



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



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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



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.

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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



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.



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**

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- 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 Schulken 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



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.