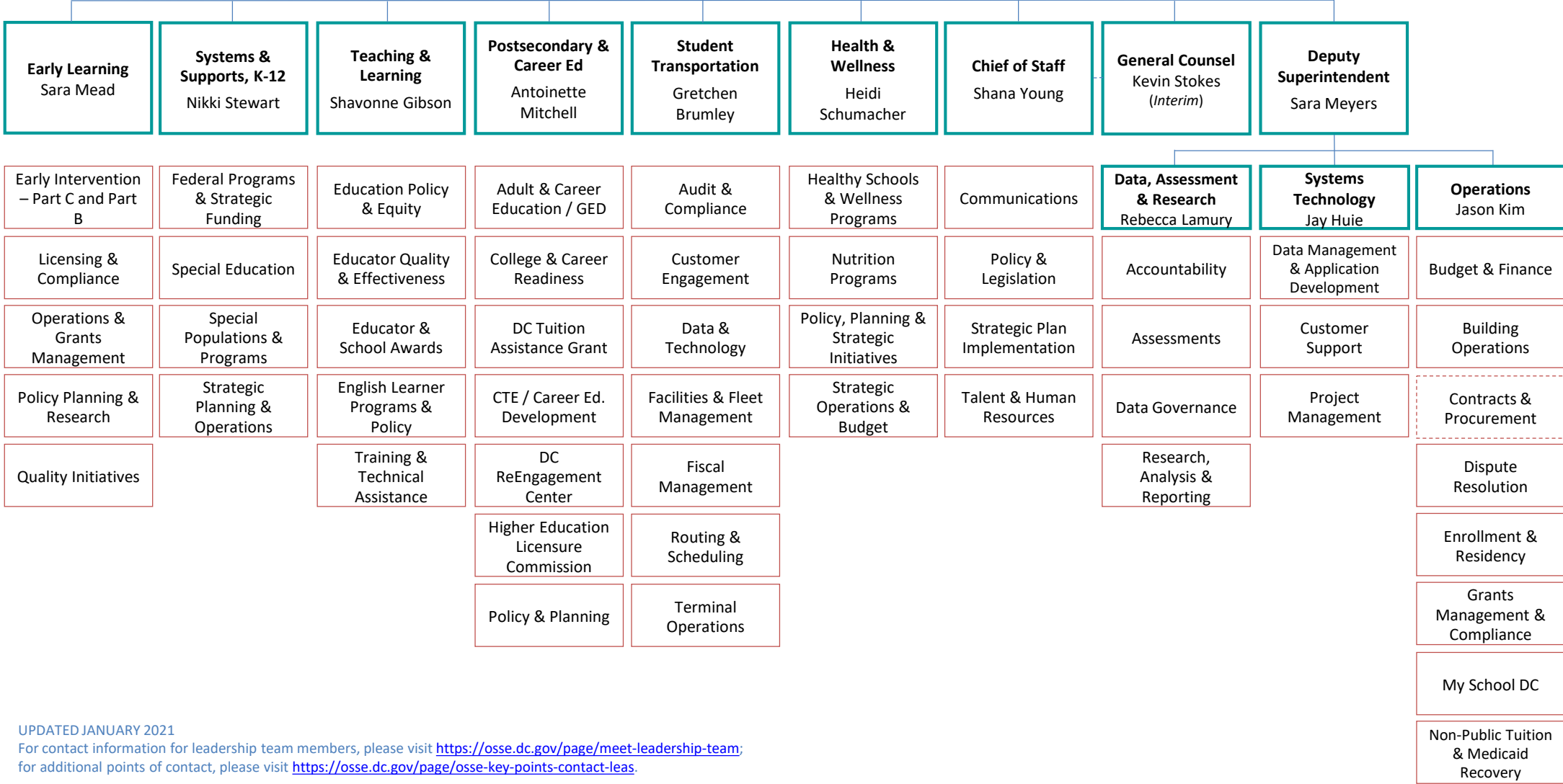
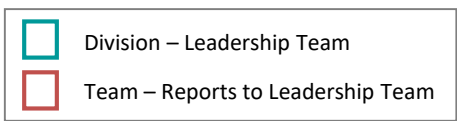


