



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.

SLLIS Board of Directors Meeting

August 21, 2019

Location: 1881 Pine St., 63103

Board Room (417)

6:00 pm

Preliminary Agenda

1. Call to order
2. Roll Call
3. Adoption of Agenda
4. Consent Agenda
 - a. July 2019 minutes
 - b. July 2019 check register
 - c. Personnel Report
5. New business
 - a. Financial Report - Rich Carver, LDR
 - b. Strategic Plan Updates - Meghan Hill, Executive Director
6. Reports
 - a. Board Chair
 - b. Executive Director
7. Public Comment
8. Motion to enter Closed Session
 - a. Purchase, lease or sale of real estate 610.021.2 RSMo.
 - b. Legal 610.021.1 RSMo.
 - c. Personnel 610.021.3 RSMo.
 - d. Motion to adjourn the Closed Session and return to Open Session
9. Motion to Adjourn

Board of Directors Open Meeting, July 17, 2019

1881 Pine St., STL Louis, MO 63103

6:00 pm

Minutes

Call to order: The meeting was called to order at 6:00. Roll was called. Board members present are Vince Schoemehl, Lori Marusic, Judy Fisher, Christina Foster, Ed O'Neil (arrived 4 minutes late), Shelita Grey and John Heskett.

Adoption of Agenda: Motion to adopt agenda. So moved by John seconded by Lori. Vince Schoemehl, Lori Marusic, Judy Fisher, Christina Foster, Ed O'Neil, Shelita Grey and John Heskett were in agreement in a roll call vote. Motion carried.

Consent Agenda:

- Motion to approve June 2019 minutes, June 2019 Check Register and Personnel Report. So moved by Christina, seconded by John. Vince Schoemehl, Lori Marusic, Judy Fisher, Christina Foster, Ed O'Neil, Shelita Grey and John Heskett were in agreement in a roll call vote. Motion carried.

New Business

- Financial Report – Rich Carver, LDR: Full year of FY19 reflects a surplus of \$465,377. Revenue: Local revenue is above budget by \$76,719; state revenue is above budget by \$30,400. Federal revenue is short of the budget by about \$15,000. Expense: salaries and benefits are below budget as are Purchase services and supplies. Capital and Debt service are essentially on budget. Total budget revenue was \$7,164,539; actual budget was \$7,256,614. Expense budget was \$30,816; Actual expense was \$465,377. We have a surplus of \$1,272,751. Fund balance percent is 18.74%.
- Marketing and Recruitment 12 month Summary—Lindsey Auer, Standing Partnership: What was put in place last year was an advertising campaign, a landing page, and an online tour system. SLLIS is now able to do 2 things: put our message directly on Facebook, and ease searches process. SLLIS has been seen 625,000 times. There have been 348 leads with 25 enrolled students. This is a 7% rate that is quite good. We should be able to improve our results in the next year with automated processes to 10%. Cost Analysis: We spent less as the year went along for impressions, per lead and per student. Lead Generation by month indicated that fall is a peak time of the year. The rest of the year seemed pretty flat. We paused in April to re-strategize and changed the messages more frequently. We re-launched in May and leads increased. Facebook campaigns enrolled the most students (12%). Lindsey recommends to continue paid search because SLLIS only pays when someone clicks on the site. We ran a digital billboard which cannot be measured. Enrollment trends from our resources indicated almost all enrollments were from August through March. There was a larger audience then there will be next year because the focus also included the county. That eligibility ends for next year. Two of the approximately 30 adds we ran outperformed the others. Optimizations for 2019-2020: Pursue a lead tracking and follow-up tool; Continue to rotate new ad concepts into Facebook; Expand the Facebook targeting pool; Pause Facebook campaigns the week surrounding major holidays; Add new keywords into the Paid Search campaign.

