

Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953**

Bureau of Student Support FY'20 Memo #24

Date: February 27, 2020

To: Superintendents of Schools
Special Education Directors

From: Bureau of Student Support
Division of Learner Support

RE: Special Education Administrators Mentoring Program

The New Hampshire Department of Education (NHDOE), Bureau of Student Support (Bureau) is offering a mentoring program to new district Special Education Administrators for the 2020-2021 school year. The intent of the mentoring program is to support individuals who are certified or using an alternative pathway to certification and new to the role of district special education director. 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 is seeking twelve experienced New Hampshire School District Administrators of Special Education who are currently employed by a New Hampshire school district to receive training and act as mentors through the 2020-2021 school year (August 2020–August 2021) for new New Hampshire Administrators of Special Education that apply to be mentees.

The responsibilities of a mentor are:

- Attend a training provided by Bureau staff on Monday, August 18, 2020 from 9am – 1pm at the NHDOE along with your assigned mentee, which will cover the following information.
 - Benefits of Mentoring
 - Mentoring Goals
 - Effective Leadership
 - Administrative Processes
 - District Data
 - District Determinations
 - Facilitation of Special Education Team Meetings
 - Special Education Complaint Process
 - Alternative Dispute Resolution
 - Administrative Due Process Hearing
 - Fiscal Management
 - IDEA Funds
 - Maintenance of Effort & Excess Cost

Bureau of Student Support FY'20 Memo #24

February 27, 2020

Page 2

- Parentally Placed
 - Special Education Aid
 - Chapter 402 Program for Court-ordered Students
- Educational Surrogate Parent
- Understanding State Monitoring
- Special Education Program Approval
- Expectations of the Mentor/Mentee
- Roles & Responsibilities
- Work with your mentee at least twice a month either in person, or by phone, webinar, skype, etc.
- Participate in an optional mid-year meeting on Friday, January 15, 2021, 9am–12pm at the NHDOE (*Snow date: January 22, 2021*), which will include:
 - Mentor Group Time & Mentee Group Time
 - Special Topic Presentation by Bureau Staff
 - Mentor/Mentee Meeting Time
- Attend a wrap-up half day meeting with your assigned mentee on Tuesday, June 8, 2021, 9am–1pm to provide feedback around challenges and areas of improvement, reflect on key areas of growth and celebrate accomplishments.
- In agreement with your mentee, continue the mentoring program into a second year with the possibility of working with a new mentee as well.

If you are interested in serving as a Special Education Administrator Mentor, please complete the attached application and submit by Thursday, March 19, 2020, to:

Mail:

Robin Budryk
NH Department of Education
101 Pleasant Street
Concord, New Hampshire 03301

E-mail:

Robin.Budryk@doe.nh.gov

The Bureau will notify selected mentors of their acceptance by Tuesday, March 31, 2020.

If selected, mentors are eligible for up to \$4,000 for their participation in the program for each assigned mentee. 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 \$75.00 for trainings and monthly contact with their assigned mentee(s) 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 July 1, 2020. The Bureau will accept mentee applications through August 7, 2020, or until the twelve mentee limit has been reached.

Should you have questions, or need further clarification, please contact Elizabeth Graichen at Elizabeth.Graichen@doe.nh.gov or (603) 271-4982.