

# Office for Exceptional Children Job Duties & Contact List

## Ohio Department of Education - Office for Exceptional Children

25 S. Front St., MS 409, Columbus, OH 43215

### **Administration** - Director's Office, Associate Directors, Assistant Directors, Data Managers & Medicaid

Name	Title	Email	Assignments
WARD, JO HANNAH	Director	Johannah.ward@education.ohio.gov	
DRVOTA, MONICA	Associate Director	monica.drivota@education.ohio.gov	
PETRARCA, JOSEPH (JOE)	Associate Director	joseph.petrarca@education.ohio.gov	
ARLEDGE, ELIZABETH (BETH)	Program Administrator	elizabeth.arledge@education.ohio.gov	State Support Team liaison; 11 District Plan; Gifted Advisory Council; MTSS agency project; Guiding Coalition; SWD Plan Steering Committee; List-Serv; Website backup; SharePoint
BROOKS, SARAH	Assistant Director - Monitoring Services & Supports	sarah.brooks@education.ohio.gov	IDEA Comprehensive Monitoring System: Selective Reviews, Onsite Reviews and Compliance Indicator Reviews; Systemic Improvement Self Reviews; Ohio Longitudinal Transition Study; ODRC & ODYS; Guidance Document; Ohio Association of County Boards of Developmental
BUONI, SARAH	Assistant Director - Supports & Services for Diverse Learners	Sarah.buoni@education.ohio.gov	Multitiered Systems of Support; Specially Designed Instruction; Ohio's Learning Standards; Ohio's State Tests; OCALI; State Systemic Improvement Plan: Each Child on Track; Early Literacy
CALLAHAN, PARISE	Program Administrator	parise.callahan@education.ohio.gov	Coordinates Operating Standards for Education for Children with Disabilities Revision process, Department of Developmental Disabilities Rule, Gifted Rule, State Advisory Panel for Exceptional Children, Stakeholder engagement, Co-coordinator of Intern Program within OEC, Program coordination of various OEC office projects
CRAFT, KAELEN	Data Manager	kaellen.craft@education.ohio.gov	Data Manager; EMIS Special Education Data; EMIS General Issues Reports; IDEA Section 618 Reporting; Special Education Profiles; Federal & state reported data for students with disabilities
FAULKNER, ANDREA	Assistant Director - Urban Support	andrea.faulkner@education.ohio.gov	Urban Support Team and the 11 District Plan
KLEINMAN, HEIDI	Assistant Director - Dispute Resolution	heidi.kleinman@education.ohio.gov	Mediation & Facilitation; Due Process; Complaint Investigation; Restraint and Seclusion Complaint Investigation; SPP/APR Indicator for Mediation, Due Process & Complaints; Co-Coordinator of Restraint and Seclusion data collection
JAMES, SARAH	Assistant Director - Resource Management	sarah.james@education.ohio.gov	IDEA B Funds Administration; IDEA B Fiscal Monitoring; Coordinated Early Intervening Services (CEIS and CCEIS); Proportionate Share; Risk Assessment; Procurement Contracts; Grants/Projects; CCIP Funding Application
LOHR, MARIA	Assistant Director - Gifted Learners	maria.lohr@education.ohio.gov	Gifted Education; Gifted Education Policy; Gifted Program Reviews; Gifted Identification Plans; Gifted Identification & Service; Written Education Plans (WEPs); Acceleration Policy; Gifted Advisory Council; Innovative Gifted Service Waiver; Compliance; Gifted Indicator; Gifted Self-Report
LOOMIS, DIANE	Administrative Professional	diane.loomis@education.ohio.gov	Assistant to Associate Directors
POINDEXTER, NIKKI	Administrative Professional	nikki.poindexter@education.ohio.gov	Assistant to Director, calendar management, travel, etc.
VACANT	Program Administrator 3		Data Team Lead; Special Education Profiles; Special Education Ratings; Annual Performance Report; Significant Disproportionality; State Systemic Improvement Plan; Federal & state data reporting and analysis for students with disabilities

