


MEMORANDUM

TO: Salt Lake City Board of Education
FROM: Leeson Taylor, Ed. D., Chief Officer 
School Leadership and Performance
DATE: October 4, 2022
RE: **New School Improvement Plan Format (Formerly SSP)**

In order to address a number of Title I issues that arose out of a Title I audit that happened this past spring, we have had to make some changes to the Student Success Plan (SSP) this year.

While the changes do not fundamentally change the SSP, there are some additions and some modifications that will ultimately result in a more comprehensive and hopefully helpful School Improvement Plan (SIP).

Below are the changes and / or additions that will be made in the online template. SL&P is also providing principals with a template that will allow schools to begin working on filling out the SIP. This is a precautionary approach (we don't want principals to lose any information that they enter online as IT works to adjust the template.)

We wanted to supply you with this information before submitting plans so that you would be aware of the new format and what additions have been made. Please note the following changes:

NEW Stakeholder Planning Team (This will appear as a table.) It will require signatures and will include:

- Principal
- LEA Title I Director
- 3 Faculty
- 3 Parents
- Community member not associated with school – we will discuss who this might be
- If applicable - Para, Tribal Member, Secondary Student

NEW Description of process for involving stakeholders (This will appear as a text box.) E.g. SIC, SCC meetings.

Expand current CNA (Comprehensive needs assessment) (This will be part of the data section, the narrative piece of goal writing, and action steps)

Data sources: longitudinal academic data, student / parent / teacher survey data, professional learning activities, family and community engagement activities, etc.)

Expand current Summary of data analysis (This will appear as part of the narrative for each goal you set.)

Identify priorities utilizing the data - examine and determine root causes.

NEW Identify 3 Priorities (This will appear as a series of text boxes.) The priorities will inform your goals (previous versions of the SSP included setting 3 year priorities – this will be similar but will be specific to this school year).

Data collected and analyzed can support a school wide academic priority, gap priority, and climate / culture priority.

Expand current Plan

Priority: evidence-based strategy(ies) and implementation plan (Currently displays as Focus area / KPIs / Action steps)

NEW Communication plan (This will appear as text box.)

Description of how plan will be shared with staff, community, stakeholders.

NEW Parent and Family Engagement Strategies (This will appear as text box.)

E.g. literacy night, digital literacy training for parents, etc.

Expand current Monitoring Plan (This will be included in your goal setting and action steps part of your plan.)

Benchmarks / Frequency / Resources

NEW Budget (This will be a drop-down menu for specific budgets, you will enter what the expenditure is for.)

Show how funds will be used to support strategies / actions.

Staff qualifications assurance This currently exists in the Title I assurances section of the SSP but we will add two check boxes here so it will appear in the final report.

- Teachers hold a professional license, associate license, or LEA specific license
- Instructional paras are highly qualified

Please feel free to contact the appropriate School Leadership and Performance administrator or Dr. Leeson Taylor if you have any questions.