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Bureau of Special Education Support FY'23 Memo #26

Date: March 7, 2023

To: Superintendents of Schools  
Administrators of Special Education

From: Office of the Commissioner of Education  
Division of Learner Support  
Bureau of Special Education Support

RE: Special Education Administrators Mentoring Program, Mentee Application

The New Hampshire Department of Education (NHED), Bureau of Special Education Support (Bureau) is pleased to be offering the Special Education Administrator's Mentoring Program to new Special Education Administrators, as well as administrators who were hired in the previous school year, for the 2023-2024 school year. The intent of the mentorship is to support individuals who are new to the role of Special Education Administrator. Mentees who have participated in the program for the 2023-2024 school year have the option to remain in the program for a second year should their current mentor continue in the program. New mentees will have the option of participating in the program for one or two years.

The Bureau of Special Education is seeking up to twelve New Hampshire Special Education Administrators with less than three years of experience (with preference given to individuals who have less than one year of experience). These individuals must be employed by a NH public school district to receive training and assistance from their assigned mentors through the school year (August 2023–August 2024). The responsibilities of a mentee:

- Attend a half day training provided by Bureau staff on Monday, August 22, 2023, from 9am – 1pm via webinar, along with your assigned mentor, which will cover the following information.
  - Benefits of Mentoring
  - Mentoring Goals
  - Effective Leadership
  - Administrative Processes
    - LEA 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
  - 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 mentor at least twice a month either in person, or by phone, webinar, skype, etc.
- Participate in an optional mid-year meeting on Friday, January 26, 2024, 9am–11am at the NHED or via webinar (*Snow date: January 20, 2023*), which will include:
  - Special Topic Presentation
  - Mentor/Mentee Meeting Time if time allows
- Attend a wrap-up half day meeting with your assigned mentor on Tuesday, June 18, 2024, 9am–11am to provide feedback around challenges and areas of improvement, reflect on key areas of growth and celebrate accomplishments.
- In agreement with your mentor, first year mentees have the option to continue the mentoring program into a second year.

If you are interested in participating as a Special Education Administrator Mentee, please complete the attached application and submit **by April 10, 2023, to:**

**Mail:**

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

**E-mail:**

[Robin.g.budryk@doe.nh.gov](mailto:Robin.g.budryk@doe.nh.gov)

Preference will be given to individuals who have less than one year of experience. The Bureau will notify selected Mentees of their acceptance **by Friday, April 28 2023.**

Should you have questions, or need further clarification, please contact Danielle Pelletier at [Danielle.Pelletier@doe.nh.gov](mailto:Danielle.Pelletier@doe.nh.gov) or (603)271-3737.

Attachment:  
Special Education Administrator Mentee Application