VACANT	Program Administrator		Monitor and maintain public record requests. Assists legal counsel with records management process. Research policy and law requirements. Researches and responds to inquiries and complaints. Prepares reports, publications, memos, and presentations for dissemination outside work unit; Coordinates OEC website maintenance with office team leads
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**Supports and Monitoring - IDEA Monitoring, Determinations & Special Education Profile**

**OEC.Monitoring@education.ohio.gov**

Name	Title	Email	Assignments
<b>DRVOTA, MONICA</b>	<b>Associate Director</b>	monica.drivota@education.ohio.gov	See page 1
<b>BROOKS, SARAH</b>	<b>Assistant Director</b>	sarah.brooks@education.ohio.gov	See page 1
FORSTHOEFEL, CHRALIN	Education Program Specialist	chralin.forsthoefel@education.ohio.gov	IDEA Monitoring Reviews; SPP Indicator Reviews;
GOLUMBEANU, ADRIANA	Education Program Specialist	adriana.golumbeanu@education.ohio.gov	IDEA Monitoring Reviews; SPP Indicator Reviews;
HORN, DONNA	Management Analyst	donna.horn@education.ohio.gov	IDEA Monitoring Coordinator; Monitoring Database; SharePoint; Learning Management System (LMS); Ohio Required Forms; IDEA Monitoring Website; Universal Supports
KUJKOWSKI, JOSEPH	Education Program Specialist	joseph.kujkowski@education.ohio.gov	IDEA Monitoring Reviews; SPP Indicator Reviews; SLT/OIP
MALONE, HEATHER	Education Program Specialist	heather.malone@education.ohio.gov	IDEA Monitoring Reviews; SPP Indicator Reviews;
MCCAIN, RAYMOND (CHIP)	Education Program Specialist	raymond.mccain@education.ohio.gov	IDEA Monitoring Reviews, SPP Indicator Reviews, OIP, Caseload Waiver team; Learning Management System (LMS); Universal Supports
SCHAMEL, ROBERT	Education Program Specialist	robert.schamel@education.ohio.gov	IDEA Monitoring Reviews; SPP Indicator Reviews;
SCHRAMKE, SHAUNA	Education Program Specialist	shauna.schramke@education.ohio.gov	IDEA Monitoring Reviews; LPDC; SPP Indicator Reviews.
SHIRLEY, DEBRA	Education Program Specialist	debra.shirley@education.ohio.gov	IDEA Monitoring Reviews; SPP Indicator Reviews; Learning Management System (LMS)
VACANT	Education Program Specialist		IDEA Monitoring Reviews, SPP Indicator Reviews
VACANT	Education Program Specialist		IDEA Monitoring Reviews; Alternate Assessment
VACANT	Education Program Specialist		IDEA Monitoring Reviews; Alternate Assessment
VACANT	Education Program Specialist		IDEA Monitoring Reviews; Alternate Assessment
VACANT	Education Program Specialist		IDEA Monitoring Reviews; Alternate Assessment
VACANT	Administrative Professional		Assistant to the Resource Management Section and Supports and Monitoring Assistant Directors; Technical assistance related to IDEA B regulations, discretionary projects and the CCIP application; Website Content Manager; List-Serv backup; Travel; CCIP doc library content coordinator; grants tracking.