- SLLIS Language Arts Scope and Sequence presentation—Dr. Phillip Kennedy, Director of Learning and Instruction: In April Phil met with teams of teacher from all programs to put together a working document of a Scope and Sequence for the Language Arts curriculum. A Scope and Sequence identifies standards for each unit according to grade expectations. Benchmark standards based on the Common Core were also identified. There are standard domains of Reading, Writing, Listening and Speaking. Timelines were established for unit completion, weekly and unit assessments used by all teachers. At Grade Level Team Meetings we will talk about the standards covered and the results of the assessments. We will also talk about refinement activities and interventions for students who need more help. We shared the Scope and Sequence with all teachers at the end of the year. We will do the same process for math, science and social studies.
- Approve SLLIS Language Arts Scope and Sequence documents. So moved by Ed. Seconded by Lori. Vince Schoemehl, Lori Marusic, Judy Fisher, Christina Foster, Ed O'Neil, Shelita Grey and John Heskett were in agreement in a roll call vote. Motion carried.
- Approve Target Language Curricular Materials. Motion to purchase materials to implement the Scope and Sequence which supported Gomez and Gomez and our mission. So moved by John. Seconded by Shelita. Vince Schoemehl, Lori Marusic, Judy Fisher, Christina Foster, Ed O'Neil, Shelita Grey and John Heskett were in agreement in a roll call vote. Motion carried.
- Approve SLLIS 2019-2020 First Student Bus Contract. Motion to approve First Student Bus Contract. So moved by Ed. Seconded by Christina. Vince Schoemehl, Lori Marusic, Judy Fisher, Christina Foster, Ed O'Neil, Shelita Grey and John Heskett were in agreement in a roll call vote. Motion carried.

Reports

Board Chair Vincent Schoemehl: (Vince yielded his time to Ken Christian)

Construction to the building is going well. There have been a number of changes to comply with occupancy permit. The kitchen was a separate item as well as some of the interior. We should get our full occupancy permit the first of August. We also have a small grant for the playground allowing us to clean up the proposed area. More cosmetic improvements can be done a bit at a time.

Executive Director Meghan Hill:

- Recruitment update: 419 students intend to return, 28 maybes, 59 not returning. We have 76 new enrollments. We do need to fill seats in Kindergarten especially in the French Program. We anticipate 420-450 students for 2019-2020.
- Operations: A Summer Mailer was sent home to all families. We are working on a backup plan for wifi access.
- Instructional Program: SLLIS administration and teacher leaders are participating in a two part leadership retreat. It is facilitated by EdPlus.
- Student Support Systems: We are working with a representative from UMSL to develop a student success plan (a discipline or code of conduct plan).
- Team Building: All classroom instructional level positions have been filled.

Public Comment

No public comment.

Motion to enter Closed Session

7:20 Lori moves to enter closed session seconded by Christian. Roll is called. Voting yes are Vince Schoemehl, Lori Marusic, Judy Fisher, Ed O'Neal, Christina Foster, Shelita Grey, John Heskett.

Motion to Adjourn

9:00 Lori moves to adjourn open session. Seconded by ED. Vince Schoemehl, Lori Marusic, Judy Fisher, Christina Foster, Ed O'Neil, Shelita Grey, John Heskett were in agreement with a roll call vote.

Saint Louis Language Immersion Schools, Inc.

