Hello XXXXX,

On behalf of SAANYS, I would like to introduce myself to you as your mentor coach for this school year. Today I received word that all was confirmed between your District and SAANYS and that I should now make contact with you. Please know how thrilled and honored I am to serve as your mentor coach; the mentor coaching process is one that is growth-oriented and easily transferable to many situations. My hope is you will find it to be more than you imagined it could be and that it serves to support you in meeting your professional goals and challenges.

To begin, I bit of background on who I am. I have been involved with formal mentoring and mentor coaching for over a decade with both teachers and administrators. School leaders and mentor/mentor coaching are my passion. Having been trained in the internationally acclaimed Toronto Canada Principals Center Mentor coaching Model that I currently use with my mentees, I have recently worked with a group mentor coaching model for school leaders (principals, assistant principals, supervisors, directors, athletic directors, and more) in two small city school districts and at a BOCES. I bring this experience along with over three decades in education serving as a teacher at Holland Patent Central School District, a curriculum specialist at Oneida BOCES, an elementary principal at Vernon Verona Sherrill Central School District, and a director of elementary education and a principal for planning and instruction at Cobleskill and then Cobleskill-Richmondville Central School through their merger and reorganization process. Along the way I served on the National Association of Elementary School Principals (NAESP) Board of Directors representing elementary principals in NY, NJ, and Pennsylvania and was a two-term SAANYS president. Named a state and nationally distinguished principal in 2007, I then earned a scholarship to complete my doctoral degree. My dissertation was on, you guessed it, mentor coaching school leaders! Enough of my past, as the work we will do together requires us to check our titles at the door as we become success partners for one another. In order to begin this exciting and engaging process there are a couple of things I need you to do.

First, I would like to set up our first meeting as soon as you can free up 90 minutes. In a perfect world we would meet before school starts, but with the push to have everything set for opening day I recognize the problem of finding 90 minutes between now and next week. If you could give me a couple of times and dates that work for you I will do my best to select from what you provide. Most mentees prefer to meet in their school but I am fine with meeting off site if you prefer.

Second, there is nothing you need to do to prepare for our meeting…let's just get acquainted and address any questions or concerns you may have about the Mentor Coach Program. I will bring a couple of forms that I will ask you to complete for our second meeting.  I can't wait to hear all about your work and what you hope to gain from the Mentor Coaching Program.

Can't wait to meet you!

Bonnie

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