Education grades schools and school districts on their ability to improve the academic progress of enrolled students; what we call a School Performance Score (SPS). What we have learned is that our school's performance has been significantly impacted over the last two years. Our SPS score has changed from a C for the 2018-2019 school year to now an F. After careful review of our score and communication with LDOE, our score is under review as some information is incorrect. An update will be provided upon receipt.

MYP implementation: IB Coordinator is working with other team members to discuss plans to include MYP in the 9th and 10th grades. MYP Phase II is on track and includes funding for a language lab to be in the computer lab. IB Coordinator is working on and engaging and collaborating with different leadership teams on plans for implementation in the 9th and 10th (Year 4 and 5 respectively in the MYP) is still in the early planning stages. Finding the right support to apply MYP in 9th and 10th grade is critical now that the middle school opening is not an option.

DP 5-year evaluation: DP evaluation preparation is underway. IHSNO team is meeting with the necessary individuals to review policies and procedures including the Language Policy, Access and inclusion, the IB Handbook, the Student and Parent grievance process, and Academic integrity.

Algebra 1 Pilot: IHSNO's application for participation and funding of a pilot of Eureka Math Squared has been recommended for approval to BESE. Funds may be used to purchase Eureka Math2 Algebra I materials including student books, teacher editions, premium assessments, and online access. Funds may also be used to purchase related professional learning in support of teachers and leaders within the identified systems, Professional learning services include initial teacher and leader training, coaching, and guided observations. Training is scheduled for January 6 at the Claiborne Building in Baton Rouge.

Moby Max: IHSNO has been chosen to receive free tablets and MobyMax subscriptions at MobyMax. Every year, they give tablets and MobyMax subscriptions to teachers to help with instruction special education students as well as to help fill students' instructional gaps in regular education students. Our Special Education teachers, paraprofessional, and remediation teacher will receive the tablets and subscriptions.

Aspen Challenge: IHSNO has been invited to participate in the Aspen Challenge. Ms. Stewart and Dr. Berger are coaching our IHSNO team for the 2023 Aspen Challenge. The Aspen Challenge provides inspiration, tools, and a platform for young people to design solutions to some of the most critical problems humanity faces. Our team of 8 students will work together throughout the Spring Semester to design and test solutions to a chosen problem.

Reimagine IHSNO

The Material Amendment to increase grade bands has not been recommended to the BESE Board. IHSNO has still been approved to expand the MYP program into 9 and 10th grades but not to middle school. IHSNO and the Reimagine team will work together to expand the IB Program to grades 9 and 10 while working through the Phase II deliverables.

Finance

As of October 31, 2022, the cash balance in the checking account is \$428,944 and \$80,000.00 in the Anybill clearing account for a total cash and cash equivalents balance of \$508,944.00. The MFP for October 2022 is \$370,907.00 based on a student count of 389. The reserve balance as of October 31, 2022, is \$ 628,622 or 13.5 % of General Fund Expenses. At the end of the month there were 10 receivables totaling \$324,549.84 and 19 accounts payable totaling \$25,718.20 with most items being paid after October 31, 2022.

Operations

Facility

On October 24, 2022, the 3rd Health Inspection was completed by the Department of Health and Hospitals. Non-Critical violations were found:

- Non-food contact equipment not in good repair (kitchen lead released of duties partly due to disregarding the cleaning routines set forth by Sodexo). Corrected by Sodexo Area Manager by cleaning equipment.

- Floors in kitchen not smooth and easily cleanable. Corrected by Facilities Team by scrubbing tiled surface.
- Walls/ceilings in kitchen not in good repair. Corrected by Facilities Team by scraping wall behind shelving and repainting the surface.

Food Service

On October 24, 2022, a Permanent Permit to Operate was given to Sodexo by the City of New Orleans for IHSNO Kitchen to operate as a cooking facility (temporary permit was in place). Items reviewed by the City of New Orleans were Dumpster Pad, Grease Trap, 3-compartment sink with sanitizing station and outlet to grease trap and the addition of a utility sink.

