

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 2, 2026
Subject: Updates on School Improvement Planning for SY25-26

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. Furthermore, our SIP process complements DESE's Planning for Success continuous improvement framework.

All school improvement plans must have the following components:

Component	Expectation
Strategic Plan Aligned Priority Area	Schools must select a focus area tied to each of the four strategic plan priority areas of: academic excellence, equity and access, wellness and joy, and family and community engagement.
Goals	Schools must create a goal that ties to each of the strategic plan priority areas that is specific, measurable, actionable, relevant, and timely.
Action Plan/Strategy	Schools must clearly articulate the actions or strategies that will be used to address each of their goals.
Outcomes/Key Performance Indicators	Schools must highlight baseline data related to each of their goals, targets over the span of their improvement plan, and plans to monitor progress through regular data reviews.

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

This year, each school principal is expected to produce the following documents as part of the school improvement process:

- A completed SIP memo which reports out on their strategic plan aligned goals, progress towards each goal, and relevant data to support. The template for the SIP memo is included in appendix D.
- A presentation to the school committee including the information shown in the SY25-26 SIP Plan Schedule document included in appendix C.

Timeline

SY24-25

- 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. (See appendix B)
- 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 presented their improvement plan to the school committee between February through April of 2025. (See appendix A)

SY25-26

- The data team launched Open Architects in August. It is a data dashboard site that combines student demographic data, attendance data, assessment data, and more, increasing access to data and visualizations for district leaders, school leaders, and educators.
- The data team met with principals starting in September to discuss their school improvement plans, progress towards their goals, and data relevant to their plans.
- The data team checks-in, as needed, with schools about data and their plans.

- Each school will present about the progress made on their improvement plans to the school committee on the following dates:

Schools	Date of Presentation
Next Wave & Full Circle, Somerville High	Monday, February 23, 2026
East Somerville & West Somerville	Monday, March 2, 2026
Healey & Winter Hill	Monday, March 16, 2026
Argenziano & Kennedy	Monday, April 6, 2026
Capuano & Brown	Monday, April 27, 2026

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 1.2 1.3	2.1 2.1a 2.1b 2.2	3.1 3.2 3.3	4.1 4.2 4.3
OUTCOMES/KEY PERFORMANCE INDICATORS			

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Appendix C - "School Improvement Plan Schedule SY25-26" shared with all school principals
School Improvement Plan Schedule SY25-26

Important Notices:

- All schools will be presenting updates on SIP progress to the school committee sometime between February and April (dates and schools listed below):

Schools	Date of Presentation
Next Wave & Full Circle, Somerville High	Monday, February 23, 2026
East Somerville & West Somerville	Monday, March 2, 2026
Brown & Winter Hill	Monday, March 16, 2026
Argenziano & Kennedy	Monday, April 6, 2026
Capuano & Healey	Monday, April 27, 2026

- We are asking that you complete your SIP memo and presentations/slides 2 weeks prior to your presentation date and share it with Ruben, Jess, Amara, and Sam for feedback
 - Please use this [memo template](#)
 - Please make sure to include the following information in your slides (the exact template will be emailed to you by Erika a few weeks ahead of your presentation date):
 - Slide 1: Title/Introduction
 - Slide 2: Goal 1 overview and progress updates
 - Slide 3: Data to support Goal 1
 - Slide 4: Goal 2 overview and progress updates
 - Slide 5: Data to support Goal 2
 - Slide 6: Goal 3 overview and progress updates
 - Slide 7: Data to support Goal 3
 - Slide 8: Goal 4 overview and progress updates
 - Slide 9: Data to support Goal 4
 - Slide 10: Conclusion/Acknowledgements
- If you have any questions or need any assistance, please contact Sam Eligene (seligene@k12.somerville.ma.us or ext 6027).

Appendix D - “SIP Memo Template” shared with all school principals

To: Somerville Public Schools School Committee

From: [Insert Name]

Cc: Dr. Rubén Carmona, Superintendent

Date: [Insert Date]

Subject: [Insert School Name] School Improvement Plan Progress Update

School Mission and Vision

[Insert Text Here]

Academic Excellence

Goal Statement

Progress/Updates (including supporting data)

Next Steps

Equity and Access

Goal Statement

Progress/Updates (including supporting data)

Next Steps

Wellness and Joy

Goal Statement

Progress/Updates (including supporting data)

Next Steps

Family and Community Engagement

Goal Statement

Progress/Updates (including supporting data)

Next Steps