



To: Somerville Public Schools School Committee

From: Samantha Eligene, Director of Data, Assessment, and Accountability

Cc: Dr. Rubén Carmona, Superintendent
Dr. Jessica Boston Davis, Assistant Superintendent of Academics

Date: February 3, 2025

Subject: Updates on School Improvement Planning

Purpose

The school improvement planning (SIP) process is a critical element to our district's mission of fostering rigorous and joyful learning environments for our students across our eleven schools. It provides an opportunity for principals, educators, and families to collaborate and engage in a continuous improvement cycle with the aim of creating an environment where students can thrive academically, socially, and emotionally. Through the thoughtful use of data, schools identify areas of strength and areas for improvement, then create thoughtful action steps to lead to the positive outcomes they hope to achieve. The improvement planning process also allows schools to align their goals and priorities with the overarching vision and objectives outlined in the [district strategic plan](#) which promotes coherence across the board. Furthermore, our SIP process complements DESE's Planning for Success continuous improvement framework.

Process

Below is a breakdown of the process that Principals, their leadership teams, and their school site councils are expected to engage in to create their three-year improvement plan:

1. **Review data** to gain an understanding of areas of strength and potential areas for improvement
2. **Engage in root cause analysis** to gain a deeper understanding of the "why" behind the trends seen in the data
3. **Create SMART goals** based on the identified areas for improvement that are aligned to district priorities outlined in the district strategic plan
4. **Outline action steps** that will be used to address the area for improvement and ultimately accomplish the goal
5. **Clearly state expected outcomes** as a result of the action steps implemented
6. **Monitor progress** using data and adjust action steps as necessary

Deliverables

Each school principal is expected to produce the following documents as part of the school improvement process:

- A completed SIP document, using the template shown in appendix B, including: district strategic plan priority areas, SMART goals, action steps, and expected outcomes.
- A presentation to the school committee including the information shown in the slides template included in appendix C.

Timeline

- At the beginning-of-year Principal Kickoff Meeting in August, important updates were shared about the school improvement planning process. Based on feedback, the SIP

process was shifted from two year plans to three year plans to allow for additional time to create and implement SIPs. A revised SIP template was created to allow for clear alignment to the four key areas highlighted in the district strategic plan.

- The data team met with principals in October to discuss the school improvement process and offer early support with data and/or feedback around tentative goals.
- Dr. Carmona, Dr. Boston Davis, Ms. Eligene, and Ms. Sural met at the end of November to review each school’s proposed improvement goals and provide feedback.
- Dr. Carmona, Dr. Boston Davis, Ms. Eligene, and Ms. Sural will meet again at the end of January to review each school’s improvement plan and provide additional feedback on action steps and outcomes.
- Principals receive ongoing coaching support and feedback on their SIP goals during Dr. Carmona’s visits to schools and during principal meeting instructional rounds.
- Each school will present their improvement plan to the school committee on the following dates:

Schools	Date of Presentation
Capuano, Healey	Monday, February 24, 2025
Argenziano, Kennedy	Monday, March 10, 2025
West Somerville, Winter Hill	Monday, March 24, 2025
Brown, East Somerville	Monday, April 7, 2025
Next Wave & Full Circle, Somerville High	Monday, April 28, 2025

Appendix A - “School Improvement Plan Schedule SY24-25” shared with all school Principals

School Improvement Plan Schedule SY24-25

Important Notices:

- We have a [revised SIP template](#) which was shared at the Principal Kickoff this summer.
- All schools will be presenting their SIPs at a school committee meeting sometime between February and April (dates and schools listed below):

Schools	Date of Presentation
Capuano, Healey	Monday, February 24, 2025

Argenziano, Kennedy	Monday, March 10, 2025
West Somerville, Winter Hill	Monday, March 24, 2025
Brown, East Somerville	Monday, April 7, 2025
Next Wave & Full Circle, Somerville High	Monday, April 28, 2025

- We are asking that you submit parts of your SIP in two rounds for review and feedback from Rubén, Jess, and Sam.
 - Round 1 (11/12/24) - submit your priorities and SMART goals (*the “what” that you hope to accomplish through this SIP cycle*)
 - Round 2 (01/21/25) - submit your action steps/strategies and key performance indicators (*“how” you plan to accomplish your goals and measure progress*)
 - *Note: when submitting parts of your SIP, please do it in your template and send an email to Sam, Jess, and Rubén with the link to the document and give us permissions to comment on the document.*
- While we are not asking you to submit your root cause analysis, it is still an important step in the SIP planning process as it will help you identify what is driving the area you’ve identified for improvement and what you will need to address with your action steps/strategies. You can access root cause analysis protocols and resources [here](#).
- **You can find guidance for your SIP slideshow presentation in this [template](#).**

Appendix B - “Revised SIP Template (2024)” shared with all school Principals

Overview:

The purpose of this document is to provide an overview of our school improvement plan. The Somerville Public Schools’ Strategic Plan was used as a launching pad to create the priority areas seen in this document. Additionally, the work of the following teams was used to produce the content of this plan:

- **[Insert list of teams here. Ex. ILT, School Site Council, etc]**

The priorities will guide the focus of our school. Additionally, the priorities and goals will be used to inform the work leadership teams and all staff this year. This includes, but is not limited to the following groups and spaces: Instructional Leadership Team (ILT), Child Study Team (CST), and **[insert additional teams here]**.

Vision:

[Insert school vision here]

Mission:

[Insert school mission here]

Core Values:

[Insert core values here]

PRIORITIES			
Academic Excellence [Insert choice priority here]	Equity and Access Develop a comprehensive system to disrupt persistent disparities across various student populations, with a particular focus on combating racial and ethnic inequities	Wellness and Joy [Insert choice priority here]	Family and Community Engagement [Insert choice priority here]
SMART GOALS			
1.	2.	3.	4.
ACTION STEPS/STRATEGIES			
1.1	2.1	3.1	4.1
1.2	2.1a 2.1b	3.2	4.2
1.3	2.2	3.3	4.3
OUTCOMES/KEY PERFORMANCE INDICATORS			

--	--	--	--

Appendix C - "SIP Slides Template"

General Guidance for SIP Presentations

Each school is presenting their SIP to school committee, you can find your presentation date in this [document](#)

- Presentations must be no longer than 10 minutes
- Presentations should not exceed 12 slides, view the below slides to see what we expect to see in each presentation. Feel free to incorporate your own visual style/look to your presentation.
- Your slides must be submitted to Erika Garcia, Jess, Ruben, and Sam a week prior to your presentation for review/feedback
- If you would like to practice your presentation, please schedule a time with Jess and Sam to rehearse

Insert image related to school

School Name

2025-2027 School Improvement Plan

Mission, Vision, and/or Values

Click to add text

Data for Goal 1 and Goal 1

Share the data that informed your goal, your actual goal, and how it aligns to the strategic plan priority areas

Please make sure any charts, tables, or other data that you include here is legible and clearly labelled

Action Steps and Outcomes for Goal 1

Click to add text

Above slides repeated for goals 2, 3, and 4.

Conclusion, acknowledgements, etc

Click to add text