Transportation

On September 21st Donovan Transportation was grounded by the New Orleans Transportation Bureau. Through multiple communication efforts and meetings, we discovered that many parents are uncomfortable with their students riding the RTA or arriving home late. IHSNO was finally able to secure yellow bus transportation with All About Kids, however, the new provider had previous obligations with other schools and could not start picking up students at the same time Donovan Transportation. This change affected the academic schedule. To accommodate all the families' needs, academics proposed a flex schedule. The schedule provided families the choice to continue with the 8:00 am start or to start at 9:00 am. Bus routes will cover the 9:00 am start and 4:45 pm dismissal.

Safety and Security

We had two fire drills in the month. The first, on September 9th was school initiated. The building was cleared in 4 minutes. The second was initiated by the Fire Marshall on September 20th. The building was cleared in 3 minutes. October 26, December 1

Development

There were great things happening in the Development Department. The Alumni Newsletter was completed. Preparations are underway for the IHSNO Fall Open House. There was a boost in IHSNO's social media presence. On Instagram we reached 1,599 accounts which were up 58%, 433 accounts were engaged which was up 53%, and we now have 644 followers which is up 3% in one month.

There was good exposure in the Downtown Development District newsletter. We received new swag for school fairs, presentations, and Open House. Represented IHSNO at first school fair.

Information Technology

During September, IT Director, K. Vo resigned. IHSNO has found technology companies that will provide all technology needs while working directly with the school. IHSNO is in conversation with Erate to determine how to engage a technology company.

Human Capital

Personnel

Hiring and interviewing:

The following vacancies need to be filled in Academics

- 1 school counselor 9th-10th grade

- 1 social worker
- 1 math and science interventionist
- 1 Dean of culture

The HOS Office has an opening in IT. Due to the intricacies of IT and the specialized skills needed to fulfill the technology needs of a school, IHSNO will not fill the role of IT Director and will engage a full-service technology company called the Technology Lab.

Professional Development

Multiple Professional Development sessions were devoted to Trauma-Informed Workshops. These training sessions teaches educators to understand a person's life experiences to develop relationships and engage in academic learning. These learning sessions will help foster a school climate where students feel safe and confident in their learning environment. Educators will be able to differentiate between trauma-induced behavior and appropriate behaviors and connect better with students.

LDOE

SPED Cameras policy must be adopted by IHSNO. The policy allows a request to include cameras in any self-contained classroom or other special education setting in which most students in attendance are provided special education and related services. The cameras must hold data for at least 3 months and data can be requested with the appropriate documentation.

Celebrations

Employees of the Month:

October – Caring:

Leo Eisenlohr, Chinese Teacher and Assistant IB Coordinator –Colleagues say that Mr. E. has been engaging with the students on a deep level and shows an eagerness of inquiring in his new role as Assistant IB Coordinator.

November – Knowledgeable

Dr. Maria Velazquez, Social Studies Teacher – Colleagues say Dr. V has a wide range of information and they have seen in practice her exploration of knowledge in and outside of school.

Grants:

IHSNO has been awarded Good Sports foundation Grant. This grant allows coaches to purchase sporting goods at 95% off retail cost.

Coversheet

Finance Committee - Vote on September/October Financials

Section: III. Committee Reports
Item: A. Finance Committee - Vote on September/October Financials
Purpose: Vote
Submitted by:
Related Material: IHSNO_-_Monthly_Presentation_-_October_2022.pptx



October 2022 Financials

PREPARED **NOV'22** BY



- **Executive Summary**
- **Key Performance Indicators**
- **Forecast Overview**
- **Cash Forecast**
- **Appendix**

