

DETAILED KESA PROCESS (revised 2-2017)

Complete	Year	Step
	1	Schedule date for mid-March OVT visit (All OVT members attend onsite). Discuss where system is in process.
	1	System logs in to KESA App (in Authenticated Applications) and fills in OVT Chair information and Year-in-Process question.
	1	Evaluate compliance and foundational structures. Address as necessary.
	1	Establish or update building and district leadership teams (BLTs and DLTs)
	1	Establish building and district site councils (BSC and DSC).
	1	Ensure that all staff and stakeholder groups know State Board's vision and five outcomes.
	1	Ensure that all staff and stakeholder groups know the State Board's definition of a successful Kansas high school graduate.
	1	Ensure that all staff and stakeholder groups are familiar with the Rose Capacities.
	1	Establish Outside Visitation Team (OVT) through KSDE-defined process.
	1	BLTs conduct building needs assessments using "R" rubrics.
	1	BLTs gather and examine data supporting the Results R.
	1	BLT share needs assessment and results data with BSC.
	1	DLT analyze building needs assessment findings and results data to identify areas of strength and need across district.
	1	DLT gather and examine current district-level performance in the Results R. (State Board definition and outcomes)
	1	DLT complete district-level "R" rubrics.
	1	DLT use building- and district-level data to select <b>two Rs</b> as district-wide Goal Areas for the cycle.
	1	DLT share needs assessment findings and results data, along with selected district-wide Goal Areas, with DSC.
	1	BSC meet face-to-face at least once second semester.
	1	DSC meet face-to-face at least once second semester.
	1	DLT share needs assessment findings, results data, and selected district-wide Goal Areas with local BOE (before or after OVT meeting).
	1	OVT visit takes place (All OVT members attend onsite.).
	1	System completes KESA Initial Report (in Authenticated Applications).
	1	OVT completes Yearly Summary.
	2	Schedule date for mid-March OVT visit. (Chair onsite, other members as needed – virtual or onsite)
	2	If applicable, system updates OVT Chair information and Year-in-Process question in KESA App.
	2	Evaluate compliance and foundational structures. Address as necessary.
	2	BLT develop a total of <b>2-3 building goals</b> related to either or both district goal areas.
	2	BLT develop action plan for each building goal.
	2	BLTs share building goals and action plans with BSC. (BSCs meet face-to-face at least once during Year 2.)
	2	DLT review building goals and action plans.
	2	DLT develop district leadership action plan for each district-wide Goal Area.
	2	DLT share goals and action plans with DSC. (DSC meets face-to-face at least once during Year 2.)
	2	DLT share goals and action plans with local BOE.
	2	BLT and DLT coordinate and activate professional learning portions of action plans.
	2	OVT visit takes place (All OVT members attend onsite.).
	2	OVT complete Yearly Summary.
	2	DLT present district goals/action plans, summary of building goals/action plans, and OVT summary to local BOE.
	3	Schedule date for mid-March OVT visit (All OVT members attend onsite.).
	3	If applicable, system updates OVT Chair information and Year-in-Process question in KESA App.
	3	Evaluate compliance and foundational structures. Address as necessary.
	3	BLT implement action plans. Ongoing collection of artifacts/evidence.
	3	DLT implement action plans. Ongoing collection of artifacts/evidence.
	3	BLT conduct mid-implementation review and makes adjustments, if necessary, for continued implementation in Year 4.
	3	BLTs share mid-implementation review with BSC. (BSCs meet face-to-face at least once during Year 3.)
	3	DLT conduct mid-implementation review and makes adjustments, if necessary, for continued implementation in Year 4.
	3	DLT share mid-implementation review with DSC. (DSC meet face-to-face at least once during Year 3.)
	3	OVT visit takes place (All OVT members attend onsite.).
	3	OVT completes Yearly Summary.
	3	DLT present summary of mid-implementation review and OVT yearly summary to local BOE.
	4	Schedule date for mid-March OVT visit. (Chair onsite, other members as needed – virtual or onsite)
	4	If applicable, system updates OVT Chair information and Year-in-Process question in KESA App.
	4	Evaluate compliance and foundational structures. Address as necessary.
	4	BLT continue implementation. Ongoing collection of artifacts/evidence.
	4	DLT continue implementation. Ongoing collection of artifacts/evidence.
	4	BLT begin review of data, artifacts, evidence.
	4	BLT review data, artifacts, evidence with BSC. (BSCs meet face-to-face at least once during Year 4.)
	4	DLT begin review of data, artifacts, evidence.
	4	DLT review data, artifacts, evidence with DSC. (DSC meet face-to-face at least once during Year 4.)
	4	OVT visit takes place (All OVT members attend onsite.).
	4	OVT completes Yearly Summary.
	4	DLT present update, including OVT yearly summary, to local BOE.
	5	Schedule date for mid-March OVT visit (All OVT members attend onsite.).
	5	If applicable, system updates OVT Chair information and Year-in-Process question in KESA App.
	5	Evaluate compliance and foundational structures. Address as necessary.
	5	BLT conduct post-implementation analysis (all 5 Rs).
	5	DLT conduct post-implementation analysis (all 5 Rs).
	5	OVT visit takes place (All OVT members attend onsite.).
	5	System completes KESA Final Report (in Authenticated Applications).
	5	OVT completes Executive Summary.
	5	DLT present update, including KESA Final Report and OVT Executive Summary, to local BOE.