



St. Louis Language Immersion School

The mission of the St. Louis Language Immersion School, an innovative, diverse, socially-conscious, public charter school, is to develop empathetic, high-achieving, bilingual, globally-minded students by providing a rigorous academic foundation that fosters critical thinking and problem solving.

Entry Plan for Executive Director Meghan Hill St. Louis Language Immersion School First 90 Days - Updated July 16, 2018

Background and Rationale

At this point in SLLIS' history, sustainability will be of the utmost importance. The University of Missouri - St. Louis is SLLIS' charter sponsor, and SLLIS is due for charter renewal in 2018. However, renewal of SLLIS' charter is not guaranteed. With UMSL's review and pending charter approval or denial in Fall of 2018, the 2018-2019 school year will be a crucial one in the history of the organization. SLLIS' key areas for growth, especially that of student performance, must be urgently addressed in order for a sustainable future to be possible.

The Executive Director will play a large role in shaping the future of SLLIS and planning for organizational stability and sustainability. I am honored to have been selected as the Executive Director at the St. Louis Language Immersion School, and I look forward to working with all stakeholders to ensure our students are receiving the best possible education. As a former SLLIS teacher and principal, I come into the role of Executive Director with a great deal of institutional knowledge; however, it will be extremely important for me to work with stakeholders at all levels as I transition into this role. I intend to listen to, learn from, and collaborate with all SLLIS stakeholders to ensure we are moving in the right direction.

This entry plan describes specific activities that I will engage in not only to work side by side with the board, the community, the parents, the staff, and the students, but also to work to improve the areas that SLLIS most urgently needs to address. Below I have noted six objectives for my first 90 days in this position. The areas that most urgently require my attention include relationships, charter renewal, the instructional program, student recruitment, team building, and communication. As I transition into the leadership role in this organization, I intend to listen and learn in my new role in the SLLIS community, all the while prioritizing these main areas for improvement at SLLIS.

Plan Organization

This Entry Plan is separated into four phases: Pre-Entry, First 30 Days, First 60 Days, and First 90 Days. Each phase of the plan includes specific activities designed to meet the six entry plan objectives listed below.

Entry Plan Objectives

1. **Relationships.** *Get to know SLLIS, its board, and its stakeholders as the new leader of the organization. Listen to them and learn from them so that their input can become part of the vision for SLLIS' future.*
2. **Charter renewal.** *Continue to work closely with SLLIS' sponsor, UMSL, with a goal of obtaining the renewal of SLLIS' charter with the Missouri State Board of Education in the fall of 2018.*
3. **Instructional program.** *Oversee and support the implementation of the Gomez and Gomez Dual Language Enrichment model at SLLIS; support the implementation of related curricular items.*
4. **Recruitment.** *Streamline recruitment strategies to complete enrollment for 2018-2019 and to open enrollment for 2019-2020.*
5. **Team Building.** *Recruit and hire excellent instructional leaders. Ensure stability in transition in Central Office. Set all staff up for success in 18-19.*
6. **Communication.** *Work with stakeholders to develop a set of communication protocols that will enhance district-wide, building, and classroom communication all SLLIS community members.*

Pre-Entry Activities
April 16 through May 31, 2018

| Objective Category | Activity | Progress |
|---------------------------|--|-----------------|
| Relationships | Meet with current SLLIS staff regarding leadership transition | |
| | Meet with SLLIS Council and new PTO Officers | |
| | Begin individual board member meetings | |
| Charter Renewal | Continue monthly meetings with UMSL | |
| Instructional Program | Plan Gomez and Gomez staff training schedule | |
| | Oversee development of 18-19 schedule to support dual language model | |
| Recruitment | Develop and implement recruitment strategy with Standing Partnership | |
| | Streamline and update SLLIS enrollment process | |
| | Organize and lead tours for potential families | |
| Team Building | Identify and announce Marine and Papin principals | |
| | Develop Curriculum Liaison Position job description, interview potential candidates, announce Curriculum Liaisons | |
| | Develop English Language Arts Coach Position, identify and announce English Language Arts Coaches | |
| | Meet with LDR consultants to begin transitions in Central Office (finance, accounting, special education) | |
| Communication | Develop and execute monthly Facebook Live structure | |
| | Provide clear, timely communication to SLLIS community regarding organizational changes and 18-19 staffing information | |

