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March 20, 2014

Dr. Nellie Meyer
Superintendent
Mt. Diablo Unified School MDUSD
1936 Carlotta Dr.
Concord, CA 94519

Dear Dr. Meyer:

Thank you for taking the time to speak with WestEd regarding the Mt. Diablo Unified School District's (MDUSD) Local Control Accountability Plan development process. From what was shared it sounds as if the MDUSD is taking some important steps forward to support an effective roll out of the Local Control Funding Formula (LCFF) and the Local Control and Accountability Plan (LCAP), but some additional facilitation is needed. As we discussed, WestEd will provide MDUSD with sessions to: (1) explore the LCFF/LCAP planning processes for MDUSD LCAP team members, (2) assist in planning and/or facilitating key stakeholder engagement sessions, and (3) facilitate discussions to determine critical planning and resource alignment strategies. Our goals for such planning support are to provide LCFF/LCAP background, and facilitate discussions which will assist with the development of MDUSD's LCAP. This is, as we discussed, Phase I of the support proposed by WestEd for the MDUSD. The WestEd Phase II partnership with MDUSD is anticipated to include the implementation of the goals and outcomes included in the approved LCAP.

ABOUT WESTED

WestEd (www.wested.org) is a preeminent educational research, development, and service organization with 600 employees and 17 offices nationwide. WestEd has been a leader in moving research into practice by conducting research and development programs, projects, and evaluations; by providing training and technical assistance; and by working with policymakers and practitioners at state and local levels to carry out large-scale school improvement and innovative change efforts. WestEd's mission—to work with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults—is addressed through a full range of projects. Over the past 45 years, WestEd and its two predecessors, Far West Laboratory for Educational Research and Development and Southwest Regional Laboratory, have carried out nearly 2,000 successful projects representing major contributions to the nation's R&D resources. WestEd has from 450 to 700 active contracts and grants at any given time. Current work extends to include most states in the nation and an increasing number of other countries.

WestEd has provided school and district improvement services for over 15 years in several

states, with demonstrated success in turning around low-performing schools and districts. These experiences, combined with its well-earned reputation for high-quality research and evaluation over the past 45 years, make WestEd a valuable guide and partner in improving student achievement. WestEd staffs work within the culture and context of each school and district, adapting our school transformation or turnaround approach to address specific challenges and take advantage of existing assets while building on proven strategies to support student learning.

This project will be facilitated by Ginni Davis and Ann Hern and they will be joined by members of the WestEd LCFF/LCAP team. The WestEd team's collective experiences allow them to offer a comprehensive set of knowledge and skill to support your district with its LCFF/LCAP roll out.

PROJECT APPROACH AND METHODOLOGY

Our approach is designed to help MDUSD develop a thoughtful and engaging planning process aligned with State requirements, but we have found that such processes require commitments from partners. As a result, our approach involves the following expectations for MDUSD:

- Pre-planning, including Cabinet member collection and initial review of MDUSD's current plans that will need to be aligned with the LCAP priority areas.
- Preparation for stakeholder sessions, including identification of critical questions and collection and/or development of necessary planning materials to guide session interactions.
- Be prepared to identify and/or review MDUSD's vision or story, and its most critical goals and outcomes.
- Determine who, in MDUSD, will assist in identifying and collecting relevant data to guide planning decisions.
- Presentations at stakeholder sessions.
- Follow up and response based on stakeholder input.
- Writing the LCAP and aligning resources.

Based on MDUSD's expressed interest, the following is an overview of key steps we propose for this project:

Pre-Planning for MDUSD

Prior to the 1st planning session with Cabinet/ MDUSD LCAP team:

- Collect and provide team members and WestEd staff with copies and/or electronic versions of any existing planning documents that are likely to inform the LCAP process (e.g., current strategic plan, LEAP, etc.).
- Prepare to talk about how MDUSD leaders see the above planning documents aligned with the 8 LCAP priorities.

1. Planning Sessions with MDUSD LCAP team

WestEd will facilitate sessions to support LCAP team members with:

- Developing initial understandings about “shared planning.”
- Highlighting important elements of current plans and goals (copies should be available for reference).
- Identifying next steps for developing a district planning process with stakeholder engagement strategies.
- Determining how to document MDUSD’s vision or story.
- Identifying/confirming MDUSD’s approach to developing or refining goals.
- Outlining structure for future meeting(s).
- Understanding and applying planning tools to complete the LCAP.
- Applying planning concepts to identify MDUSD goals, objectives, strategies and metrics.
- Building context for completing LCAP and aligning resources.
- Engaging stakeholders at critical points in the planning process.
- Trouble-shooting emerging challenges.

2. Stakeholder Sessions

WestEd will assist as needed with the following activities:

- Analyze and synthesize quantitative and qualitative data provide by the MDUSD.
- Assist MDUSD LCAP team in identifying metrics to measure needs delineated in LCAP.
- Review data summaries with the MDUSD LCAP team and support discussion of implications for LCAP goals and services.

The approach we have outlined is designed to efficiently use MDUSD staff time and resources, provide an opportunity for MDUSD stakeholders to be heard and involved in the development and implementation of planning process recommendations, and ultimately build the capacity of MDUSD to plan and implement new services and actions to support student success.

ANTICIPATED TIMELINES

The planning process assistance will commence and conclude within an agreed-upon timeframe. Services will commence on March 27, 2014 and will conclude on or before June 30, 2014.

COST OF PROJECT

Our fee for this planning process assistance is \$40,000 inclusive of all project staff time and expenses. If additional meetings are required that are not described in this proposal (for example, additional days of follow up), actual time and reasonable expenses will be billed. After reviewing the proposal, if you decide the proposed scope and timeframe should be

altered, we would be happy to make modifications and provide a revised estimated fee. If the proposal meets with your approval, please send an approved purchase order or contact our offices and we can send a contract for services. Our proposal is valid for 10 days from the date of this letter.

We appreciate the confidence you have in our office and look forward to working with the Mt. Diablo Unified School District School District on the upcoming project. If you have questions about our proposal, please contact Ginni Davis at vdavis@wested.org or Ann Hern at ahern@wested.org.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann Hern".

Ann Hern
Senior Program Associate