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**Dispute Resolution** - Facilitation, Mediation, Complaints & Due Process

**oec-dispute-resolution@education.ohio.gov**

Name	Title	Email	Assignments
<b>DRVOTA, MONICA</b>	<b>Associate Director</b>	monica.drivota@education.ohio.gov	See Page 1
<b>KLEINMAN, HEIDI</b>	<b>Assistant Director</b>	heidi.kleinman@education.ohio.gov	See page 1
BAKER, CAROL	Administrative Professional	carol.baker@education.ohio.gov	Assistant to Monica Drivota, Dispute Resolution and Urban Support staff; Process due process requests; Redaction team; Backup for Complaint Processing;
BARGER, KELLY	Education Program Specialist	Kelly.barger@education.ohio.gov	Complaint investigation; Mediation and Facilitation Coordinator; Restraint and Seclusion Rule
CLINGERMAN, HEATHER	Attorney	heather.clingerman@education.ohio.gov	Complaint Investigation; Coordinator of Mediation and Facilitation, Redaction team;
JOHNSON, KAREN	Education Program Specialist	karen.johnson@education.ohio.gov	Complaint Investigator; Due Process Coordinator, Surrogate Parent Contact, Back Up to First point of contact for technical assistance and dispute resolution, State Advisory Panel for Exceptional Children
KAUFMAN, SANDY	Education Program Specialist	sandy.kaufman@education.ohio.gov	First point of contact for technical assistance & dispute resolution; State Advisory Panel for Exceptional Children;
MCDEVITT, MICHAEL	Program Administrator	michael.mcdevitt@education.ohio.gov	Processes all incoming complaints and restraint and seclusion complaints, back-up to processing due process complaints, SPP/APR Indicator for mediation, due process & complaints, Data Coordinator for all Dispute resolution processes and Restraint and Seclusion Data Collection, Dispute Resolution Data Base Contact, Chair of Redaction Team, Data point for Restraint and Seclusion, Rule, Guidance and Data Collection Team, Co-coordinator of Intern Program within OEC
MENKER, EMILY	Education Program Specialist	emily.menker@education.ohio.gov	Restraint and Seclusion Complaint Investigation, Complaint investigation; Point person for Restraint and Seclusion Rule and Guidance, Co-Chair of Restraint and Seclusion Data Collection Chair of Restraint and Seclusion, Rule, Guidance and Data Collection Team
RICHARD, SHILA	Education Program Specialist	shila.richard@education.ohio.gov	Complaint Investigation; Complaint Investigation
SCHURCH-THOMAS, TRACY	Education Program Specialist	tracy.schurch@education.ohio.gov	Complaint investigation; Mediation and Facilitation Coordinator; Restraint and Seclusion Rule, Guidance and Data Collection Team Redaction
WALKER, KELLY	Attorney	kelly.walker@education.ohio.gov	Complaint investigation; Due Process Coordinator, Public Records Request Coordinator, Multi System Youth OEC Representative,

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### Resource Management - IDEA Part B Funds, Grants & Projects