Bank Account Register

St. Louis Bank

July 1, 2019 - July 31, 2019

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			1,374,314.72
07/01/19	IFF loan		St. Louis Bank - IFF loan pmt	409,000.00		965,314.72
07/02/19	ACH	WASTE	Waste Connections of Missouri - trash - Marine	214.50		965,100.22
07/02/19	ACH	WASTE	Waste Connections of Missouri - trash - Papin	809.62		964,290.60
07/09/19	ACH	BUSEY	Busey Bank - credit card payment - June/July statements	3,189.22		961,101.38
07/10/19	226	AELOCK	A&E Lock and Security	330.00		960,771.38
07/10/19	227	ASSURPAR	AssuredPartners of Missouri, LLC	7,900.00		952,871.38
07/10/19	228	ATT	AT&T	268.84		952,602.54
07/10/19	229	DUFFPHEL	Duff & Phelps, LLC	10,000.00		942,602.54
07/10/19	230	ENT	Essential Network Technologies	11,232.11		931,370.43
07/10/19	231	FIRSTSTUDNT	First Student, Inc	46,817.76		884,552.67
07/10/19	232	MODEPTPUBLI	Missouri Division of Fire Safety	25.00		884,527.67
07/10/19	233	ROSEN	Rosenblum Goldenhersh	2,187.00		882,340.67
07/15/19	234	PSRS	Public School Retirement System	21,478.59		860,862.08
07/15/19	ACH	SPIRE	Spire Natural Gas: Gas - Marine	187.07		860,675.01
07/15/19	ACH	IFF	IFF - interest due	5,090.99		855,584.02
07/15/19	ACH	AMEREN	Ameren Missouri - electric - Pine	2,537.20		853,046.82
07/16/19	Deposit		Remote Deposit - Ameren - Energy Efficiency Program		19,882.20	872,929.02
07/16/19	Deposit		Remote Deposit - Private Wealth Management - playground donation		25,000.00	897,929.02
07/17/19			Mutual of Omaha: 7/1/19-7/31/19	1,361.32		896,567.70
07/17/19			Payroll Journal Entry - 7/15/19 payroll	66,613.82		829,953.88
07/17/19			Payroll Journal Entry - 7/15/19 payroll	25,403.40		804,550.48
07/17/19			Payroll Journal Entry - 7/15/19 payroll	131.30		804,419.18
07/17/19			Payroll Journal Entry - 7/15/19 payroll	85.04		804,334.14
07/17/19			Payroll Journal Entry - 7/15/19 payroll	143.39		804,190.75
07/17/19	235	AMTRUST	AmTrust North America	2,447.60		801,743.15
07/17/19	236	CITYSTL	City Of Saint Louis - ARFAM	200.00		801,543.15
07/17/19	237	MOSTATE	Missouri State University/ATLL	285.30		801,257.85
07/17/19	238	MUSICK	Musick Construction Co.	88,519.00		712,738.85
07/17/19	239	TUETHKEENE	Tueth, Keeney, Cooper, Mohan & Jackstadt	1,303.88		711,434.97
07/18/19	240	AMERBURGLA	American Burglary and Fire, Inc	3,343.05		708,091.92
07/18/19	241	C&CQUALITY	C&C Quality Printing, Inc.	2,760.52		705,331.40
07/18/19	242	EDUCATIONP	Education Plus	365.00		704,966.40
07/18/19	243	ERATEPROG	ERATE Program, LLC	800.00		704,166.40
07/18/19	244	LDRADM	LDR ADMServices	2,882.25		701,284.15
07/18/19	245	LITTLER	Littler Mendelson, PC	100.00		701,184.15
07/18/19	246	STANDPART	Standing Partnership	6,274.35		694,909.80
07/18/19	247	TUETHKEENE	Tueth, Keeney, Cooper, Mohan & Jackstadt	7,436.31		687,473.49
07/18/19	ACH	AMEREN	Ameren Missouri - Electric - Marine	3,364.05		684,109.44
07/18/19	ACH	AMEREN	Ameren Missouri - Electric - Marine	2,632.28		681,477.16
07/18/19	ACH	WELLSF	Wells Fargo - Copier - 7/16-8/15	2,282.77		679,194.39
07/18/19	Deposit		Cash Deposit - meals		24.00	679,218.39
07/19/19	248	ATT	AT&T	328.33		678,890.06
07/19/19	249	STELLAR	Stellar Management, LLC	1,800.00		677,090.06
07/22/19	250	ADVANSEC	Advance Security & Technologies LLC	4,772.45		672,317.61
07/22/19	ACH	MISSOURIEMP	Missouri Employers Mutual - Worker's Comp	2,883.03		669,434.58
07/22/19	DESE		DESE Deposit		504,429.88	1,173,864.46
07/23/19	Anthem		Anthem Health/Dental/Vision Benefits	17,380.40		1,156,484.06
07/23/19	Wire Transfer	Anybill	Anybill - payment to access prior year records	500.00		1,155,984.06
07/24/19	251	AAIM	AAIM EA Training and Consulting LLC	1,375.00		1,154,609.06
07/24/19	252	CINTASFIRE	Cintas Fire 636525	6,583.95		1,148,025.11
07/29/19	258	ENT	Essential Network Technologies	1,380.00		1,146,645.11
07/29/19	259	MSD	Metropolitan St. Louis Sewer District	26.88		1,146,618.23

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Bank Account Register

St. Louis Bank
July 1, 2019 - July 31, 2019

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
07/29/19	260	OTISELEV	Otis Elevator Company	5,142.77		1,141,475.46
07/29/19	261	RAPTOR	Raptor Technologies	1,725.00		1,139,750.46
07/29/19	ACH	STLBANK	St. Louis Bank - loan interest payment	26,955.44		1,112,795.02
07/29/19	ACH	STLBANK	St. Louis Bank - LOC interest payment	632.02		1,112,163.00
07/29/19	Payroll		Payroll Journal Entry: 7/31/19 payroll	67,540.67		1,044,622.33
07/29/19	Payroll		Payroll Journal Entry: 7/31/19 payroll	25,664.45		1,018,957.88
07/29/19	Payroll		Payroll Journal Entry: 7/31/19 payroll	131.30		1,018,826.58
07/29/19	Payroll		Payroll Journal Entry: 7/31/19 payroll	85.05		1,018,741.53
07/31/19	ACH	STLBANK	St. Louis Bank - service charge fee	50.00		1,018,691.53
Totals				<u>904,959.27</u>	<u>549,336.08</u>	<u>1,018,691.53</u>

Transaction count = 61



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- The first month of FY 20 reflects a surplus of \$118,058 compared to the FY 20 budget of \$20,201.
- Surplus mainly attributable to below budget Salaries, Purchased Services and Capital Outlays.
- Salaries are \$20,000 below budget and Benefits are \$12,000 below budget.
- July does not include any Federal funding.

