

New Commissioner Mentoring Program

I. Introduction

“The goal of MIC3 is to replace the widely varying policies affecting transitioning military students. The Compact leverages consistency. It uses a comprehensive approach that provides a consistent policy in every school district in every State that chooses to join.” (Military Interstate Children’s Compact Commission [MIC3], 2018)

This toolkit is designed to help mentors start and maintain an effective mentoring relationship with newly appointed Commissioners.

II. Scope of Work

Current and former Commissioners serving as mentors provide professional educational leadership and guidance for newly appointed Commissioners or Designees. Although a mentor may provide a number of services, the primary purpose is to assist newly appointed Commissioners or Designees in implementing the Compact while recognizing best practices and ensuring successful educational transitions for military-connected students.

III. Mentors

Mentors are expected to have sufficient experience and familiarity with the Commission’s work to effectively support new or less experienced Commissioners. However, any current or former Commissioners who volunteers may be considered and accepted as a potential mentor.. Individuals selected as mentors should be able to demonstrate knowledge of or experience in the following areas.

Knowledge of:

- A. The Compact’s mission, vision, and shared commitments
- B. How the Commission is structured

Ability to:

- A. Stay accessible, committed, and engaged during the length of the program
- B. Offer encouragement and positive enforcement
- C. Share “lessons learned” from prior experiences
- D. Serve as a resource and sounding board
- E. Attend the Annual Business Meeting (ABM) and provide support prior to, during, and after the meeting

IV. Mentees

Newly appointed Commissioners will enter the New Commissioner Mentoring Program upon receipt of their formal appointment letter from their state’s appointing authority. If the new Commissioner previously served as a designee at ABM or participated in the Compact in a formal capacity, the process or timeline may be adjusted based on their individual needs. Steps may be modified to provide the mentee with the tools necessary for success in their new role.

Annual Business Meeting: Proxies

Upon notification that a state is sending a proxy to the ABM. The national office will work with the Training Committee Chair to select a mentor who will provide guidance before and during the ABM.

V. Process & Timeline

Step 1: National Office New Commissioner Onboarding 30 Days

- Upon receipt of a formal appointment letter signed by the Member State's appointing authority, the Executive Director (ED) will contact the new Commissioner to schedule an onboarding call.
- The ED will brief the new Commissioner on the history, formation, application, and implementation of the Compact (formerly known as the 101 briefing).
- Following the onboarding call, the ED will notify the Training Committee Chair that State A has appointed a new Commissioner and will advise that the Commissioner is ready to be paired with a mentor.
- The ED will make a mentor recommendation based on the Commissioner's bio and information received during the onboarding process. A summary will be provided to the Training Committee Chair.

Step 2: Mentor & Mentee Assignment 15 Days

- Upon notification from the ED, the Training Committee Chair will assign a mentor from the Committee's approved list of Commissioners who have indicated a willingness to serve.
- Considerations when assigning a mentor:
 - Tier Group Assignment: A similar number of military-impacted students residing in the member State.
 - Similar professional roles within their respective states. *Example: State Dept. of Education Senior Director – State Dept. of Education, Education Program Manager*
 - Proximity and time zone difference
- Once a mentor accepts the assignment, the ~~Training Committee Chair~~ ED will notify the new Commissioner and the mentor and share contact information, so the process may begin.

Step 3: Mentor & Mentee Program Task

If the appointment occurs close to the Annual Business Meeting (ABM), tasks should be adjusted accordingly.

- Annual Business Meeting Topics:
 - How to register for the ABM
 - Expectations while at the ABM
 - Information on agenda items the Commission will be voting on
- Introduction
 - The National Office will schedule a virtual Meet-and-Greet to introduce and connect the mentor and mentee.
 - Mentor will contact mentee within 1 week of receiving their contact information to introduce themselves and designate a time to discuss next steps.
- Suggested Topics for Discussion
 - State Council Composition
 - Who should be a member of your state council?
 - Examples of other member states' council composition
 - High School Athletic Associations
 - School Associations
 - Organizations that support military families in your state
 - State Council meeting agenda topics such as review rules, recent cases, educating stakeholders on the Compact, roles & responsibilities of members.

