

Contingency plan Lycée Français de la Nouvelle-Orléans for Educating Students in Grades 8-11 for SY 2021-22.

If the material amendment is not approved by the Board of Elementary and Secondary Education the High School Principal (Chana Benenson) and the Upper Elementary Principal (Gina Bianchi) have collaborated on a plan to have the 132 high school students and 105 8th grade students remain at the Johnson Campus until the new locations are approved.

The schedule below is the grade levels, projected number of students returning and number of classrooms needed to accommodate the students Lycée had planned to locate at the McNair Campus. Ten (10) classrooms and 233 students.

Grade levels	Projected # of students	Projected # of classrooms
8th	101	4
9th	81	3
10th	47	2
11th	18	1

The Johnson Campus has 62,996 square feet of space and 35 classrooms of 939 square feet or more.

Grade levels	Projected # of students	Projected # of classrooms
3rd	111	5
4th	104	5
5th	101	5
6th	103	5
7th	109	5

The contingency plan would repurpose exploratory arts classrooms, a resource room, a teacher lounge, foreign language classrooms, and subject specific classrooms (Math, History/Geography, Science and ELA) to accommodate the Ten (10) classrooms

necessary for the 8th, 9th, 10th and 11th grade students. Floor plans with the rooms identified are included are linked [here](#).

The projected 2021-22 enrollment at the Johnson Campus is 775 compared to 686 students assigned in 2020-21 and 593 students assigned in 2019-20. The pandemic did impact the number of students attending in person so while the number of students assigned is not entirely representative of the number that actually attended, Lycée leadership was planning to have 686 students on the campus in 32 classrooms and if the contingency plan is implemented is projecting 775 students on campus in 35 classrooms as illustrated by the table below.

Grade	Actual 2020-21	Classrooms	Projected 2021-22	Projected Classrooms
3rd	108	5	111	5
4th	103	5	104	5
5th	106	5	101	5
6th	112	5	103	5
7th	105	5	109	5
8th	85	4	101	4
9th	47	2	81	3
10th	20	1	47	2
11th			18	1
Totals	686	32	775	35

Implementing the contingency plan is possible but will also have consequences for students and staff that if they can be avoided would be desirable. Examples of the impacts are:

- Students being required to be in self-contained classrooms.
- Exploratory arts teachers not having their own classes and needing to bring the programming on a cart to the self contained classrooms.
- Teacher collaboration spaces repurposed as classrooms reducing the opportunity for co-planning and peer to peer interactions.
- Subject specific classrooms for ELA, Science, Math and History not being available

- Likely to impact staff and student morale as teachers and students expectations for the 21-22 school year are altered to the reality of the contingency plan.

The detailed implementation plan for activating the Johnson Campus follows below:

Action Plan for Implementation

[Topic]: Actions	Point Person (bold is primary)	Start Date	Complete Date
Johnson Campus			
Communications plan			
<i>Notify stakeholders of situation as it currently exists</i>	Elaine Guillot - Communication Director Board of Directors	June 2021	June 2021
<i>Weekly notices to stakeholders with updates and changes if any</i>	Elaine Guillot - Communication Director Board of Directors	July 2021	August 2021
<i>Send schedules with homeroom, classroom assignment and teacher name home</i>	Elaine Guillot - Communication Director Board of Directors	July 2021	July 2021
Student Recruitment & Enrollment	Point Person	Start Date	Complete Date
<i>Set up Johnson Campus in PowerSchool for grades 3-11</i>	Sarah Davis - Admissions Coordinator Christina Dickerson - Data Manager	June 2021	July 2021
Family Engagement	Point Person	Start Date	Complete Date
<i>Conduct new family orientation sessions</i>	Chana Benenson - Principal, Gina Bianchi - Principal Katie Bolin - Front office manager	July 2021	August 2021
Staff Recruitment & Hiring	Point Person	Start Date	Complete Date
<i>Codofil teacher recruitment and selection, including visa paperwork</i>	Chana Benenson - Principal, Gina Bianchi - Principal Diane Dushme - Johnson French Principal	December 2020	June 2021
<i>English teacher recruitment and selection</i>	Chana Benenson - Principal, Gina Bianchi - Principal	December 2020	June 2021

Professional Development & Leadership Development	Point Person	Start Date	Complete Date
<i>Plan professional development for BOY</i>	Chana Benenson - Principal, Gina Bianchi - Principal Diane Dushme - Johnson French Principal	May 2021	End of July 2021
<i>. Plan year long professional development goals</i>	Chana Benenson - Principal, Gina Bianchi - Principal Diane Dushme - Johnson French Principal	July 2021	August 2021
Governance & Authorization: Actions	Point Person	Start Date	Complete Date
<i>Update and gain board approval of Lycee budget and multi-year business plans for all schools, including Johnson Year 0 budget and charter amendment request for Johnson and added MS & HS seats</i>	Keeanya Chenier - CFO John-Henry Trant - Dir. of Operations Lycee's Board	July 2032	August 2021
<i>Get approval of purchase orders for furniture, fixtures and equipment</i>	Keeanya Chenier - CFO Lycee's Board	March 2021	July 2021
<i>Get required approvals for auxiliary service contracts as dictated by the FPP from the board and senior management</i>	Keeanya Chenier - CFO Lycee's Board	June 2021	July 2021
<i>Prepare and present BESE with contingency plans</i>	Chana Benenson - Principal, Gina Bianchi - Principal John-Henry Trant - Dir. of Operations Joe Neary - Consultant	June 2021	June 2021
School Design Plan & General Planning: Actions <i>(School Design Plan milestones.)</i>	Point Person	Start Date	Complete Date
Assign classrooms and office spaces.	Chana Benenson - Principal, Gina Bianchi - Principal Diane Dushme - Johnson French Principa	May 2021	June 2021
Finance: Actions	Point Person	Start Date	Complete Date