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- Revenue
- Local revenue is above budget by \$2,409. This is due to higher Gifts/Grants which reflects receipt of the \$25,000 playground grant.
- State revenue is above budget by about \$41,012, mainly due to State Formula.
- Federal revenue will start to be collected in September.

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- Expense
- Salaries are \$20,104 below budget in July. Benefits are \$12,070 below budget for the month.
- Purchased services are about \$27,400 below budget, mainly due to timing differences.
- Supplies are below budget which also reflects timing differences.
- Capital and Debt service are below budget which reflects the timing of budget expense.

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		July	July	
		Actual	Budget	
		FY 20	FY 20	Difference
Revenue				
Local Revenue	\$	74,550	\$ 72,141	\$ 2,409
State Formula		446,156	407,067	39,089
Other State Revenue		8,773	6,850	1,923
Federal Revenue		-	58,695	(58,695)
Total Revenue	\$	529,479	\$ 544,753	\$ (15,274)

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		July	July	
		Actual	Budget	
		FY 20	FY 20	Difference
Expense				
Salaries		188,252	208,356	\$ (20,104)
Benefits		59,085	71,155	(12,070)
Purchased Services		128,476	155,904	(27,428)
Supplies		17,786	25,000	(7,214)
Debt Service		17,821	64,137	(46,316)
Total Expense		411,420	524,552	(113,132)
Surplus/(Deficit)	\$	118,059	\$ 20,201	\$ 97,858

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		Actual FY 20	Budget FY 20	Actual FY 19
Beginning Fund Balance	\$	1,272,751	\$ 1,272,751	\$ 807,374
Revenue		529,479	544,753	7,256,613
Expense		411,421	524,552	6,791,236
Surplus(deficit)		118,058	20,201	465,377
Ending Fund Balance	\$	1,390,809	\$ 1,292,952	\$ 1,272,751
Fund Balance % (a)		28.17%	20.54%	18.74%
(a) Ending Fund Balance/Expense.				



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SLLIS Strategic Plan Updates August 2019

Key
Behind
Initial Steps Started
In Progress
Completed
No Longer Relevant

Curriculum and Instruction A.1 Evaluate Current Model				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
A.1.1 Performance	Completed	Dual language model studied, approved by Board in February 2017, and implemented in 2018-2019.	Fall 2017	Winter 2018
A.1.2 Parent Perceptions	Completed	Dual language model studied, approved by Board in February 2017, and implemented in 2018-2019.	Fall 2017	Winter 2018
A.1.3 Student Perceptions	Behind	Change to dual language model complete but student perceptions were never measured.		



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A.1.4 Staff Perceptions	Completed	Dual language model studied, approved by Board in February 2017, and implemented in 2018-2019.	Fall 2017	Winter 2018
A.1.5 IB Implementation	Behind	Scheduled for Evaluation visit in December 2018 but was cancelled due to other changes in organization. In April 2019 SLLIS Board requested a Standstill Agreement. IB has not yet replied.		
A.1.6 Social Skills Outcomes	In Progress	Tier 1 K-5 Social and Emotional Learning curriculum, Second Step, in place. Staff is still learning how to implement this program.	Fall 2017	Ongoing
A.1.7 Research blended model	Completed	Dual language model studied, approved by Board in February 2017, and implemented in 2018-2019.	Fall 2017	Winter 2018

Curriculum and Instruction A.2 Evaluate IB and Immersion				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
A.2.1 Evaluate Immersion	Completed	Dual language model studied, approved by Board in February 2017, and implemented in 2018-2019.	Fall 2017	Winter 2018
A.2.2 Evaluate IB	Behind	Scheduled for Evaluation visit in December 2018 but was cancelled due to other changes in organization. In April 2019 SLLIS Board requested a Standstill Agreement. IB has not yet replied.		



