

# INFORMATION SHEET



## Action Plan Guidance for Systems

As part of the KESA School Improvement Model, all systems will be required to submit and implement an action plan that is agreed on by the system and KSDE staff to be: clear, aligned to the School Improvement Model, and data informed. The implementation of the system action plan is a component of KESA on which systems will be evaluated. Through this collaboration in finalizing the system action plan, systems will receive feedback and guidance to enhance their plans to be best prepared to report on implementation for KESA.

## Submitting and implementing the action plan

The process for submitting and implementing the system action plan will have four steps.

- Develop the action plan considering insights from the...
  - School Improvement Day activities
  - School community engagement
  - System data review
- Submit the action plan in the KESA Authenticated Application for review by KSDE staff.
  - Systems can complete a self-review with the questions and rubric provided in the *Resources* section of the KESA Application but are not required to do so.
- Receive feedback from KSDE review team, revise and resubmit plan as requested by KSDE reviewer.
  - The District Approve user (e.g., Superintendent) will receive an email notification when the Action Plan Review is complete.
    - This email will include the feedback provided by the reviewer, which can also be accessed in the KESA Application.
    - Feedback will include the plan determination and guidance.
  - System plans **may** be agreed to meet the criteria with the **Ready to Implement** determination or it may need to be revised and resubmitted with an **Incomplete** or **Needs Improvement/Clarity** determination.
    - Direct guidance and support will be offered to help systems enhance their plans to best be able to demonstrate implementation.

- Systems can contact a member of the review team for quick questions or requests for support by using the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu of the KESA Application.
- Once the action plan is agreed on by the system and KSDE review team to be clear, aligned to the School Improvement Model, and data informed, the system will begin implementing their plan.
  - This agreement will be noted in the KESA Authenticated Application with a **Ready to Implement** determination and the plan cannot be changed until the next KESA cycle, about 1 year.
  - Once the plan is Ready to Implement, systems will be held accountable for reporting and demonstrating implementation of the plan for KESA.
  - Systems will be expected to report on measures of progress as well as demonstrate the implementation of their action plan at the 6-month check-in and at the subsequent School Improvement Days.

**Important note:** A system's accreditation status is impacted by the system's performance against the standards set in three areas: Compliance, School Improvement, and Outcomes. For the School Improvement area, the measure considered is the system's demonstrated implementation of the action plan.

The intention of the action plan review process is to better equip systems to report on the implementation of the plan by developing plans that are agreed by KSDE and systems to be clear, aligned to the School Improvement Model, and data informed.

For more information, contact:

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# INFORMATION SHEET



## Action Plan Self-Review Questions and Rubric

This document provides helpful tools for systems to conduct a self-review of their action plan prior to submitting in the KESA Application. These same questions and rubric will be used by the KSDE Action Plan Review Team.

### Self-Review Questions

Prior to submitting your action plan, you may benefit from conducting a self-review by asking yourself the review questions and self-assessing the presence of each criterion within your plan, with the rubric below. We feel this will be a helpful activity, but it is not required.

System action plans should be **clear, aligned** with the School Improvement Model, and **data informed**. Use the following review questions as you conduct a self-review of your system action plan.

Questions for System Self-Review	
Criteria	Self-Review Questions
Clarity of action plan	<ul style="list-style-type: none"> <li>Does the action plan have clear descriptions of what the system is doing and how they will measure progress?</li> </ul>
Alignment with the School Improvement Model	<ul style="list-style-type: none"> <li>Do the actions described demonstrate alignment with the fundamental(s), structure(s) and lead indicator(s) selected? In other words, is there a logical flow from fundamental to anticipated next actions?</li> </ul>
Evidence of data-informed decision making	<ul style="list-style-type: none"> <li>Does the action plan include current data and evidence that informed the selection of the lead indicator and measures of progress that will inform the system of the progress towards the reported targets?</li> </ul>



## Action Plan Rubric

The following rubric describes how a system's action plan will be assessed for each of the three criteria: clarity of action plan, alignment with the School Improvement Model, and evidence of data-informed decision making. A self-assessment with the following rubric may support you in developing an action plan that meets these criteria. A team of KSDE staff will use this same rubric and review questions during their review of the system action plan. Each criterion will be scored based on the evidence of the criteria: no evidence, some evidence, or clear evidence. These scores will result in a final determination of the plan as: Incomplete, Needs Improvement/Clarity, or Ready to Implement. Each component of the action plan will be evaluated separately to ensure each component supports the overall action plan. Reviewer feedback and guidance will be provided to all systems.