Create purchase orders for the furniture, fixtures and equipment needs of the facility	Keeanya Chenier - CFO John-Henry Trant - Dir. of Operations Lycee's Board	April 2021	June 2021
Once the FFE purchase orders are approved place orders	Keeanya Chenier - CFO John-Henry Trant - Dir. of Operations Lycee's Board	April 2021	June 2021
Facilities: Actions	Point Person	Start Date	Complete Date
Conduct facility assessment to determine short and long term facility needs	John-Henry Trant - Dir. of Operations Roy Yost - Facility Coordinator	April 2021	June 2021
Notify OPSB of long term facility needs	John-Henry Trant - Dir. of Operations Roy Yost - Facility Coordinator	April 2021	June 2021
Develop action plan for immediate/urgent short term needs	John-Henry Trant - Dir. of Operations Roy Yost - Facility Coordinator	April 2021	June 2021
Select auxiliary contract providers and negotiate contracts.	John-Henry Trant - Dir. of Operations Roy Yost - Facility Coordinator	April 2021	June 2021
Initiate required inspections (Fire Marshall, DHH, boiler, etc.)	John-Henry Trant - Dir. of Operations Roy Yost - Facilities Coordinator	April 2021	June 2021
Identify furniture, fixtures and equipment (FFE) needs of the classrooms	John-Henry Trant - Dir. of Operations Roy Yost - Facilities Coordinator	April 2021	July 2021
Identify FFE needs for the offices	Chana Benenson - Principal, Gina Bianchi - Principal Katie Bolin - Front office manager	April 2021	July 2021
Identify FFE needs for the common areas	Chana Benenson - Principal, Gina Bianchi - Principal	April 2021	July 2021

	Katie Bolin - Front office manager		
Identify FFE needs for cafeteria	John-Henry Trant - Dir. of Operations Roy Yost - Facilities Coordinator	April 2021	July 2021
Plan for delivery of materials to the school site -- determine where/when space will be available to stage delivery	John-Henry Trant - Dir. of Operations Roy Yost - Facilities Coordinator	April 2021	July 2021
Supervise manage the installation of FFE throughout the school, including tracking the receipt of FFE	John-Henry Trant - Dir. of Operations Roy Yost - Facilities Coordinator	April 2021	July 2021
Tag and record equipment using the asset management system	John-Henry Trant - Dir. of Operations Roy Yost - Facilities Coordinator	July 2021	July 2021
Establish system for tracking delivery of materials to site and how materials will be distributed to classrooms	Katie Bolin - Front office manager Roy Yost - Facilities Coordinator	April 2021	July 2021
Install signage (visitor directions, vendor directions, other required security signage)	Elaine Guillot - Dir. of Communications Roy Yost - Facilities Coordinator	July 2021	July 2021
Set up keying and access control strategy	John-Henry Trant - Dir. of Operations Chana Benenson - Principal, Gina Bianchi - Principal	April 2021	July 2021
Distribute keys and access control devices	Chana Benenson - Principal, Gina Bianchi - Principal Katie Bolin - Front office manager	July 2021	July 2021
Confirm PA/phone system is operational	Emanuel Cole -Dir. Of IT John Methot - IT Technician	March 2021	April 2021
Create a safety / emergency plan for the Johnson campus	John-Henry Trant - Dir. of Operations	April 2021	July 2021

	Chana Benenson - Johnson Principal		
Set up bell schedule	Emanuel Cole -Dir. Of IT Chana Benenson - Johnson Principal	July 2021	July 2021
Request and sign new trash disposal contract for Johnson with our current vendor.	John-Henry Trant - Dir. of Operations	March 2021	April 2021
Complete NOLA-PS Facilities Checklist https://drive.google.com/file/d/115GXB-JY Zzf9ahjq2KnmnlQ7cLJVpx2n/view?usp=sharing	John-Henry Trant - Dir. of Operations Roy Yost - Facilities Coordinator	April 2021	July 2021
Transportation: Actions	Point Person	Start Date	Complete Date
Complete RFP for student transportation services	John-Henry Trant - Dir. of Operations	April 2021	June 14, 2021
Get board approval for transportation vendor	John-Henry Trant - Dir. of Operations Board	June 14, 2021	June 21, 2021
Provide transportation plan and related compliance information	John-Henry Trant - Dir. of Operations	June 2021	July 2021
Work with LFNO's transportation vendor to establish bus routes for Johnson that work with routes for other 2 campuses	John-Henry Trant - Dir. of Operations	July 2021	August 2021
Food Services: Actions	Point Person	Start Date	Complete Date
Get board approval of SFA/SFMC renewal contract with Johnson site added	John-Henry Trant - Dir. of Operations Board	June 14, 2021	June 21, 2021
Prepare nutrition plan for Johnson	John-Henry Trant - Dir. of Operations	April 2021	July 2021
Systems for meals tracking, compliance reporting, and claims	John-Henry Trant - Dir. of Operations	April 2021	July 2021
Other Compliance: Actions	Point Person	Start Date	Complete Date
Train front office staff in procedures related to late student arrival, early pick up,	Chana Benenson - Principal, Gina Bianchi - Principal	July 2021	July 2021

verification of parent/guardian relationship verification			
Technology: Actions	Point Person	Start Date	Complete Date
Identify technology needs for Johnson	Emanuel Cole - Dir. Of IT John Methot - IT Technician	May 2021	June 2021
Place purchase orders for new technology.	Emanuel Cole - Dir. Of IT Keeanya Chenier - CFO	May 2021	June 2021