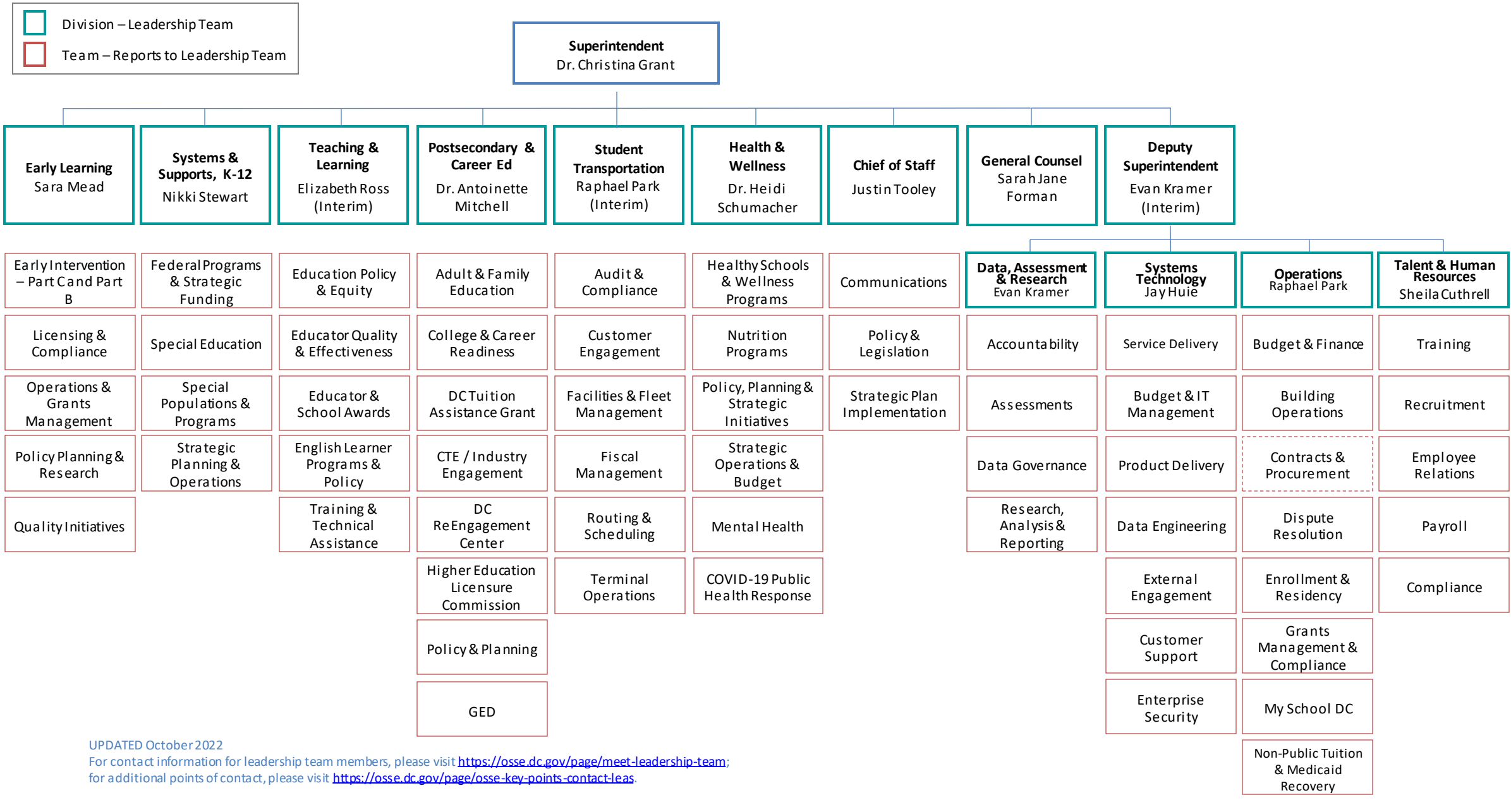
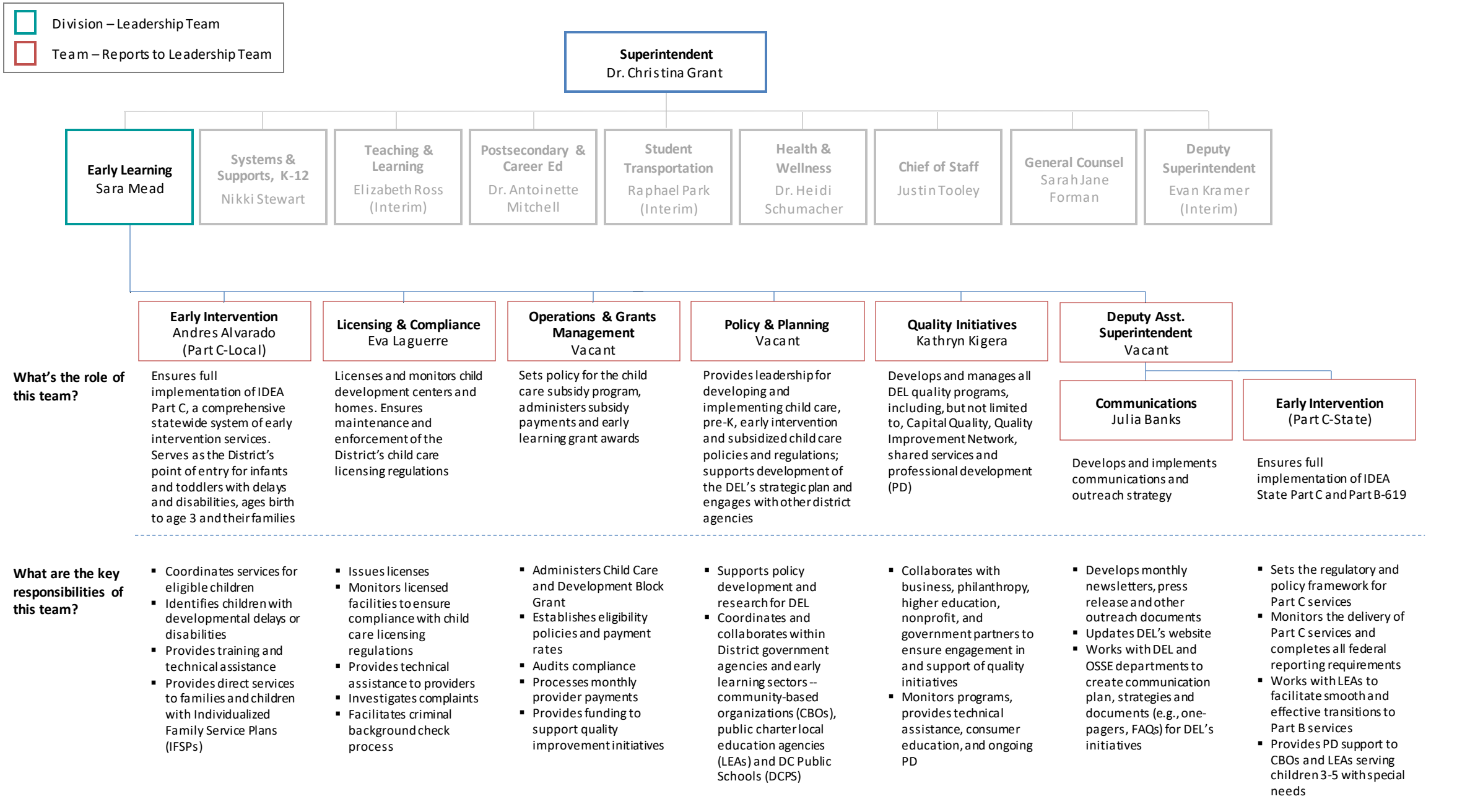


UPDATED October 2022
For contact information for leadership team members, please visit https://osse.dc.gov/page/meet-leadership-team;
for additional points of contact, please visit https://osse.dc.gov/page/osse-key-points-contact-leas.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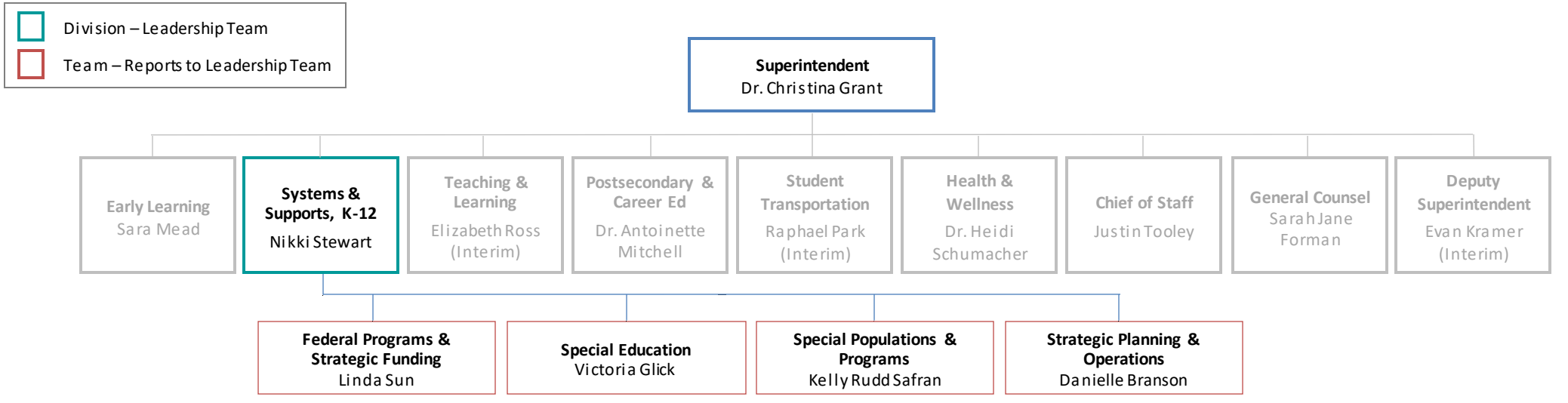
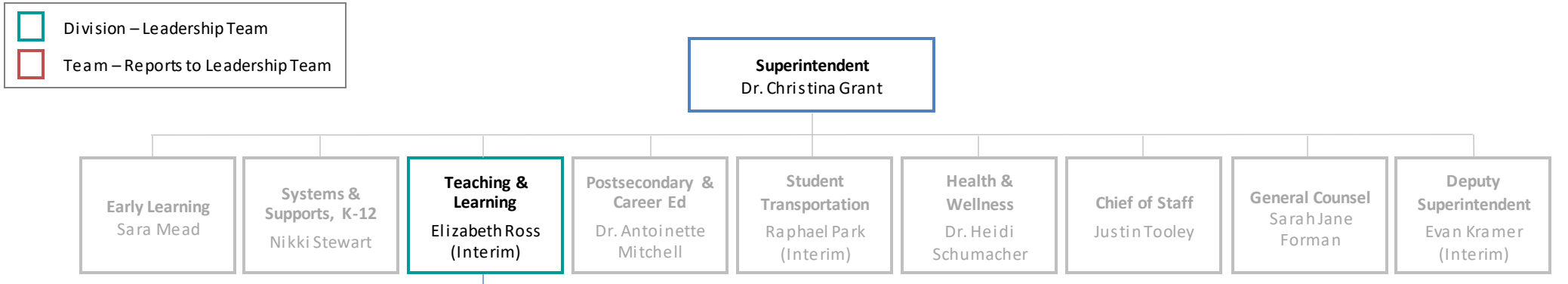
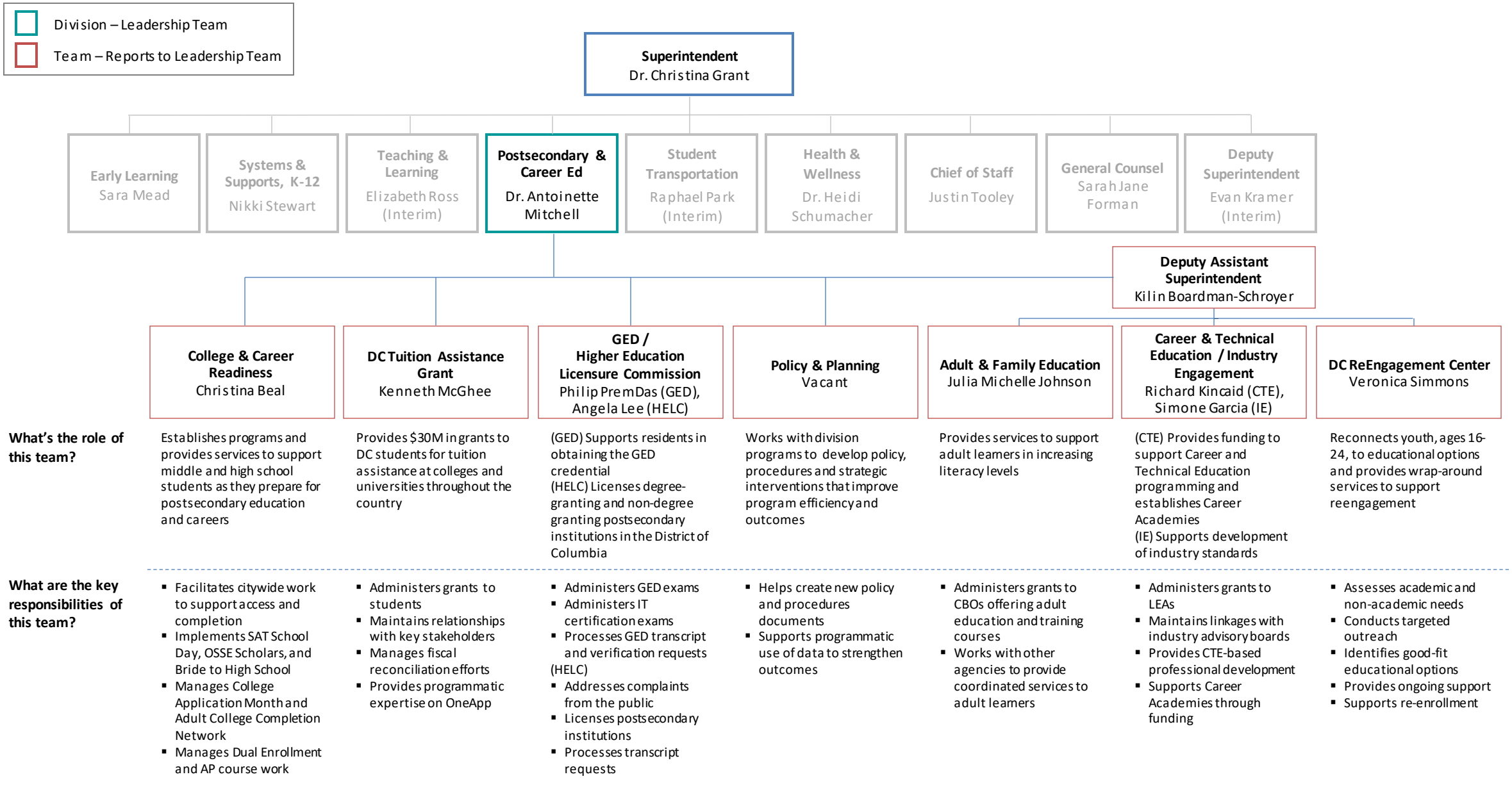
Dr. Antoinette Mitchell
Student Transportation
Raphael Park (Interim)
Health & Wellness
Dr. Heidi Schumacher
Chief of Staff
Justin Tooley
General Counsel
Sarah Jane Forman
Deputy Superintendent
Evan Kramer (Interim)
Early Intervention
Andres Alvarado (Part C-Local)
Licensing & Compliance
Eva Laguerre
Operations & Grants Management
Vacant
Policy & Planning
Vacant
Quality Initiatives
Kathryn Kigera
Deputy Asst. Superintendent
Vacant
Communications
Julia Banks
Early Intervention
(Part C-State)
What's the role of this team?
Ensures full implementation of IDEA Part C, 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 3 and their families
Licenses and monitors child development centers and homes. Ensures 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
Provides leadership for developing and implementing child care, pre-K, early intervention and subsidized child care policies and regulations; supports development of the DEL's strategic plan and engages with other district agencies
Develops and manages all DEL quality programs, including, but not limited to, Capital Quality, Quality Improvement Network, shared services and professional development (PD)
Develops and implements communications and outreach strategy
Ensures full implementation of IDEA State Part C and Part B-619
What are the key responsibilities of this team?
Coordinates services for eligible children
Identifies children with developmental delays or disabilities
Provides training and technical assistance
Provides direct services to families and children with Individualized Family Service Plans (IFSPs)
Issues licenses
Monitors licensed facilities to ensure compliance with child care licensing regulations
Provides technical assistance to providers
Investigates complaints
Facilitates criminal background check process
Administers Child Care and Development Block Grant
Establishes eligibility policies and payment rates
Audits compliance
Processes monthly provider payments
Provides funding to support quality improvement initiatives
Supports policy development and research for DEL
Coordinates and collaborates within District government agencies and early learning sectors -- community-based organizations (CBOs), public charter local education agencies (LEAs) and DC Public Schools (DCPS)
Collaborates with business, philanthropy, higher education, nonprofit, and government partners to ensure engagement in and support of quality initiatives
Monitors programs, provides technical assistance, consumer education, and ongoing PD
Develops monthly newsletters, press release and other outreach documents
Updates DEL's website
Works with DEL and OSSE departments to create communication plan, strategies and documents (e.g., one-pagers, FAQs) for DEL's initiatives
Sets the regulatory and policy framework for Part C services
Monitors the delivery of Part C services and completes all federal reporting requirements
Works with LEAs to facilitate smooth and effective transitions to Part B services
Provides PD support to CBOs and LEAs serving children 3-5 with special needs



	Federal Programs & Strategic Funding	Special Education	Special Populations & Programs	Strategic Planning & Operations
What's the role of this team?	Provides local education agencies with federal grant funds to support academic achievement and school improvement in accordance with ESEA. Supports the charter sector with specialized planning and funding initiatives.	Provides monitoring, supports, and interventions to ensure local education agencies operate in accordance with IDEA, including ensuring outcomes for students with disabilities. Manages student placement in nonpublic special education schools.	Supports education for special populations and in special settings, including grant support, monitoring, technical assistance, and interagency collaboration. Provides oversight of nonpublic special education schools.	Creates infrastructure systems for K12 compliance monitoring, grants management, and strategic supports for local education agencies (LEAs) to drive student achievement. Coordinates strategic, fiscal, and administrative operations.
What are the key responsibilities of this team?	▪ ESEA grants (Titles I-IV) ▪ Public charter school finance and support (SOAR, Title V-B/CSP, Direct Loan and Credit Enhancement support for facilities) ▪ School improvement grants	▪ IDEA monitoring ▪ IDEA policy/guidance development ▪ Nonpublic special education placement ▪ Special education state complaints ▪ Education in correctional facilities (Title I-D)	▪ 21st Century, Community Schools, and McKinney-Vento grants ▪ Homeless Education Program ▪ Private (nonpublic) schools ▪ Nonpublic special education school oversight ▪ Homeschooling ▪ Other special programs	▪ Communications ▪ Policy/guidance support ▪ Grants management systems, Including risk-based monitoring ▪ Fiscal monitoring support ▪ Budgeting and procurement ▪ Administrative support



	Educator Effectiveness, Equity, Policy & Quality Elizabeth Ross	English Learner Programs & Policy Anika Harris	Training & Technical Assistance Celina Ketelsen
What's the role of this team?	Provides local education agencies with supports that increases hiring of high-quality educators and leaders and manages programs and initiatives that support educator equity	Provides English learner (EL) policy and program support to local education agencies (LEAs) in creating meaningful and equitable programs for ELs	Provides direct support to educators to increase knowledge and skills to effectively reach all learners, including students with disabilities and English learners.
What are the key responsibilities of this team?	▪ Manages educator licensure for the District of Columbia ▪ Accredits educator preparation programs ▪ Provides models for educator evaluation programs ▪ Oversees the DC Faculty and Staff Data Collection and EPP data collection for Title II reporting	▪ Develops and disseminates EL policy ▪ Develops and delivers capacity-building training and technical assistance on EL programming and instruction ▪ Leads Title III Advisory Committee for the District of Columbia	▪ Provides standards-based training and technical assistance for LEAs ▪ Gives information about school-wide evidence-based models ▪ Provides support for special populations ▪ Supports science, technology, engineering and math (STEM) ▪ Provides support for literacy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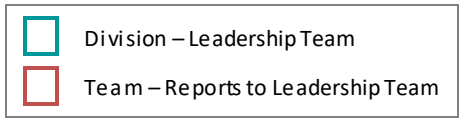
Deputy Assistant Superintendent
Kilin Boardman-Schroyer
College & Career Readiness
Christina Beal
DC Tuition Assistance Grant
Kenneth McGhee
GED / Higher Education Licensure Commission
Philip PremDas (GED), Angela Lee (HELC)
Policy & Planning
Vacant
Adult & Family Education
Julia Michelle Johnson
Career & Technical Education / Industry Engagement
Richard Kincaid (CTE), Simone Garcia (IE)
DC ReEngagement Center
Veronica Simmons
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
Provides $30M in grants to DC students for tuition assistance at colleges and universities throughout the country
(GED) Supports residents in obtaining the GED credential
(HELC) Licenses degree-granting and non-degree granting postsecondary institutions in the District of Columbia
Works with division programs to develop policy, procedures and strategic interventions that improve program efficiency and outcomes
Provides services to support adult learners in increasing literacy levels
(CTE) Provides funding to support Career and Technical Education programming and establishes Career Academies
(IE) Supports development of industry standards
Reconnects youth, ages 16-24, to educational options and provides wrap-around services to support reengagement
What are the key responsibilities of this team?
Facilitates citywide work to support access and completion
Implements SAT School Day, OSSE Scholars, and Bride to High School
Manages College Application Month and Adult College Completion Network
Manages Dual Enrollment and AP course work
Administers grants to students
Maintains relationships with key stakeholders
Manages fiscal reconciliation efforts
Provides programmatic expertise on OneApp
Administers GED exams
Administers IT certification exams
Processes GED transcript and verification requests
(HELC)
Addresses complaints from the public
Licenses postsecondary institutions
Processes transcript requests
Helps create new policy and procedures documents
Supports programmatic use of data to strengthen outcomes
Administers grants to CBOs offering adult education and training courses
Works with other agencies to provide coordinated services to adult learners
Administers grants to LEAs
Maintains linkages with industry advisory boards
Provides CTE-based professional development
Supports Career Academies through funding
Assesses academic and non-academic needs
Conducts targeted outreach
Identifies good-fit educational options
Provides ongoing support
Supports re-enrollment



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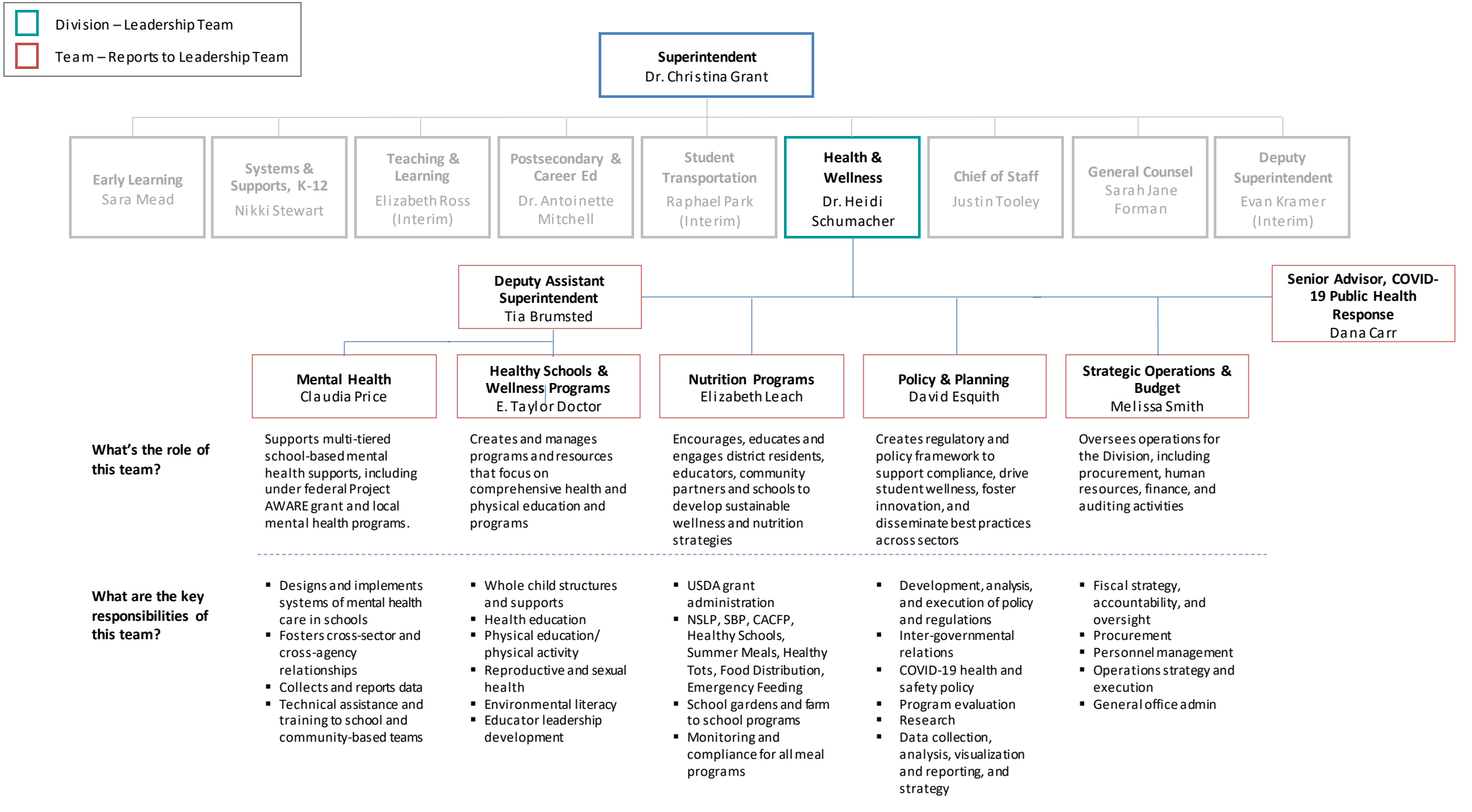
- Health & Wellness — Dr. Heidi Schumacher
- Chief of Staff — Justin Tooley
- General Counsel — Sarah Jane Forman
- Deputy Superintendent — Evan Kramer (Interim)

Deputy Director Operations
Kenneth King

Deputy Director Administration
(Vacant)

Audit & Compliance Jason Campbell	**Customer Engagement** Tameka Estep	**Facilities & Fleet Management** Delino House	**Routing & Scheduling** (Vacant)	**Terminal Operations** Sinjoyla Townsend	**Fiscal Management** Kimberly Borges	
Conducts internal investigations to ensure compliance with all applicable laws and policies. Resolves all escalated complaints	Provides all inbound and outbound communications to stakeholders (parents, schools, advocates) regarding student transportation services. Provides first call resolution support for complaints	Maintains all terminal facilities to ensure safety and compliance with all standards and coordinates the inspection, maintenance, and retirement of all OSSE-DOT vehicles	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	Coordinates development of the annual operating and capital budget to ensure appropriate resources are allocated to support OSSE DOT. Manages all procurement and related fiscal reporting activities on behalf of the division	**What's the role of this team?**
▪ Investigations ▪ Complaint resolution ▪ Training	▪ Inbound & outbound call support ▪ Provides general and bus status information ▪ Receives transportation service concerns	▪ Facility maintenance at each school bus terminal ▪ Maintenance and inspection of the more than 700 school buses in fleet	▪ Creates and optimizes routes and schedules for the safe and efficient transport of more than 3,000 students with disabilities	▪ Management of school bus drivers and attendants that transport eligible students with disabilities	▪ Budget development and monitoring ▪ Procurements / Reimbursements ▪ Fiscal policy / reporting ▪ Contract administration	**What are the key responsibilities of this team?**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Deputy Assistant Superintendent
Tia Brumsted
Senior Advisor, COVID-19 Public Health Response
Dana Carr
Mental Health
Claudia Price
Healthy Schools & Wellness Programs
E. Taylor Doctor
Nutrition Programs
Elizabeth Leach
Policy & Planning
David Esquith
Strategic Operations & Budget
Melissa Smith
What's the role of this team?
Supports multi-tiered school-based mental health supports, including under federal Project AWARE grant and local mental health programs.
Creates and manages programs and resources that focus on comprehensive health and physical education and programs
Encourages, educates and engages district residents, educators, community partners and schools to develop sustainable wellness and nutrition strategies
Creates regulatory and policy framework to support compliance, drive student wellness, foster innovation, and disseminate best practices across sectors
Oversees operations for the Division, including procurement, human resources, finance, and auditing activities
What are the key responsibilities of this team?
Designs and implements systems of mental health care in schools
Fosters cross-sector and cross-agency relationships
Collects and reports data
Technical assistance and training to school and community-based teams
Whole child structures and supports
Health education
Physical education/ physical activity
Reproductive and sexual health
Environmental literacy
Educator leadership development
USDA grant administration
NSLP, SBP, CACFP, Healthy Schools, Summer Meals, Healthy Tots, Food Distribution, Emergency Feeding
School gardens and farm to school programs
Monitoring and compliance for all meal programs
Development, analysis, and execution of policy and regulations
Inter-governmental relations
COVID-19 health and safety policy
Program evaluation
Research
Data collection, analysis, visualization and reporting, and strategy
Fiscal strategy, accountability, and oversight
Procurement
Personnel management
Operations strategy and execution
General office admin

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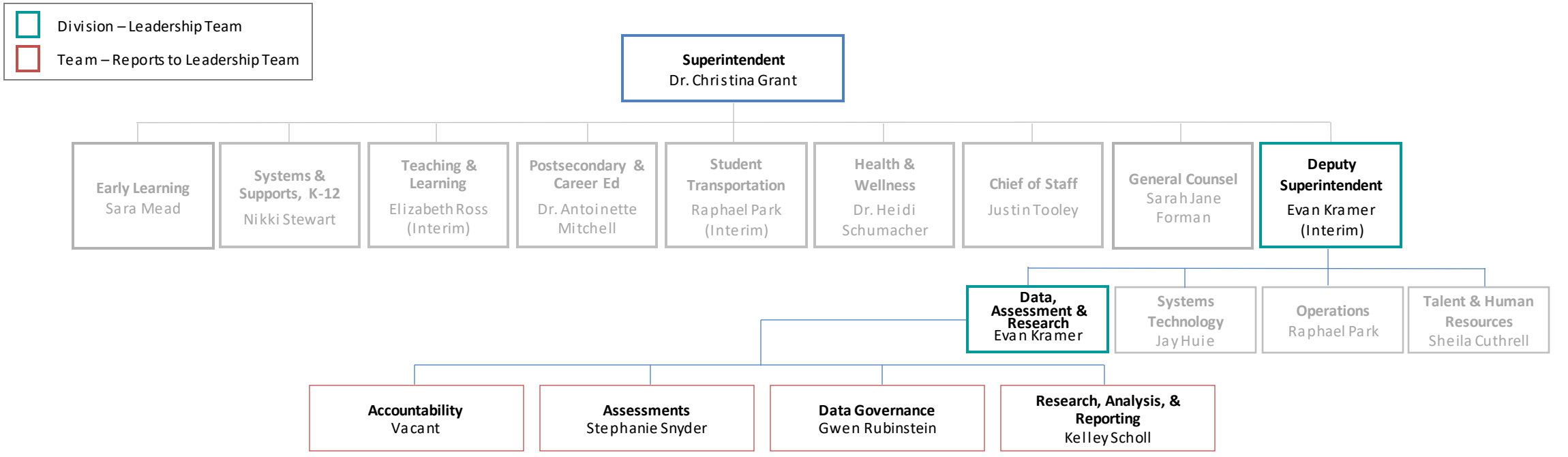
	Equity and Culture Angie Kirk	**Communications** Kathryn Lynch-Morin (Interim)	**Policy & Legislation** Andrew Gall	**Strategic Plan Implementation & Coordination** Emily Gargiulo	
What's the role of this team?	Establish and execute a shared culture and understanding around DEIB which informs all aspects of our work- both internal and external.	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	Manages legislative affairs work with DC Council, leads engagement with the State Board of Education, and supports external relationships	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	Provides legal counsel to the agency and represents the agency in legal matters pertaining to its functions.
What are the key responsibilities of this team?	• Create and execute OSSE's DEIB strategy • Use quantitative and qualitative data to drive DEIB efforts within OSSE • Partner with other agencies and stakeholders to enhance DEIB strategy	• Implements strategic communications plan • Cultivates relationships with reporters and develops responses to media inquiries • Structures channels for communicating with key audiences and stakeholders • Publishes internal (OSSE Wire) and external newsletters (LEA Look Forward) • Coordinates with Mayor's communications team	• Develops agency's policy agenda, including new and updated regulations, policies, and coordination with DC Council and State Board of Education • Organizes budget and performance plan development and reporting	• Supports strategic plan implementation and progress monitoring • Coordinates with internal and external stakeholders	• Legal review of key documents • Legal research and advice • Litigation and hearings • Drafting of statutes and regulations • Negotiation and preparation of charter school financing transactions



What's the role of this team?

Accountability

Leads the development, implementation, and routine maintenance of the DC School Report Card and DC's accountability system, the STAR Framework

Assessments

Leads OSSE's Next Generation Assessment (NGA) annual test administration coordination, policy portfolio, and test integrity procedures

Data Governance

Develops policies, rules, and guidelines for the management, use, and sharing of OSSE data to ensure that all data are managed, used, and handled properly and securely; provides division support for project, change, and communications management

Research, Analysis, & Reporting

Performs high-quality analysis and research to inform and provide actionable input and reports to OSSE leaders, policy makers, LEA leaders, and stakeholders

What are the key responsibilities of this team?

Accountability

- DC School Report Card
- STAR Framework
- LEA, school, parent, and community engagement on changes and impacts of the report card and accountability system

Assessments

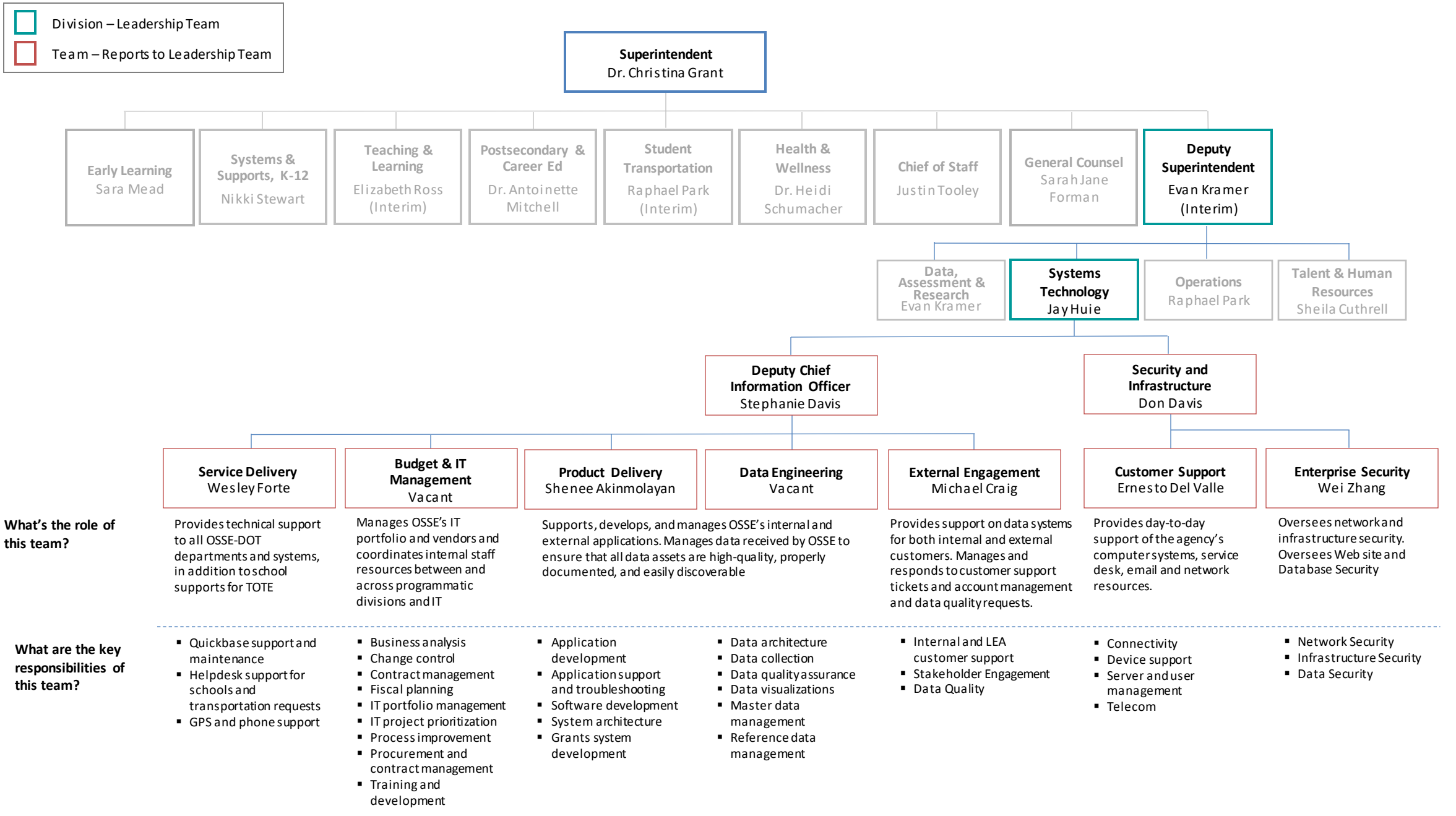
- ACCESS ELL assessment
- Assessment development
- Assessment policy
- Assessment reporting
- Collaborative assessment and program research
- DC Science assessment
- LEA support and training for assessments
- MSAA
- PARCC
- Test administration
- Test integrity

Data Governance

- Accountability oversight and governance
- Change management
- Communications management
- Data policy development
- Data privacy
- Data sharing agreements
- Data stewardship
- Project management

Research, Analysis, & Reporting

- Accountability operations
- Collaborative research
- Data analysis
- Data requests
- Federal reporting
- LEA engagement for research and analysis results and impact
- Local reporting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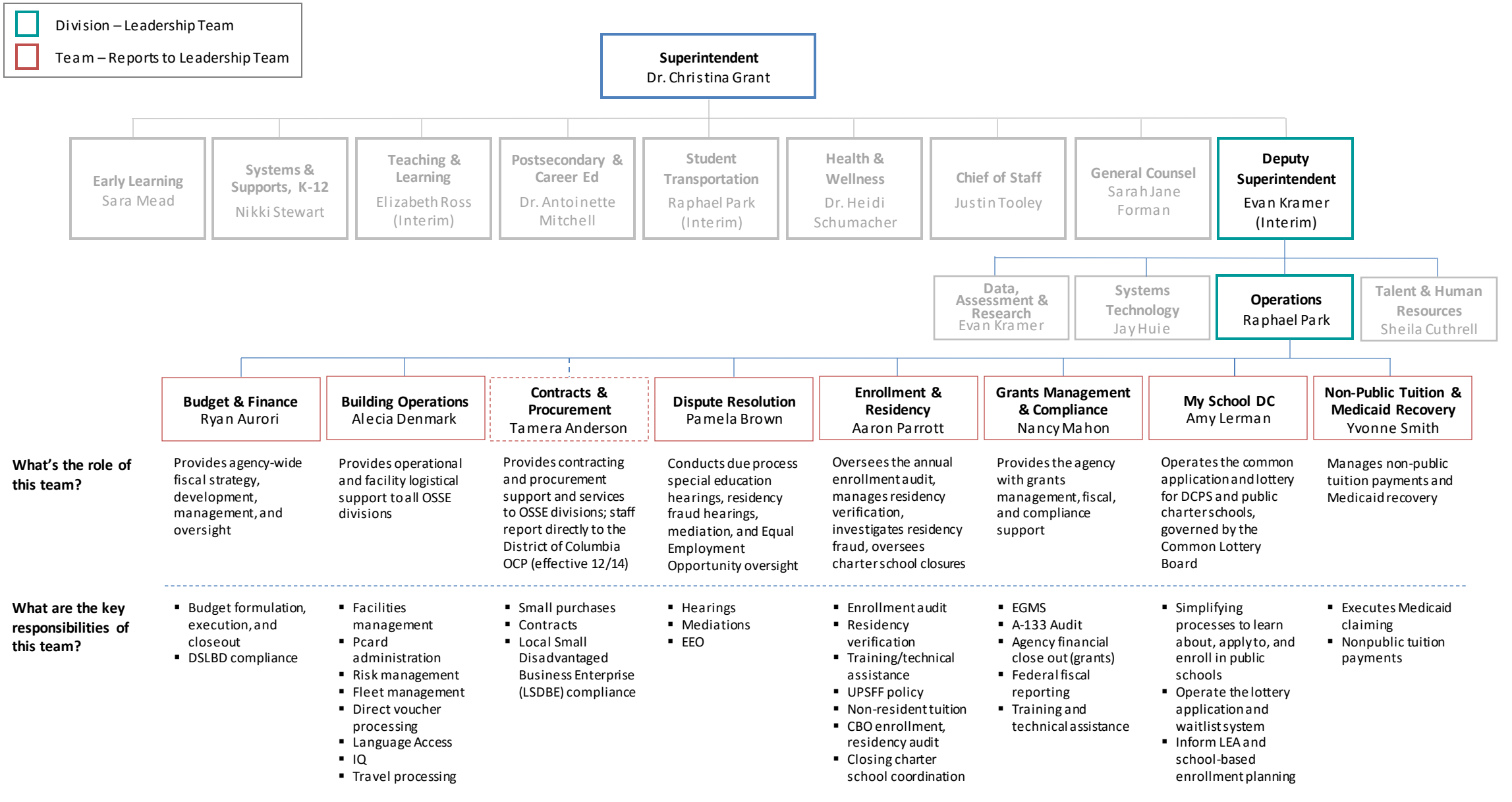
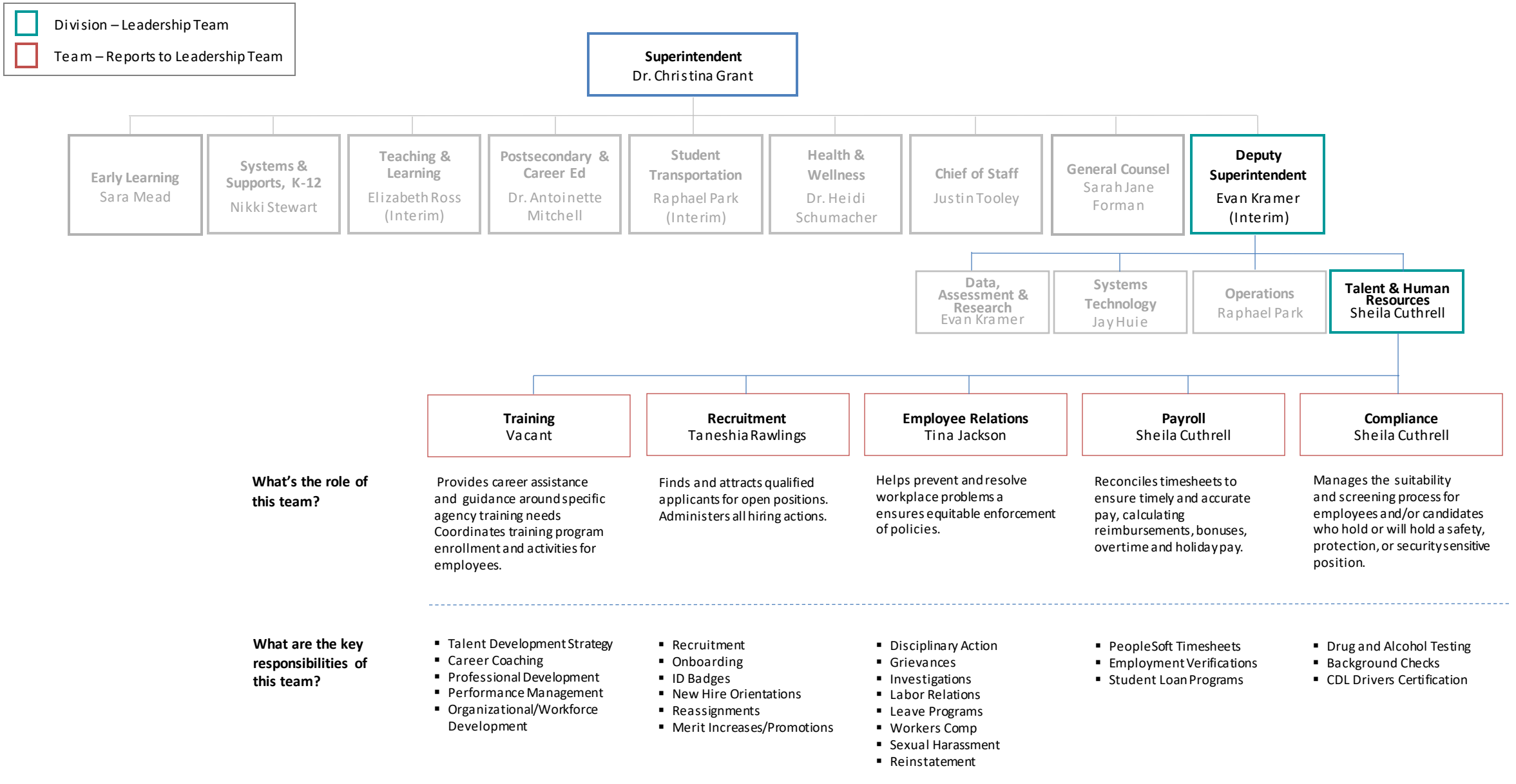
Raphael Park
Talent & Human Resources
Sheila Cuthrell
Deputy Chief Information Officer
Stephanie Davis
Security and Infrastructure
Don Davis
Service Delivery
Wesley Forte
Budget & IT Management
Vacant
Product Delivery
Shenee Akinmolayan
Data Engineering
Vacant
External Engagement
Michael Craig
Customer Support
Ernesto Del Valle
Enterprise Security
Wei Zhang
What's the role of this team?
Provides technical support to all OSSE-DOT departments and systems, in addition to school supports for TOTE
Manages OSSE's IT portfolio and vendors and coordinates internal staff resources between and across programmatic divisions and IT
Supports, develops, and manages OSSE's internal and external applications. Manages data received by OSSE to ensure that all data assets are high-quality, properly documented, and easily discoverable
Provides support on data systems for both internal and external customers. Manages and responds to customer support tickets and account management and data quality requests.
Provides day-to-day support of the agency's computer systems, service desk, email and network resources.
Oversees network and infrastructure security. Oversees Web site and Database Security
What are the key responsibilities of this team?
Quickbase support and maintenance
Helpdesk support for schools and transportation requests
GPS and phone support
Business analysis
Change control
Contract management
Fiscal planning
IT portfolio management
IT project prioritization
Process improvement
Procurement and contract management
Training and development
Application development
Application support and troubleshooting
Software development
System architecture
Grants system development
Data architecture
Data collection
Data quality assurance
Data visualizations
Master data management
Reference data management
Internal and LEA customer support
Stakeholder Engagement
Data Quality
Connectivity
Device support
Server and user management
Telecom
Network Security
Infrastructure Security
Data Security



	Budget & Finance	Building Operations	Contracts & Procurement	Dispute Resolution	Enrollment & Residency	Grants Management & Compliance	My School DC	Non-Public Tuition & Medicaid Recovery
What's the role of this team?	Provides agency-wide fiscal strategy, development, management, and oversight	Provides operational and facility logistical support to all OSSE divisions	Provides contracting and procurement support and services to OSSE divisions; staff report directly to the District of Columbia OCP (effective 12/14)	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 the agency with grants management, fiscal, and compliance support	Operates the common application and lottery for DCPS and public charter schools, governed by the Common Lottery Board	Manages non-public tuition payments and Medicaid recovery
What are the key responsibilities of this team?	▪ Budget formulation, execution, and closeout ▪ DSLBD compliance	▪ Facilities management ▪ Pcard administration ▪ Risk management ▪ Fleet management ▪ Direct voucher processing ▪ Language Access ▪ IQ ▪ Travel processing	▪ Small purchases ▪ Contracts ▪ Local Small Disadvantaged Business Enterprise (LSDBE) compliance	▪ Hearings ▪ Mediations ▪ EEO	▪ Enrollment audit ▪ Residency verification ▪ Training/technical assistance ▪ UPSFF policy ▪ Non-resident tuition ▪ CBO enrollment, residency audit ▪ Closing charter school coordination	▪ EGMS ▪ A-133 Audit ▪ Agency financial close out (grants) ▪ Federal fiscal reporting ▪ Training and technical assistance	▪ Simplifying processes to learn about, apply to, and enroll in public schools ▪ Operate the lottery application and waitlist system ▪ Inform LEA and school-based enrollment planning	▪ Executes Medicaid claiming ▪ Nonpublic tuition payments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Sheila Cuthrell
Training
Vacant
Recruitment
Taneshia Rawlings
Employee Relations
Tina Jackson
Payroll
Sheila Cuthrell
Compliance
Sheila Cuthrell
What's the role of this team?
Provides career assistance and guidance around specific agency training needs Coordinates training program enrollment and activities for employees.
Finds and attracts qualified applicants for open positions. Administers all hiring actions.
Helps prevent and resolve workplace problems a ensures equitable enforcement of policies.
Reconciles timesheets to ensure timely and accurate pay, calculating reimbursements, bonuses, overtime and holiday pay.
Manages the suitability and screening process for employees and/or candidates who hold or will hold a safety, protection, or security sensitive position.
What are the key responsibilities of this team?
Talent Development Strategy
Career Coaching
Professional Development
Performance Management
Organizational/Workforce Development
Recruitment
Onboarding
ID Badges
New Hire Orientations
Reassignments
Merit Increases/Promotions
Disciplinary Action
Grievances
Investigations
Labor Relations
Leave Programs
Workers Comp
Sexual Harassment
Reinstatement
PeopleSoft Timesheets
Employment Verifications
Student Loan Programs
Drug and Alcohol Testing
Background Checks
CDL Drivers Certification