Name	Title	Email	Assignments
<b>PETRARCA, JOSEPH (JOE)</b>	<b>Associate Director</b>	joseph.petrarca@education.ohio.gov	See page 1
<b>JAMES, SARAH</b>	<b>Assistant Director</b>	sarah.james@education.ohio.gov	See page 1
DRAGHI, RAYMOND	Education Program Specialist	raymond.draghi@education.ohio.gov	IDEA B Fiscal Monitoring and Risk Assessment; Technical assistance related to IDEA B regulations and Part B funds, discretionary projects and the CCIP application; SST Fiscal Monitoring; Project contact for VSA of Ohio, Related Services projects; Project Ignite; Policies and Procedures Review; Medicaid and IDEA funding
FOCHT, EARL	Education Program Specialist	earl.focht@education.ohio.gov	Technical Assistance to discretionary projects and the CCIP application; Program Contact and Fiscal Contact for OSU & Ohio Coalition for the Education of Children with a Disability (OCECD); SPDG Parent Collaboration and OCECD SPDG; Fiscal Contact for SSTs; Early Literacy SSIP; IHE SPDG; & SPDG Coordinator; Ohio Leadership Advisory Council; OLI4 Advisory Council and CORE Team; Deans Compact; Parent Mentor; fiscal contact
KEMPTON, RANDALL	Education Program Specialist	randall.kempton@education.ohio.gov	IDEA B Fiscal Monitoring and Risk Assessment; Technical assistance related to IDEA B regulations and Part B Funds; Coordinated Early Intervening Services (CEIS and CCEIS); discretionary projects and the CCIP application; Project fiscal contact for Services to Families/Children of Deaf/Blind, TVI Teacher Prep Program, Deaf and Hard of Hearing Consortium Teacher Prep; Project Fiscal Contact for Ohio School for the Deaf/Ohio State School for the Blind
LYNSKEY, MARK	Education Program Specialist	mark.lynskey@education.ohio.gov	IDEA B Fiscal Monitoring and Risk Assessment; Technical assistance related to IDEA B regulations and Part B funds, Coordinated Early Intervening Services (CEIS and CCEIS); Federal EMAPS reporting; discretionary projects and the CCIP application; Proportionate Share Services for Nonpublic school children; IDEA Part B Consortia Oversight; Project Fiscal contact for School Psych Intern
SOGAN, PAUL	Education Program Specialist	paul.sogan@education.ohio.gov	IDEA B Fiscal Monitoring and Risk Assessment; Technical assistance related to IDEA B regulations and Part B funds, discretionary projects and the CCIP application; IDEA Maintenance of Effort coordinator; Fiscal Contact for T2T Support and Secondary Transition projects; Federal excess cost; Proportionate Share Services for Nonpublic school children.
TESNOW, JEFFREY	Education Program Specialist	jeffrey.tesnow@education.ohio.gov	IDEA B Fiscal Monitoring and Risk Assessment; Technical assistance related to IDEA B regulations and Part B Funds, discretionary projects and the CCIP application; Coordinated Early Intervening (CEIS and CCEIS); IDEA Allocations; Single Audit, project Fiscal Contact for OMNIE, CCIP note and doc review; Medicaid and IDEA funding
VACANT	Administrative Professional		Assistant to the Resource Management Section and Supports and Monitoring Assistant Directors; Technical assistance related to IDEA B regulations, discretionary projects and the CCIP application; Website Content Manager; List-Serv backup; Travel; CCIP doc library content coordinator; grants tracking;

VACANT	Grants Manager		Oversight of contracts and IDEA B funds for grants, Research and review funding opportunities, Create and manage OhioBuys requisitions, OEC program liaison for ODE Fiscal Services, contribute/coordinate OEC conference sites, fiscal project planning, technical assistance for solicitation solutions, develop maintain and track compliance of resource procedures, carry out procurement review for office and assist for center, facilitate workflow, inter-agency resource for fiscal
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### Supports and Services for Diverse Learners: Multitiered Systems of Support, Ohio's New Learning Standards & State Testing System

