Division – Leadership Team

Team – Reports to Leadership Team

**Superintendent**  
Shana Young  
(Interim)

**Early Learning**  
Sara Mead

**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**  
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**General Counsel**  
Kevin Stokes  
(Interim)

**Deputy Superintendent**  
Sara Meyers

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### 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 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
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
- 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
- Provides ongoing support
- Supports re-engagement

Superintendent
Shana Young (Interim)

College & Career Readiness
Christina Beal

What's the role of this team?
Provides $30M in grants to DC students for tuition assistance at colleges and universities throughout the country

What are the key responsibilities of this team?
- Administers grants to students
- Maintains relationships with key stakeholders
- Manages fiscal reconciliation efforts
- Provides programmatic expertise on OneApp
- 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
- Provides ongoing support
- Supports re-engagement

DC Tuition Assistance
Grant
Kenneth McGhee

What's the role of this team?
Provides services to support adult learners in increasing literacy levels

What are the key responsibilities of this team?
- 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

GED / Higher Education Licensure Commission
Philip PromDax (GED), Angela Lee (HELC)

What's the role of this team?
Works with division programs to develop policy, procedures and strategic interventions that improve program efficiency and outcomes

What are the key responsibilities of this team?
- Helps create new policy and procedures documents
- Supports programmatic use of data to strengthen outcomes
- Administers grants to LEAs
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- Provides CTE-based professional development
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Policy & Planning
Byra Cole

What's the role of this team?
Provides services to support adult learners in increasing literacy levels

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Adult & Family Education
Julia Michelle Johnson

What's the role of this team?
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

Career & Technical Education / Industry Engagement
Richard Kincaid (CTE), Simone Garcia (IE)

What's the role of this team?
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

DC ReEngagement Center
Veronica Simmons

What's the role of this team?
Reconnects youth, ages 16-24, to educational options and provides wrap-around services to support reengagement

What are the key responsibilities of this team?
- 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
Division – Leadership Team

Superintendent
Shana Young
(Interim)

Deputy Director Operations
Kenneth King

Deputy Director Administration
Carole Lee

Audit & Compliance
Jason Campbell

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

Customer Engagement
Vacant

- Provides all inbound and outbound communications to stakeholders (parents, schools, advocates) regarding student transportation services. Provides first call resolution support for complaints

Facilities & Fleet Management
Delino House

- 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
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

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

Data & Technology
Wesley Forte

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

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

Early Learning
Sara Mead

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- Nikki Stewart

Teaching & Learning
Shavonne Gibson

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Health & Wellness
Heidi Schumacher

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- Sara Meyers

- Facilities & Fleet Management
- Delino House

- Routing & Scheduling
- Janice Waters

- Terminal Operations
- Patrice Bowman

- Data & Technology
- Wesley Forte

- Fiscal Management
- Kimberly Borges

- Deputy Director Administration
- Carole Lee

- Deputy Director Operations
- Kenneth King

- Team – Reports to Leadership Team
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

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Kevin Stokes
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Deputy Superintendent
Sara Meyers

Mental Health
Claudia Price

Healthy Schools & Wellness Programs
Charles Rominiyi

Nutrition Programs
Lindsey Palmer

Policy & Planning
David Esquith

Strategic Operations & Budget
Melissa Smith

Deputy Assistant Superintendent
Tia Brumsted

Health & Wellness
Heidi Schumacher

Superintendent – Leadership Team
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Teaching & Learning
Shavonne Gibson

Postsecondary & Career Ed
Antoinette Mitchell

Student Transportation
Gretchen Brumley

Nutrition Programs
Lindsey Palmer

Policy & Planning
David Esquith

Strategic Operations & Budget
Melissa Smith

What’s the role of this team?

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

What are the key responsibilities of this team?

- 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

- 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
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- Development, analysis, and execution of policy and regulations
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- 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
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, an coordination with DC Council and State Board of Education
- Organizes budget and performance plan development and reporting

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
What’s the role of this team?
Leads 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

Accountability
Donna Johnson

Assessments
Danielle Branson

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.

Data Governance
Gwen Rubinstein

Research, Analysis, & Reporting
Rebecca Lamury

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

- 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?

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
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Deputy Superintendent
Sara Meyers

Data, Assessment & Research
Rebecca Lamury

Systems Technology
Jay Huie

Operations
Jason Kim

Budget & Finance Vacant

Contracts & Procurement
Tamera Anderson

Dispute Resolution
Carlynn Fuller

Enrollment & Residency
Aaron Parrott

Grants Management & Compliance
Nancy Mahon

My School DC
Catherine Peretti

Non-Public Tuition & Medicaid Recovery
Yvonne Smith

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
- 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