- Communication
 - Various forms of communication utilized by the mentor
 - Various forms of communication utilized by the Commission and National Office.
 - Time commitments associated with these communication activities
- Mentor Experience
 - The mentor should share challenges they have encountered with the mentee.
- Case Resolution
 - Who does the Commissioner contact if they need assistance with a case or have a question?
- Record keeping
 - Expectations and best practices for maintaining appropriate records

NOTE: Exhibit A, attached to this guide, includes additional topics that mentors and mentees may elect to address. Neither the guide nor the exhibit is intended to be comprehensive or to identify all possible discussion topics.

Step 4: Communication

To help ensure the newly appointed Compact Commissioner successfully transitions into their new role, the following meeting and communication schedule should serve as a baseline for building a purposeful collaboration.

- Initial Contact Between Mentor and Mentee
 - As outlined in *Step 3*, the mentor will contact the mentee within one (1) week of receiving the mentee's contact information from the Training Committee Chair.
- First Six Months
 - In the beginning, mentors are expected to meet at least once a month with their mentee during the first six months.
 - Mentors and mentees may choose to set monthly meetings for the same time each month for ease of scheduling.
 - The length of each meeting should be based on the needs of the participants; however, mentors are expected to provide pertinent information in a timely manner.
- After Six Months
 - After six months, meetings may become less regimented and should occur every other month or as needed.

Reference Documents

- 1) New Commissioner Tips
- 2) Commissioner Responsibilities <http://www.mic3.net/assets/excom-approved-commissioner-responsibilities-4.17.2019.pdf>

Exhibit A

State Council Governance and Operations

- **Statutory requirements for state council membership**
 - Understanding required members versus ex officio or additional representatives (where permitted)
 - Examples of how other member states structure their councils within statutory requirements, such as:
 - High school athletic associations
 - School or education associations
 - Organizations that support military families
- **State council roles and operations**
 - Roles and responsibilities of council members
 - Common meeting agenda topics (e.g., rule review, recent cases, stakeholder education on the Compact)

Commission Annual Reporting Requirements

State Council Agendas and Minutes

- What must be submitted to the National Office
- Recommended timelines and formats
- Record-keeping practices that support timely submission

Annual Report Requirements

- How to prepare for the annual report throughout the year
 - Tracking activities, cases, and outreach
 - Maintaining documentation as issues arise
- Types of topics typically addressed in the annual report
- Common challenges and strategies for avoiding last-minute gaps

Dues

- Purpose of Commission dues
- Payment timelines and processes
- Coordination considerations (e.g., fiscal offices, approvals, internal deadlines)

Communication

- Communication methods used by the mentor
- Communication channels used by the Commission and the National Office
- Time and workload considerations associated with communication responsibilities

Case Resolution

- Appropriate points of contact when a Commissioner needs assistance with a case or has questions
- How and when to escalate issues

Mentoring Experience

- Challenges mentors have encountered in their role
- Lessons learned and practical advice for navigating common issues

Record Keeping

- Record-keeping expectations
- Best practices for maintaining organized, accessible records to support compliance and reporting

New Commissioner Tips

You've been onboarded by the Executive Director and have been assigned a mentor. What's next?