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| KEY | Not Started | In Progress | Complete |
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Phase I: First 30 Days
June 1 through June 30, 2018

| Objective Category | Activity | Progress |
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| Relationships | Continue individual meetings with board members | |
| Charter Renewal | Provide student achievement data to UMSL | |
| | Continue regular meetings with UMSL | |
| Instructional Program | Facilitate development of implementation plan for new curriculum materials (Benchmark, Second Step, MySci) | |
| | Facilitate development of implementation plan for Gomez and Gomez framework | |
| | Finalize staff training schedule for back to school period and communicate it to staff | |
| | Oversee development of SLLIS School Improvement Plan | |
| Recruitment | Organize and lead summer campus visits for potential families | |
| | Meet with Standing Partnership to develop longer term marketing plan | |
| | Examine current marketing and recruitment strategy and determine next steps | |
| Team Building | Develop Operations Assistant job description; hold interviews | |
| | Oversee staffing of open positions at both campuses | |
| | Continue transition work with LDR (finance, accounting, special education) | |
| Communication | Provide summer communication to all SLLIS families | |
| | Send welcome packages and list of events to new families | |
| | Finalize staff and family handbook drafts for Board approval | |

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| KEY | Not Started | In Progress | Complete |
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Phase II: First 60 Days
July 1 through July 31, 2018

| Objective Category | Activity | Progress |
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| Relationships | Continue individual meetings with board members | |
| Charter Renewal | Provide drilldown data to UMSL by subgroup; provide any other data requested by UMSL | |
| Instructional Program | Develop three year staff training plan for Gomez and Gomez and new curricula | |
| | Approve School Improvement Plan; share it with staff and community | |
| | Facilitate organization of staff development plan aligned to the School Improvement Plan | |
| Recruitment | Review recruitment process and develop a year-long recruitment plan | |
| | Continue to organize and lead summer campus visits for potential families | |
| Team Building | Begin weekly meetings with Central Office and Instructional Leadership staff and consultants | |
| | Continue to oversee staffing of open positions at both campuses | |
| Communication | Begin to engage stakeholders in developing SLLIS Communication Protocols | |
| | Provide back to school communication for all SLLIS staff | |
| | Provide back to school communication for all SLLIS families | |

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| KEY | Not Started | In Progress | Complete |
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Phase III: First 90 Days
August 1 through August 31, 2018

| Objective Category | Activity | Progress |
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| Relationships | Resume monthly Facebook Live structure | |
| | Resume monthly SLLIS Council meetings | |
| | Identify Welfare representatives for each campus and begin monthly Staff Welfare meetings | |
| Charter Renewal | Collect any available MAP data from DESE; organize data and share with UMSL | |
| Instructional Program | Oversee initial implementation of Gomez and Gomez model and report to stakeholders on progress | |
| | Oversee implementation of new curriculum materials and report to stakeholders on progress | |
| | Begin classroom walkthroughs on both campuses | |
| Recruitment | Prepare enrollment materials for 19-20 school year for launch on October 1 | |
| | Develop specific recruitment goals for 19-20 | |
| Team Building | Welcome staff back to campus for 18-19 school year | |
| | Clarify SLLIS organizational and reporting structure for all staff | |
| | Implement onboarding for new staff | |
| Communication | Present SLLIS Communication Protocols to Board of Directors | |
| | Begin implementation of SLLIS Communication Protocols | |
| | Distribute Staff and Family handbooks | |

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| KEY | Not Started | In Progress | Complete |
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Next Steps

Throughout the first 90 days, the Executive Director will report monthly to the board on the success of the entry plan and whether each objective has been met. After the first 90 days the Board and the Executive Director will review all information gathered and will use it to inform SLLIS' five year strategic plan.