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For contact information for leadership team members, please visit [https://osse.dc.gov/page/meet-leadership-team](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](https://osse.dc.gov/page/osse-key-points-contact-leas).

UPDATED JANUARY 2021
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 and manages all DEL quality programs, including, but not limited to, Capital Quality, Quality Improvement Network, shared services and professional development (PD)
- 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)
- Integrates 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
- 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?

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'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-B)
- School improvement grants
- IDEA monitoring
- IDEA policy/guidance development
- Nonpublic special education placement
- Special education state complaints
- 21st Century, Community School, and McKinney-Vento grants
- Education in correctional facilities (Title I-D)
- Homeschooling
- Interagency coordination (e.g., CFSA, DBH, DYRS)
- McKinney-Vento (MKV)
- Homeless Assistance
- Nonpublic special education school oversight
- Private (nonpublic) schools
- Other special programs

Superintendent
Shana Young
(Interim)
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?
- Facilitates citywide work to support access and completion
- Implements SAT School Day, OSSE Scholars, and Bridge 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
- 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
- Assesses academic and non-academic needs
- Conducts targeted outreach
- Identifies good-fit educational options
- Provides ongoing support
- Supports re-enrollment
Deputy Assistant Superintendent
Tia Brumsted

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

- 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

Superintendent
Shana Young (Interim)

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Claudia Price

Healthy Schools & Wellness Programs
Charles Rominiyi

Nutrition Programs
Lindsey Palmer

Policy & Planning
David Esquith

Strategic Operations & Budget
Melissa Smith

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Superintendent
Shana Young (Interim)

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

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
- 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
- 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
Accountability
Donna Johnson

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

Assessments
Danielle Branson

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

Data Governance
Gwen Rubinstein

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
Evan Kramer

Performs high-quality analysis and research to inform and provide actionable input and reports to OSSE leaders, policy makers, LEA leaders, and stakeholders.
What's the role of this team?

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.

What are the key responsibilities of this team?

- Application development
- Application support and troubleshooting
- Software development
- System architecture
- Data architecture
- Data collection
- Data quality assurance
- Data visualizations
- Master data management
- Reference data management
- Connectivity
- Device support
- Grants system development
- Internal and LEA customer support
- Server and user management
- Telecom
- Business analysis
- Change control
- Contract management
- Fiscal planning
- IT portfolio management
- IT project prioritization
- Process improvement
- Procurement and contract management
- Training and development

Data, Assessment & Research
Rebecca Lamury

Customer Support
Don Davis

Project Management
Aida Fikre

Application Development
Vacant

Data Management
Saurabh Gupta

Deputy Chief Information Officer
Stephanie Davis

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Superintendent
Shana Young (Interim)

Deputy Superintendent
Sara Meyers
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
- 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 are the key responsibilities 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

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**Superintendent**

Shana Young
(Interim)

**Deputy Superintendent**

Sara Meyers

**Operations**

Jason Kim