Division – Leadership Team
 Team – Reports to Leadership Team

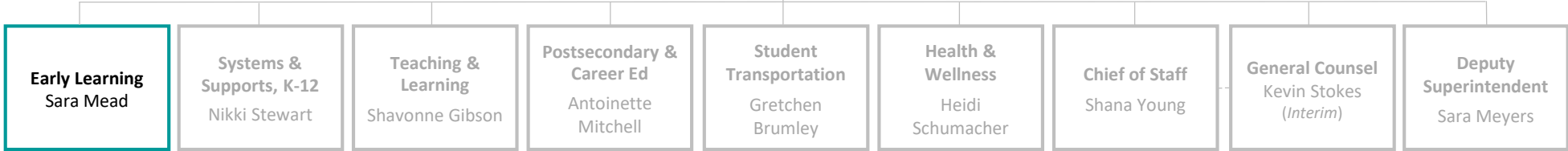
Superintendent
Shana Young
(Interim)



UPDATED JANUARY 2021
 For contact information for leadership team members, please visit <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>.

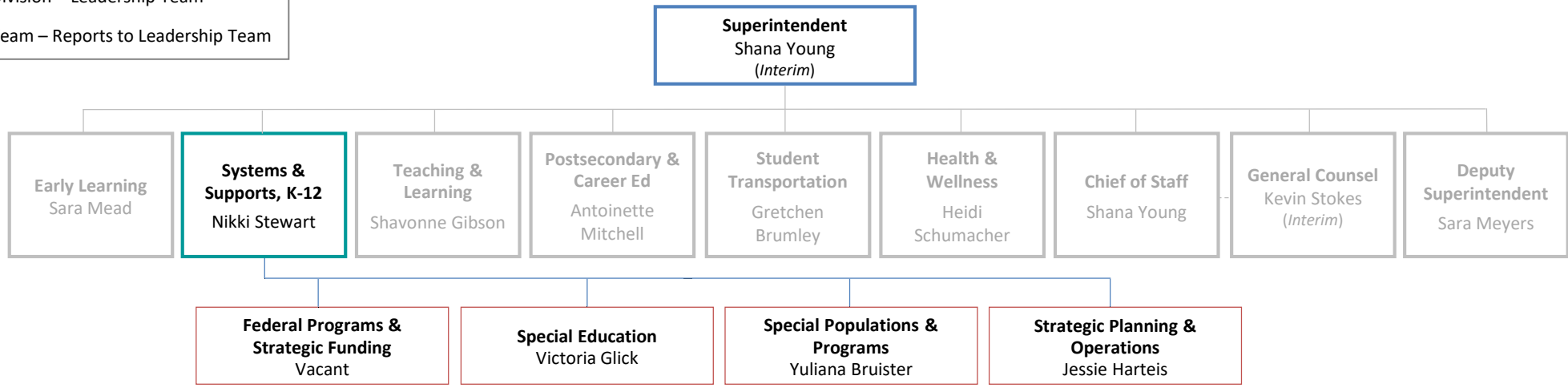
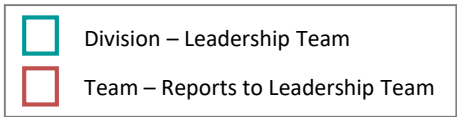


Superintendent
Shana Young
(Interim)



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

What are the key responsibilities of this team?	Early Intervention Andres Alvarado (Part C-Local)	Licensing & Compliance Eva Laguerre	Operations & Grants Management Rebecca Shaw	Policy, Planning & Research Vacant	Quality Initiatives Kathryn Kigera	Deputy Asst. Superintendent Margareth Legaspi
	<ul style="list-style-type: none"> ▪ 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) 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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) 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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
						<ul style="list-style-type: none"> ▪ 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.