Name	Title	Email	Assignments
<b>PETRARCA, JOSEPH (JOE)</b>	<b>Associate Director</b>	joseph.petrarca@education.ohio.gov	See page 1
<b>BUONI, SARAH</b>	<b>Assistant Director</b>	sarah.buoni@education.ohio.gov	See page 1.
CRUMBLEY, TAUNYA	Administrative Professional 2	taunya.crumbley@education.ohio.gov	Assistant to Assistant Director and Diverse Learners and Gifted staff; Website Content Coordinator; Redaction Team; Special Education Caseload Waiver Team support; State Personnel Development Grant (SPDG) support; Office onboard contact; Event and Meeting Coordinator, Travel Authorized Requestor; Office Supplies Purchasing
FLOWERS, MEGAN	Education Program Specialist	Megan.flowers@education.ohio.gov	Deaf/Hearing Impaired & Blind/Vision Impaired: Ohio Center for Sensory Disabilities-Outreach Center for Deafness and Blindness; Assistive Technology & Accessible Educational Materials Center; NIMAS; Deafblind: Ohio Center for Deaf Blind Education; Traumatic Brain Injury: Brain Injury Advisory Committee; Interagency Work Group on Autism; Universal Design for Learning Collaborative; Assistive Technology Network
HAMMOND, MA'TAYA	Education Program Specialist	mataya.hammond@education.ohio.gov	Alternate Assessment; Alternate Assessment participation team; Assessment accessibility & accommodations; Accessibility workgroup; Ohio's Learning Standards-Extended
JEFFRIES, KAREN	Education Program Specialist, Literacy Specialist	Karen.jeffries@education.ohio.gov	Literacy, Urban Literacy Specialists, State Personnel Development Grant (SPDG), Dyslexia, Special Education Waiver Team
LAUGHLIN, BERNADETTE	Education Program Specialist - Related Services	bernadette.laughlin@education.ohio.gov	Related Services Consultant-Occupational Therapy (OT); Physical Therapy (PT); Speech Language Pathologists (SLPs), Adapted Physical Education (APE); School Psychology; School Psychology Intern program; School Psychology Inter University Council; Workload/caseload; Telehealth; School Nurse
SZYMANSKI, AMY	Secondary Transition & Workforce Development Consultant	amy.szymanski@education.ohio.gov	Secondary Transition; Transition to work; Innovative Strategies; Graduation; Ohio Longitudinal Time Study; Establishing Families as Partners; State Systemic Improvement Plan: Each Child on Track
TROYER, AIMEE	Education Program Specialist	aimee.troyer@education.ohio.gov	State Personnel Development Grant (SPDG), Alternate Assessment participation team; Specially Designed Instruction Team; Multitiered System of Support; Multi-system Youth; Statewide System of Support;
Vacant	Project Coordinator		Ohio Transition Support Partnership (OTSP) coordinator; Pre-Employment Transition Services; Opportunities for Ohioans with Disabilities; Project SEARCH; Innovative Strategies

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### Data & Research - Federal and State Reporting/Analysis, Special Education Profiles & Ratings, Program Evaluation

Name	Title	Email	Assignments
PETRARCA, JOESPH	Associate Director	Joseph.petrarca@education.ohio.gov	See page 1
VACANT	Assistant Director- Data		See page 1
CRAFT, KAELEN	Data Manager	kaellen.craft@education.ohio.gov	See page 1
HARRIS, TONI	Data Manager	toni.harris@education.ohio.gov	Data Manager; EMIS Gifted Special Education Data; EMIS General Issues Reports – Gifted, Local Report Card, Secure Data Center – Gifted, Blackbox Files – Gifted.
LOESCH, MATTHEW	Education Program Specialist	matthew.loesch@education.ohio.gov	Special Education Profiles; Special Education Ratings; Annual Performance Report; Significant Disproportionality; Graduation/Early Warning Systems; Restraint and Seclusion Survey; Various special education data analyses & projects
MCMUNN, REBECCA	Data Analytic Specialist	rebecca.mcmunn@education.ohio.gov	Special Education Profiles; Special Education Ratings; Annual Performance Report; Significant Disproportionality; Graduation/Early Warning Systems; Restraint and Seclusion Survey; Various special education data analyses & projects
RECTOR, ASHLEY	Education Program Specialist	ashley.rector@education.ohio.gov	Special Education Profiles; Special Education Ratings; Significant Disproportionality; State Systemic Improvement Plan: Early Literacy Pilot Evaluation Lead; State Personnel Development Grant Evaluation Lead; Various special education data analyses & projects
ROUNDTREE-GIBBS, DE'JA	Data Manager	deja.roundtree-gibbs@education.ohio.gov	Data Manager; EMIS Special Education Data; EMIS General Issues Reports; IDEA Section 618 Reporting; Special Education Profiles; Federal & state reported data for students with disabilities.



