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.

What are the key responsibilities of this team?

- ESEA grants (Titles I-IV)
- Public charter school finance and support (SOAR, Title V/IFSC, 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
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.

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
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.

What are the key responsibilities 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 do the team members do?
- Helps create new policy and procedures documents.
- Supports programmatic use of data to strengthen outcomes.
- 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-engagement.
- Systems & Supports, K-12
  Nikki Stewart
- Teaching & Learning
  Shavonne Gibson
- Postsecondary & Career Ed
  Antoinette Mitchell
- Student Transportation
  Kenneth King (Interim)
- Health & Wellness
  Heidi Schumacher
- Chief of Staff
  Justin Tooley
- General Counsel
  Sarah Jane Forman
- Deputy Superintendent
  Sara Meyers

Facilities & Fleet Management
Delino House

- 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.

Routing & Scheduling
Vacant

- Plans bus routes that are compliant with operational and regulatory requirements, conducts analysis for performance improvement, and communicates routing details to supporting departments.
- Creates and optimizes routes and schedules for the safe and efficient transport of more than 3,000 students with disabilities.

Terminal Operations
Sinjoyla Townsend (Interim)

- Management and support of all School Bus Drivers, School Bus Attendants, and daily operations at each of the four school bus terminal locations.

Customer Engagement
Tameka Estep

- Provides all inbound and outbound communications to stakeholders (parents, schools, advocates) regarding student transportation services.
- Provides first call resolution support for complaints.
- Inbound & outbound call support.
- Provides general and bus status information.
- Receives transportation service concerns.

Facilities & Fleet Management
Delino House

- Facility maintenance at each school bus terminal.
- Maintenance and inspection of the more than 700 school buses in fleet.

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Data & Technology
Wesley Forte

- Provides technical support to all OSSE-DOT departments and systems, in addition to school supports for TOTE.
- Quickbase support and maintenance.
- Helpdesk support for schools and transportation requests.
- GPS and phone support.

Fiscal Management
Kimberly Borges

- 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.
- Budget development and monitoring.
- Procurements / Reimbursements.
- Fiscal policy / reporting.
- Contract administration.

Early Learning
Sara Mead

- Conducts internal investigations to ensure compliance with all applicable laws and policies. Resolves all escalated complaints.
- Investigations.
- Complaint resolution.
- Training.

Customer Engagement
Tameka Estep

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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.

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

- US Du 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
- USDA grant administration

- 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 administration
What's the role of this team? 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.

What are the key responsibilities of this team?

- 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

Superintendent
Dr. Christina Grant

Division – Leadership Team
- Early Learning Sara Mead
- Systems & Supports, K-12 Nikki Stewart
- Teaching & Learning Shavonne Gibson
- Postsecondary & Career Ed Antoinette Mitchell
- Student Transportation Kenneth King (Interim)
- Health & Wellness Heidi Schumacher
- Chief of Staff Justin Tooley
- General Counsel Sarah Jane Forman
- Deputy Superintendent Sara Meyers

Team – Reports to Leadership Team

Communications Lida Alikhani
Policy & Legislation Andrew Gall
Strategic Plan Implementation & Coordination Emily Gargiulo

Superintendent Team – Reports to Leadership Team
**What’s the role of this team?**

Leaders the development, implementation, and routine maintenance of the DC School Report Card and DC’s accountability system, the STAR Framework.

**What are the key responsibilities of this team?**

- DC School Report Card
- STAR Framework
- LEA, school, parent, and community engagement on changes and impacts of the report card and accountability system
- 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
- Accountability oversight and governance
- Change management
- Communications management
- Data policy development
- Data privacy
- Data sharing agreements
- Data stewardship
- Project management
- Accountability operations
- Collaborative research
- Data analysis
- Data requests
- Federal reporting
- LEA engagement for research and analysis results and impact
- Local reporting
What's the role of this team?

- Provides agency-wide fiscal strategy, development, management, and oversight
- 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
What's the role of this team? What are the key responsibilities of this team?

- Performs strategic human capital functions including recruitment and onboarding, employee relations, HR compliance, labor relations, payroll processing, performance management, talent development
- Also leads agency diversity, equity, and inclusion strategy
- Serves as agency liaison to DCHR
- Executes agency’s approach to talent recruitment, development, and retention. Sets up structures for ongoing feedback and performance management, including building capacity within existing staff members