

# Hosting a School Improvement Day



## Process, Expectations, and Cost Agreements for School Systems wanting to host their cohort's School Improvement Day

As many of you know, KSDE committed to paying for system DLT's to attend their respective School Improvement Day for the first two years of KESA 2.0, so for the 24-25 and 25-26 school years, KSDE has reimbursed our educational service centers for registration costs (\$35 per person) for all attendees of each School Improvement Day. KSDE will continue to reimburse our ESC partners through the end of the 25-26 school year.

**Beginning in 26-27, KSDE will no longer reimburse our educational service center partners for all attendees at the School Improvement Days so school systems need to prepare to pay registration costs to attend their School Improvement Day.** Because of this, school systems will now have the option to host their School Improvement Day beginning in 26-27. Educational service centers will still host School Improvement days next year, but since school systems will now need to pay registration costs, KSDE is now willing to open up the option for school systems to host their respective School Improvement day.

KSDE and service centers have worked together to identify the dates for the [26-27 School Improvement Days](#). Remember that the educational service centers hosting School Improvement days is the default option; our service center partners have been great to work with in hosting these important, collaborative days, but it is an option for school systems to begin hosting School Improvement days in 26-27.

## The process for a school system intending to host a School Improvement Day:

1. **By January 16, 2026**, contact each school system in your cohort and secure their approval of your system hosting the School Improvement Day. *Each system must agree to the move of location.*
2. **By January 30, 2026**, complete the [Hosting a School Improvement Day in 2026-2027 survey](#), confirming your desire to host, that you've secured the approval from each system in your cohort, confirming the meeting information (**\*date/location**), and providing assurances your system can meet the host requirements.

***\*the date for your School Improvement Day listed in the [26-27 SI Day schedule](#) MUST be used.***

3. **By February 13, 2026**, the system staff member who completed the survey will receive an email regarding if the system has been approved to host or not.
4. **By February 20, 2026**, send out a communication to all parties involved in your School Improvement Day, including the other systems, the Educational Service Center slated to host the day originally, and your Accreditation & Design team contact (regional executive or cohort lead) that you have been approved to host.
5. **By February 20, 2026**, create a registration link (information to include listed below) for your School Improvement Day and share it with Jay Scott - [jay.scott@ksde.gov](mailto:jay.scott@ksde.gov)

## **The expectations/requirements for a school system hosting a School Improvement Day:**

1. Providing a registration link all parties involved in the School Improvement Day can complete. The registration form should contain the following information:
  - a. Date/Time/Location information
  - b. Registrant's First/Last Name
  - c. Registrant's Email Address
  - d. Registrant's Phone Number
  - e. Registrant's School or Organization
  - f. "Will you be eating lunch?"
  - g. "If eating lunch, do you have any dietary restrictions?"
2. Provide a space that can seat up to 55 people with tables/chairs (up to 10 per table) conducive to system DLT collaboration.
3. Provide 2 small meeting rooms besides the main meeting room for Implementation Specialist meetings.
4. Provide lunch for every person attending the School Improvement Day (all system DLT members and KESA support staff), including options for those with dietary restrictions.
5. Provide coffee, tea, and water for all attendees.
6. Internet access with connection information posted (network and password)
7. Provide a wireless-enabled podium laptop with projection and meeting materials (Poster-sized post-it notes, small post-it notes, pens, markers)
8. Provide power towers for each table (up to 10 people per table).
9. Send two reminder emails to all attendees prior to the School Improvement Day, one month out and the other one week out. The emails should include the date, the start/end time (9:00 - 3:00), location with exact address, and the registration link.

**Registration costs agreements - if your system wants to host your School Improvement day, you must understand and agree to both of the following statements.**

- It is up to the host school system whether to charge attendees a registration fee or not. If a system does charge a registration fee, that fee cannot exceed \$35 per person (currently the rate service centers charge).
- KESA Facilitators, Implementation Specialists, Accreditation & Design team members, and any other KSDE observers (staff, State BOE members) shall not be charged a registration fee as they are the support staff for the day.



*Kansas leads the world in the success of each student.*