

**KSDE's Message Regarding the Component Baseline Analysis:**

Kansas Education System Leaders:

The first step of any continuous improvement process is to conduct a comprehensive needs assessment. A robust needs assessment means examining your data (both quantitative and qualitative), examining your current initiatives/practices, and obtaining feedback and perception data from internal and external stakeholders. The following tool is one way that you can obtain perception feedback from internal, building and district-level certified staff.

KSDE Accreditation and Design has partnered with Kansas MTSS and Educational Service Centers to develop the Component Baseline Analysis (CBA) survey for districts to administer to all certified staff, including teachers, counselors, and administrators.

The purpose of the Component Baseline Analysis is to identify district and building-level **perception** data in these key components of continuous school improvement:

1. **State Board of Education Outcomes** (Kindergarten Readiness, Social-emotional learning, Individual Plans of Study, High School Graduation, Postsecondary Success)
2. **Leadership & Culture**
3. **Curriculum, Instruction, & Assessment**
4. **Design Principles** (Personalized Learning, Student Success Skills, Real World Application, Family/Business/Community Partnerships)
5. **Data-based Decision Making**
6. **Foundational Structures**

The State Board of Education Outcomes represent the targets for every district in Kansas to focus upon, so gathering staff's perceptions of progress towards those Outcomes is very important. The other 5 components are critical areas to continuous school improvement in Kansas.

Before administering the survey to staff, it is important that district and building leaders present the purpose of the survey, the areas to be covered, and the timeline for completing the survey. We suggest that each district administer the Component Baseline Analysis survey to all certified staff with a deadline to complete of two weeks. Please let staff know that once they click on the survey link, that will be their only opportunity to take the survey. Thus, it is critical that you introduce the survey and the administration directions before sending the survey to staff (a district email template is provided below).

After certified staff have responded, your district's Component Baseline Analysis results can be shared with your district team. To request your results, email Sarah Perryman ([sperryman@ksde.org](mailto:sperryman@ksde.org)). The district team should then analyze the results to identify the

perceptions that exist in the 6 component areas. You can learn more about engaging in data analysis [here](#).

Subsequently, this *perception* data will be compared to your district's *reality* data, leading to a deeper understanding of your district's current state in each of the 6 components. This perception data can also be used to inform how each building completes its [Legislated Building Needs Assessment](#).

Below you will find an email template explaining the survey that you can feel welcome to modify for your own convenience and use.

If you have any questions about the survey and/or survey administration, please feel free to contact us at [accreditation@ksde.org](mailto:accreditation@ksde.org).

Thank you,  
Jay, Myron, Sarah, Jake, and Andrea

**Email for districts to send out to all certified staff:**

As part of our district's involvement in the Kansas Education Systems Accreditation (KESA) process, we need your feedback. We would like to know your perceptions of the following key school improvement components:

1. State Board of Education Outcomes
2. Leadership & Culture
3. Curriculum, Instruction, & Assessment
4. Design Principles
5. Data-based Decision Making
6. Foundational Structures

Please take a moment to complete this Component Baseline Analysis survey. It should take no more than 15 minutes to complete. Note, the link to the survey is only able to be opened one time per user. This means if you open the survey link you must be ready to take the survey. Please do not click on the survey click until you are ready to take the survey.

If you are a certified staff member in a building, please provide your perception of each statement for *both your building and the district*.

If you are a certified staff member working at the district level, please provide your perception of each statement at the *district level only*.

Please submit your response to the Component Baseline Analysis survey by \_\_\_\_. If you have questions about the survey, please contact \_\_\_\_.

We value your feedback! Thank you for taking the time to share your perceptions.