

ATTACHMENT NO. VIII. G      Approval of ROE 4 Professional Services Agreement

Suggested motion:      Approve the ROE 4 Professional Services Agreement

Recommended action:      Approve as presented.

The Administration has collaborated with NBEA to partner with ROE 4 to provide mentoring professional learning to our district mentors and coaching to our mentor/mentee pairs. The goal of this professional learning will be to strengthen mentor/mentee relationships and to provide our mentors with skills in holding crucial conversations with each other and with their mentees.

The total cost is not to exceed \$43,050.00 for the 2025-2026 school year.

Funding Source: Teacher Vacancy Grant



**REGIONAL OFFICE OF EDUCATION #4**  
 Boone-Winnebago Counties  
 Scott Bloomquist, Regional Superintendent of Schools  
 Allison Pierson, Assistant Regional Superintendent  
 300 Heart Blvd ~ Loves Park, IL 61111 ~ 815-636-3040

## Professional Services Agreement Proposal

This proposed agreement is between Boone-Winnebago Regional Office of Education Professional Learning (ROE 4) and North Boone Community Unit School District 200 (District) if the District wishes to retain the services of Boone-Winnebago ROE 4 to deliver The Co-Teaching Collaborative program for its co-teaching teams.

**Dates:** August 1, 2025 - June 30, 2026

**Program Location:** : TBD

**Number of Participants:** Approximately 21 mentors/mentee pairs

ROE 4 also agrees to coordinate the details of this program with the District in order to achieve the outcomes the district prioritizes for the scope of this work.

<b>Event</b>	<b>Crucial Conversations Training for Mentors &amp; Mentees</b>
<b>Presenter</b>	Carrie Brockway, certified trainer for Crucial Conversations™
<b>Date &amp; Time</b>	Day 1: Fall 2025 and Day 2: Spring 2026 8:30 a.m. - 3:30 p.m.
<b>Other Specifications</b>	This two-day professional learning experience for teacher mentors provides educators strategies and skills to effectively disagree rather than avoid or ignore conflict. Educators will turn disagreement into dialogue for improved relationships and results. Participants will apply, practice, discuss, and reflect on the nine powerful skill sets to master dialogue.
<b>Total</b>	<b>Cost will not exceed \$12,000*</b>  <i>*Cost is inclusive of required Crucial Conversations participant materials at ~\$350 per participant x 21 participants = \$7,350 and MAY be reduced contingent upon state grant funding.</i>

Below are proposed dates, timelines, and topics for District Mentor Collaborative Sessions:

Event	Mentor Coaching Collaborative	
Date/Time	Title	Cost
August/September 2025 (2 hours)	Mentor Training Kick-Off: Preparing for Effective Relationships that Improve Teaching and Learning	\$700
Late Fall 2025 OR Winter 2026 (3 hours)  Spring 2026 (3 hours)	Skill-Building 1 for Mentors and/or Mentees  Skill-Building 2 for Mentors and/or Mentees	\$2,000 <i>(\$1,000 per Skill-Building Training)</i>
Mentor Coaching Cycles	<ul style="list-style-type: none"> <li>• One-to-one Meet &amp; Greet/ Goal-Setting with Mentor and ROE 4 Mentor Coach</li> <li>• 3 Visits with mentor—and/or mentee as appropriate —occurring during the following time ranges:               <ul style="list-style-type: none"> <li>○ Sept. - Oct.</li> <li>○ Nov. - Jan.</li> <li>○ Feb. - Apr.</li> </ul> </li> <li>• Ongoing resource / strategy support and communication with ROE 4 Mentor Coach via email, phone etc.</li> </ul>	\$28,350 <i>(\$1,350 / pair x 21 pairs if paired with Crucial Conversations Training)</i>  OR  \$31,500 <i>(\$1,500 / pair * 21 pairs if NOT paired with Crucial Conversations)</i>
Total	<b>\$31,050 with Crucial Conversations Training</b> OR <b>\$34,200 without Crucial Conversations Training</b>	

ROE 4 also agrees to provide PDCs, sign-ins, sign-outs, evaluations for each event listed.

District agrees to the following:

- Provide a list of leaders attending the Crucial Conversations training, Kick-off training, and Skillbuilding trainings two weeks prior to the event

- Provide a list of mentor and mentee pairs participating in the June 2026 training by June 1 and for the August 2024 training by August 1st 2024 by completing the  
☑ North Boone District 205- Mentor Collaborative 25-26 spreadsheet

In exchange for the products and services provided, North Boone Community Unit School District 200 agrees to compensate Boone-Winnebago ROE 4 as follows:

**Professional Fee:** TBD based on options selected

**Balance:** North Boone Community Unit School District 200 agrees to pay the balance of the Professional Fee within 30 days of delivery of events. Work performed will be billed monthly upon completion.

North Boone Community Unit School District 200 agrees not to audio or video record presentations without prior written consent.

This would constitute the entire agreement between the parties.

