Division – Leadership Team

Team – Reports to Leadership Team

Superintendent
Hanseul Kang

Early Learning Elizabeth Groginsky	**Elem., Secondary & Specialized Ed** Amy Maisterra	**Postsecondary & Career Ed** Antoinette Mitchell	**Data, Assessment & Research** Vacant	**Operations** Neela Rathinasamy	**Systems Technology** Tom Fontenot	**Student Transportation** Gretchen Brumley	**Health & Wellness** Donna Anthony	**Chief of Staff** Shana Young	**General Counsel** Sarah Jane Forman *(Interim)*
Licensing & Compliance	Teaching & Learning	Adult & Career Education / GED	Assessments & Accountability	Office of Grants Management & Compliance	Applications	Audit & Compliance	Policy & Planning	Policy	▪ Legal review of key documents ▪ Legal research and advice ▪ Litigation and hearings ▪ Drafting of statutes and regulations
Operations & Grants Management	Accountability, Performance & Support	College & Career Readiness	Policy & Partnerships	Office of Building Operations	Project Management	Fleet & Facilities Maintenance	Nutrition Programs	Budget & Finance	
Early Intervention – Part C and Part B	Policy, Planning & Charter School Support	DC Tuition Assistance Grant	Longitudinal Data Systems	Office of Dispute Resolution	Infrastructure & Technology Support	Parent Resource Center	Strategic Operations	Talent & Human Resources	
Quality Initiatives	Community Learning & School Support	CTE / Career Development		Office of Enrollment & Residency	Strategic Planning	Data & Technology	Athletics	Communications	
Policy Planning and Research	Special Programs	DC ReEngagement Center		Office of Contracts & Procurement		Routing & Scheduling	Healthy Schools & Wellness Programs	Strategic Plan Implementation	
	Strategic Operations	Education Licensure Commission				Terminal Operations			
		Policy & Planning							

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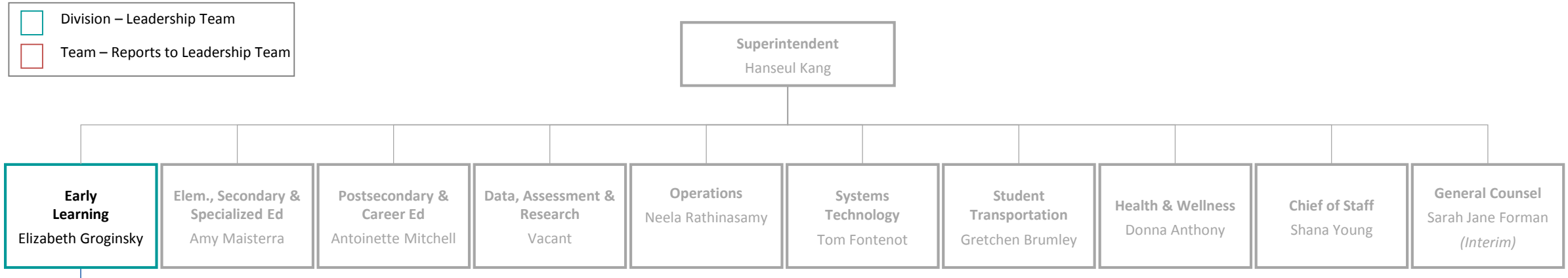

