### 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.

### 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
What’s the role of this team?

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

What are the key responsibilities of this team?

- Risk-based monitoring
- Grants to support school improvement
- Title I-A, II-A, III-A, IV-A, and ICY grant administration
- IDEA programmatic monitoring
- Parent outreach (ESEA and IDEA)
- 21st Century Grant
- McKinney-Vento Homeless Assistance
- Homeschooling
- Private schools
- Policy & regulation development
- Office of Public Charter School Finance & Support (SOAR & Title VB)
- Special Education State Complaint Office
- Nonpublic placement oversight
- Nonpublic school monitoring
- Interagency coordination: CFSA, DBH, DYRS
- Interagency school support
- Community Schools
- Title I-D
- Division support (e.g., staff onboarding, equipment, travel, training)
- Division budgeting and procurement
- Fiscal monitoring support
- IDEA fiscal policy, grant applications, fiscal oversight
- Medicaid claiming
- Nonpublic tuition payments
What’s the role of this team?

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

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

- Provides direct support to educators to increase knowledge and skills to effectively reach all learners, including students with disabilities and English learners.
- 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
What's the role of this team?
Estabishes 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?
- 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
- 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
- Helps create new policy and procedures documents
- Supports programmatic use of data to strengthen outcomes
- 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
- Administers grants to LEAs
- Maintains linkages with industry advisory boards
- Provides CTE-based professional development
- Supports Career Academies through funding
- Administers grants to CBOs offering adult education and training courses
- Works with other agencies to provide coordinated services to adult learners
- Admnsisters grants to LEAs
- Maintains linkages with Industry advisory boards
- Provides CTE-based professional development
- Supports Career Academies through funding
- Administers grants to LEAs
- Maintains linkages with Industry advisory boards
- Provides CTE-based professional development
- Supports Career Academies through funding
Division – Leadership Team

Team – Reports to Leadership Team

Superintendent
Hanseul Kang

Early Learning
Margaret Legaspi,
Eva Laguerre (interim)

Systems & Supports, K-12
Nikki Stewart

Teaching & Learning
Shavonne Gibson

Postsecondary & Career Ed
Antoinette Mitchell

Student Transportation
Gretchen Brumley

Health & Wellness
Heidi Schumacher

Chief of Staff
Shana Young

General Counsel
Sarah Jane Forman

Deputy Superintendent
Sara Meyers

Student Transportation
Gretchen Brumley

Deputy Director Operations
Kenneth King

Deputy Director Administration
Carole Lee

Audit & Compliance
Jason Campbell

Customer Engagement
Yvette Rosendo

Facilities Management
Stephon Hopkins

Fleet Management
Delino House

Routing & Scheduling
Janice Waters

Terminal Operations
Patrice Bowman

Data & Technology
Wesley Forte

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.

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.

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

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.

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

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

Budget development and monitoring
Procurements / Reimbursements
Fiscal policy / reporting
Contract administration
Deputy Assistant Superintendent
Tia Brumsted

Superintendent
Hanseul Kang

Early Learning
Margareth Legaspi, Eva Laguerre (interim)

Systems & Supports, K-12
Nikki Stewart

Teaching & Learning
Shavonne Gibson

Postsecondary & Career Ed
Antoinette Mitchell

Student Transportation
Gretchen Brumley

Health & Wellness
Heidi Schumacher

Policy & Planning
David Esquith

Chief of Staff
Shana Young

General Counsel
Sarah Jane Forman

Deputy Superintendent
Sara Meyers

Division – Leadership Team

Team – Reports to Leadership Team

What’s the role of this team?

Mental Health
Claudia Price

Supports multi-tiered school-based mental health supports, including under federal Project AWARE grant and local mental health programs.

Healthy Schools & Wellness Programs
Charles Rominiyi

Creates and manages programs and resources that focus on comprehensive health and physical education and programs.

Nutrition Programs
Lindsey Palmer

Encourages, educates and engages district residents, educators, community partners and schools to develop sustainable wellness and nutrition strategies.

Policy & Planning
David Esquith

Creates regulatory and policy framework to support compliance, drive student wellness, foster innovation, and disseminate best practices across sectors.

Strategic Operations & Budget
Melissa Smith

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
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?

- 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 & Coordination

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.

- 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

Talent & Human Resources

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.

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

What’s the role of this team?

Provides legal counsel to the agency and represents the agency in legal matters pertaining to its functions.

- 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
Application Development
Stephanie Davis

Supports, develops, and manages OSSE’s internal and external applications
- Application support and troubleshooting
- Change control
- Data applications development
- Data visualizations
- Software development
- System architecture

What’s the role of this team?

Customer Support
Don Davis

Provides day-to-day support of the agency’s computer systems, service desk, email and network resources
- Connectivity
- Device support
- Grants system development
- Internal and LEA customer support
- Server and user management
- Telecom

What are the key responsibilities of this team?

Data Management
Stephanie Davis (Interim)

Manages data received by OSSE to ensure data assets are high-quality, properly documented, and easily discoverable
- Data architecture
- Data collection
- Data quality assurance
- Master data management
- Reference data management

Project Management
Aida Fikre

Manages OSSE’s IT portfolio, internal staff resources, vendors and coordination between programmatic divisions and IT
- Business analysis
- Contract management
- Fiscal planning
- Process improvement
What's the role 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
- Provides agency-wide fiscal strategy, development, management, and oversight

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
- Provides operational and facility logistical support to all OSSE divisions

Performance Indicators:

- Process new landfill contracts
- Track landfill contracts
- Ensure compliance with environmental regulations
- Coordinate with external agencies

Enforces relevant laws and regulations related to landfills, ensuring compliance and optimal management of waste disposal facilities.