



## ANNOUNCEMENT

**Re: Request for Letters of Interest to Host Professional Learning Networks**  
**To: Interested Hosts**  
**Date: April 18, 2017**

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This announcement from the California Collaborative for Educational Excellence (CCEE) is a request for Letters of Interest (LOIs) to those entities interested in hosting Professional Learning Networks (PLNs) for the next two years (2017-18 and 2018-19).

### Background

The CCEE was created to “advise and assist” local educational agencies (LEAs) in achieving the goals set forth in their Local Control and Accountability Plans (LCAPs). The Legislature then allocated \$20 million to the CCEE on a one-time basis “to establish a statewide process to provide professional development training to [LEAs] for the purpose of successfully utilizing” the California School Dashboard and LCAP template.

The CCEE Governing Board approved the LCFF Professional Development Training Implementation Plan and associated budget at its meeting on October 6, 2016. The implementation plan includes four components, the third of which consists of two levels of support networks. These support networks are based on the concept of professional learning communities and are intended to build capacity and support deeper learning in interpreting, using, and understanding the Dashboard and the LCAP as tools for continuous improvement.

The first type of network, the PLN, is supported by the CCEE but is hosted by another entity. The host hires or contracts with a facilitator to run the PLN. The host also selects the participants of the PLN who must be a board member, staff member, parent/guardian, or community member of an LEA. The second type of network, called a Professional Learning Exchange (PLX), is supported and hosted by the CCEE. There are multiple PLXs and the PLN facilitators are the participants of the PLX. The CCEE hires or contracts with a coach to run each PLX. The purpose of the PLXs is to support the PLN facilitators and to foster connections between the PLNs.

In Fall 2016, the CCEE solicited Letters of Interest from entities interested in hosting an Early Adopter PLN (EAPLN). The CCEE received 28 Letters of Interest and all were funded to host six-month EAPLNs (from January 1, 2017 through June 30, 2017). Information and feedback from

EAPLN hosts, facilitators, and participants as well as PLX coaches were incorporated into a list of proposed requirements and draft criteria for selecting the 2017-18 and 2018-19 PLNs. The proposed requirements and draft criteria were released for public comment on Tuesday, March 28, 2017, with feedback due on Monday, April 10, 2017. A summary of the feedback and the CCEE's responses, including how the criteria were modified, is available online at <http://ccee-ca.org/documents/Summary%20of%20Feedback%20on%20PLN%20Draft%20Criteria%20and%20Requirements.pdf>.

### Evaluating LOIs

Each LOI must address certain criteria (see LOI Criteria below) and must include certain statements of agreement (see LOI Statements of Agreement below). However, there are no content requirements with respect to the criteria – that is, there are not particular ways in which each criterion must be addressed. Rather, the LOIs will be evaluated primarily based on the PLN Evaluation Matrix (Matrix). The Matrix is available online at <http://ccee-ca.org/documents/PLN%20Evaluation%20Criteria.pdf>. Using the Matrix, each LOI will receive one of four categories (Excellent, Sufficient, Limited, Insufficient) for each criterion, enabling a multiple measure evaluation of each LOI rather than a single combined score.

The Matrix was developed (using feedback on the proposed requirements and draft criteria for selecting the 2017-18 and 2018-19 PLNs referenced above) to support a fair and consistent process that would result in a list of high quality PLNs that (i) reflect the diversity of LEAs across California such as difference in geography, student demographics, LEA type, and LEA size, (ii) allow all LEAs to benefit from the learnings from the PLNs, and (iii) generally ensure fidelity to the requirements set forth in section 46 of [Senate Bill No. 828 \(2015-16\)](#). Thus, it is likely that the final selection of PLNs will include some that received “Limited” on one or even two of the criteria. (It is possible, but unlikely, that an LOI that received “Limited” on three or more criteria would be selected.) Similarly, it is likely that some LOIs that receive “Excellent” or “Sufficient” on all criteria will not be selected.

### LOI Criteria

Any entity that is interested in committing to hosting one or more PLNs for the next two years (2017-18 and 2018-19) must submit an LOI. (Please submit the LOI in both Word and PDF.) While there is no template or form that the LOI must follow, the LOI must address each of the following:

- » **Host:** The LOI should include information regarding the host(s).\* The LOI may also include information on the host's experience running networks or supporting continuous improvement in LEAs, including any supporting documentation (e.g., support letters from those LEAs that participated in host-run networks or continuous improvement efforts) and/or evidence of impact (e.g., data or research) on participants, LEAs, or, educational outcomes.

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\* Two or more entities can host a PLN.

- » **Purpose:** The LOI should include a description of the purpose of the PLN and how the collaborative nature of the PLN will help participants and the participating LEAs build capacity to use the Dashboard and/or the LCAP to establish or enhance a system of continuous improvement across one or more of the LCFF state priorities with respect to all students, with respect to one or more unduplicated student groups, or with respect to closing achievement gaps between student groups. The description may also identify specific problems of practice to be addressed by the PLN or whether such problems of practice will be identified as part of the PLN’s process. No PLN may focus on the adoption of any particular program or practice (e.g., how to use or implement a specific curriculum or instructional program).
- » **Meetings:** The LOI should include information regarding the details of PLN meetings such as frequency and type (in-person or virtual). The LOI may also include information on how the host/facilitator will encourage attendance at and engagement in PLN meetings and any explanation (e.g., workload, travel distance) for the frequency and type of the PLN meetings. Meeting dates and duration need not be provided in the LOI, although can be if known.
- » **Membership:** The LOI should include information regarding the PLN participants, the positions of the PLN participants, and/or the LEAs participating in the PLN. The LOI may also include information on how the positions of the participants further the purpose of the PLN as well as information on how the host/facilitator intends to ensure strong engagement by the participants and strong relationships between the participants.

Please note that each PLN participant must have a “position” with an LEA – a specific position (e.g., LCAP Director) as an employee within the LEA, a member of the governing board of the LEA, a parent/guardian of a student in the LEA, and/or a community member actively engaged with the LEA. If a participant leaves the PLN, s/he may only be replaced by another participant in the same position. While a participating LEA may not be the host, the facilitator may invite a limited number of other employees of the host to attend one or more PLN meetings, although they will not be considered participants.

If the name and position of a participant is already known, please have each participant complete *Form A (PLN Participation Form - Individual)*. If the name of a participant is not yet known (but the position is known), please have the LEA leader (e.g., Superintendent/CEO) of each participating LEA complete *Form B (PLN Participation Form - LEA)*. *Form C (Participant List Example)* is an example of how the LOI could list the PLN participants, the positions of the PLN participants, and/or the LEAs participating in the PLN. These forms are available online at <http://ccee-ca.org/documents/PLN%20Forms.docx>.

- » **Facilitator Duties & FTE:** The LOI should include information regarding the duties of the PLN facilitator and total associated facilitator FTE required to perform the duties. LOIs with co-facilitators are welcome and the duties of each co-facilitator should be clearly delineated. The LOI may include how those duties support and are aligned with the purpose of the PLN. The list of duties may include, but are not limited to, the following: preparing to facilitate PLN meetings, facilitating PLN meetings, conducting one-on-one monthly check-in with each PLN

participant, attending PLX meetings (including travel), other communication with PLN participants, and a monthly check-in with the PLX Coach. The LOI may include the associated time required to perform each duty. For those hosts submitting multiple LOIs,\* please include information on how the duties of the facilitator may differ depending on the whether only one of the hosts' PLNs is selected or if all are selected; this may – but is not required to – be done via the inclusion of alternate lists of duties and FTE.

- » **Cost:** The LOI should include the full cost of the PLN and what portion of the full cost the host will cover through in-kind contributions and what portion of the full cost the CCEE is being asked to cover. Cost may include, but are not limited to, the estimated cost of the facilitator, administrative support costs, additional meeting costs (e.g., if food is provided at PLN meetings, if a room has to be rented for a PLN meeting, if the host seeks to reimburse participants for travel to/from PLN meetings). Indirect costs or costs that do not exclusively support the PLN (e.g., electricity costs) may not be included. Please include a detailed breakdown of the full cost of the PLN so that the evaluation of the LOI can ensure that only acceptable costs are included in the full cost amount. For those hosts submitting multiple LOIs,\* please include information on how the full cost of the PLN may differ depending on the whether only one of the host's PLNs is selected or if all are selected; this may – but is not required to – be done via the inclusion of alternate budgets.

### **LOI Statements of Agreement**

The LOI must include explicit statements of agreement to abide by the following. Failure to include any of these statements in the LOI will disqualify the PLN.

- » **Initial Facilitator:** The host agrees to employ or contract with a facilitator who possesses at least two years of facilitation experience, two years of experience providing training on LCFF, and/or two years of experience providing continuous improvement training. The host further agrees to provide to the CCEE a resume or other documentary proof that the PLN facilitator has met this requirement by August 1, 2017.
- » **Replacement Facilitator:** If the facilitator is replaced by the host for any reason, the host agrees to employ or contract with a new facilitator who possesses at least two years of facilitation experience, two years of experience providing training on LCFF, and/or two years of experience providing continuous improvement training. The host further agrees to provide a resume or other documentary proof that the new facilitator has met this requirement prior to the new facilitator performing any facilitation duties with respect to the PLN.
- » **Sharing:** The host – on its own behalf and on behalf of the facilitator – agrees to share with other PLNs (via their PLXs) all documents and resources created for or by the PLN facilitator or PLN participants or used in the PLN. (Any documents or resources shared in this manner

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\* Potential hosts are encouraged to submit multiple LOIs. However, no advantage will be given to those hosts that submit LOIs other than the efficiency that may be gained if the same facilitator facilitates multiple PLNs.

will remain the property of their original owner – e.g., host or facilitator – and will be attributed to the original owner if used or adopted by another PLN.)

- » **Additional Meeting Details:** The host agrees to provide the PLN meeting dates, durations, and locations (in-person or online) for the 2017-18 year by October 1, 2017 and for the 2017-18 year by October 1, 2018. Dates, durations, and locations would be able to be changed if needed during each year.
- » **Facilitator Orientation & Training:** The host agrees to send the facilitator to attend the yearly orientation and training for all facilitators which will be held on August 8-9, 2017 and on a date to be announced in August 2018.
- » **PLX Meeting Attendance:** The host agrees to send the facilitator to all PLX in-person meetings and make them available for all other PLX or sub-PLX meetings. (The in-person meetings will be held once a month in September through June. Most PLXs will hold their in-person meetings on a Tuesday (likely the first or second Tuesday of each month), although some PLXs may instead hold all of their in-person meetings on a Wednesday (likely the first or second Wednesday of each month). Specific dates will be made available once they are determined.)
- » **Evaluation:** The host agrees to develop, in partnership with the CCEE, measureable outcomes to evaluate the impact of the PLN on participants, on participating LEAs, and on the educational outcomes of students in those LEAs.

### **LOI Submission Deadline & Questions**

**The deadline to guarantee consideration of an LOI is Monday, May 15, 2017.** The CCEE intends to release the list of the 2017-18 and 2018-19 PLNs that will be supported by the CCEE and the associated funding amounts by Friday, May 26, 2017. Depending on the number and quality of the LOIs, the CCEE may publish a secondary list of PLNs that would receive funding if one or more of the PLNs on the initial list fail to become operative for any reason.

Interested hosts are encouraged to contact Josh Daniels at 510-842-5227 or [jdaniels@ccee-ca.org](mailto:jdaniels@ccee-ca.org) with questions. If a significant number of questions are received on the same topic, the CCEE may release one or more FAQs on the CCEE's website to help interested hosts complete their LOIs. **Please note that any questions received on Friday, May 12, 2017 or Monday, May 15, 2017 are unlikely to be answered prior to the submission deadline.**