



# Head of School Report

November 15, 2019

The mission of 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](http://www.ihsnola.org)



# Head of School Report

November 15, 2019

## *Dates to Note*

---

- Nov. 14&15: College Tour
- Nov. 18: VIBE Finance Committee Meeting at 5:30 pm
- Nov. 18: VIBE Development Committee Meeting at 6:30 pm
- Nov. 19: IHSNO Basketball in the Smoothie King Arena at 12:30 pm
- Nov. 19: PTO Meeting at 5:30 pm
- Nov. 20: VIBE Board Meeting at 6:00 pm
- Nov. 25-29: Thanksgiving Break – No School
- Dec. 3: Facilities Committee meeting at 5:30 pm
- Dec. 4: French Heritage Festival
- Dec. 9-11: LEAP Make-up testing
- Dec. 10: Academic Committee meeting at 6:00 pm
- Dec. 12: Youth Force NOLA Family Orientation Night



## *OVERVIEW*

---

<b>Enrollment by Grade</b>	<b>Number</b>	<b>Percent</b>
9th	142	30.9%
10th	102	22.2%
11th	93	20.2%
12th	123	26.7%
<b>TOTAL</b>	<b>460</b>	

As of September 30, 460 students enrolled and actively attended school. We are working with EnrollNOLA to guide IHSNO future enrollment better, ensuring we meet our targets. For the remainder of the current school year, we estimate 470 students enrolled as of February 1, 2020, thus the revised budget will reflect estimated enrollment of 470 students.

IHSNO enrolled 31-English language learners this school year. Our ELL students hail from various places, and we are excited to have them with us. We will work with our students to gather as much information as possible to ensure they receive the necessary resources during the transition for success. Additionally, 39-ELL students returned for this school year.

We continue working with Tulane University, where students provide tutoring services to our ELL students. Weekly, around 16-students come from Tulane, and our students have been consistently attending tutoring.

Transportation is being carefully monitored, ensuring Favorite Transportation remains compliant with new laws implemented for the 2019-2020 school year. As busing has been a hot topic for schools, we are proactively monitoring our providers to ensure they meet the new mandates.



## Knowledgeable

November's IB Profile is Knowledgeable. We build our knowledge across many subjects through exploration and engagement. Each member of the IHSNO community has to have a personal commitment to continual learning by engaging in opportunities soliciting and receiving feedback for growth.

## ACADEMICS

BENOLA Collective grant is in full swing as additional instructional coaching and supports are provided to teachers. Through the first round of observations, areas of need are instructional rigor, classroom management, and lesson planning. The consultant, Josline Frank, will host several in-services on instructional rigor and relevance. All teachers are required to complete Student Learning Targets that stretch instructional and administrative staff to increase students' academic prowess.

IHSNOs SPS grew 8.1 base points for the 2018-2019 school year. This brings our overall score closer to 75, which is the floor for a B. Even though, we remain an SPS C-rated school and have seen significant gains in the student graduation rates, strength of the diploma, and high school progress index. The additional academic investments made last year are helping to improve the SPS, and with a continued focus on the academic performance and student engaged learning, we will see the educational gains.

Academic gains include ACT scores. ACT scores increased from the year prior. However, those scores are significantly lower than peer schools. As we have a relatively robust college-going student body, we are focused on improving student ACT scores through year-long instruction on test-taking skills, bolstering students' testing confidence, and filling academic gaps that students can increase testing performance.

Fall Formal Observations are in full swing. These observations are critical to analyzing the instructional and management needs of teachers. Additionally, the observations provide direction to the teacher to improve their instructional delivery.

The IB 5-year evaluation matters to be addressed have been "sufficiently addressed."

IB Testing candidates must register by November 15, 2019, to test in the spring.



## Human Resources

Vacant Positions:

- Teacher –Math and ACT
- Social Worker
- Behavior Interventionist

All vacant positions have been posted.

## Policy Update

[Act 240: Student Fees and School Supplies Policy](#)



UPDATE: The [Student Fees Policy](#) has been updated. The [link](#) includes the policy.