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Curriculum and Instruction A.3 Develop Curriculum Guides				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
A.3.1 Organize committees	In Progress	Curriculum Review Committee(CRC) selected Benchmark Advance (ELA) and ReadyMath (mathematics) in Spring 2018. Work must continue for target languages, science, and social studies.	Spring 2018	Ongoing
A.3.2 Obtain exemplars	In Progress	CRC reviewed exemplars to select math and ELA curriculum. Work must continue for target languages, science, and social studies.	Spring 2018	Ongoing
A.3.3 Review and customize	In Progress	Teacher representatives for each grade level developed customized curriculum guides for ELA. Work must continue for math, Science, and Social Studies.	Spring 2019	Ongoing
A.3.4 Develop guides	In Progress	Teacher representatives for each grade level developed curriculum guides for ELA. Work must continue for math, Science, and Social Studies.	Spring 2019	Ongoing
A.3.5 Prepare faculty	In Progress	Ongoing training has been provided to all staff on ReadyMath and Benchmark. Training must continue on curriculum guide use.	Fall 2018	Ongoing

Curriculum and Instruction A.4 Develop Intervention Systems				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date



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A.4.1 Establish Tier 1 behavioral systems	Completed	Staff began to review Tier 1 systems as part of the move to 1881 Pine. Student Success Plan completed in Summer 2019 and implemented in Fall 2019.	Spring 2019	Fall 2019
A.4.2 Established trauma informed practices	In Progress	Staff receives ongoing trauma informed training. Student Success Plan includes trauma informed practices.	Fall 2017	Ongoing
A.4.3 Implement social/emotional curriculum	In Progress	Tier 1 K-5 Social and Emotional Learning curriculum, Second Step, in place. Staff is still learning how to implement this program.	Fall 2017	Ongoing
A.4.4 Establish Tier 2 behavioral systems	In Progress	Student Success Plan includes Tiers 1-3. Tier 2 systems are supported in the Student Success Centers via the Student Success Team. Student Success Plan completed in Summer 2019 and implemented in Fall 2019.	Summer 2019	Ongoing
A.4.5 Establish Tier 3 behavioral systems	In Progress	Student Success Plan includes Tiers 1-3. Tier 3 systems are supported in the Student Success Centers via the Student Success Team. Student Success Plan completed in Summer 2019 and implemented in Fall 2019.	Summer 2019	Ongoing
A.4.6 Establish Tier 1 academic practices	Completed	Dual language model addresses Tier 1 academic practices.	Winter 2018	Fall 2018
A.4.7 Establish Tier 2 academic practices	Completed	Dual language model addresses Tier 2 academic practices.	Fall 2018	Fall 2019
A.4.8 Establish Tier 3 academic practices	Initial Steps Started	SLLIS team identifying students who require additional supports and problem-solving to serve the highest need cases.	Fall 2018	Ongoing



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Curriculum and Instruction A.5 Develop Data Driven Strategies				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
A.5.1 Conduct a SWOT analysis	No longer relevant	There is no longer a need to conduct a SWOT analysis as the dual language model and the Professional Learning Community model provide a data driven strategy.		
A.5.2 Study data driven instructional models	Completed	The dual language model and the Professional Learning Community model provide a data driven strategy.	Fall 2018	Fall 2019
A.5.3 Develop a SLLIS model	Completed	The dual language model and the Professional Learning Community model provide a data driven strategy.	Fall 2018	Fall 2019

Curriculum and Instruction A.6 Study Preschool Possibilities				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
A.6.1 Review existing data	In Progress	SLLIS reviews student data on an ongoing basis.	Fall 2017	Ongoing
A.6.2 Determine goals	Behind	SLLIS has not yet started developing plans for preschool.		



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A.6.3 Outline pros and cons	Behind	SLLIS has not yet started developing plans for preschool.		
A.6.4 Research requirements	Initial Steps Started	Some initial research is underway.	Fall 2019	Ongoing
A.6.5 Research funding needs	Initial Steps Started	Some initial research is underway.	Fall 2019	Ongoing
A.6.6 Survey SLLIS stakeholders	Behind	SLLIS has not yet started developing plans for preschool.		
A.6.7 Consult with experts	Behind	SLLIS has not yet started developing plans for preschool.		
A.6.8 Determine feasibility	Behind	SLLIS has not yet started developing plans for preschool.		

Curriculum and Instruction A.7 Study Summer School Possibilities				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
A.7.1 Identify needs, requirements, resources	Behind	SLLIS has not yet started developing plans for summer school.		
A.7.2 Outline plan to determine feasibility	Behind	SLLIS has not yet started developing plans for summer school.		