	Licensing & Compliance Eva Laguerre	**Operations & Grants Management** Rebecca Shaw	**Early Intervention – Part C and Part B** Kerda DeHaan (state) Carlene Reid (Part B-619) Jerri Johnston- Stewart (local)	**Quality Initiatives** Margareth Legaspi	**Policy, Planning and Research** Nicholas Kent
What's the role of this team?	Licenses and monitors child development centers and homes. Describe the maintenance and enforcement of the District's child care licensing regulations.	Sets policy for the child care subsidy program, administers subsidy payments and early learning grant awards	Ensures full implementation of IDEA Part C and Part B-619, a comprehensive statewide system of early intervention services. Serves as the District's point of entry for infants and toddlers with delays and disabilities, ages birth to age 4, and their families	Develops and manage all DEL quality programs, including subsidized child care, pre-K, Quality Rating and Improvement System, Quality Improvement Network, and Professional Development Supports programs aimed at helping families support their child' learning and development.	Provides leadership for the development and implementation of policy, planning, evaluation and research. Develop all plans, including CCDBG, OSEP, HRSA, EHS-CC and HSSCO. Develops and implements communication and outreach strategy, guides the outreach plan, and develops the partnerships for community engagement.
What are the key responsibilities of this team?	▪ Issue licenses ▪ Monitor licensed facilities to ensure compliance with child care licensing regulations ▪ Enforce systems that provide the foundation for the protection and health of children in child care settings	▪ Administer the Child Care and Development Block Grant ▪ Establish eligibility policies and payment rates ▪ Audit compliance ▪ Process monthly provider payments ▪ Provide funding to support quality improvement initiatives	▪ Service Coordination of eligible children ▪ Identify children with developmental delays or disabilities ▪ Training and Technical Assistance to support providers and families with children who have disabilities ▪ Provide direct services for children with Individualized Family Service Plans (IFSPs)	▪ Responsible for collaborating with business, philanthropy, higher education, nonprofit, and government partners to ensure engagement in and support of our quality initiatives. ▪ Responsible for monitoring programs, providing technical assistance, consumer education, Early Learning Standards, grants monitoring, and ongoing processional development	▪ Coordinate and collaborate within government across District government agencies and with and across the early learning sectors (community, charter LEA, and traditional public, private).

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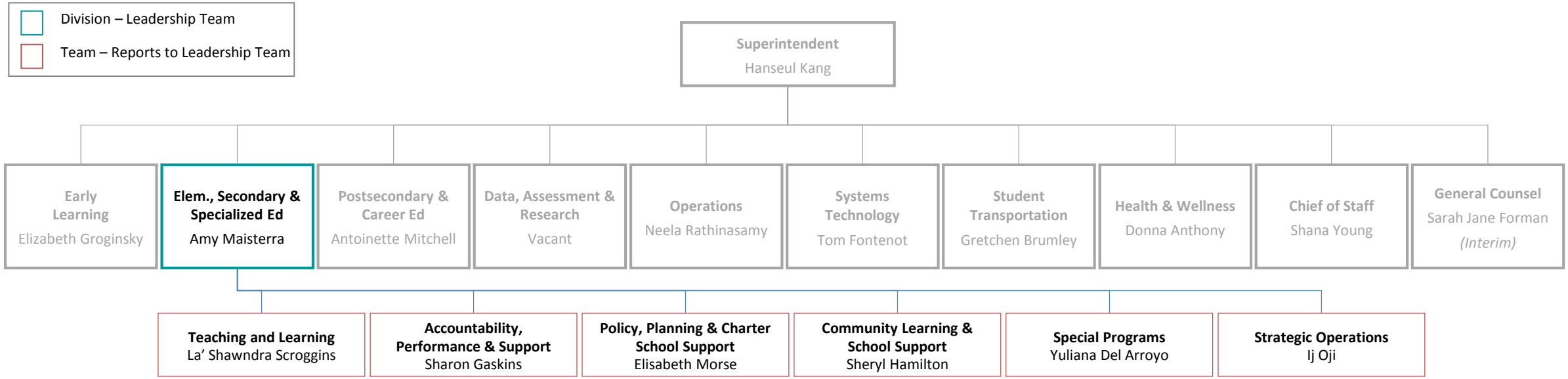