1. Become familiar with your state compact statute. While all states adopted the model statute, some vary on:
 - a. The appointment process and appointing authority for the Compact Commissioner and State Council
 - b. The composition of the State Council
 - c. Who leads the State Council (Compact Commissioner, State Department of Education)
 - d. Annual reporting requirements (to the Legislative Assembly, Governor or State Board of Education)
 - e. There may also be other requirements specific to your state noted in your statute.
2. Become familiar with the Compact Rules and Regulations. Keep in mind that if your state statute, state department of education or board of education regulations, or local education agency policies are in conflict with the Compact statute, the Compact provisions and rules prevail.
 - a. [Model Compact Language](#)
 - b. [Compact Rule Book](#)
3. Connect with the outgoing Compact Commissioner (if possible). Obtain contact lists, meeting information, strategies, and initiatives.
4. Connect with your State Council (if one exists) members.
 - a. Send them an email or letter of introduction. The National Office can assist you with this task if needed.
 - b. Schedule one-on-one calls or meetings to discuss their perspective, concerns, ongoing cases, or opportunities to support.
 - c. If you are not an educator, connecting with the State Department of Education is helpful in resolving cases and when connecting with LEA Superintendents. They may also be able to assist with other meeting resources if you do not have access to a facility or conference call system. They may also be able to advise you on state education policies and regulations, facilitate legal analysis, or provide support.
 - d. The Military Family Education Liaison (MFEL) is a non-voting member of the State Council who assists families and the state in facilitating the implementation of the Compact.
 - e. Military School Liaison Officers (SLO) help families with education transitions every day, and in addition to parents and school districts, you will most likely be contacted by SLOs for assistance on Compact cases. They likely are members of your State Council or attend meetings.
5. Identify other stakeholders who would be helpful in supporting the State Council's efforts in implementing the Compact. Refer to your state statute on the process of appointments to the State Council. Some Member States have added the following agencies and/or organizations:
 - a. State Athletics Associations

- b. State Military and/or Veteran Affairs
 - c. State National Guard and Reserve
 - d. State Board of Education
 - e. Higher Education Agencies (University, P-20)
 - f. Special Education organizations
 - g. School Counselor organizations
6. Schedule your first State Council meeting. Member states are required to hold one meeting annually. Be sure to notify the National Office so it may be posted on your state compact webpage, and forward your agenda, minutes, and handouts once they are available.
7. Once you have been assigned to a Standing Committee by the Commission Chair, the Committee Chair should connect with you. Be sure to note the meeting dates and times in your schedule, as reminders will be sent via email and Outlook.

Other questions? Connect with your Mentor, your preceding state Compact Commissioner, or National Office. We are always here to help!

Commissioner Responsibilities Checklist

On April 17, 2019, the Commission adopted the Commissioner Responsibilities and Compact Checklist for Commissioners:

1. **Be familiar with my state compact statute** <http://bit.ly/statestatutes>
 - a. Any additional language and requirements
2. **Establish and/or develop state council meetings.**
 - a. Meeting frequency requirements in statute
 - b. In some cases, the state council is coordinated by another individual or agency
3. **Submit an annual report (or brief) to the state legislature or assembly.**
 - a. Required by some state statutes
4. **Attend the Annual Business Meeting (October)**
 - a. If the commissioner is unable to attend, the member state may designate a temporary representative or designee
 - b. Travel expenses paid by the commission
5. **Participate and attend standing committee meetings (Ref. Meeting Dates)**
 - a. Six (6) committees: Finance; Training; Communication and Outreach; Compliance; Rules; Leadership Nomination
 - b. Meet quarterly or more by conference call, as determined by the committee chair
 - c. Also meets at the Annual Business Meeting
6. **Participate in tier group meetings (Ref. Tier Group by State)**
 - a. Member states grouped by military-dependent impactation (low to high)
 - b. Meet at the Annual Business Meeting

Responsibilities to the National Commission: (Rules Chapter 800 State Coordination)

1. **Submit both the Code of Conduct form and the Conflict of Interest form upon appointment and by June 30th of each year.** (annually)
2. **Report state council meeting dates to the National Office**
3. **Submit state compact documentation by fiscal year-end (June 30)**
 - a. Submissions accepted throughout the year
 - b. May include: meeting agenda and minutes, rosters, legislative reports, summary of accomplishments activities, or presentations for the previous year
4. **Ensure my MIC3 state compact webpage is current (Ref. [Interactive Map](#))**
 - a. My contact info
 - b. Secondary point of contact
 - c. State council members changes
5. **Respond timely to Commission requests, referrals, etc.**

Resignations and Term End: (Rules Chapter 800 State Coordination)

February 24, 2026, Amended March 10, 2026

1. **Inform the Commission, state appointing authority, and my state council**
 - a. Within 30 days
2. **Assist in the appointment of the new commissioner (where appropriate)**
3. **Assist in the transition of the new commissioner**

Commissioner Contact List

To contact a commissioner, please view the [Interactive Map](#).