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Curriculum and Instruction A.8 Study After School Possibilities				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
A.8.1 Evaluate considerations that impact sports/clubs	Initial Steps Started	Some initial research is underway.	Fall 2019	Ongoing
A.8.2 Evaluate possible academic clubs	Behind	SLLIS has not yet started developing plans for after school programs.		
A.8.3 Evaluate possible sports clubs	Behind	SLLIS has not yet started developing plans for after school programs.		
A.8.4 Evaluate possible art/hobby clubs	Behind	SLLIS has not yet started developing plans for after school programs.		

Staffing and Professional Development B.1 Define Staffing Needs				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
B.1.1 Provide extended hour support	Completed	Instructional Leadership Team, Welfare Committee, Vision Committee are all ways staff have accessed extended hour support.	Winter 2018	Spring 2018



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B.1.2 Assign leads for specific events	Completed	Language and Culture Teacher Leaders are the leads on events for each language.	Fall 2017	Fall 2017
B.1.3 Evaluate hiring for intervention services	Completed	SLLIS must focus on instruction in Tiers 1 and 2 at this time. This need is re-evaluated on an annual basis but is highly dependent on budget.	Fall 2017	Fall 2019

Staffing and Professional Development B.2 Develop Professional Development Plan				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
B.2.1 Provide professional development aligned with school improvement plan	In Progress	Professional Learning plan and structure is complete for 2019-2020; training requiring outside support are being scheduled. Ongoing dual language model training is offered on an annual basis.	Spring 2019	Ongoing
B.2.2 Disseminate school improvement plan	In Progress	School Improvement Plans have been developed and shared with the community annually since 2016-2017.	Fall 2016	Ongoing

Staffing and Professional Development B.3 Plan to Recruit, Retain, Recognize Staff				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date



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B.3.1 Recruit staff for exceptional contributions	Completed*	SLLIS filled every classroom teaching position by July 2019. Partnership with Teach For America has helped attract high quality candidates to SLLIS. *This must be reviewed continually so that SLLIS can compete with other districts to attract experienced staff.	Summer 2017	Summer 2019
B.3.2 Build in-house training	Completed	Staff new to SLLIS in 2019 received initial training in dual language, curriculum, and SLLIS background.	Summer 2019	Summer 2019
B.3.3 Create visual resources to attract new members	Behind	Budget and time have not allowed for this to happen at this point.		
B.3.4 Create a screening protocol	Completed	The hiring process involves a phone screening interview (Talent Director), a team interview (administrators and teacher leaders), and a final interview (Executive Director).	Spring 2019	Spring 2019
B.3.5 Retain exemplary staff and contributors	Completed*	*This will require ongoing improvement. The salary schedule should be reviewed regularly. Legal permanent residency process has helped with retention in recent years.	Summer 2017	Summer 2019
B.3.6 Develop and implement staff recognition	In Progress	SLLIS is implementing annual awards such as Staff Recognition (student achievement) and Service to SLLIS Awards (10 years of service). Teacher Appreciation Week, Birthday celebrations are ongoing. Plans underway to further systematize recognition.	Summer 2017	Ongoing

Staffing and Professional Development B.4 Develop Onboarding for New Staff				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date



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B.4.1 Develop administrative orientation plan	Behind	Time has not yet allowed for this to occur.		
B.4.2 Develop city/culture orientation plan	Behind	Onboarding for 2019 was focused on SLLIS background and curriculum. Additional elements will be added to the induction plan in the future. Teach For America staff received training on this through TFA.		
B.4.3 Develop data/school improvement orientation	Completed	New staff received training on Strategic and School Improvement goals in Summer 2019.	Summer 2019	Summer 2019
B.4.4 Develop curriculum/PYP orientation plan	Completed	New staff received training on dual language model, math curriculum, ELA curriculum, and target language curriculum in Summer 2019.	Summer 2019	Summer 2019
B.4.5 Develop school culture orientation plan	Completed	New staff received training on SLLIS culture and history in Summer 2019.	Summer 2019	Summer 2019
B.4.6 Identify staff responsible for new teachers	Completed	New staff are participating in Mentorship or Buddy program and are paired with experienced staff member. Time for observations and feedback are built into the instructional schedule.	Summer 2019	Summer 2019
B.4.7 Create a new teacher handbook	In Progress	The Staff Induction Plan is still being developed. In the future it will include a new teacher handbook or other materials to support new staff.	Summer 2019	Ongoing