#### [Act 274: Special Education Advisory Council](#)

UPDATE: The [Special Education Advisory Council](#) policy has been updated to reflect the statute. The [link](#) includes the full policy for your review.

#### ACADEMIC PLANNING

##### [Act 394: Pupil Progression Plans](#)

UPDATE: Pupil Progression Plan (PPP) included for review, [Pupil Progression Plan](#). The PPP requires Board Chair Signature. [Click](#) the [link](#) to review the PPP.

#### Student Information:

##### *'19-2020 School Year Enrollment Projection*

Meeting with EnrollNOLA about IHSNO enrollment. Meeting with LAPCS about enrollment and possibilities for the 2020-2021 school year. We are advocating along with other Type 2 schools to have a separate and identifiable listing in the EnrollNOLA program that parents recognize and know that they are signing up for schools with specialized missions and additional academic requirements.

#### CULTURE

##### *Discipline*

More is being done to ensure the proper implementation of Capturing Kids' Hearts. Evidence from classroom visits is that teachers are not implementing the Engage component of the program. The engaged part is the initial contact with students through welcoming and talking of good things at the beginning of each class. In the next six weeks, we will focus on Engage and Explore.

#### STUDENT SUPPORT SERVICES

##### *Counseling*

IHSNO's first college tour was November 14 and 15. About 30 students visited Jackson State University, Millsaps, and Tougaloo colleges. Overall, the trip went well. Students were able to visit and explore varying college sizes and interact with enrollment counselors from the colleges.

##### *Nursing Services*

Contracted Health Services for the remainder of the school year.

##### *Social Worker*

Defining role and placement of additional Social Worker for the School Climate Transformation Grant through the USDOE.

The social worker is partnering with IWES for sex education for all ninth-grade students.



## Special Education

There are 42-students enrolled with IEPs. The team is working to ensure all evaluations are current. The Community Based Instruction program is working collaboratively with the Arts team providing CBI students additional art time in their curriculum. Cox Communications sponsored the CBI Art program.

The Special Education teachers are participating in the Special Education Leader Fellowship (SELF). This program collaborates with other schools and providers to ensure that students receiving Special Education services are cared for proactively, while the teachers learn through the cohort experience. This is IHSNO's first year participating in the SELF. Special Education teachers are seeking micro-credentials.

## English Language Learning

The team is working with students and their guardians to understand the importance of school attendance. The ELL student population remains relatively stable, yet we have lost several students due to non-attendance.

Students are participating in after-school tutoring to strengthen academic acumen. Most students are acclimating and learning more about the importance of staying focused and keeping up with their assignments.

## FINANCE

### Financial Information

Revised budget to be sent to Finance Committee members by November 8, 2019, for review in advance of the November 19, 2019, regularly scheduled Finance Committee meeting.

Payroll and Benefits cost \$331,000 for October 2019, covering 67 employees.

The current fund balance is \$755,800.

Finance Office Deadlines and Projects:

- Annual Financial Report completed for the 2018-2019 school year. All documents and items were submitted on October 22, 2019.
- The annual Audit has been completed. We are awaiting the draft audit and hope to have the draft audit the week of November 18, 2019.
- All Federal Grants have been submitted for the 2019-2020 school year. We are awaiting approval before submitting claims against the grant.
- Line of Credit is being approved with a 5-year renewal period. We will not have an annual approval. There is a one-time cost of \$1,100.

## Human Resources

### *Staff*

No administrative vacant positions.



We participated in the Loyola's, UNOs, and Xavier's Job and Internship Fairs. Met several alumni to begin building the alumni database.

## *FACILITY*

### Food Service

We are developing a monthly food menu to be posted publicly for parents and students. We are working to install a baking oven that we can provide a greater variety of foods for students.

### Transportation

We are working with the current transportation provider to meet the timelines as have been set by Orleans Parish. We are seeking other means to improve transportation inclusive of leasing and purchasing.

### Safety & Security

Marlon attended active intruder training. All team members have concluded the webinar training. We will schedule the appropriate drill in the coming weeks.

