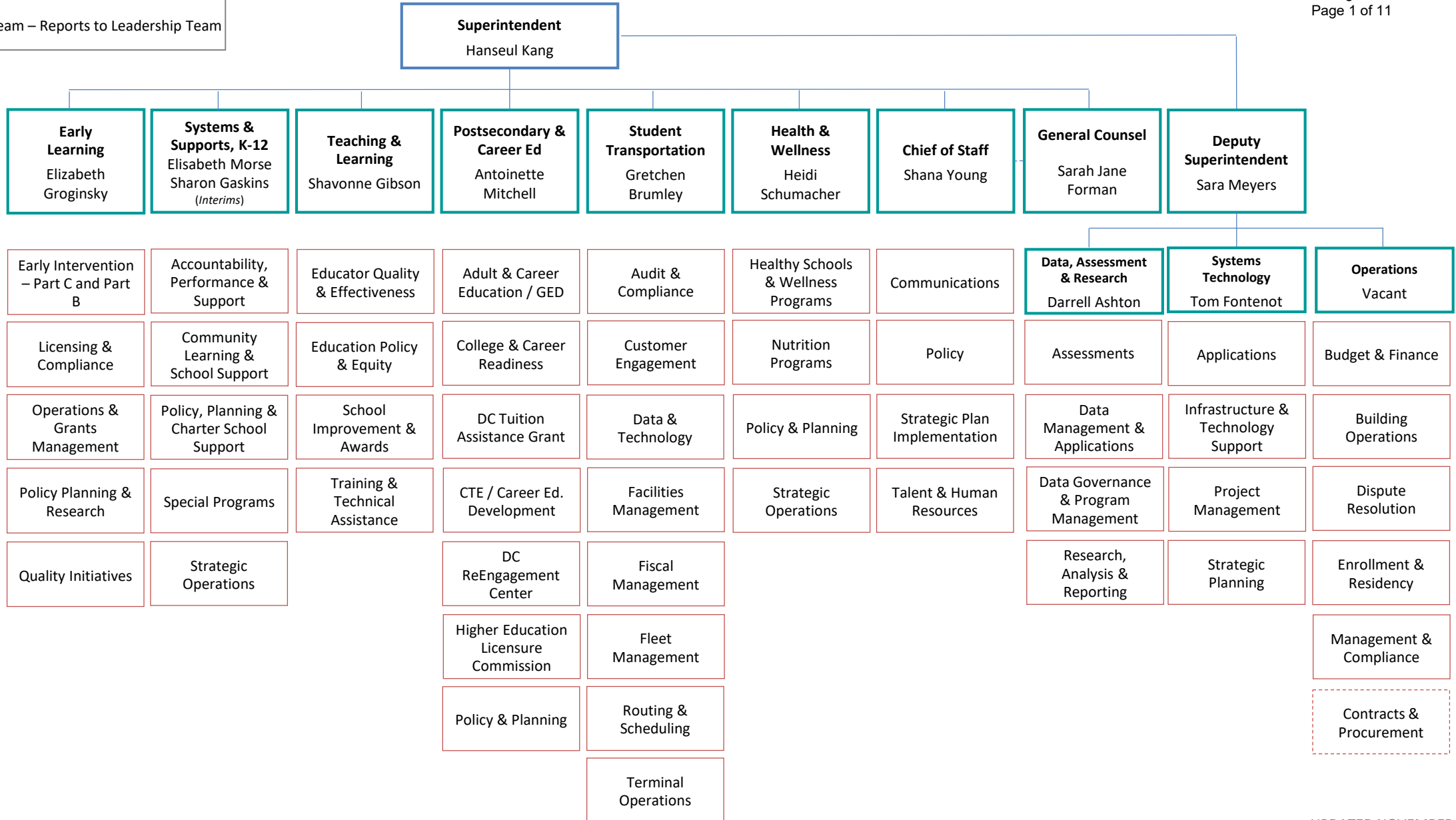
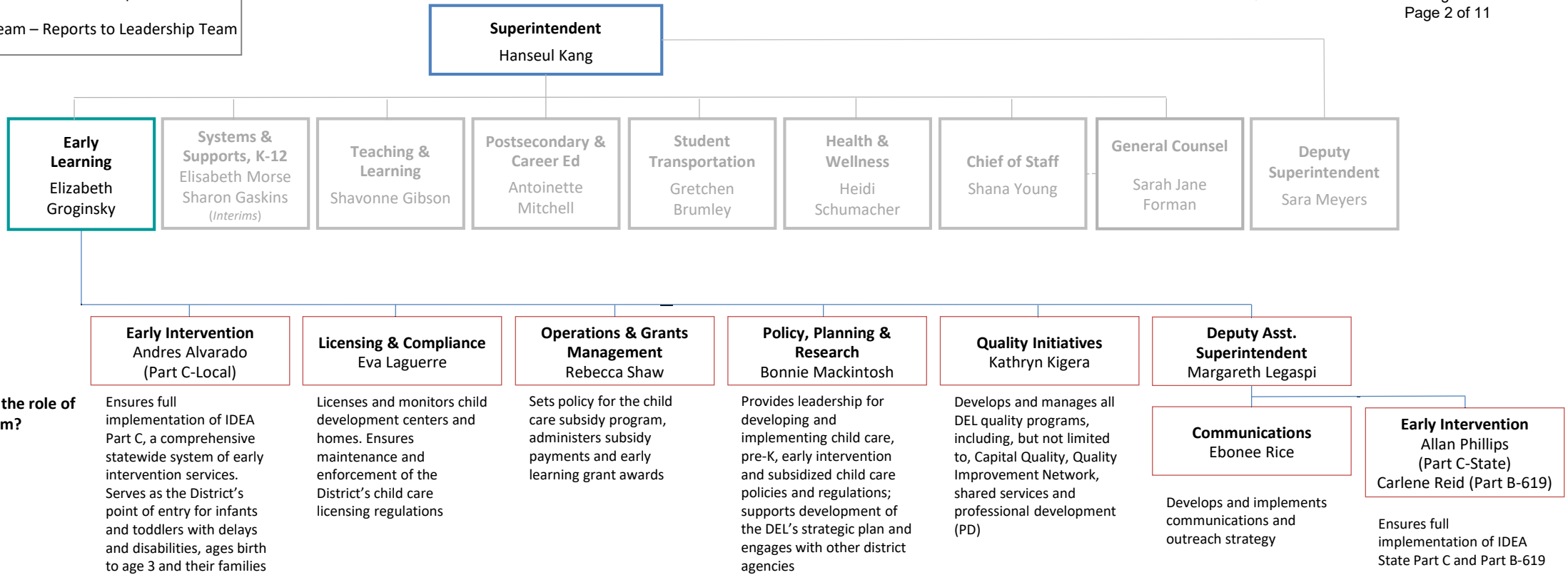


