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Acting Commissioner  
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**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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Concord, N.H. 03301  
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Bureau of Special Education FY'17 Memo #24

Date: February 2, 2017

To: Superintendents of Schools  
Special Education Directors

From: Office of the Commissioner of Education

Division of Educational Improvement  
Bureau of Special Education

RE: Special Education Administrators Mentoring Program

The New Hampshire Department of Education (NHDOE), Bureau of Special Education (Bureau) is offering a Mentor project to new Special Education Administrators for the 2017-2018 school year. The intent of the mentorship is to support individuals who are certified or using an alternative pathway to certification and new to the role of Special Education Administrator. This project is a scaling up of the Bureau's previous efforts to support individuals who are new to the position of Special Education Administrator.

The Bureau of Special Education is seeking twelve experienced New Hampshire Special Education Administrators who are currently employed by a New Hampshire school district to receive training and act as mentors through the school year (August 2017–June 2018) for new New Hampshire Special Education Administrators that apply to be mentees. The responsibilities of a mentor:

- Attend a half day training provided by Bureau staff on Thursday, August 17, 2017, 9am–1pm along with your assigned mentee which will cover the following information:
  - District Data
  - Dispute Resolution
  - Fiscal Management
    - IDEA funds
      - Excess Cost
      - Maintenance of Effort
    - CAT AID
    - Chapter 402
  - Educational Surrogate Parent
  - Special Education Policies & Procedures
  - Implementation of Practices
  - Personnel
  - Understanding State Monitoring
  - Special Education Program Approval

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- Work with your mentee at least twice a month either in person, or by phone, webinar, skype, etc.
- Attend a wrap-up half day meeting with your assigned mentee on Thursday, June 7, 2018, 9am-1pm.

If you are interested in serving as a Special Education Administrator Mentor, please complete the attached application and submit by Thursday, February 16, 2017 to:

**Mail:**

Hannah Krajcik  
NH Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301

**E-mail:**

[Hannah.Krajcik@doe.nh.gov](mailto:Hannah.Krajcik@doe.nh.gov)

**Fax:**

(603) 271-1099

The Bureau will notify selected Mentors of their acceptance by Friday, February 24, 2017.

If selected, Mentors are eligible for up to \$4,000 for their participation in the program. In order to participate, Mentors must be able to enter into contract with the NHDOE as a vendor. Vendors are required to have personal automobile insurance and professional liability insurance in the amount of \$1,000,000. The Bureau has incorporated the cost of the insurance, as well as travel, in the hourly wage of \$50.00 for trainings and monthly contact with their assigned mentee for the contract period.

The mentees will self-select to participate. Preferences will be given to individuals who have less than one year of experience. The application for self-selection of mentees will be sent to Superintendents and Special Education Administrators on May 1, 2017. The Bureau will accept mentee applications through June 1, 2017, or until the twelve mentee limit has been reached.

Should you have questions, or need further clarification, please contact Santina Thibedeau at [Santina.Thibedeau@doe.nh.gov](mailto:Santina.Thibedeau@doe.nh.gov) or (603) 271-6693.

BSE:BJD  
Attachment  
Special Education Administrator Application