Provides monitoring, supports, and interventions to ensure local education agencies operate in accordance with IDEA, including ensuring outcomes for students with disabilities. Manages student placement in nonpublic special education schools.

Supports education for special populations and in special settings, including grant support, monitoring, technical assistance, and interagency collaboration. Provides oversight of nonpublic special education schools.

Creates infrastructure systems for K12 compliance monitoring, grants management, and strategic supports for local education agencies (LEAs) to drive student achievement. Coordinates strategic fiscal and administrative operations.

What are the key responsibilities of this team?

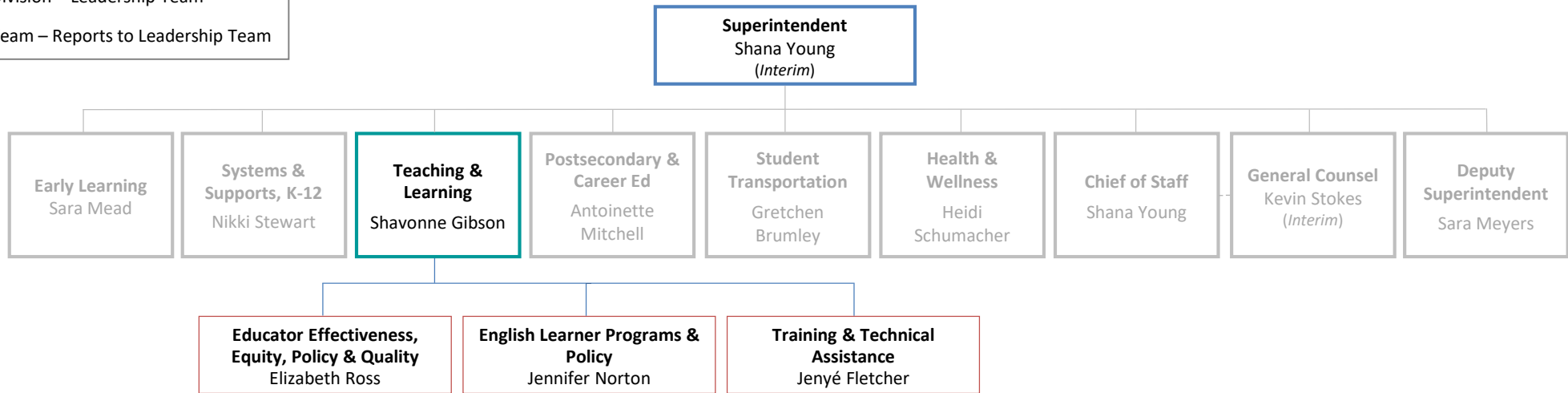
- ESEA grants (Titles I-IV)
- Public charter school finance and support (SOAR, Title V-B)
- School improvement grants

- 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

- Administrative support
- Budgeting and procurement
- Fiscal monitoring support
- Policy/guidance support
- Risk-based monitoring

Division – Leadership Team
 Team – Reports to Leadership Team



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

Provides English learner (EL) policy and program support to local education agencies (LEAs) in creating meaningful and equitable programs for ELs