Division – Leadership Team  
 Team – Reports to Leadership Team



Division – Leadership Team  
 Team – Reports to Leadership Team

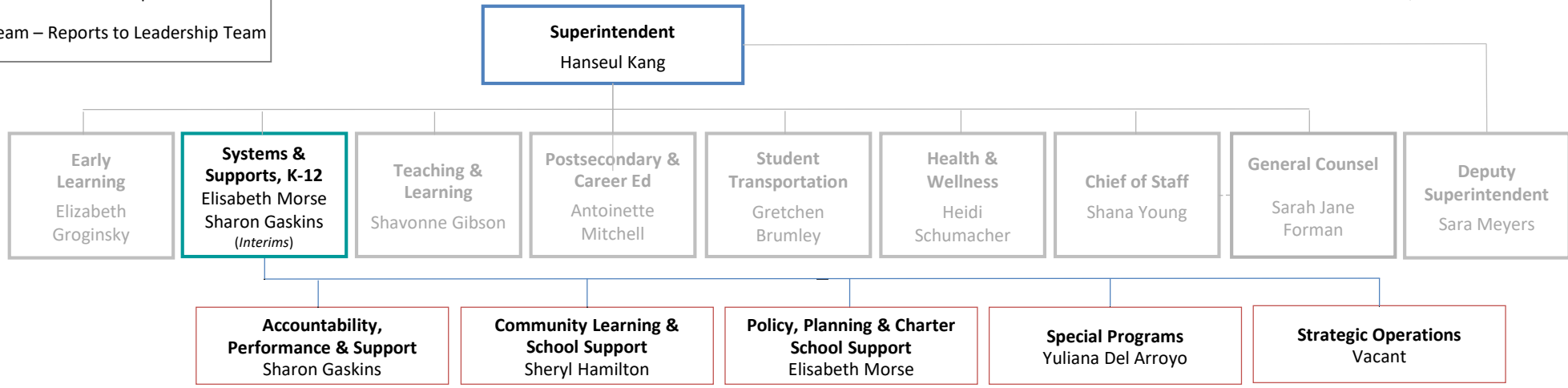
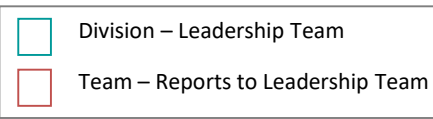


**What's the role of this team?**

<p><b>Early Intervention</b> Andres Alvarado (Part C-Local)</p> <p>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</p>	<p><b>Licensing &amp; Compliance</b> Eva Laguerre</p> <p>Licenses and monitors child development centers and homes. Ensures maintenance and enforcement of the District's child care licensing regulations</p>	<p><b>Operations &amp; Grants Management</b> Rebecca Shaw</p> <p>Sets policy for the child care subsidy program, administers subsidy payments and early learning grant awards</p>	<p><b>Policy, Planning &amp; Research</b> Bonnie Mackintosh</p> <p>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</p>	<p><b>Quality Initiatives</b> Kathryn Kigera</p> <p>Develops and manages all DEL quality programs, including, but not limited to, Capital Quality, Quality Improvement Network, shared services and professional development (PD)</p>	<p><b>Deputy Asst. Superintendent</b> Margareth Legaspi</p> <p><b>Communications</b> Ebonee Rice</p> <p>Develops and implements communications and outreach strategy</p>	<p><b>Early Intervention</b> Allan Phillips (Part C-State) Carlene Reid (Part B-619)</p> <p>Ensures full implementation of IDEA State Part C and Part B-619</p>
---	--	---	--	---	--	---

