

NC DHHS Office of Education Services

2302 Mail Service Center, Raleigh, NC 27699-2302

1020 Richardson Drive, Raleigh, NC 27603

Main Phone Line: 919-855-4430

www.ncoes.net

Staff Positions and Responsibilities Summary

Dwight Pearson, Ph.D., Superintendent

Dwight.Pearson@dhhs.nc.gov

Office: (919) 855-4430 Fax: (919) 715-6625

- Director of OES
- Management of Policies and Budgetary Oversight for OES
- Serves as Superintendent of DHHS Educational System
- Oversight of Three Residential Schools:
 - GMS
 - ENCSD
 - NCSD
- Oversight of Resource Support Program
- Oversight for EI Program for Students who are Deaf or Hard of Hearing

Kathy Rhoades, Assistant Superintendent

Kathy.Rhoades@dhhs.nc.gov

Office: (919) 855-4442 Cell: (919) 961-1456 Fax: (919) 715-6625

- Legislative Contact
- School Improvement Plans
- National Board Certification
- Mentor Training
- Oversight for Curriculum and Instructional Programming, including Exceptional Children, Technology, and Accountability
- Oversight for Staff Development and Special Projects
- Contact with Public Information Office for press releases
- MOAs with other agencies regarding services to students

June Britt, Ombudsman

June.Britt@dhhs.nc.gov

Office: (919) 855-4432 Cell: (919) 218-7739 Fax: (919) 716-0108

Video Relay Phone: IP# 149.168.156.82 IP Address: 149.168.156.24

- Abuse, Neglect, and Exploitation
- Attendance
- Attorney General Contact/Legal Issues
- Code of Conduct/ Discipline/Suspensions

- Liaison for the Student Health Centers, Counselors, and Social Workers
- Mental Health Services for the Deaf and Hard of Hearing & Visually Impaired
- Liaison to Human Rights Committees
- Complaints (Parents, Student, Staff, Agency)
- Safety

Karin Sue Burton, Processing Assistant IV

Karin.Burton@dhhs.nc.gov Office: (919) 855-4454 Fax: (919) 733-2970

- Mainline Phone Coverage
- Open & Deliver Mail
- Administrative Support to Staff
- Licensure Assistant
- Beacon Time Administrator & Approver
- NCID Administrator
- P-Card Reconciliation
- Travel Reimbursement Processing
- Travel Authorization Processing
- Direct Bill Hotel Setup/Travel
- FM-30 Form (Application for Perm Assignment of Veh) Processing
- Schedule and Maintain OES Motor Fleet Vehicles
- Invoices-Coding/Payment, EBilling-ITS Telephones & Motor Fleet
- Monthly Enrollment Report - Collect and Maintain
- Have Updated Policies Posted to Website
- On-line Maintenance Work Orders
- Schedule Conference Rooms for Royster Building

Felicia Davis, Human Resources Manager

Felicia.Davis@dhhs.nc.gov Office: (919) 855-4435 Fax: (919) 715-4853

Thomasine Hardy, Ph. D., Consultant

Thomasine.Hardy@dhhs.nc.gov

Office: (919) 855-4437

- Exceptional Children Issues

Krista Heavner, MS CCC-SLP/LSLS Cert AVT, Coordinator of Resource Support

Krista.Heavner@dhhs.nc.gov

Office: (704) 483-4423 Cell: (919) 215-6474

- Participate in collaborative efforts with Department of Public Instruction, Early Intervention, UNC-Chapel Hill CASTLE program, BEGINNINGS, Project EAR to plan and provide group training workshops throughout the state of NC for professionals in deaf education.
- Provide direct technical assistance, coaching and training to teachers of the deaf, speech-language-pathologists and audiologists within the public schools of NC.

- Carry out additional related duties as directed by the Superintendent and Assistant Superintendent of OES.

Sharon L Marsalis, Business Manager/Budget Officer

Sharon.L.Marsalis@dhhs.nc.gov

Office: (919) 855-4434 Cell: (919) 605-6319 Fax: (919) 733-2970

- Financial Contact
- Budget Issues
- Fiscal Policy and Procedures
- Purchasing Policy and Procedures
- Beacon Agency Approver
- Contracts
- Medicaid Information
- Child Nutrition
- Office Management
- Grants
- Continuation and Expansion Process

Linda Lindsey, Ph.D., Director of Professional Development and Special Projects

Linda.Lindsey@dhhs.nc.gov

Office: (828) 438-6241 Cell: (828) 303-0560 Fax: (828) 438-6242

- Collaborate with OES staff, OES residential schools, Early Intervention Program, Mental Health Schools, and Developmental Disabilities Centers in Planning and Implementing Professional Development for Staff.
- Coordinate Plans for the DHHS Education Conference.
- Coordinate Plans for the OES Summer Institute for Academic and Residential Life Services Staff.
- Create Leadership Development Opportunities for a Variety of OES Staff, such as Aspiring Supervisors' Training, Middle Managers' Training, and the OES Summer Institute.
- Revise and Update OES Staff Development Policies and Educational Assistance Policies/
- Provide Consultation and Oversight for OES Schools' and Programs' Marketing, i.e., Brochures, Community Relations, and Positive Public Relations.
- Coordinate with Division and School-Based Staff to Improve Recruitment of Teachers and Professional Development of Teachers.
- Track Data Patterns Related to Race-Relations, EEO, Health Disparities, and Elimination of the Achievement Gap.
- Provide OES Staff with Research Findings on Best Instructional Practices, the Impact of Students' Socio-Economic Status on Health and Academic Performance, etc.

