

# KENTUCKY DEPARTMENT OF EDUCATION OFFICE OF FINANCE AND OPERATIONS



*Robin Fields Kinney,  
Associate Commissioner  
Phone: (502) 564-1976, ext. 4302  
Email: robin.kinney@education.ky.gov*

*Matt Ross,  
Executive Advisor*

The Office of Finance and Operations (OFO) oversees financial, human and capital resources functions for the Kentucky Department of Education (KDE). The OFO manages agency support to school districts in areas of local operations and administers federal nutrition programs that benefit Kentucky's children.

## **DIVISION OF BUDGET AND FINANCIAL MANAGEMENT**

*Charles Harman, Director  
Karen Wirth, Assistant Director*

*Tonya Hartley, Branch Manager  
Thelma Hawkins, Branch Manager  
Teri Mason, Branch Manager  
Shara Wiley, Branch Manager*

- Prepares KDE P-12 budget and monitors throughout the year.
- Manages the procurement functions for the agency.
- Processes purchases and payments for the agency.
- Coordinates fiscal oversight of \$5 billion in state and federal funds.
- Coordinates and provides oversight of KDE federal and state audits.

## **DIVISION OF RESOURCE MANAGEMENT**

*Lynn McGowan-McNear, Director  
Angela Smith, Assistant Director*

*Rita Belen, Branch Manager  
Scott Craig, Branch Manager  
Angie Risk, Branch Manager*

- Manages hiring, evaluation and disciplinary processes.
- Administers payroll and benefits process.
- Coordinates personal property functions (inventory, surplus, insurance).
- Manages real property functions (lease, space management, capital construction, safety).

## **DIVISION OF DISTRICT SUPPORT**

*Donna Duncan, Director*  
*Jessica Carlton, Assistant Director*  
*Steve Lyles, Assistant Director*

*Mark Darbyshire, Branch Manager*  
*Ronda Devine, Branch Manager*  
*Greg Dunbar, Branch Manager*  
*Elisa Hanley, Branch Manager*  
*Chay Ritter, Branch Manager*  
*Nicole Vanover, Branch Manager*

- Monitors school district finances (Support Education Excellence in Kentucky (SEEK) calculations, transportation funding, contingencies, tax rates and financial audits).
- Tracks student enrollment, attendance and demographics (attendance reports, perform attendance audits, school calendars revisions).
- Monitors the local district facility planning process and coordinates inventory classification system for school buildings.
- Approves the construction and renovation of local district facilities, including review of land acquisition and surplus of property.
- Provides operational support to state-managed and state-assisted districts.
- Provides training for district finance officers, facilities managers, school nurses, directors of pupil personnel and pupil transportation directors.
- Promotes implementation of a Coordinated School Health (CSH) approach in schools and districts.

## **DIVISION OF SCHOOL AND COMMUNITY NUTRITION**

*Lauren Moore, Director*  
*Tim Cooper, Assistant Director*

*Katie Embree, Branch Manager*  
*Elizabeth Fiehler, Branch Manager*  
*Cathy Gallagher, Branch Manager*  
*Michael Sullivan, Branch Manager*

- Administers federal child nutrition programs.
- Monitors and reviews local school districts, child care sponsors and adult daycare sponsors who participate in the federal child nutrition programs.
- Manages the federal claims and reimbursement process for these programs.
- Partners with the Kentucky Department of Agriculture and other agencies on development of programs to educate children on good nutrition practices.
- Provides training and technical assistance for sponsors, including district food service staff.