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B.4.8 Create new teacher training	Completed	New staff received training on SLLIS history and goals, dual language model, math curriculum, ELA curriculum, and target language curriculum in Summer 2019.	Summer 2019	Summer 2019
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Student Recruitment C.1: Strategize to Reduce Attrition and Sustain Enrollment				
STRATEGY.PLAN	STATUS	Description of Work	Start Date	Completion Date
C.1.1 Meet enrollment minimums	In Progress	Target is 75 students in TSP, 40 in TCP, and 40 in TFP (155 total). SLLIS enrolled (and retained) 99 total new students for 2019-2020. This includes 84 kindergarteners. Enrollment process has been streamlined and will be improved for efficiency in Fall 2019.	Fall 2017	Ongoing
C.1.2 Create parent/community network	Completed	PTO is a 501(c)3. PTO and SLLIS Council are focused on including more families. SLLIS website has been greatly improved.	Fall 2017	Summer 2019
C.1.3 Seek transparency regarding behavior and discipline	In Progress	PBIS implementation constantly improving, Student Success Plan developed and implemented in 2019-2020.	Fall 2017	Ongoing
C.1.4 Design internal communication for	In Progress	Back to School Block Party event gathered most families in August 2019. Electronic Buzz Book implemented since 2017. More parents using SLLIS Facebook page to connect or provide feedback to school.	Fall 2017	Ongoing



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families				
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Student Recruitment C.2 Recruit and Sustain Partnerships				
STRATEGY.PLAN Description	STATUS	Description of Work		
C.2.1 Identify preschools for recruitment possibilities	In Progress	Preschool partnerships formerly in place are being reviewed again for 2019-2020.	Summer 2019	Ongoing
C.2.2 Identify community organizations for recruitment possibilities	In Progress	Community organizations are being reviewed for recruitment plan. Downtown STL has assisted SLLIS in this area.	Summer 2019	Ongoing

School Funding D.1 Diversify Revenue				
STRATEGY.PLAN Description	STATUS	Description of Work		
D.1.1 Plan for a 10% cash reserve	Completed	SLLIS purchased a new facility and has maintained a strong cash reserve.	Fall 2017	Summer 2019
D.1.2	Initial Steps Started	Potential SLLIS Fundraising Consultant can assist with this process.	Summer 2019	Ongoing



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Identify revenue streams, timelines, goals				
D.1.3 Evaluate software and gift receipt process	Initial Steps Started	Potential SLLIS Fundraising Consultant can assist with this process.	Summer 2019	Ongoing
D.1.4 Establish gift processes	Initial Steps Started	Potential SLLIS Fundraising Consultant can assist with this process.	Summer 2019	Ongoing
D.1.5 Create cross-functional collaboration	In Progress	SLLIS held the 10 Year Anniversary Gala in May 2019. SLLIS also received a \$25,000 grant from the Dana Brown Foundation in Summer 2019. SLLIS will continue fundraising efforts.		Ongoing

School Funding D.2 Study Budget Allocations, Programs, Priorities				
STRATEGY.PLAN Description	STATUS	Description of Work		
D.2.1 Inspect budget obligations	In Progress	This is an ongoing process at SLLIS that involves the Board, CFO, and Executive Director.	Fall 2017	Ongoing
D.1.2 Identify budget flexibility	In Progress	This is an ongoing process at SLLIS that involves the Board, CFO, and Executive Director.	Fall 2017	Ongoing



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Communication				
E.1 Develop a Communication Strategy				
STRATEGY.PLAN Description	STATUS	Description of Work		
E.1.1 Outline responsibilities and channels of communication	Completed*	SLLIS updated its website and communication channels in 2017. *SLLIS' communication system and channels should be consistently evaluated for improvement.	Summer 2017	Fall 2017
E.1.2 Develop a communication strategy	In Progress	SLLIS Communications and Marketing Plan underway.	Summer 2019	Ongoing
E.1.3 Develop an organizational strategy for communication	In Progress	SLLIS Communications and Marketing Plan underway.	Summer 2019	Ongoing
E.1.4 Develop a parent-administration strategy	In Progress	SLLIS Communications and Marketing Plan underway.	Summer 2019	Ongoing
E.1.5 Develop a new parent onboarding strategy	In Progress	SLLIS Communications and Marketing Plan underway.	Summer 2019	Ongoing



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E.1.6 Develop a SLLIS branding and marketing strategy	In Progress	SLLIS Communications and Marketing Plan underway.	Summer 2019	Ongoing
E.1.7 Develop an elevator speech	In Progress	SLLIS Communications and Marketing Plan underway.	Summer 2019	Ongoing

