

**BUREAU OF SPECIAL EDUCATION
DIRECTOR'S OFFICE**

Director, Ann Hinkson-Herrmann (717) 783-6134
 Assistant Director, Lynn Dell (717) 783-2311
 Administrative Officer II, Donna Graybill (717) 787-4914
 Administrative Officer I, Kelli Franklin (717) 783-6135
 Clerk Typist III, Nancy Zeigler (717) 783-6134
 Clerk Typist III, Beth Runkle (717) 783-2311

<u>Function</u>	<u>Contact</u>	<u>Phone Number</u>
Directs and manages Bureau activities and represents the Department in various activities as assigned	Ann Hinkson-Herrmann	(717) 783-6134
Assists the Bureau Director in their duties and works as a liaison between staff and the Bureau Director	Lynn Dell	(717) 783-2311
Administration and management of activities in accordance with IDEA 2004 and Local Education Agency applications submitted by Intermediate Units	John Gombocz Vacant	(717) 772-3745
Development of State Application to ensure receipt of IDEA-B Funds from the U.S. Department of Education (USDE)	John Gombocz (Temp)	(717) 772-3745
Interpretation of Federal and State Laws and Regulations as applicable to the Bureau and questions regarding special education complaints, monitoring, and special education plans	Walter Howard Amy Deluca Patty Todd	(717) 783-6137 (717) 772-2647 (717) 783-6879
Personnel, budget and contract administration	Donna Graybill	(717) 787-4914
Preparation of Yearly Submission to the USDE of the State's Performance Plan (SPP) and Annual Performance Report (APR)	Barbara Mozina Deborah Sotack	(814) 674-2648 (814) 349-2481
Preparing contracts and processing invoices	Kelli Franklin	(717) 783-6135
Provides special education trainings on various topics and technical assistance	John Gombocz Vacant	(717) 772-3745
Purchasing and Bureau telecommunications	Kelli Franklin	(717) 783-6135
Right to Know Coordinator	John Gombocz (Temp)	(717) 772-3745
Statewide administration and management of special education monitoring	Jill Deitrich	(717) 783-6876