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

- |   |  |   |  |   |  |  |
|---|--|---|--|---|--|--|
| <ul style="list-style-type: none"> <li>▪ Coordinates services for eligible children</li> <li>▪ Identifies children with developmental delays or disabilities</li> <li>▪ Provides training and technical assistance</li> <li>▪ Provides direct services to families and children with Individualized Family Service Plans (IFSPs)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Issues licenses</li> <li>▪ Monitors licensed facilities to ensure compliance with child care licensing regulations</li> <li>▪ Provides technical assistance to providers</li> <li>▪ Investigates complaints</li> <li>▪ Facilitates criminal background check process</li> </ul> | <ul style="list-style-type: none"> <li>▪ Administers Child Care and Development Block Grant</li> <li>▪ Establishes eligibility policies and payment rates</li> <li>▪ Audits compliance</li> <li>▪ Processes monthly provider payments</li> <li>▪ Provides funding to support quality improvement initiatives</li> </ul> | <ul style="list-style-type: none"> <li>▪ Supports policy development and research for DEL</li> <li>▪ 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)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Collaborates with business, philanthropy, higher education, nonprofit, and government partners to ensure engagement in and support of quality initiatives</li> <li>▪ Monitors programs, provides technical assistance, consumer education, and ongoing PD</li> </ul> | <ul style="list-style-type: none"> <li>▪ Develops monthly newsletters, press release and other outreach documents</li> <li>▪ Updates DEL's website</li> <li>▪ Works with DEL and OSSE departments to create communication plan, strategies and documents (e.g., one-pagers, FAQs) for DEL's initiatives</li> </ul> | <ul style="list-style-type: none"> <li>▪ Sets the regulatory and policy framework for Part C services</li> <li>▪ Monitors the delivery of Part C services and completes all federal reporting requirements</li> <li>▪ Works with LEAs to facilitate smooth and effective transitions to Part B services</li> <li>▪ Provides PD support to CBOs and LEAs serving children 3-5 with special needs</li> </ul> |
|---|--|---|--|---|--|--|



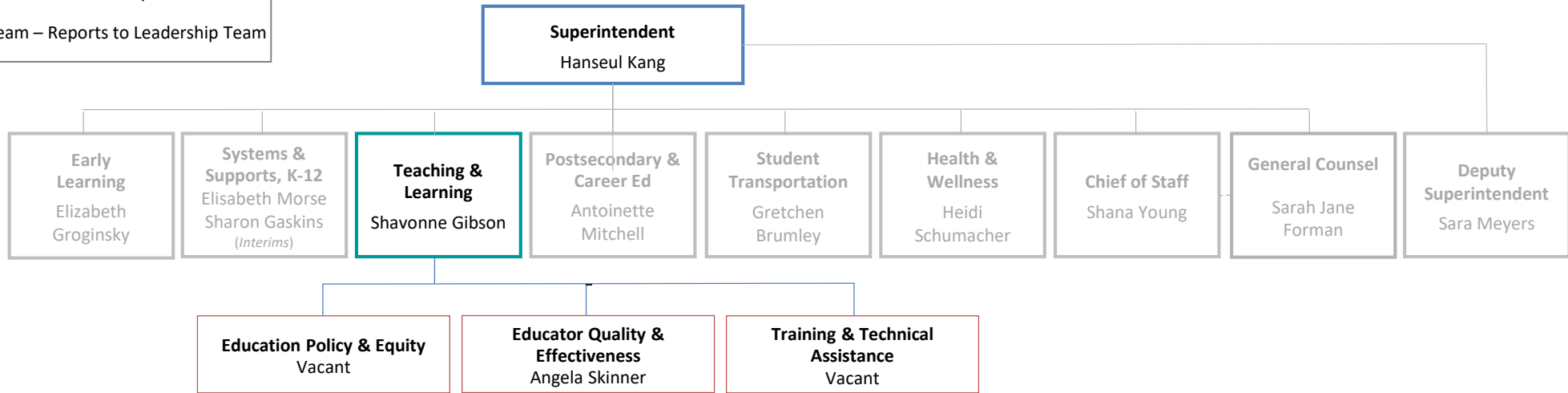
**What's the role of this team?**

<p>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</p>	<p>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</p>	<p>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</p>	<p>Oversees nonpublic placement and ensures appropriate oversight of programming for students with disabilities in private schools, and coordinates behavioral health and community school partnerships</p>	<p>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</p>
--	--	---	---	---