	Teaching and Learning La' Shawndra Scroggins	Accountability, Performance & Support Sharon Gaskins	Policy, Planning & Charter School Support Elisabeth Morse	Community Learning & School Support Sheryl Hamilton	Special Programs Yuliana Del Arroyo	Strategic Operations Ij Oji
What's the role of this team?	Supports the development of great teachers and leaders who have the skills and knowledge to effectively reach all learners, including students with disabilities and English Language Learners	Provides local education agencies with a combination of meaningful supports and interventions to accelerate school improvement and student outcomes, in accordance with IDEA and ESEA	Creates regulatory and policy framework to support compliance, drive achievement, foster innovation, and disseminate best practices across sectors. Supports specialized charter sector planning and funding initiatives	Fosters community-parent-school connections and out of school learning opportunities that support students with disabilities, students who are homeless, home schooled, or in private schools	Oversees nonpublic placement and ensures appropriate oversight of programming for students with disabilities in private schools, and coordinates behavioral health and community school partnerships	Coordinates strategic fiscal spending plan that supports core work, and ensures that staff have supporting conditions to be effective, through the creation of sound operational procedures and tracking systems
What are the key responsibilities of this team?	▪ Teacher effectiveness and licensure ▪ Standards-based training & technical assistance ▪ School-wide evidence-based models ▪ Support for special populations ▪ Literacy	▪ ESEA waiver implementation & monitoring ▪ Statewide System of Support (ESEA) ▪ School Improvement Grant (SIG) ▪ Race to the Top ▪ Title I, Title II & IDEA programmatic monitoring	▪ Policy & regulation development ▪ Office of Public Charter School Finance & Support (SOAR & Title VB) ▪ Special Education State Complaint Office ▪ State Special Education Systemic Improvement Plan coordination	▪ Parent outreach (ESEA and IDEA) ▪ 21st Century Grant ▪ McKinney-Vento Homeless Assistance ▪ Homeschooling ▪ Private schools	▪ Nonpublic placement oversight ▪ Nonpublic school monitoring ▪ Interagency coordination: CFSA, DBH, DYRS ▪ Interagency school support ▪ Community Schools	▪ Internal ESSE Support (e.g., staff onboarding, equipment, travel, training) ▪ Grant applications ▪ Fiscal monitoring ▪ Fiscal policy ▪ ESSE budgeting and procurement ▪ Reimbursements (IDEA, Title I &II, and Medicaid) ▪ Nonpublic tuition payments

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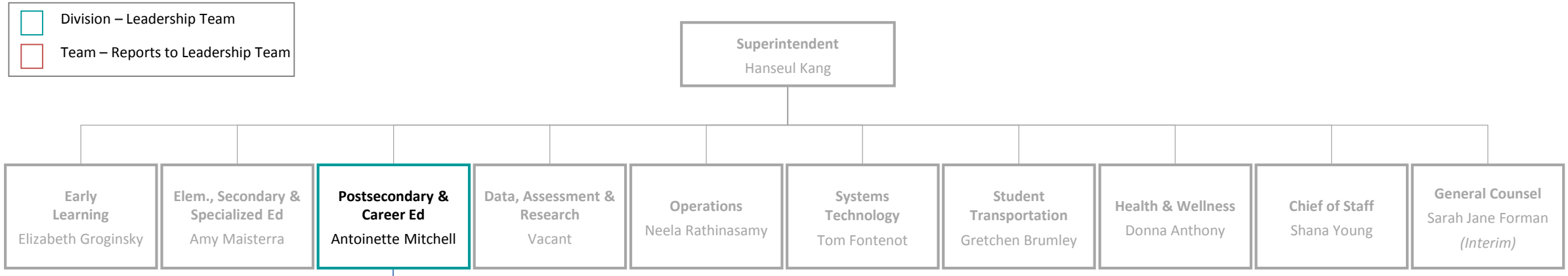