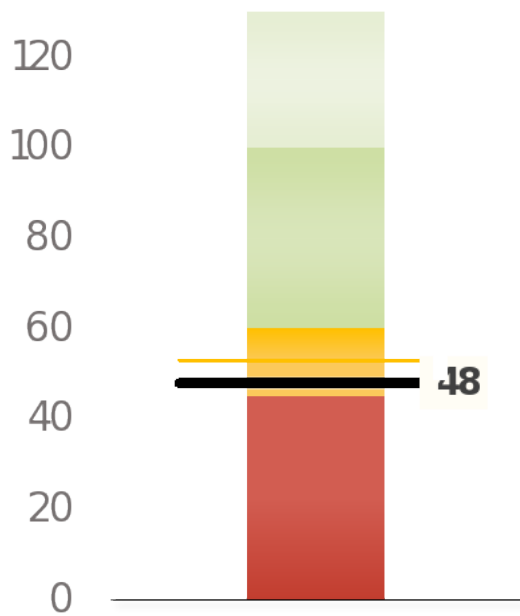
Executive Summary

- As of October 31, 2022, the cash balance in the checking account is \$428,944 and \$80,000.00 in the Anybill clearing account for a total cash and cash equivalents balance of \$508,944.00
- The MFP for October 2022 is \$370,907.00 based on a student count of 389
- The reserve balance as of October 31, 2022, is \$ 628,622 or 13.5 % of General Fund Expenses
- At the end of the month there were 10 receivables totaling \$324549.84 and 19 accounts payable totaling \$25,718.20 with most items being paid after October 31, 2022

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

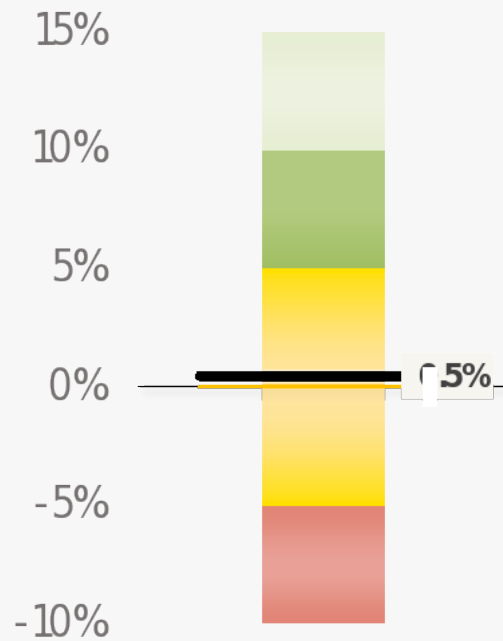


48 DAYS OF CASH AT YEAR'S END

The school will end the year with 48 days of cash. This is below the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

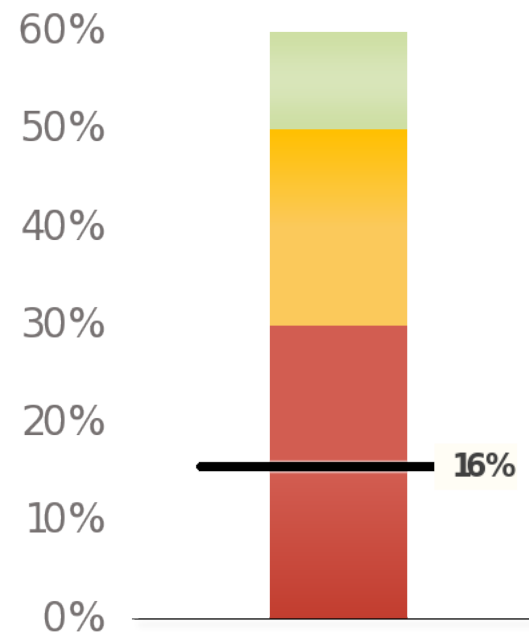


0.5% GROSS MARGIN

The forecasted net income is \$32k, which is \$31k above the budget. It yields a 0.5% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



15.53% AT YEAR'S END

The school is projected to end the year with a fund balance of \$1,070,301. Last year's fund balance was \$1,037,949.

