



Dear Superintendent or District Designee,

This letter is to inform you that we have openings for the New Administrator Coaching Program. If you have new principals, assistant principals or other administrators for this school year, you may recommend them for coaching by using the form below. Support for this program is through the Regional Office of Education for Grundy & Kendall Counties with matching financial support made available by the Regional Superintendent the Honorable Chris Mehochko.

The ROE/Professional Development Alliance, as an approved certified coaching entity, can provide your district with a premier new administrator coaching program that can be customized to meet the needs of the district and your new administrators.

Benefits of choosing the Grundy-Kendall County ROE/PDA program are:

- Outstanding one-on-one mentors who have exemplary building leadership experience, as well as strong professional development skills in coaching and “best practices”
- Customizing the coaching program to meet your district and new administrator needs
- Ongoing quality professional development for mentors/new administrators
- Coaching opportunities provided on site and off-site
- Networking opportunities provided for mentors/new administrators

The program will provide support for new administrators as they work to accomplish their professional growth (PERA) goals and student growth targets as set by their district and evaluator. Forty hours of personal coaching support will be provided to each new administrator. In addition, administrators in the program will have the opportunity to meet four times with mentors and other beginning administrators for training and networking. The cost to the district will be \$1,500 per administrator. The ROE will match that amount to cover the costs of the program.

Please find attached the **New Administrator Coaching Information Form** for you to complete and return to us at the PDA address on this letterhead. You may also complete the **New Administrator Information Form** found under the “Hot Topics” link on the PDA website and submit the form electronically to us. Register your new administrators as soon as possible. After receiving your form, John Randich from the Professional Development Alliance will contact you to discuss the next steps.

On behalf of the Honorable Chris Mehochko, we look forward to serving your district and your new administrators with our premier “New Administrator Coaching Program.” If you have additional questions, please contact John Randich consultant at the Professional Development Alliance, at 815-744-8334 or 815-530-7699 (cell).

Sincerely,

Mary Chignoli  
Director of Professional Development

**New Administrator Information Form**  
**ROE Professional Development Alliance**  
*An Agency of the Regional Offices of Education for Grundy & Kendall Counties*  
**ROE, Hon. Chris Mehochko**

**Please Type or Print:**

**District** \_\_\_\_\_

**Superintendent's Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Contact in District (if other than Superintendent)** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Please check, as appropriate:**

\_\_\_\_\_ Our school district is interested in having the PDA provide coaching services for our new administrators.

**Total cost of program per administrator \$3,000. Grundy & Kendall Counties ROE grant to pay \$1,500.  
 School District agrees to pay \$1,500 (invoice will be sent once administrator(s) are registered)**

\_\_\_\_\_ Our school district will have no new administrators for the 2019-2020 school year.

The following is the information for our new administrators:

Name	School/Grade Span	Phone	Email Address

Please return the completed form in one of three ways by September 13, 2019.

**Mail to:**  
 Professional Development Alliance  
 Attn: John Randich  
 2705 McDonough St.  
 Joliet, IL 60436

**Fax to:**  
 Professional Development Alliance  
 Attn: John Randich  
 815-744-8396

**Submit form via email:**  
[jrandich@pdaonline.org](mailto:jrandich@pdaonline.org) or  
[dchapman@pdaonline.org](mailto:dchapman@pdaonline.org)