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

- |   |   |  |   |  |
|---|---|--|---|--|
| <ul style="list-style-type: none"> <li>▪ Risk-based monitoring</li> <li>▪ Grants to support school improvement</li> <li>▪ Title I-A, II-A, III-A, IV-A, and ICY grant administration</li> <li>▪ IDEA programmatic monitoring</li> </ul> | <ul style="list-style-type: none"> <li>▪ Parent outreach (ESEA and IDEA)</li> <li>▪ 21st Century Grant</li> <li>▪ McKinney-Vento Homeless Assistance</li> <li>▪ Homeschooling</li> <li>▪ Private schools</li> </ul> | <ul style="list-style-type: none"> <li>▪ Policy &amp; regulation development</li> <li>▪ Office of Public Charter School Finance &amp; Support (SOAR &amp; Title VB)</li> <li>▪ Special Education State Complaint Office</li> </ul> | <ul style="list-style-type: none"> <li>▪ Nonpublic placement oversight</li> <li>▪ Nonpublic school monitoring</li> <li>▪ Interagency coordination: CFSA, DBH, DYRS</li> <li>▪ Interagency school support</li> <li>▪ Community Schools</li> <li>▪ Title I-D</li> </ul> | <ul style="list-style-type: none"> <li>▪ Division support (e.g., staff onboarding, equipment, travel, training)</li> <li>▪ Division budgeting and procurement</li> <li>▪ Fiscal monitoring support</li> <li>▪ IDEA fiscal policy, grant applications, fiscal oversight</li> <li>▪ Medicaid claiming</li> <li>▪ Nonpublic tuition payments</li> </ul> |
|---|---|--|---|--|

Division – Leadership Team  
 Team – Reports to Leadership Team



**What's the role of this team?**

Manage programs and initiatives that support educator equity including the DC Staffing Data Collaborative.

Provides local education agencies with supports that increases hiring of high quality educators and leaders.

Provides direct support to educators to increase knowledge and skills to effectively reach all learners, including students with disabilities and English learners.

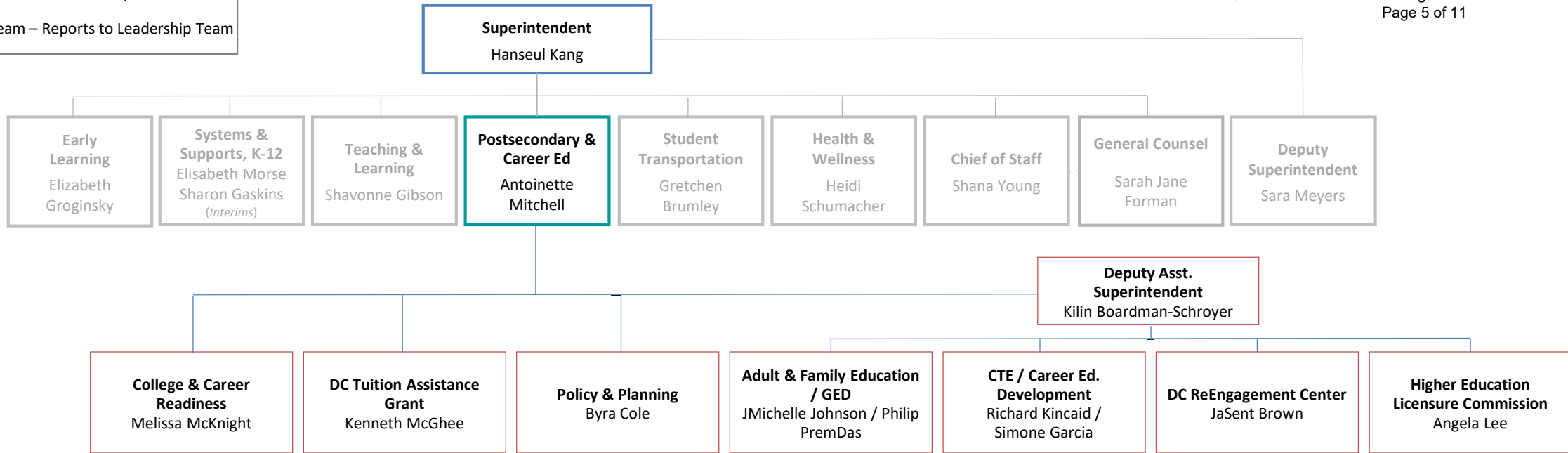
**What are the key responsibilities of this team?**

- Oversees the DC Staffing Data Collaborative and Equitable Access Plan
- Conduct data analysis and research to determine equity gaps and supports needed

- Manage educator licensure for the District of Columbia
- Accredited educator preparation programs
- Provide models for educator evaluation programs
- Manage educator awards
- Identify Blue Ribbon Schools in the District of Columbia