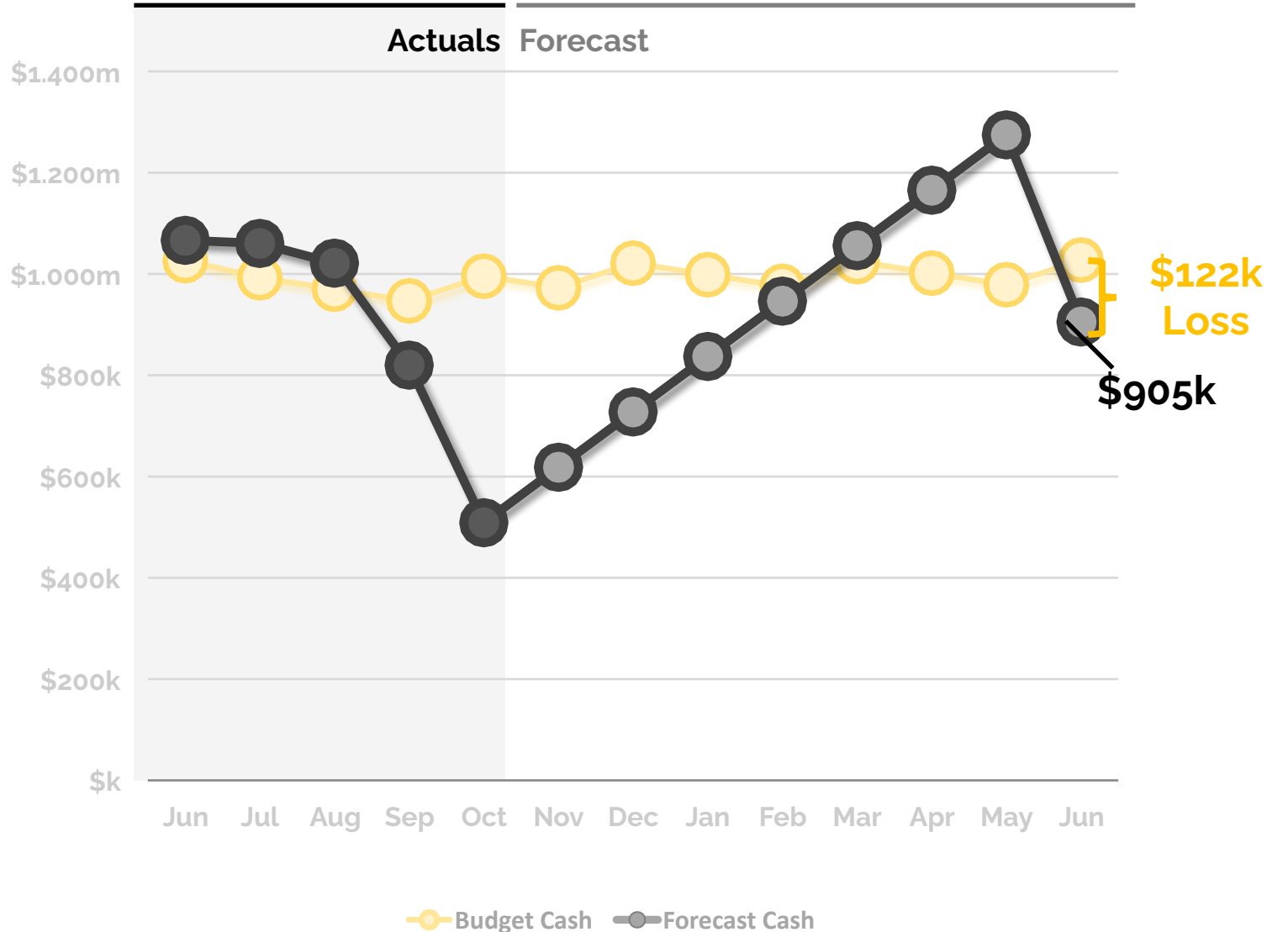
Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$6.9m	\$7.1m	-\$162k		Forecast adjustments to account for October 1, 2022 student counts (386 Vs budgeted 397) Also, reduction of contribution and donations
Expenses	\$6.9m	\$7.1m	\$194k		Primarily due to variance in Salaries expense
Net Income	\$32k	\$1k	\$31k		

Cash Forecast

48 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$905k**, **\$122k** below budget.





QUESTIONS?