**Systems must revise action plans when** one or more areas are identified as no evidence or some evidence of criteria, based on the KSDE action plan review. A system can only continue in the school improvement process when they receive the Ready to Implement notification, both system and KSDE agree that the action plan meets all criteria.

Determination			
	Incomplete	Needs Improvement/Clarity	Ready to Implement
Criteria	No evidence of criteria	Some evidence of criteria	Clear evidence of criteria
Clarity of action plan	The action plan does not include clear description to understand what the system is doing or how they will measure progress.	The action plan includes some description of what the system is doing and/or how they will measure progress, but more clarity is needed to understand their actions fully.	The action plan includes clear description to understand what the system is doing and how they will measure their progress.
Alignment with the School Improvement Model	The actions described in the action plan do not demonstrate alignment with the fundamental(s), structure(s) and/or lead indicator(s).	The actions described demonstrate some alignment with the fundamental(s), structure(s) and/or lead indicator(s) but the relationship between these action plan elements requires more clarity.	The actions described in the action plan clearly demonstrate alignment with the fundamental(s), structure(s), and lead indicator(s) selected.

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<b>Evidence of Data-informed decision making</b>	The action plan does not include current data and evidence, measures of progress and/or targets.	The system reported some evidence, measures of progress and/or targets, but more information is needed to understand how the information informed the selection of the lead indicator and/or how the system will monitor progress towards their reported targets.	The system reported all relevant current data and evidence that is clearly associated with the selected lead indicators.  The system also reported measures of progress that will appropriately inform them of the progress towards the reported targets.
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# FREQUENTLY ASKED QUESTIONS



## Action Plan Review Process Frequently Asked Questions

All system action plans will be reviewed by a team of KSDE staff. The KSDE action plan review team will use the same review questions and rubric to assess the extent to which the submitted action plan does or does not meet the criteria. These review questions and rubric are available to systems on the *Resources* tab of the KESA Authenticated Application.

Once the system has submitted their action plan in the KESA Authenticated Application, they should expect to receive feedback from a KSDE reviewer within 2 weeks. This collaboration and guidance will ensure that all systems develop a plan that is clear, aligned with the School Improvement Model, and data informed.

The following describes what systems can expect following the submission of their action plan.

### What criteria will the action plan be reviewed for?

All system action plans will be reviewed for three criteria: clarity of action plan, alignment with the School Improvement Model, and evidence of data-informed decision making. This review process will work to ensure that systems are prepared to report and demonstrate the implementation of their action plan, specifically through the measures of progress and reported targets. This review process will also work to ensure that systems are implementing actions that align with the selected school improvement components (e.g., Fundamental, Structure).

### When will my system know whether or not our action plan meets the criteria?

The system's District Approve user (e.g., Superintendent) will receive an email notification within 2 weeks of the action plan submission, notifying them of the completion of the action plan review. The feedback on the action plan will be included in the email as well as within the KESA Application.

### What kind of feedback might we receive on our action plan?


Feedback that systems receive following the review of their submitted action plan will be unique and tailored to their plan. Following the review rubric, the plan will be determined to be **incomplete**, **needs improvement/clarity**, or **ready to implement**. If revisions to the action plan are required, the feedback will

include specific elements to enhance or questions to clarify, a means to request support, and a deadline to resubmit the plan. Recall, that all systems will need to submit a plan that is agreed by system and KSDE review team to meet the criteria. In general, feedback might look like one of the following:

- **Ready to Implement:** Congratulations, your system action plan meets the criteria for a clear, aligned, and data-informed plan. Your system can move forward with implementing the action plan. Should you have any further questions regarding the action plan, message with a member of the action plan review team by using the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu in the KESA Application.
- **Needs Improvement/Clarity:** This is a great start for your action plan, though there are some elements that will need to be clarified so you are prepared to report on implementation. The 1-year targets for the first component state [1 – year targets] but the measures of progress do not seem to address these targets. Please consider how you will be able to measure the progress or attainment of your 1-year targets more clearly and refine the selected measure of progress. Please adjust and resubmit your action plan by [Date] in the KESA Application. If you need additional support or have questions, please use the *Communicate with KSDE Review Team* feature in the KESA Application. We are happy to talk through some options for measures of progress and help you resubmit your plan.
- **Incomplete:** The submitted action plan appears to be incomplete. Please work to complete the following components [specific components that appear to be incomplete]. Please revise and resubmit your action plan by [Date] in the KESA Application. If you need additional support or have questions, please use the *Communicate with KSDE Review Team* feature in the KESA Application. We are also available to schedule a Zoom meeting with you team to provide more direct support in completing the action plan if interested.

## If our plan needs improvements, how do I make changes?

Once the review of your action plan is complete, the District Approve user (e.g., Superintendent) will receive an email notification with the feedback provided from the action plan reviewer. This feedback will include the determination, specific recommendations, and next steps. If your plan is determined to be **incomplete** or **needs improvement/clarity**, you will be expected to make the suggested revisions and resubmit the action plan in the KESA Application by the date specified.

Within the KESA Application, your action plan will open for you to make edits. You will see the **Evaluator Comment** at the top of the page to reference. Select the edit icon  for the appropriate component(s), make the necessary changes to the action plan and select **Submit Action Plan** when ready. For action plan resubmissions, we would expect the changes to be made and resubmitted within about 2 weeks following the review. If this timeline is a limitation, you can contact a member of the review team to discuss your options. If you have questions about the feedback or want to request additional support, you can contact a reviewer through the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu in the KESA Application.

## Who can I contact if I need help addressing the recommendations for our system action plan?

The KSDE action plan review team is available to provide direct guidance and support for systems working on their action plan. You can send quick questions or meeting requests to a member of the review team by using the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu in the KESA Application. A Zoom meeting is another option you can request, through the *Communicate* feature, if you feel that will be a better way to discuss the feedback with a member of the action plan review team.

## We have resubmitted our plan after the first review by following the feedback we received, now what?

If your system has *resubmitted* your action plan following the initial review feedback, you can expect a response from the review team within 2 weeks. For plans that appear to need even further revisions or clarifications, the KSDE review team may propose a Zoom meeting to review the plan and collaborate with the system. We want to provide direct support, when needed, so that all systems move toward implementing their action plans quickly. Reviewers will prioritize responding to revised action plans quickly, but we are setting the expectation for a 2-week turnaround time given the number of systems submitting plans.

## We have concerns about the feedback we received on our plan, what do we do/who do we contact?

The purpose of the KSDE Action Plan Review is to ensure that all systems are working from an action plan that is clear, aligned with the School Improvement Model, and data informed. Systems will ultimately be held accountable for demonstrating implementation of their action plan as one component of the KESA determination. We want to prioritize strong relationships with systems and support them in building a plan for which they are best prepared to report and demonstrate implementation.

If you have strong concerns about the feedback you received, please contact your KESA Regional Executive. Systems and KESA Regional Executives can work together with the review team to ensure that system concerns are being addressed while maintaining the requirements of the School Improvement Process for KESA.

## Can we receive feedback *before* we submit our action plan?

There will be a variety of supports offered for systems in developing their action plan. Referencing the supporting documentation, found in the *Resources* section of the KESA Application, may help you build a



## ACTION PLAN REVIEW PROCESS FREQUENTLY ASKED QUESTIONS

strong plan. In addition, the same review questions and rubric used for the KSDE Action Plan Review is available to systems to conduct a self-review, though this is not required.

A member of the action plan review team can be contacted for brief questions or clarifications by sending a message using the *Communicate with KSDE Review Team* feature in the KESA Application. Finally, regular Zoom office hours will be offered by KSDE to address specific questions related to action plan development for those systems who have already had their School Improvement Day. These opportunities will be communicated through the *KSDE Weekly* newsletter and are intended to support systems in developing plans that are clear, aligned with the School Improvement Model and data informed.

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