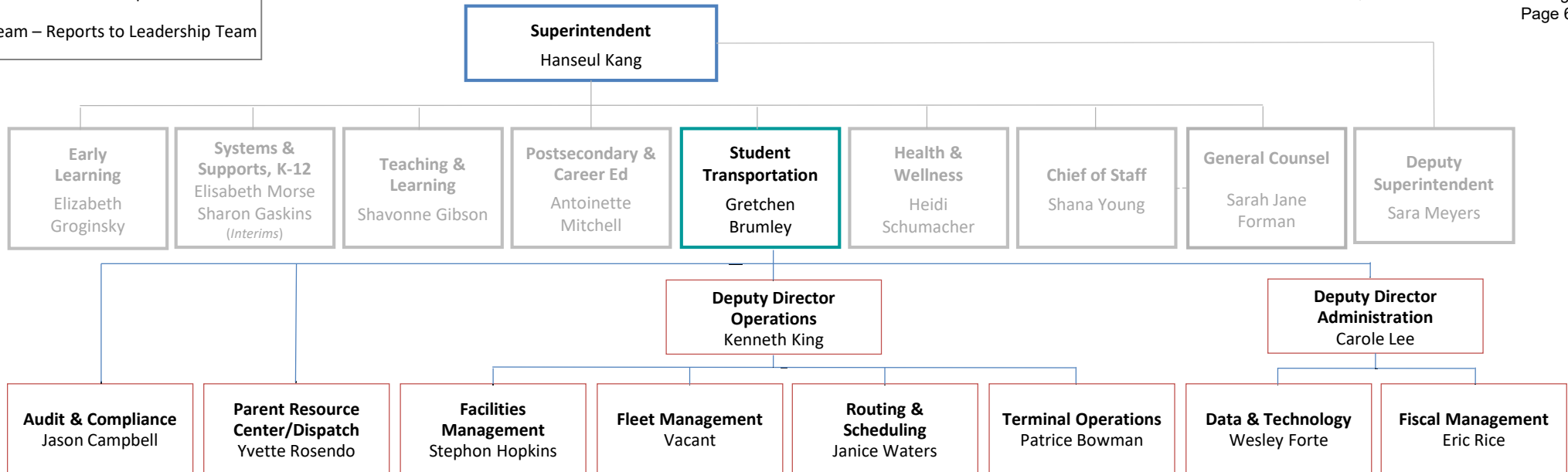
- Provide standards-based training and technical assistance for LEAs
- Give information about school-wide evidence-based models
- Provide support for special populations
- Support Science, Technology, Engineering and Math (STEM)
- Provide support for literacy

Division – Leadership Team  
 Team – Reports to Leadership Team



What's the role of this team?	College & Career Readiness Melissa McKnight	DC Tuition Assistance Grant Kenneth McGhee	Policy & Planning Byra Cole	Adult & Family Education / GED JMichelle Johnson / Philip PremDas	CTE / Career Ed. Development Richard Kincaid / Simone Garcia	DC ReEngagement Center JaSent Brown	Higher Education Licensure Commission Angela Lee
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	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, and obtaining GED, postsecondary education or job training	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	
What are the key responsibilities of this team?	<ul style="list-style-type: none"> <li>Implements Dual Enrollment, SAT Day, SAT Prep, OSSE Scholars</li> <li>Manages College Career and Credential Network, College Awareness Month, Adult College Completion Network and other programs</li> </ul>	<ul style="list-style-type: none"> <li>Administers grants to students</li> <li>Maintains relationships with key stakeholders</li> <li>Manages fiscal reconciliation efforts</li> <li>Provides programmatic expertise on new OneApp</li> </ul>	<ul style="list-style-type: none"> <li>Helps create new policy and procedures documents</li> <li>Supports programmatic use of data to strengthen outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Administers grants to CBOs offering adult education courses</li> <li>Works with other agencies to provide coordinated services to adult learners</li> <li>Administers GED exams</li> </ul>	<ul style="list-style-type: none"> <li>Administers grants to LEAs</li> <li>Provides CTE-based professional development</li> <li>Supports Career Academies through funding</li> <li>Maintains linkages with industry advisory boards</li> </ul>	<ul style="list-style-type: none"> <li>Conducts targeted outreach</li> <li>Assesses academic and non-academic needs</li> <li>Identifies good-fit educational options</li> <li>Supports re-enrollment</li> <li>Provides ongoing support</li> </ul>	<ul style="list-style-type: none"> <li>Licenses postsecondary institutions</li> <li>Addresses complaints from the public</li> <li>Processes transcript requests</li> </ul>

Division – Leadership Team  
 Team – Reports to Leadership Team



**Audit & Compliance**  
Jason Campbell

Conducts internal investigations to ensure compliance with all applicable laws and policies. Resolves all escalated complaints

- Investigations
- Complaint resolution
- Training

**Parent Resource Center/Dispatch**  
Yvette Rosendo

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 Management**  
Stephon Hopkins

Maintains all terminal facilities to ensure safety and compliance with all standards

- Facility maintenance at each school bus terminal

**Fleet Management**  
Vacant

Coordinates the inspection, maintenance, and retirement of all OSSE-DOT vehicles

- Maintenance and inspection of the more than 700 school buses in fleet

**Routing & Scheduling**  
Janice Waters

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**  
Patrice Bowman

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

- Management of school bus drivers and attendants that transport eligible students with disabilities

**Data & Technology**  
Wesley Forte

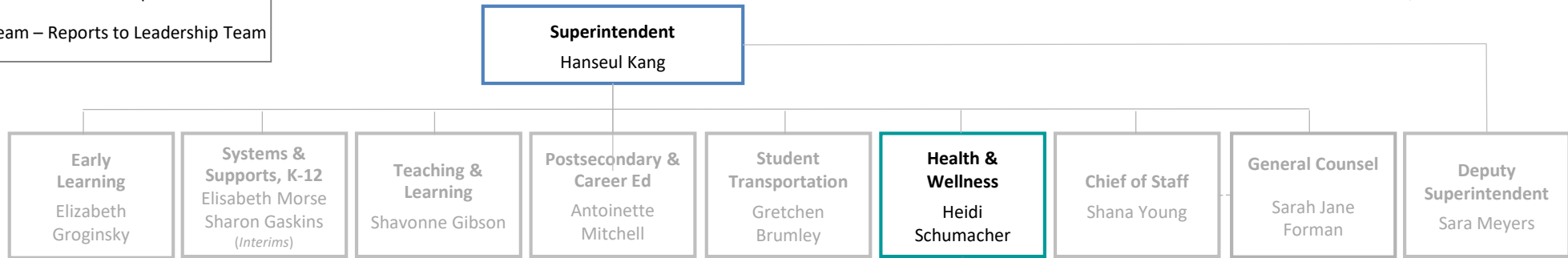
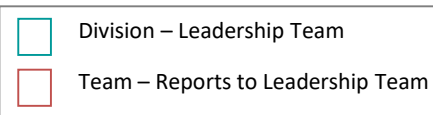
Provides technical support to all OSSE-DOT departments and systems, in addition to school supports for TOTE