Please contact your EdOps Finance Team:

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	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Forecast</i>	<i>Budget</i>	<i>Variance</i>	<i>Remaining</i>
Revenue							
State and Local Revenue	1,497,436	1,487,473	9,963	4,349,188	4,462,420	(113,232)	2,851,752
Federal Revenue	334,233	761,902	(427,669)	2,380,031	2,379,040	991	2,045,798
Private Grants and Donations	100	50,000	(49,900)	100,000	150,000	(50,000)	99,900
Earned Fees	38,516	31,933	6,583	95,677	95,800	(123)	57,161
Total Revenue	1,870,285	2,331,309	(461,024)	6,924,896	7,087,260	(162,364) ①	5,054,611
Expenses							
Salaries	746,278	1,236,034	489,756	3,438,638	3,708,102	269,464	2,692,360
Benefits and Taxes	197,756	265,367	67,611	796,100	796,100	(0)	598,344
Staff-Related Costs	86,630	64,737	(21,893)	194,211	194,211	(0)	107,581
Rent	-	-	-	-	-	-	-
Occupancy Service	125,361	95,247	(30,114)	285,742	285,742	0	160,381
Direct Student Expense	438,680	431,358	(7,322)	1,366,867	1,294,075	(72,792)	928,187
Office & Business Expense	285,307	269,337	(15,970)	810,986	808,011	(2,975)	525,679
Total Ordinary Expenses	1,880,012	2,362,080	482,068	6,892,544	7,086,240	193,697	5,012,532
Net Operating Income	(9,727)	(30,772)	(943,092)	32,352	1,020	(356,061)	42,079
Extraordinary Expenses							
Capital Outlay	-	-	-	-	-	-	-
Total Extraordinary Expenses	-	-	-	-	-	-	-
Total Expenses	1,880,012	2,362,080	482,068	6,892,544	7,086,240	193,697 ②	5,012,532
Net Income	(9,727)	(30,772)	21,045	32,352	1,020	31,332 ③	42,079
Cash Flow Adjustments	(547,897)	-	(547,897)	(193,537)	-	(193,537) ④	354,360
Change in Cash	(557,624)	(30,772)	(526,852)	(161,185)	1,020	(162,204) ⑤	396,439

① **REVENUE: \$162K BEHIND**
 Lower project Per Pupill Total funding due to lower student count at 10/01.

② **EXPENSES: \$194K AHEAD**
 Salaries expense variance
 ③ **NET INCOME: \$31K ahead**

④ **CASH ADJ: \$194K BEHIND**
 Primarily due accrued salaries and benefits paid at beginning of the year

⑤ **NET CHANGE IN CASH: \$162K BEHIND**

Monthly Financials

Income Statement	Actual				Forecast								TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Revenue													
State and Local Revenue	370,907	380,907	374,715	370,907	356,469	356,469	356,469	356,469	356,469	356,469	356,469	356,469	4,349,188
Federal Revenue	0	25,949	213,054	95,230	255,725	255,725	255,725	255,725	255,725	255,725	255,725	255,725	2,380,031
Private Grants and Donations	0	100	0	0	12,488	12,488	12,488	12,488	12,488	12,488	12,488	12,488	100,000
Earned Fees	39	21,412	14,178	2,887	7,145	7,145	7,145	7,145	7,145	7,145	7,145	7,145	95,677
Total Revenue	370,946	428,368	601,947	469,025	631,826	631,826	631,826	631,826	631,826	631,826	631,826	631,826	6,924,896
Expenses													
Salaries	44,568	183,567	260,810	257,333	276,684	276,684	276,684	276,684	276,684	276,684	276,684	755,573	3,438,638
Benefits and Taxes	48,690	51,452	49,099	48,515	74,793	74,793	74,793	74,793	74,793	74,793	74,793	74,793	796,100
Staff-Related Costs	35,761	17,309	17,231	16,329	13,448	13,448	13,448	13,448	13,448	13,448	13,448	13,448	194,211
Occupancy Service	37,855	42,728	32,612	12,167	20,048	20,048	20,048	20,048	20,048	20,048	20,048	20,048	285,742
Direct Student Expense	102,195	102,465	121,129	112,890	116,023	116,023	116,023	116,023	116,023	116,023	116,023	116,023	1,366,867
Office & Business Expense	86,811	80,519	44,783	73,193	65,710	65,710	65,710	65,710	65,710	65,710	65,710	65,710	810,986
Total Ordinary Expenses	355,881	478,040	525,664	520,427	566,705	566,705	566,705	566,705	566,705	566,705	566,705	1,045,595	6,892,544
Total Expenses	355,881	478,040	525,664	520,427	566,705	566,705	566,705	566,705	566,705	566,705	566,705	1,045,595	6,892,544
Net Income	15,064	-49,672	76,283	-51,402	65,121	65,121	65,121	65,121	65,121	65,121	65,121	-413,769	32,352
Cash Flow Adjustments	-21,271	10,616	-277,528	-259,714	44,295	44,295	44,295	44,295	44,295	44,295	44,295	44,295	-193,537
Change in Cash	-6,206	-39,056	-201,245	-311,116	109,416	109,416	109,416	109,416	109,416	109,416	109,416	-369,474	-161,185