Communication E.2 Write Handbooks				
STRATEGY.PLAN Description	STATUS	Description of Work		
E.2.1 Determine how to produce handbook information	Completed	Handbooks for Families and Staff issued annually since 2017.	Summer 2017	Summer 2017

Communication E.3 Develop School, Community Events				
STRATEGY.PLAN Description	STATUS	Description of Work		
E.3.1 Plan event for inclusion	Completed	SLLIS Back to School Block party and other PTO events are designed for the entire community.	Fall 2017	Summer 2019



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of all SLLIS families				
E.3.2 Plan events that build community across languages	Completed	SLLIS Back to School Block party and other PTO events are designed for the entire community.	Fall 2017	Summer 2019
E.3.3 Offer events that establish traditions	Completed	Each language hosts annual events that have built traditions at SLLIS.	Fall 2017	Fall 2018

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Executive Director Report
August 21, 2019



2019-2020 Recruitment Summary

Total 2019-2020 Applications by Grade	
K	97
1	24
2	5
3	5
4	5
5	1
6	1
7	4
8	2
Total Applications	144

Total 2019-2020 Applications by Eligibility	
Eligible	113
Not Eligible	22

Declined Seat Offer	10
Total Applications	144

2019-2020 Actual New Enrollments	
Eligible	113
In attendance	99
Not in attendance	14

2019-2020 Enrollment Summary

Section	Number of Students on Roster (based on "YES" response on Intent to Return Forms)	Number of No Show Students	Estimated Number by Section
FK	11	0	11
CK	22	0	22
SKA	21	2	19
SKB	23	4	19
F1	16	1	15
C1	23	4	19
S1A	25	5	20
S1B	24	3	21
F2/3	27	4	23
C2	22	2	20
S2A	22	4	18
S2B 258	22	6	16
F3/4	27	1	26
C3270	26	1	25
S3A	22	6	16
S3B	24	3	21
C4/5	23	0	23
S4	27	8	19
F5/6	23	3	20

C5/6	24	4	20
S5	22	3	19
S5/6	21	4	17
MSP 1	21	0	21
MSP 2	19	0	19
MSP 3	18	0	18
Total	555	68	487

Facilities and Operations Update

- Construction Timeline
 - Waiting for AT&T to finalize internet connection (temporary solution in place).
- Arrival and Dismissal processes have improved greatly since the first day of school and have become much more safe and efficient.
- Security Systems
 - Using RaptorWare technology to scan visitor IDs at the front desk.
 - Building is fully keyed.
 - Staff keycard access will be complete soon. As part of this system the elevator and stairwells will be lock-down ready at the push of a button.
 - Security cameras are installed both indoors and outdoors.
 - BlueLine Security is providing onsite security presence during the morning hours and for evening events such as board meetings. The agreement continues until November and will need to be evaluated at that time to stay within budget.
- Outdoor play area
 - Used the \$25,000 grant from the Dana Brown Foundation to clear and fence the outdoor play area.
 - Next steps are to identify other funding sources and engage the community in creating a vision for the outdoor space.
 - SLLIS will continue to work on plans for the garden as well.

Instructional Program

Staff Back to School Kick-Off addressed the following objectives:

1. Effective Instruction.
 - *Implement the dual language model and lesson plan cycle.*
 - *Effectively establish strong classroom and building systems in the first 4-6 weeks of school to promote social and emotional supports for all*

students.

- *Review, discuss, and implement SLLIS' new tiered code of conduct (Student Success Plan).*

2. New Space.

- *Organize instructional spaces (unpack!).*
- *Know how to accomplish basic operational tasks.*
- *Understand general building and work expectations.*
- *Learn about and implement daily duties, including arrival/dismissal, lunch lines, how to read the instructional calendar.*

3. Collaborative Team.

- *Learn more about each other and how we will work best as a team.*
- *Review basic HR principles at SLLIS.*
- *Review the teacher growth system.*
- *Give working examples of the SLLIS Non-Negotiables.*

- Gomez and Gomez Dual Language Enrichment Model training included:
 - Introduction for new staff
 - Lesson Plan Cycle training for all staff members
- Student Success Plan
 - Draft document shared with staff during Back to School Kick-Off
 - Presentation to board in September
- School Improvement Plan
 - Goals and strategies established
 - Directors working on building a staff committee for implementing and monitoring the plan
- Professional Learning Communities launched this week

Team Building

- Position is posted for Special Education Teacher