Dr. Keri Lohmeier, Ph. D., Visual Impairment Programming Specialist

Keri.Lohmeier@dhhs.nc.gov

Office: (919) 855-4440 Cell: (919) 244-4989

- Develop and contribute research and best practice models to the VI field.
- Review and Approve any research proposals for the three schools.

- OES Liaison between NCCU's VITP and ECU's deaf-blind programs.
- Conduct collaborative research
- Provide instructional and resource support to university courses
- Oversee cooperative agreement with NCCU
- Oversee deaf-blind contract with ECU
- Manage OES's deaf-blind program, support staff and resources with in deaf-blind.
- Serve on state and national committee's and projects for both VI and deaf-blind. *Support teacher recruiting efforts from and for the universities- and ultimately to OES's VI and deaf-blind programs.
- Provide resource support to VI teachers in Wake County and/or across the state.

Brad Peterson, Instructional Technology Facilitator

Brad.Peterson@dhhs.nc.gov

Office: (919) 855-4438 Fax: (919) 733-2970

- NC WISE
- Technology Integration; Computer Skills Curriculum & Testing
- Assistive Technology
- School Technology Plans; eRate Funding
- OES and School Websites
- North Carolina Virtual Public School (NCVPS)
- Learn NC
- OES Educator E-Newsletter

Beth Rhoades, Curriculum Intervention Specialist

Beth.Rhoades@dhhs.nc.gov Office: (919) 855-4441 Fax: (919) 733-2975

- Accountability contact at the LEA level (state testing and local assessments, PEPs, remediation)
- Transition oversight
- Graduation Project LEA coordinator
- Curriculum Specialist (K-5 & other grades as needed)
- Textbook coordinator
- SIP II grant co-coordinator, overseeing reading and literacy
- Assistive technology
- Oversee Summer School, facilitate review committee
- Alternative Goals

Kent Robertson, Math and Science Curriculum Support Teacher

Kent.Robertson@dhhs.nc.gov

Office: (919) 855-4451 Fax: (919) 733-2970

- Provide Support for Math and Science Instruction at GMS, NCSD, and ENCSD
- Collaborate with staff on technology issues

Eileen Sinclair, Executive Assistant

Eileen.Sinclair@dhhs.nc.gov

Office: (919) 855-4433 Cell: (856) 220-3583 Fax: (919) 715-6625

- Academic Assistance Processing
- Calendaring - Dwight Pearson & Kathy Rhoades
- OES Meeting Minutes
- Program/Directors' Minutes
- Wellness Coordinator
- Combined Campaign Coordinator
- Social Committee Coordinator
- Travel arrangements and related support for Superintendent and Assistant Superintendent
- Provide support to Superintendent, Assistant Superintendent, and Director of Professional Development re: Word, Excel/PowerPoint and corresponding research projects
- Provide support to Superintendent/Assistant Superintendent re: travel arrangements, phone conferences, composition of letters/memos and miscellaneous correspondence (Word)
- Directive III-5 processing
- Secondary Employment Processing

Melinda Shue, Purchasing Tech/Assistant Business Officer

Melinda.Shue@dhhs.nc.gov Office: (919) 855-4443 Fax: (919) 733-2970

- Purchasing-Eprocurement/P Card/Direct Bill
- P-Card Administrator - Statewide Programs
- Contracts & Grants-DHHS Contract System/NCAS/GIC System
- Medicaid Administrative Claiming & Medicaid Fee-For-Service; Liaison to PCG (Public Consulting Group)
- Invoices-Coding/Payment, EBilling-ITS Telephones
- RACF ID Password Administrator-Statewide Programs
- Beacon Time Administrator & Approver
- Direct Bill Hotel Setup/Travel
- State Surplus
- Interpreters
- Dual Employment Processing
- Backup Support in the Absence of Executive Assistant & Processing Assistant -Travel, Phone Coverage, Mail Delivery, NCID Motor Fleet Logs, Scheduling Vehicles, Online Maint. Workorders, etc...

Michael Viar, Licensure and Support Services Coordinator

Michael.Viar@dhhs.nc.gov

Office: (919) 855-4444 Cell: (919) 218-7305 Fax: (919) 733-2975

- DHHS Licensure Coordinator
- Policy Coordinator
- Transportation Coordinator
- Safety Officer
- Information Security Official
- Disaster Coordinator

- Business Continuity Plan Coordinator
- Continuity of Operations Plan Coordinator
- Contract Administrator
- Records and Retention Coordinator
- Athletics Coordinator

Exceptional Children Specialist (position is currently vacant)

John Wood, CECAS Consultant

John.Wood@dhhs.nc.gov Office: (919) 855-4447 Fax: (919) 733-2970

- CECAS
- Assistance with EC file compliance

Laura H. Wooten, Director of Student Development

Laura.Wooten@dhhs.nc.gov

Office: (919) 855-4436 Fax: (919) 733-2970

- Student Social/Safety Skills
- Tobacco-Free Schools
- EEO Coordinator
- Residential Life Program Liaison
- Parental Involvement