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
	<i>6/30/2022</i>	<i>10/31/2022</i>	<i>6/30/2023</i>
Assets			
Current Assets			
Cash	1,066,568	508,944	905,383
Accounts Receivable	332,816	379,791	342,816
Total Current Assets	1,399,384	888,735	1,248,199
Noncurrent Assets			
Operating Fixed Assets, Net	1,777,063	1,777,063	1,777,063
Facilities, Net	-1,164,882	-1,164,882	-1,164,882
Total Noncurrent Assets	612,181	612,181	612,181
Total Assets	2,011,565	1,500,916	1,860,380
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	1,531,997	1,274,895	1,274,895
Accounts Payable	479,569	235,748	553,134
Total Current Liabilities	2,011,565	1,510,643	1,828,028
Total Long-Term Liabilities	0	0	
Total Liabilities	2,011,565	1,510,643	
Equity			
Net Income	0	-9,727	32,352
Total Equity	0	-9,727	32,352

Coversheet

Academics Committee - Vote on Policy for Video Surveillance of Special Education Setting Procedures

Section: III. Committee Reports
Item: C. Academics Committee - Vote on Policy for Video Surveillance of
Special Education Setting Procedures
Purpose: Vote
Submitted by:
Related Material: ACT_456_Policy__FINAL_.docx

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS

VIDEO SURVEILLANCE OF SPECIAL EDUCATION SETTINGS PROCEDURES

DEFINITIONS

“Parent” means a parent or legal guardian whose child receives special education and related services per the Individuals with Disabilities Education Act and is assigned to one or more self-contained classrooms or other special education settings for at least fifty percent of the instructional day instructional day.

“Classroom” shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent of the instructional day. “Classroom” shall not mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

“Self-contained classroom” means a classroom on a regular INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS school campus (i.e., a campus that serves students in general education and students in special education) in which a majority of the students in regular attendance are provided special education and related services. “Board of Trustees/Directors” means a majority of the INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS Board of Trustees of the non-profit charter organization.

“School business day” means a day that campus or INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS administrative offices are open.

“Incident” means an event or circumstance that involves alleged “abuse” or “neglect,” as those terms are defined in Article 603 of the Louisiana Children’s Code, of a student by an employee of INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS or of a student by another student; and allegedly occurred in a self-contained classroom or other special education setting in which video surveillance is conducted under Louisiana Revised Statute 17:1948.

PURPOSE

Video surveillance under this Policy is for the purpose of promoting student safety in certain self-contained classrooms and other special education settings.

GENERAL REQUIREMENTS FOR REQUESTING VIDEO SURVEILLANCE

Pursuant to Louisiana Revised Statute 17:1948 and 3996(B)(59), parents and/or legal guardians may request, in writing, the placement of a camera to be installed in a classroom that meets the criteria above. If INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS grants the request, INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall place equipment only in classrooms or settings in which the parent’s child is in regular attendance.