- Quickbase support and maintenance
- Helpdesk support for schools and transportation requests
- GPS and phone support

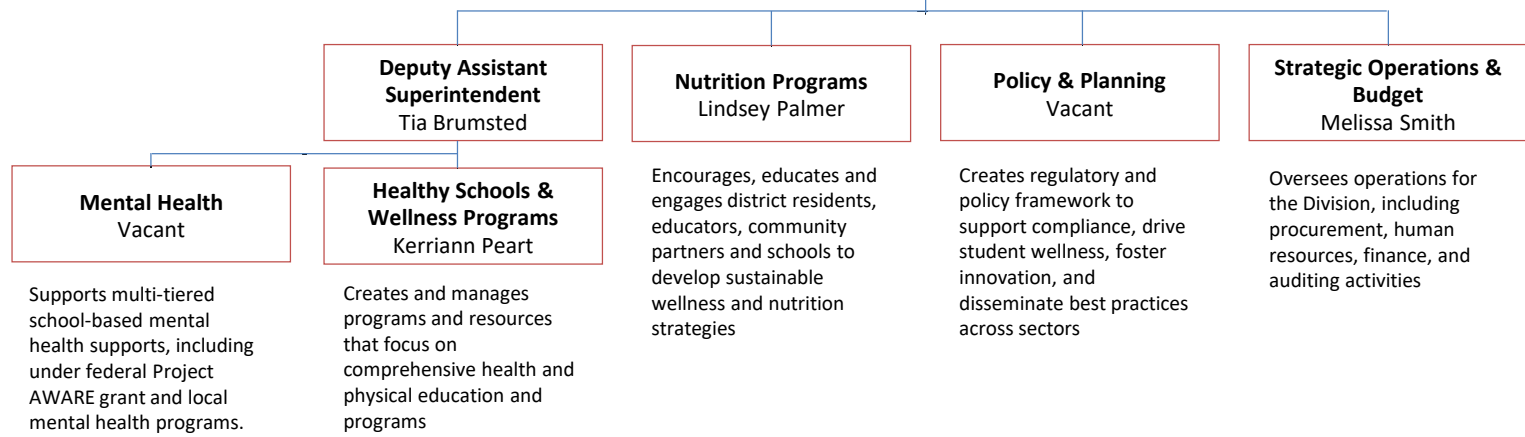
**Fiscal Management**  
Eric Rice

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



**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

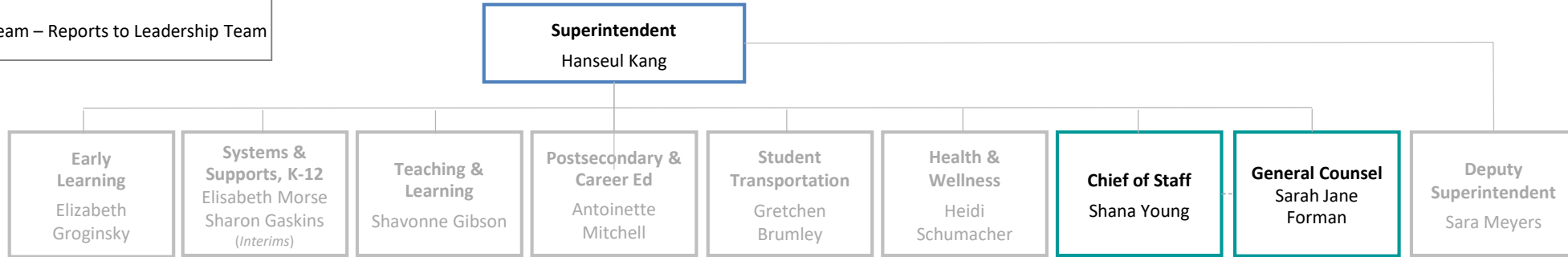
- Whole child structures and supports
- Health education
- Physical education/physical activity
- Reproductive and sexual health
- Environmental literacy
- Educator leadership development

- 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
- 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