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## Urban Support Team

Name	Title	Email	Assignments
<b>DRVOTA, MONICA</b>	<b>Associate Director</b>	monica.drivota@education.ohio.gov	See Page 1
<b>FAULKNER, ANDREA</b>	<b>Assistant Director-Urban</b>	andrea.faulkner@education.ohio.gov	See page 1
BAUM, REBECCA	Education Program Specialist	rebecca.baum@education.ohio.gov	Cleveland Metropolitan School District
CHURCHWRIGHT, KELLY	Education Program Specialist	kelly.churchwright@education.ohio.gov	Cincinnati Public Schools
DIFRANCESCO, ANDREA	Education Program Specialist	andrea.difrancesco@education.ohio.gov	Youngstown City School District; Lorain City School District
HAVEY, LYNSDAY	Education Program Specialist	lynsday.havey@education.ohio.gov	Columbus City School District; Parent Mentors; Family Engagement
LEWIS, WENDY	Education Program Specialist	wendy.lewis@education.ohio.gov	Toledo Public School District; East Cleveland City School District
SADOWSKI, SARA	Education Program Specialist	sara.sadowski@education.ohio.gov	Canton City School District; Akron Public School District (Backup)
SANDHOFF, ADAM	Education Program Specialist	adam.sandhoff@education.ohio.gov	Dayton Public District
SHEPARD, JOHN	Education Program Specialist	john.shepard@education.ohio.gov	Zanesville City School District; Lima City School District
Vacant	Education Program Specialist		
Vacant	Education Program Specialist		
Vacant	Education Program Specialist		

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### Gifted Learners: Multitiered Systems of Support, Ohio's Learning Standards & State Testing System

Name	Title	Email	Assignments
PETRARCA, JOSEPH (JOE)	Associate Director	joseph.petrarca@education.ohio.gov	See page 1
LOHR, MARIA	Assistant Director	maria.lohr@education.ohio.gov	Gifted Education; Gifted Education Policy; Gifted Advisory Council; Gifted Program Reviews; Compliance; Gifted Identification Plans; Approved Gifted Assessments; Gifted Identification and Service; Visual or Performing Arts Identification and Service; Gifted Service Waiver; Written Education Plans (WEPs); Gifted Education Professional Development; Acceleration Policy; Written Acceleration Plans; Early Entrance; Gifted Indicator; Gifted Self-Report; Gifted Education Funding; EDSTEPS – Gifted Watch
CRUMBLEY, TAUNYA	Administrative Professional 2	taunya.crumbley@education.ohio.gov	Assistant to Assistant Director and Diverse Learners and Gifted staff; Website Content Coordinator; Redaction Team; Special Education Caseload Waiver Team support; State Personnel Development Grant (SPDG) support; Office onboard contact; Event and Meeting Coordinator, Travel Authorized Requestor; Office Supplies Purchasing,
DEMZYK, MICHAEL	Education Program Specialist - Gifted Services	michael.demczyk@education.ohio.gov	Gifted Education; Gifted Education Policy; Gifted Advisory Council; Gifted Program Reviews; Compliance; Gifted Identification Plans; Gifted Identification and Service; Gifted Service Waiver; Acceleration Policy; Early Entrance; Written Acceleration Plans; Gifted Indicator; Gifted Education Funding; Gifted Self-Report; Approved Gifted Assessments
SHOEMAKER, JEFFREY	Education Program Specialist, Gifted Services	jeffrey.shoemaker@education.ohio.gov	Gifted Education; Gifted Education Policy; Gifted Advisory Council; Gifted Program Reviews; Compliance; Gifted Identification Plans; Gifted Identification and Service; Visual or Performing Arts Identification and Service; Gifted Service Waiver; Written Education Plans (WEPs); Gifted Self-Report; Gifted Education Professional Development; EDSTEPS – Gifted Watch
VERMILLION, MEGAN	Education Program Specialist Gifted Services	Megan.vermillion@education.ohio.gov	Gifted Education; Gifted Education Policy; Gifted Advisory Council Gifted Program Reviews; Compliance; Gifted Identification Plans; Gifted Identification and Service; Visual or Performing Arts Identification and Service; Written Education Plans (WEPs); Acceleration Policy; Written Acceleration Plans; Early Entrance; Gifted Self-Report; Gifted Education Professional Development