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall designate an administrator at the primary administrative office of INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS with responsibility for coordinating the provision of equipment to INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS in compliance with this section. A parent must submit a request to the principal or the principal's designee of the school or campus addressed in the request, and the principal or designee must provide a copy of the request to the administrator.

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall provide a response to a request not later than the ***seventh school business day*** after receipt of the request by the person to whom it must be submitted that either authorizes the request or states the reason for denying the request. INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS ***shall begin operation of a video camera in compliance with this policy not later than the 45th school business day***, or the first school day after the 45th school business day if that day is not a school day, after the request is authorized.

NOTICE OF CAMERA PLACEMENT

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall provide written notice of camera placement to all who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.

RESTRICTIONS ON VIDEO RECORDING

Video cameras must be capable of covering all areas of the classroom or other special education setting, including a room attached to the classroom or setting used for time-out. Video cameras must also be capable of recording audio from all areas of the classroom or other special education setting, including a room attached to the classroom or setting used for time-out.

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall not place the camera in a location or area designated for students to change or remove clothing, including the interior of a restroom.

TIMES OF OPERATION

Cameras shall be operational at all times during the instructional day when students are in the self-contained classroom or other special education setting.

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall operate and maintain the video camera in the classroom or setting, as long as the classroom or setting continues to satisfy the requirements under this policy, for the remainder of the school year in which the school or campus received the request, unless the requestor withdraws the request in writing.

If for any reason INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS will discontinue operation of a video camera during a school year, not later than the fifth school day before the date the operation of the video camera will be discontinued, INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall notify the parents of each student in regular attendance in the classroom or

setting that operation of the video camera will not continue unless requested by a person eligible to make a request.

Not later than the tenth school day before the end of each school year, the school or campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the video camera will not continue during the following school year unless a person eligible to make a request for the next school year submits a new request.

This policy applies to placement, operation, and maintenance of a video camera in a self-contained classroom or other special education setting during the regular school year and extended school year services.

PROCEDURE FOR REQUESTING ACCESS TO RECORDINGS

(a) Persons Eligible to Request Access in Response to an Alleged Incident.

Under limited circumstances, the following individuals may access video recordings in response to an alleged Incident:

- (1) a Staff Member involved in an Incident that is documented by a video recording for which a complaint has been reported to INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS;
- (2) other INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS employees involved in an Incident documented by a video recording for which a complaint has been reported to the School;
- (3) a Parent of a student involved in an Incident that is documented by a video recording for which a complaint has been reported to INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS;
- (4) appropriate Department of Family and Protective Services (“DCFS”) personnel as part of an investigation;
- (5) a peace officer in response to a complaint or investigation of an Incident;
- (6) a school nurse in response to a complaint or investigation of an Incident;
- (7) an administrator trained in de-escalation and restraint techniques in response to a complaint or investigation of an Incident;
- (8) a human resources staff member designated by INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS’s Board of Trustees/Directors in response to a complaint or an investigation of an Incident; or
- (9) appropriate INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS or State Board for Educator Certification personnel or agents as part of an investigation.

(b) Child Abuse and Neglect Reporting

If a person described by numbers (5) – (9) above views a video recording and has cause to believe that the recording documents possible abuse or neglect of a child, the person must file a report with DCFS or other authority in accordance with Board policy.

If any person described by subsections (5) - (9) above who views the recording believes that the recording documents a possible violation of INTERNATIONAL HIGH SCHOOL

OF NEW ORLEANS policy, the person may allow access to the recording to appropriate legal and human resources personnel. A recording believed to document a possible violation of INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS policy relating to the neglect or abuse of a student may be used as part of a disciplinary actions against INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS personnel and shall be released at the request of the student's parent in a legal proceeding.

(c) *Parental Requests*

A parent or legal guardian request to review must fall into one of the above categories and allege an Incident. The individual must file an Incident Complaint and Request to Access Video Recordings. On this Form, the individual must assert an:

- (1) Incident involving alleged:
 - a. Abuse of a student by a INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS employee;
 - b. Neglect of a student by a INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS employee;
 - c. Physical Abuse of a student by another student; or
 - d. Sexual Abuse of a student by another student
- (2) The incident must have allegedly occurred in a Self-Contained Classroom or Other Special Education Setting in which video surveillance is conducted under these Procedures.