Division – Leadership Team  
 Team – Reports to Leadership Team



**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

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

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

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?**

- 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

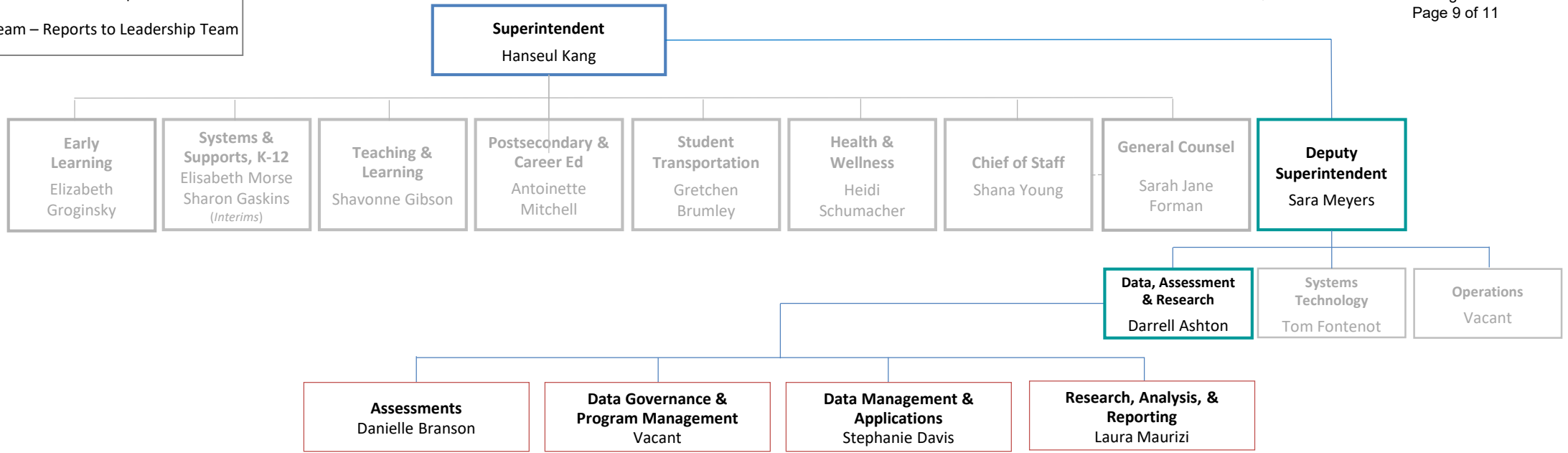
- Strategic plan implementation progress monitoring and support
- Effective and consistent coordination with internal and external stakeholders
- Agency's policy agenda, including new and updated regulations, policies, an coordination with DC Council and State Board of Education
- Budget and performance plan development and reporting

- Recruitment process
- Employee relations
- Performance management
- Staff capacity building
- Coordination with DCHR

- 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



Division – Leadership Team  
 Team – Reports to Leadership Team



**What's the role of this team?**

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

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; and provides division support for project, change, and communications management

Manages data received by OSSE to ensure that all data assets are high-quality, properly documented, and easily discoverable; and develops applications and visualizations to support data validation, analysis, reporting, and data access

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?**

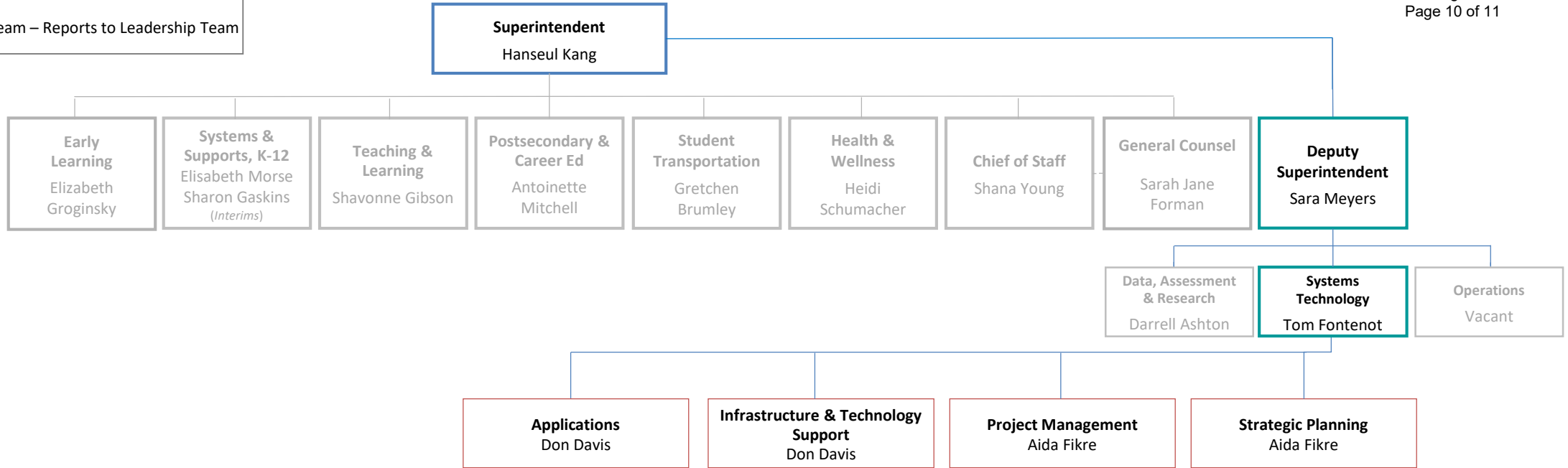
- Assessment development
- Assessment policy
- PARCC
- DC Science assessment
- MSAA
- ACCESS ELL assessment
- Test administration
- Test integrity
- Assessment reporting
- Collaborative assessment and program research
- LEA support and training for assessments