Deputy Director
Kilin Boardman-Schroyer

	College & Career Readiness Melissa McKnight	Policy & Planning Erin Krivicky	DC Tuition Assistance Grant Terrance Albert	CTE / Career Development Tony Johnson / Simone Garcia	DC ReEngagement Center JaSent Brown	Education Licensure Commission Angela Lee	Adult & Career Education / GED JMichelle Johnson / Philip PremDas
What's the role of this team?	Establishes programs and provides services to support middle and high school students as they prepare for postsecondary education and careers	Works with division programs to develop policy, procedures and strategic interventions that improve program efficiency and outcomes	Provides $30M in grants to DC students for tuition assistance at colleges and universities throughout the country	Provides funding to support Career and Technical Education programming, establishes Career Academies and supports certification attainment for high school students	Reconnects youth, ages 16-24, to educational options and provides wrap-around services to support reengagement	Licenses degree-granting and non-degree granting postsecondary institutions in the District of Columbia	Provides services to support adult learners in increasing literacy levels, and obtaining GED, postsecondary education or job training
What are the key responsibilities of this team?	▪ Implements Dual Enrollment, SAT Day, SAT Prep, OSSE Scholars ▪ Manages College Career and Credential Network, College Awareness Month, Adult College Completion Network and other programs	▪ Helps create new policy and procedures documents ▪ Supports programmatic use of data to strengthen outcomes	▪ Administers grants to students ▪ Maintains relationships with key stakeholders ▪ Manages fiscal reconciliation efforts ▪ Provides programmatic expertise on new OneApp	▪ Administers grants to LEAs ▪ Provides CTE-based professional development ▪ Supports Career Academies through funding ▪ Maintains linkages with industry advisory boards	▪ Conducts targeted outreach ▪ Assesses academic and non-academic needs ▪ Identifies good-fit educational options ▪ Supports re-enrollment ▪ Provides ongoing support	▪ Licenses postsecondary institutions ▪ Addresses complaints from the public ▪ Processes transcript requests	▪ Administers grants to CBOs offering adult education courses ▪ Works with other agencies to provide coordinated services to adult learners ▪ Administers GED exams

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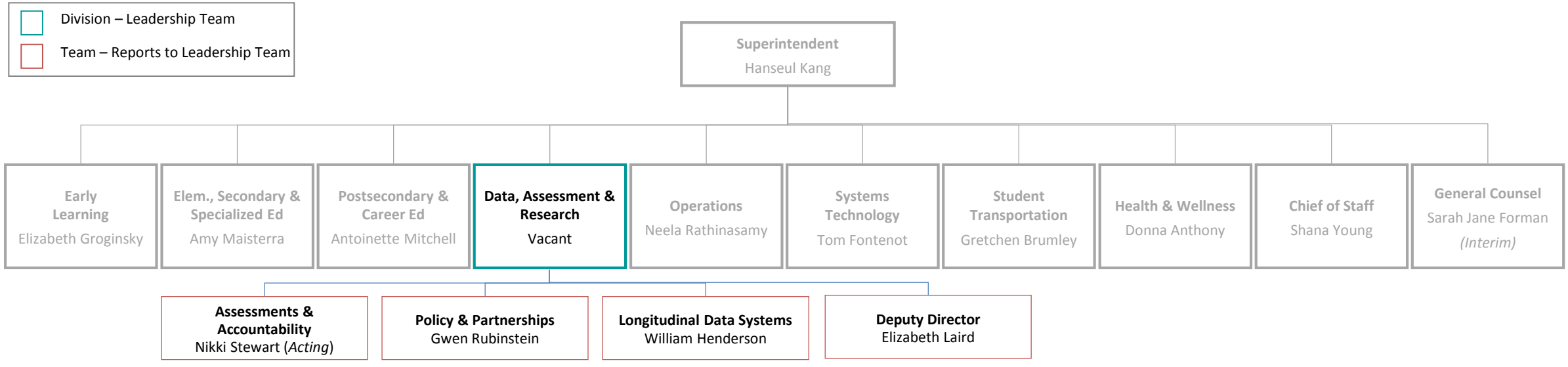

	Assessments & Accountability Nikki Stewart (*Acting*)	**Policy & Partnerships** Gwen Rubinstein	**Longitudinal Data Systems** William Henderson	**Deputy Director** Elizabeth Laird
What's the role of this team?	Leads OSSE's Next Generation Assessment (NGA) annual test administration coordination, policy portfolio, and test integrity procedures	Supports the division through developing strategic community partnerships and coordinating engagement around OSSE's data tools and reports	Provides strategic support to LEA and school operations by ensuring secure access to high quality historical and current student level data	Leads data security and governance for the agency, including development and implementation of protocols to ensure data security.
What are the key responsibilities of this team?	▪ Lead DC state assessments ▪ ESEA accountability ▪ PARCC ▪ NCSC alternative assessment ▪ ACCESS ELL assessment ▪ Science assessment ▪ Early childhood assessment ▪ Accountability calculations ▪ Title III accountability	▪ School report cards ▪ Research partnerships ▪ Research and evaluation ▪ Community partnerships ▪ LearnDC ▪ Equity Reports	▪ Data collection and verification ▪ SLED ▪ Federal data reporting ▪ Data system development ▪ Enrollment audit data ▪ EdFacts ▪ Interagency data sharing agreements	▪ Data privacy and security ▪ Data governance ▪ Data sharing processes ▪ Authoritative data policy

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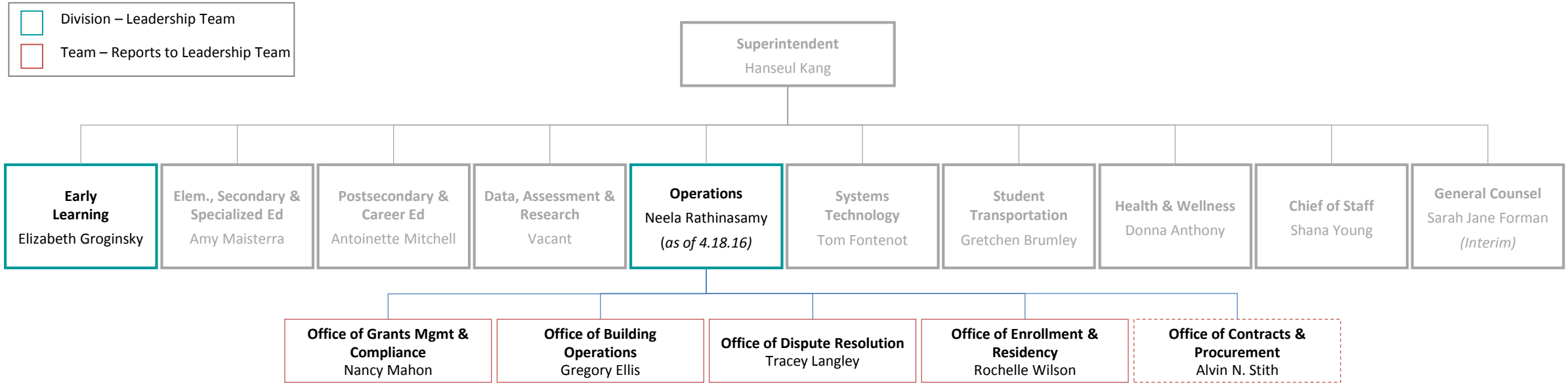

	Office of Grants Mgmt & Compliance Nancy Mahon	Office of Building Operations Gregory Ellis	Office of Dispute Resolution Tracey Langley	Office of Enrollment & Residency Rochelle Wilson	Office of Contracts & Procurement Alvin N. Stith
What's the role of this team?	Provides the agency with grants management, fiscal, and compliance support	Provides operational and facility logistical support to all OSSE divisions	Conducts due process special education hearings, residency fraud hearings, mediation, and Equal Employment Opportunity oversight	Oversees the annual enrollment audit, manages residency verification, investigates residency fraud, oversees charter school closures	Provides contracting and procurement support and services to OSSE divisions; staff report directly to the District of Columbia OCP (effective 12/14)
What are the key responsibilities of this team?	▪ EGMS ▪ A-133 Audit ▪ Agency financial close out (grants) ▪ Federal fiscal reporting ▪ Training and technical assistance	▪ Facilities management ▪ Pcard administration ▪ Risk management ▪ Fleet management ▪ Direct voucher processing ▪ Language Access ▪ IQ ▪ Travel processing	▪ Hearings ▪ Mediations ▪ EEO	▪ Enrollment audit ▪ Residency verification ▪ Training/technical Assistance ▪ UPSFF policy ▪ Non-resident tuition ▪ CBO enrollment, residency audit ▪ Closing charter school coordination	▪ Small purchases ▪ Contracts ▪ Local Small Disadvantaged Business Enterprise (LSDBE) compliance

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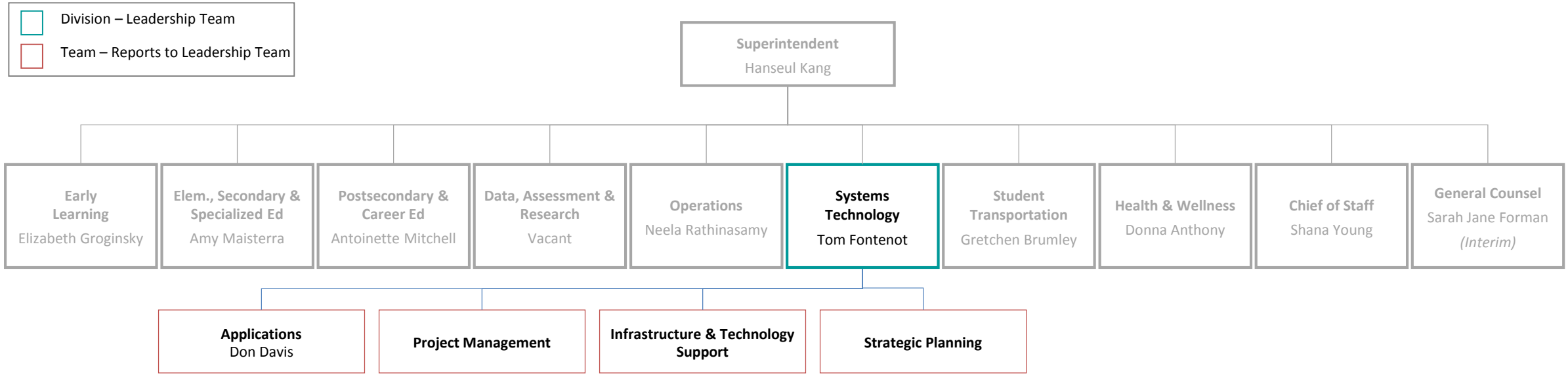

	Applications Don Davis	**Project Management**	**Infrastructure & Technology Support**	**Strategic Planning**
What's the role of this team?	Supports, develops, and manages OSSE's internal and external applications	Manages OSSE's IT portfolio, internal staff resources, vendors and coordination between programmatic divisions and IT	Provides day-to-day support of the agency's computer systems, service desk, email and network resources	Grows OSSE's portfolio via visioning, strategic themes, roadmaps and enterprise consolidation
What are the key responsibilities of this team?	▪ Application support and troubleshooting ▪ Change control ▪ Software development ▪ System architecture	▪ Business analysis ▪ Process improvement ▪ Fiscal planning ▪ Contract management	▪ Device support ▪ Server and user management ▪ Telecom ▪ Connectivity	▪ Technology planning ▪ Strategic guidance ▪ IT procurement authority ▪ Enterprise coordination

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Division – Leadership Team

Team – Reports to Leadership Team

Superintendent
Hanseul Kang

- **Early Learning** – Elizabeth Groginsky
- **Elem., Secondary & Specialized Ed** – Amy Maisterra
- **Postsecondary & Career Ed** – Antoinette Mitchell
- **Data, Assessment & Research** – Vacant
- **Operations** – Neela Rathinasamy
- **Systems Technology** – Tom Fontenot
- **Student Transportation** – Gretchen Brumley
- **Health & Wellness** – Donna Anthony
- **Chief of Staff** – Shana Young
- **General Counsel** – Sarah Jane Forman *(Interim)*

	Audit & Compliance Ta-Tanisha Wallace	**Fleet & Facilities Maintenance** Kenneth King	**Parent Resource Center** Kim Davis	**Data & Technology** Wesley Forte	**Routing & Scheduling** Jason Campbell	**Terminal Operations** Patrice Bowman
What's the role of this team?	Conducts internal investigations to ensure compliance with all applicable laws and policies. Resolves all escalated complaints. Facilitates monthly performance management meetings and training	Coordinates the procurement, inspection, maintenance and retirement of all OSSE-DOT vehicles. Maintains all terminal facilities to ensure the are safe and complaint with all standards	Provides all inbound and outbound communications to stakeholders (parents, schools, advocates) regarding student transportation services. Provides first call resolution support for complaints	Provides technical support to all OSSE-DOT departments and systems, in addition to school supports for TOTE	Plans bus routes that are compliant with operational and regulatory requirements, conducts analysis for performance improvement, and communicates routing details to supporting departments	Management and support of all School Bus Drivers, School Bus Attendants, and daily operations at each of the four school bus terminal locations
What are the key responsibilities of this team?	▪ Investigations ▪ Complaint resolution ▪ Performance management ▪ Training	▪ Fleet procurement ▪ Maintenance and inspection of over 700 school buses ▪ Facility maintenance at each school bus terminal	▪ Inbound & outbound call support ▪ Provides general & bus status information ▪ Intakes transportation service concerns	▪ Quickbase support and maintenance ▪ Helpdesk support for schools and transportation requests ▪ GPS and phone support	▪ Creates and optimizes routes and schedules for the safe and efficient transport of over 3,000 students with disabilities	▪ Management of 1,300 staff that transport eligible students with disabilities

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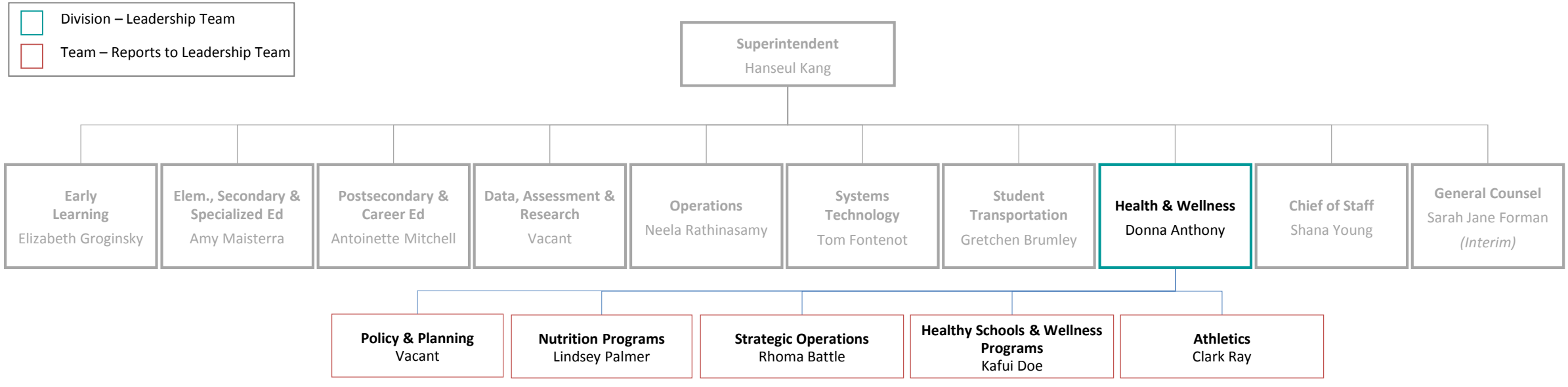

What's the role of this team?

Policy & Planning	Nutrition Programs	Strategic Operations	Healthy Schools & Wellness Programs	Athletics
Creates regulatory and policy framework to support compliance, drive student wellness, foster innovation, and disseminate best practices across sectors	Encourages, educates and engages district residents, educators, community partners and schools to develop sustainable wellness and nutrition strategies	Oversees operations for the Division, including procurement, human resources, finance, and auditing activities	Manages federally and locally funded programs that focus on sexual health, mental health, and physical health of DC students	Operates the DC State Athletics Association

What are the key responsibilities of this team?

Policy & Planning

- Health assessment
- Regulations and policy development
- Inter-governmental relations
- Health standards
- Program evaluation
- Research
- Data

Nutrition Programs

- USDA grant administration
- Oversee food & nutrition services for District of Columbia public and public charter schools
- NSLP, SBP, CACFP, Healthy Schools, Summer Meals, Healthy Tots, Food Distribution, Emergency Feeding
- School gardens and farm to school programs.

Strategic Operations

- Procurement
- Fiscal accountability
- Fiscal oversight
- Audit coordination
- General office admin

Healthy Schools & Wellness Programs

- School nurses/school based health centers
- School climate and culture
- Sexual health
- Mental health
- Physical education/physical activity
- Chronic disease prevention

Athletics

- Encourages athletics participation
- Ensures LEA compliance with state athletic regulations
- Coordinates District-wide sporting events

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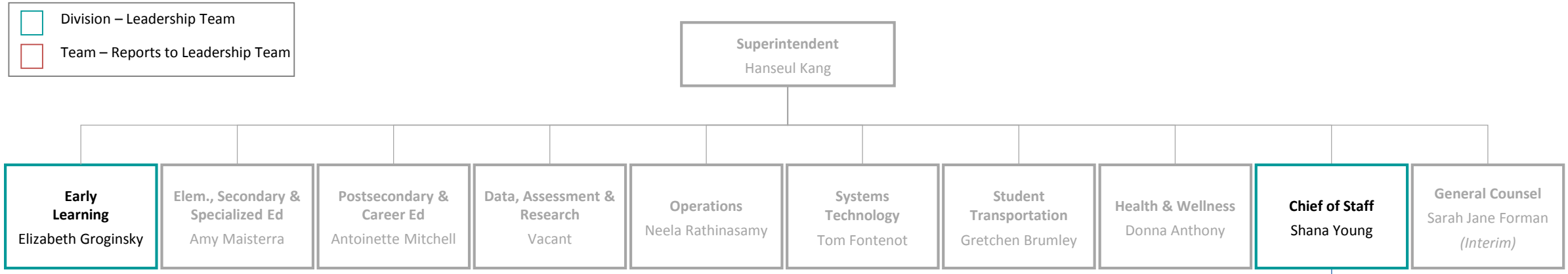

	Strategic Plan Implementation and Coordination Andrew Eisenlohr (Budget) Jessie Harteis (Deputy CoS) Bridget Kelly (Policy)	**Communications** Patience Peabody	**Talent & Human Resources** Pete Siu
What's the role of this team?	Drives overall change management and improvement, in coordination with leadership team. Fosters coordination within the agency and ensures strong and effective relationships with external partners	Ensures internal and external stakeholders are clear on the agency's role, its direction and priorities, day-to-day decisions and actions, and the rationale behind them	Executes agency's approach to recruit, develop, and retain talent. Sets up structures for ongoing feedback and performance management, including building capacity within existing staff members
What are the key responsibilities of this team?	• Strategic plan implementation progress monitoring and support • Effective and consistent coordination with internal and external stakeholders • Agency's policy agenda, including new and updated regulations, policies, an coordination with DC Council and State Board of Education • Budget and performance plan development and reporting	• Strategic communications plan implementation • Relationships with reporters; responses to media inquiries • Structures and channels for communicating with key audiences and stakeholders • Internal and external newsletters: OSSE Wire, LEA Look Forward • Coordination with Mayor's communications team	• Recruitment process • Employee relations • Performance management • Staff capacity building • Coordination with DCHR

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