CONFIDENTIALITY OF VIDEO RECORDINGS

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS will take every necessary precaution to protect student privacy and determine to whom and under what circumstances the recordings may be disclosed. The recordings shall not be considered "personally identifiable information" as defined in R.S. 17:3914. Video equipment must be able to redact student faces in accordance with FERPA. If INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS determines that the recording is an "education record," INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall release the recording in accordance with FERPA. State law does not limit the access of a student's parent to a record regarding the student under FERPA or other law.

In order to review recordings for potential release, and operation and maintenance of the equipment, the following individuals shall have access to the video equipment: the superintendent, the assistant superintendent of administrative services, the director of special education, the assistant superintendent of technology, the network administrator and network assistant.

A contractor or employee performing job duties relating to the installation, operation, or maintenance of video equipment or the retention of video recordings who incidentally views a video recording is not in violation of this policy.

RETENTION OF RECORDINGS

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall retain video recordings from a video camera placed under this policy for at least three months after the date the video was recorded. Recordings are stored and disposed of in accordance with INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS's video and audio recording retention and storage policy.

If a person eligible to receive a copy of the video pursuant to a request under this policy, INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall retain the recording from the date of receipt of the request until the person has viewed the recording and a determination has been made as to whether the recording documents an alleged incident. If the recording documents an alleged incident, INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS shall retain the recording until the alleged incident has been resolved, including the exhaustion of all appeals.

COMPLIANCE WITH THE NATIONAL FIRE PROTECTION ASSOCIATION'S LIFE SAFETY CODE

Pursuant to the requirements of La. R.S. 17:1948(C)(6), the installation of all cameras and surveillance systems installed pursuant to this policy shall comply with the National Fire Protection Association's Life Safety Code.

TRAINING OF SCHOOL STAFF

Any teacher(s) or school employee who provides services in a classroom where cameras are installed shall be trained on compliance with the provisions of this policy within ten days of the commencement of work in the classroom or the installation of the surveillance equipment.

SPECIAL EDUCATION VIDEO/AUDIO MONITORING REQUEST FORM

A parent, as defined by Act no. 456 of Article III, Section 2(A)(4)(b)(i) to enact R.S. 17: 1948 and 3996(b)(59) of the Constitution of Louisiana, may request that video and audio equipment be installed in a self-contained classroom or other special education setting that meets the requirements of state law for such video and audio monitoring. In order to make a request, complete the information below and submit this form to the [administrator].

Name of Student: _____ **Student ID #:** _____

Relationship to Student:

Parent

Legal Guardian

Requester Printed Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ **Cell Phone:** _____ **Office Phone:** _____

Email Address: _____

Per International High School of New Orleans Special Education Video/Audio Monitoring Policy, I am requesting video/audio surveillance be installed in the Special Education self-contained classroom listed below.

Requester Signature

Date

For INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS Office Use Only

Room Number	Teacher Name
<hr/>	
Principal Printed Name	
<hr/>	
Principal Signature	Date
<hr/>	
Director of Special Education Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Form Must Be Submitted to the [administrator]	

SPECIAL EDUCATION VIDEO/AUDIO REVIEW REQUEST FORM

Name of Student: _____ **Student ID #:** _____

Relationship to Student:

- Parent** **Legal Guardian**

Requester **Printed** **Name:**

Address: _____

City/State/Zip: _____

Home Phone: _____ **Cell Phone:** _____ **Office Phone:** _____

Email Address: _____

Per International High School of New Orleans Special Education Video/Audio Monitoring Policy, I am requesting to review video/audio surveillance from the date and time listed below:

Date _____ **Time** _____

Purpose of Review:

- Abuse of a student by a school district employee;
- Neglect of a student by a school district employee;
- Physical Abuse of a student by another student; or
- Sexual Abuse of a student by another student

Statement

Requester Signature

Date

Office Use Only: [Administrator] Signature & Date Received: Approved Denied Reason:
