



Frequently Asked Questions #1 **Regarding Letters of Interest for Professional Learning Networks**

Released: May 3, 2017

On April 18, 2017, the California Collaborative for Educational Excellence (CCEE) released its [Request for Letters of Interest Announcement](#) soliciting letters of interest (LOIs) from those entities interested in hosting Professional Learning Networks (PLNs) for 2017-18 and 2018-19. The deadline to guarantee consideration of an LOI is Monday, May 15, 2017.

Since the release of the [Announcement](#), staff from the CCEE have fielded and responded to a number of questions. To support transparency and share the information among all entities interested hosting PLNs, the CCEE staff has provided the following responses to some of the most commonly asked questions.

List of Questions

- Q1: To whom must our LOI be submitted and how?
- Q2: For how long will these PLNs last – one year or two years?
- Q3: Can we host two PLNs? If so, should we submit one letter or two?
- Q4: Must the Statements of Agreement be included verbatim in our LOI?
- Q5: While at least three PLN members must be in attendance for sub-PLNs meetings, can they be from 2 LEAs (e.g., one participant from District A and two participants from District B)?
- Q6: When setting up our PLN schedule, are we allowed to host any of the nine monthly PLN meetings on the same day as a sub-PLN meeting. Also, is there a minimum required duration for a PLN meeting or sub-PLNs meeting?
- Q7: Given that many COEs in my region are submitting LOIs, would it possible for a professional learning exchange (PLX) to be specifically created to support these COE-hosted PLNs?
- Q8: What is the difference between the Request for Letters of Interest document and the PLN Evaluation Matrix?
- Q9: Must a PLN include a second monthly all-PLN meeting or a monthly sub-PLN meeting?

Questions & Responses

Q1: To whom must our LOI be submitted and how?

A: *Please submit your LOI (as a word document and as a PDF) as well as any supporting documents (such as the forms) via email to jdaniels@ccee-ca.org.*

Q2: For how long will these PLNs last – one year or two years?

A: *The PLNs are for 24 months. There will not be a need to reapply for a second year.*

Q3: Can we host two PLNs? If so, should we submit one letter or two?

A: *There is no limit on the number of PLNs that an entity may host and/or co-host. Please submit one LOI for each proposed PLN.*

Q4: Must the Statements of Agreement be included verbatim in our LOI?

A: *There is no explicit requirement to copy the statements of agreement verbatim. It is suggested (and probably easiest) to do so unless there is some concern or nuance. If so, it would be helpful to explain the concern or nuance in the LOI. As always, interested entities should feel free to contact the CCEE to discuss any potential concerns or challenges in greater detail prior to submitting an LOI.*

Q5: While at least three PLN members must be in attendance for sub-PLNs meetings, can they be from 2 LEAs (e.g., one participant from District A and two participants from District B)?

A: *Yes, if there are three PLN participants in a sub-PLN meeting, two of the participants may be from the same LEA – meaning that a minimum of two LEAs are present.*

Q6: When setting up our PLN schedule, are we allowed to host any of the nine monthly PLN meetings on the same day as a sub-PLN meeting. Also, is there a minimum required duration for a PLN meetings or sub-PLNs meeting?

A: *The sub-PLN meetings cannot be held on the same day as the monthly PLN meetings as the point is to encourage multiple points of contact in a month. There is no minimum required duration for a PLN meeting or sub-PLN meeting, although it is expected that these meetings would last long enough to be meaningful.*

Q7: Given that many COEs in my region are submitting LOIs, would it possible for a professional learning exchange (PLX) to be specifically created to support these COE-hosted PLNs?

A: *This is something that would be seriously considered, although PLX membership will not be determined until after the PLNs are selected.*

Q8: What is the difference between the Request for Letters of Interest Announcement and the PLN Evaluation Matrix?

A: *The [Announcement](#) provides background on the PLNs and describes the criteria that each LOI must address. The [Matrix](#) explains the basis on which each LOI will be evaluated. An entity submitting an LOI is encouraged to use the [Matrix](#) to self-evaluate its LOI in order to understand how the LOI is likely to be categorized across the various criteria.*

Q9: Must a PLN include a second monthly all-PLN meeting or a monthly sub-PLN meeting?

A: *Based on the [Matrix](#), an LOI will receive an “Excellent” category for the Meeting criterion if it includes, among other things, one of the following: (i) a second all-PLN meeting at least monthly for 8 months each year, (ii) a sub-PLN meetings at least monthly for 8 months each year, or (iii) a compelling explanation of why a second all-PLN or sub-PLN meeting a month would make the PLN infeasible, including how the host/facilitator will ensure that the engagement by the participants and the relationships between the participants will be as strong without a second opportunity to meet each month and how the host/facilitator will ensure that the PLN is as impactful as if there was a second opportunity to meet each month. An LOI will receive a “Sufficient” category for the Meeting criterion if it includes (among other things) an explanation of why a second meeting a month (either as a PLN or as sub-PLNs) will make the PLN infeasible. No second meeting or explanation is required to receive a “Limited” category for the Meeting criterion. As noted in the [Announcement](#) and the [Matrix](#), it is likely that the final selection of PLNs will include some LOIs that received “Limited” on one or even two of the criteria. Similarly, it is likely that some LOIs that receive “Excellent” or “Sufficient” on all criteria will not be selected.*

For additional detail or to ask additional questions, please email Josh Daniels (jdaniels@ccea-ca.org). As noted in the [Announcement](#), however, questions received on Friday, May 12, 2017 or Monday, May 15, 2017 are unlikely to be answered prior to the submission deadline.