Continuous Improvement Tutorial: SMARTIE Goals

Overview of the Importance of SMARTIE Goals

Writing SMARTIE goals (Specific, Measurable, Actionable/Achievable, Relevant, Time-bound, Inclusive, Equitable) is crucial for crafting effective and impactful School Improvement Plans (SIPs). These goals help ensure that educational initiatives are clear, measurable, and designed with equity in mind, which is vital for improving outcomes for all students and closing opportunity gaps. By incorporating inclusion and equity, SMARTIE goals address the needs of historically underserved students, promoting fairness and justice throughout the educational process.

Involving Community and Staff Members

Creating meaningful SMARTIE goals requires the involvement of both community and staff members. Engaging these stakeholders ensures that the goals reflect diverse perspectives and meet the specific needs of the school community. Here's how to effectively involve them:

- **Convene a Diverse Team**: Assemble a group with varied experiences, including teachers, administrators, parents, students, and community leaders. This diversity ensures a balanced perspective on the goals.

- **Seek Input and Feedback**: Before finalizing the goals, gather feedback from those directly impacted, particularly students and parents from underserved communities. This ensures the goals are inclusive and equitable.

- **Clarify Decision-Making Processes**: Establish a clear process for decision-making, whether by consensus, majority vote, or another method. Ensure all voices are heard in this process.

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Seven-Step Process for Creating SMARTIE Goals

Steps	Resources
1. Conduct a Data Review/Comprehensive Needs Assessment (Specific) Begin by conducting a data review and/or thorough needs assessment to identify the specific challenges and opportunities within your school. This review will guide the focus of your SMARTIE goals by highlighting the areas that require targeted action. ☐ **Gather Data**: Collect both quantitative (e.g., test scores, attendance) and qualitative (e.g., surveys, focus groups) data. ☐ **Analyze Disparities**: Disaggregate the data to understand disparities among different student groups. ☐ **Identify Root Causes**: Determine the underlying causes of identified issues through a root cause analysis.	Comprehensive Needs Assessment (CNA) A Comprehensive Needs Assessment is required by schools and districts to identify the priority needs and define their WSIF tier placement. The CNA toolkit and Common Data Sources Guide will assist schools and districts in the CNA process and lay out the steps for completion. • Comprehensive Needs Assessment (CNA) Toolkit • Washington State Common Data Sources Guide
2. Define Specific Objectives (Measurable) Clearly articulate what you aim to achieve with specific, measurable objectives. This step ensures clarity in what success looks like and how it will be tracked. ☐ **Set Clear Metrics**: Define the metrics or indicators that will be used to measure progress. ☐ **Establish Baselines**: Determine the current state of these metrics to set a baseline for comparison. ☐ **Determine Targets**: Set specific, quantifiable targets for success.	School Improvement Plan Template • 2024-25 SIP Template • 2024-2025 Consolidated School Improvement Plan For additional guidance on creating a strong and effective SIP using the above templates, refer to the following resources: • Step-by-Step SIP Planning and Implementation Guide • Addendum for LEAs Developing a Title I, Part A Schoolwide or Targeted Assistance Plan

Steps	Resources
3. Ensure Goals Are Actionable and Achievable (Actionable/Achievable) Develop a realistic action plan to achieve the goals, considering the resources available, such as time, staff, and funding. ☐ **Outline Action Steps**: Break down the goal into actionable steps. ☐ **Assign Responsibilities**: Clearly define who is responsible for each action. ☐ **Consider Resources**: Ensure that the goals are realistic given the available resources.	Student Growth
4. Align Goals with School Mission (Relevant) Ensure that the goals are aligned with the overall mission and priorities of the school. Each goal should directly contribute to the broader objectives of the School Improvement Plan. ☐ **Review School Priorities**: Cross-check the goals with the school's mission and vision. ☐ **Engage Stakeholders**: Consult with school leadership and stakeholders to confirm alignment.	• School Leader Toolkit: Authentic Family and Community • Engagement to Support Continuous Improvement
5. Set Deadlines and Milestones (Time-bound) Establish specific deadlines for achieving the goals and setting milestones to monitor progress along the way. ☐ **Create a Timeline**: Develop a detailed timeline for each goal. ☐ **Monitor Progress**: Schedule regular check-ins to assess progress and adjust plans as needed. ☐ **Celebrate Milestones**: Acknowledge and celebrate when milestones are achieved	Step-by-Step SIP Planning and Implementation Guide

Steps	Resources
6. Incorporate Inclusivity (Inclusive) Ensure that the goals include and benefit all members of the school community, particularly those who are traditionally marginalized. Make the process participatory and ensure that power is shared. ☐ **Engage Marginalized Groups**: Involve traditionally underserved communities in the goal-setting process. ☐ **Design for All Students**: Ensure that the goals address the needs of all students, particularly those who are at risk.	• [Inclusionary Practices Technical Assistance Network (IPTN)](#) • [MYTHS & FACTS about Inclusionary Practices in Washington State](#) • [COURSE DESIGN AND INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION](#)
7. Embed Equity in the Goals (Equitable) Design goals that actively work to reduce disparities and promote equity within the school. This step ensures that the achievement of these goals will lead to more equitable outcomes for all students. ☐ **Address Systemic Inequities**: Identify and target systemic barriers that contribute to disparities. ☐ **Monitor Equity Impact**: Regularly assess how the goals are impacting equity within the school.	• [Prohibiting Discrimination in Washington Public Schools](#) • [Equity in Student Discipline](#) • [Equity in Courses and Programs](#)

Office of System and School Improvement (OSSI) Supports for Schools

All schools identified as eligible for supports under Tier 2, Tier 3, and Tier 3 Plus identifications may choose to request some or all the following supports from OSSI to assist the ongoing development and implementation of school improvement plans with no budget impact for schools and LEAs:

- **OSSI Grants**: funding for eligible schools to support school improvement plan activities.
- **Continuous Improvement Partners (CIPs)**: systems support and technical assistance from our contracted team of executive-level educational experts working throughout the state with eligible LEA and school leadership and planning teams.
- **Resources and Professional Development:** evidence-based resources and

training opportunities focused on promising practices for school improvement, data support and implementation, improvement science, bridging achievement gaps, and improving outcomes for each and every student.

To learn more or request these supports, contact Office of System and School Improvement (OSSI), OSSI@k12.wa.us.