



ANNOUNCEMENT

Re: Early Adopter Professional Learning Networks
To: Interested Hosts
Deadline: 5:00pm, Wednesday, August 17, 2016

This announcement details the process a county office of education, state agency, statewide association, or non-profit organization must follow if it is interested in hosting an early adopter professional learning (formerly “grassroots”) network. This process does not establish a formal Request for Proposal process and following it does not guarantee becoming a host. Please note that hosting an early adopter professional learning network in 2016-17 will not affect – positively or negatively – the likelihood of hosting such a network for 2017-18 and beyond.

At the August 4, 2016, [meeting](#) of the CCEE Governing Board, staff presented the draft of the [LCFF Professional Development Training Implementation Plan](#). While not taking formal action on the [Draft Plan](#), the Governing Board expressed support for its four main components, including the creation of “early adopter” grassroots networks as part of Component III. These networks are now being referred to “professional learning networks” or PLNs.

As described in the [Draft Plan](#), the purpose of a PLN is to use a collaborative approach to build capacity and support deeper learning in regards to using the evaluation rubrics and the LCAP template as tools for continuous improvement across the LCFF state priorities. A PLN can be a new or existing network and it may be hosted by a single entity or co-hosted by two or more entities. While the host(s) will select and hire the PLN facilitator (subject to minimum qualifications), the CCEE will train the facilitators. The CCEE and the respective host(s) will jointly direct and support the work of the PLN facilitators. For early adopter PLNs, each entity can only host one network (regardless of whether it is a host or a co-host).

Any entity that is interested in hosting an early adopter PLN must send a letter to Josh Daniels (jdaniels@ccee-ca.org) by 5:00pm on Wednesday, August 17, 2016. The letter of interest need not be in any particular form but must including the following information:

- » **Host(s):** List the entities that will be hosting the network and the point person for each host. If there are multiple hosts, please designate a lead host for ease of communication.
- » **Purpose:** Describe the purpose or focus of the network. Please note that all networks must focus on *process*. That is, the focus must generally be on how to use the evaluation rubrics and/or the LCAP template and process to support continuous improvement across the LCFF state priorities. While a narrower emphasis within this general focus is certainly permitted, a network that primarily emphasizes helping LEAs adopt a particular program or practice cannot be funded.
- » **Participants.** List the anticipated participants of the network, including name, position (if any), and associated LEA. If this information is not available, please describe what efforts will be undertaken to solicit and confirm participants.
- » **Meetings.** Indicate the frequency of network meetings and whether the meetings will be in-person or virtual or both. A network must meet at least twice a month.

- » Facilitator. Indicate the individual who will facilitate of the network. Please include a resume and indicate the individual's past experience with LCFF and with facilitation or coaching.
- » FTE. Indicate the anticipated amount of time the facilitator will dedicate to facilitation and support for the network and the associated cost. While there is no specific time requirement, the anticipated amount of time for a facilitator to facilitate and support one network is 0.5 FTE. Please explain any significant deviation from this amount.

Depending on the number of letters submitted, certain requirements (and possibly competitive requirements) may be added in order to select the early adopter PLNs. If this is necessary, all potential hosts who have submitted letters of interest will have the opportunity to respond and provide additional responsive information.

For those selected to host early adopter PLNs, please note that the contract between the CCEE and host(s) must be finalized the week of September 19, the contract will be considered by the CCEE Governing Board at its meeting on October 6, the facilitator must be available for a multi-day training in December, and the PLN must begin meeting by January 15, 2017.

*For questions regarding this announcement or the letter of interest, please contact Josh Daniels at 510-842-5227 or jdaniels@ccee-ca.org. **It is recommended that interested parties not wait until the day of the deadline (August 17) to ask questions as no one will be available to respond to questions that day.***