### Facility Maintenance

We were cited with 36 critical matters during the OPSB facility inspection. There is only one critical matter that remains incomplete, and this matter will be completed by November 28, 2019. The non-critical matters will be completed by December 19, 2019.

The other critical matters that remain are the responsibility of the OPSB – Basement flooding and removal of sheetrock. This work is nearly completed.

### *Projects in the Works*

- **Short-Term**
  - Paint classrooms
  - Basement Pumping Station
  - ASLA Community Park – Ribbon Cutting – November 22, 2019
  - Transpiration inspection deadline – November 29, 2019
  
- **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
  - Roof replacement

## TECHNOLOGY

### IT Overall

This month's focus is on the upkeep of the current technology environment. The team is in the process of installing a soundbar in each classroom with estimated completion in November 2019.



There were elevated requests due to the printer server being overloaded. This matter has been resolved as there were conflicts with the printer server and the backup system.

We are transitioning phone service from Hunt Telecommunications to Cox in December 2019.

We have installed the Fortinet Firewall. This minimizes the ability to display inappropriate websites. Websites have to be approved before use.

### *Projects in the Works*

- **Short-Term**
  - Inventory update
  - Implementation of Classlink, a centralized log-in system
  
- **Long Term**
  - Update all 680 devices
  - Revamp computer lab with new accessories and layout design
  - Chromebooks for all departments

## *DEVELOPMENT*

### **Grants**

There are other grants in the pipeline and awaiting a decision.

### **Fundraising & Marketing**

Continued advertising and soliciting for the Fall 2019 Open House. The Open House went well. More tripled participation over last year. Facebook Ads and other social media are being used to recruit students and families to attend the open house. Attendees will receive logo items for participating in Open House.

The Annual Gala is March 28, 2020. The Gala will be hosted at the UNO Alumni Center. Development will continue prospecting sponsors. We have met with the PR firm, Schulken, to develop a list of prospects. Prospect letters to be mailed starting later October 2019.

Team members have attended several High School fairs for student recruitment. And have visited middle schools in the city to recruit students for the 2020-2021 school year.

Faculty & Staff Development Committee exists of 14 members meeting the last Wednesday of each month.

## *PROFESSIONAL DEVELOPMENT*

Faculty & Staff have attended several professional development activities to include:

- CKH Process Champions
- Agile Minds Math Training
- IB Content Training
- School Culture/PBIS training



- Classroom Management
- Instructional Coaching

## GENERAL

---

### Professional Development

#### *School Nexus Research*

Convening of school superintendents in Laguna, CA. The convening covered the implementation of social-emotional learning as a way of leading organizations. Information provided about the research and the application of methods at other schools and school districts.

#### *Directors' Retreat*

Organization level meeting gathering the directors from Academics, Chief of Staff, Facility, Finance, and Technology. The 1.5-day event covered challenges and aspirations, current and long-range goals, and assessment of operations. We explored options regarding expansion to elementary and growing the number of students served in 9<sup>th</sup> grade.

#### *Friends of Foundations Training*

The Greater New Orleans Collaborative of Charter Schools hosted a discussion on Friends of Foundation training with Lee Reid of Adams & Reese presenting. He outlined the ways these organizations can help schools achieve fundraising growth and stability. There are some foundational items to consider for forming and maintaining the viability of the “Friends of Foundation.” There is a required percentage membership of the governing board being members of the “Friends of” board, filing for and electing not-for-profit status, is not subject to open meeting requirements, along with other matters to be considered.

### Ethics Training (REMINDER)

Annually, all board members and public employees must complete [Ethics training](#). The [link](#) leads you to the training. Once completed, please send a copy of the certificate to Miranda, [miranda.stramel@ihsnola.org](mailto:miranda.stramel@ihsnola.org) for cataloging.

### LAPCS 11<sup>th</sup> Annual Conference (REMINDER)

The LAPCS 11<sup>th</sup> Annual [LAPCS Conference](#) is December 5-6, 2019. This is an opportunity to learn more about charter school governance, leadership, and legislative activity that impact the work as board members. If early bird registration is available, we will want to enroll as many board members as possible.