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

- Data collection
- Data quality assurance
- Data architecture
- Reference data management
- Master data management
- Data visualizations
- Data applications development
- SLED
- Statewide Student Information Systems (SIS)

- Data requests
- Federal reporting
- Local reporting
- Collaborative research
- Accountability operations
- Data analysis
- LEA engagement for research and analysis results and impact

Division – Leadership Team  
 Team – Reports to Leadership Team



**What's the role of this team?**

Supports, develops, and manages OSSE's internal and external applications

Provides day-to-day support of the agency's computer systems, service desk, email and network resources

Manages OSSE's IT portfolio, internal staff resources, vendors and coordination between programmatic divisions and IT

Grows OSSE's portfolio via visioning, strategic themes, roadmaps and enterprise consolidation

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

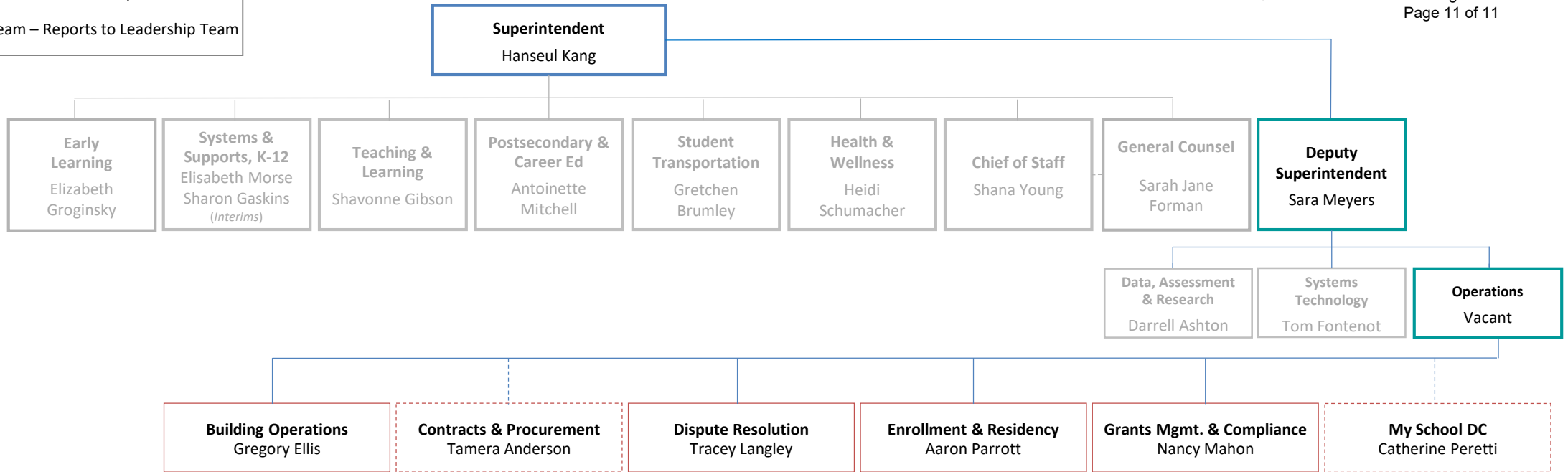
- Application support and troubleshooting
- Change control
- Software development
- System architecture

- Device support
- Server and user management
- Telecom
- Connectivity

- Business analysis
- Process improvement
- Fiscal planning
- Contract management

- Technology planning
- Strategic guidance
- IT procurement authority
- Enterprise coordination

Division – Leadership Team  
 Team – Reports to Leadership Team



What's the role of this team?	Building Operations Gregory Ellis	Contracts & Procurement Tamera Anderson	Dispute Resolution Tracey Langley	Enrollment & Residency Aaron Parrott	Grants Mgmt. & Compliance Nancy Mahon	My School DC Catherine Peretti
What's the role of this team?	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
What are the key responsibilities of this team?	<ul style="list-style-type: none"> <li>▪ Facilities management</li> <li>▪ Pcard administration</li> <li>▪ Risk management</li> <li>▪ Fleet management</li> <li>▪ Direct voucher processing</li> <li>▪ Language Access</li> <li>▪ IQ</li> <li>▪ Travel processing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Small purchases</li> <li>▪ Contracts</li> <li>▪ Local Small Disadvantaged Business Enterprise (LSDBE) compliance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hearings</li> <li>▪ Mediations</li> <li>▪ EEO</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enrollment audit</li> <li>▪ Residency verification</li> <li>▪ Training/technical assistance</li> <li>▪ UPSFF policy</li> <li>▪ Non-resident tuition</li> <li>▪ CBO enrollment, residency audit</li> <li>▪ Closing charter school coordination</li> </ul>	<ul style="list-style-type: none"> <li>▪ EGMS</li> <li>▪ A-133 Audit</li> <li>▪ Agency financial close out (grants)</li> <li>▪ Federal fiscal reporting</li> <li>▪ Training and technical assistance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Simplifying processes to learn about, apply to, and enroll in public schools</li> <li>▪ Operate the lottery application and waitlist system</li> <li>▪ Inform LEA and school-based enrollment planning</li> </ul>