

Regional Planning Process

Each Regional RBERN will conduct an annual Regional Planning Process, which will be used to determine, in consultation with OBEWL, how the resources of the RBERNs will be deployed to meet Professional Learning and Technical Assistance tasks of this RFP. This process should include OBEWL, District Superintendents, District ENL/Bilingual Coordinators, ENL/Bilingual Teachers, New York City Public School (NYCPS) staff (for the RBERN in NYC), and/or NYSED technical assistance providers.

This regional planning process will include four primary components:

- *Survey.* Each RBERN will conduct an annual online survey among teachers, administrators, and other staff members in all of the districts in each RBERN service region. In addition to eliciting feedback based on "satisfaction" with technical assistance and support provided, the survey results will serve to inform the Steering Committee process in identifying potential professional learning and technical assistance needs of the region.
- *A Steering Committee process.* Steering committees will be established by each RBERN within the first year of the contract to identify regional needs (e.g., professional learning identified as a priority by multiple school districts within the region). The steering committee membership will include the Executive Director of the RBERN or designee, Resource Specialists (as needed to effectively coordinate committee), and representatives from schools and districts in the RBERN region. In order to provide comprehensive guidance for the RBERN, school and district participants should represent a mix of perspectives based on staff roles (i.e., teachers and administrators), ELL programs, and grade levels. Throughout the contract period, the steering committee will assist in the identification of the professional learning and technical assistance needs of the region and will develop a procedure for reviewing and approving requests for the services of the RBERN Resource Specialists.
- *A Regional Action Plan process.* RBERNs will annually develop, and revise as necessary, regional action plans to determine which schools and districts in the region will receive focused monitoring reviews and/or targeted technical assistance. Regional RBERNs should consult with the Statewide RBERN to ensure that there will not be duplication of service. These determinations are made based on a review of the number of school districts needing professional development assistance or intervention, or who are at risk of such determinations, and other performance and compliance variables. The regional action plan will outline the work of the RBERN technical assistance support centers to address the needs of identified districts according to state and regional priorities and will indicate the level and type of intervention and support that will be provided to the identified districts.
- *Consultation.* Each RBERN will consult with OBEWL to review the results of the other components of the regional planning process and determine what support activities are appropriate for the RBERN's annual plan.

RBERNs must submit their initial Action Plan, as described in the Payments and Reports section of the RFP, by **August 31** of each year for the length of the contract.