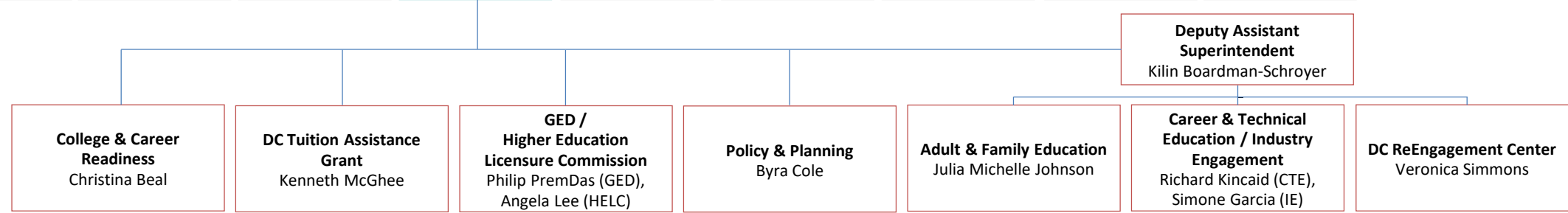
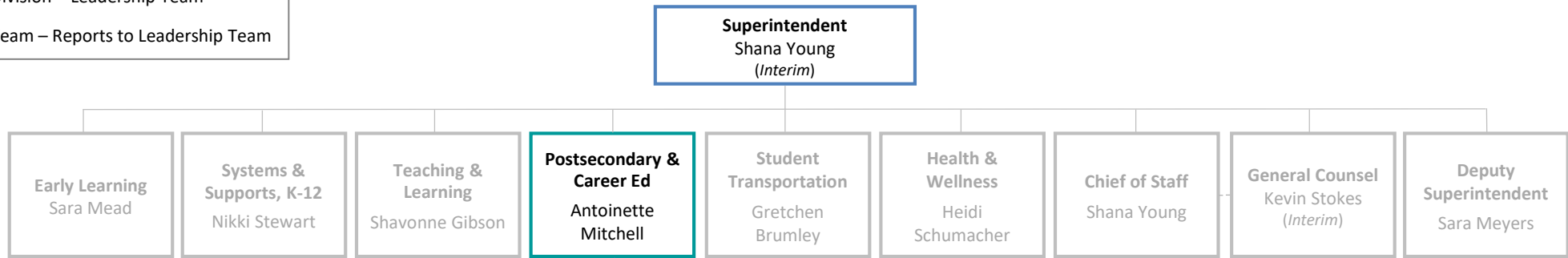
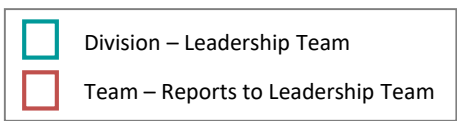
Provides direct support to educators to increase knowledge and skills to effectively reach all learners, including students with disabilities and English learners.

What are the key responsibilities of this team?

- 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

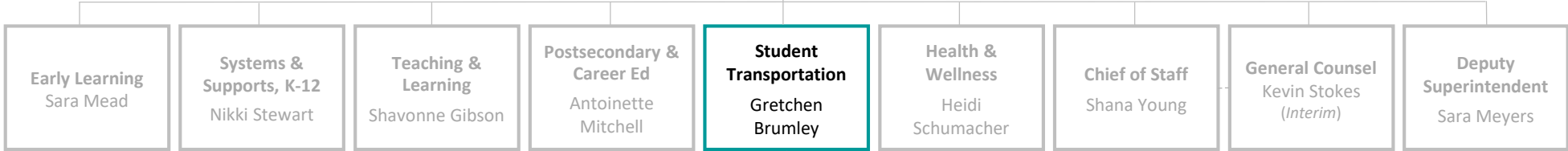
- Provides standards-based training and technical assistance for LEAs
- Gives information about school-wide evidence-based models
- Provides support for special populations
- Supports science, technology, engineering and math (STEM)
- Provides support for literacy



What's the role of this team?	College & Career Readiness Christina Beal	DC Tuition Assistance Grant Kenneth McGhee	GED / Higher Education Licensure Commission Philip PremDas (GED), Angela Lee (HELIC)	Policy & Planning Byra Cole	Adult & Family Education Julia Michelle Johnson	Career & Technical Education / Industry Engagement Richard Kincaid (CTE), Simone Garcia (IE)	DC ReEngagement Center Veronica Simmons
What are the key responsibilities of this team?	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Administers grants to students Maintains relationships with key stakeholders Manages fiscal reconciliation efforts Provides programmatic expertise on OneApp 	(GED) <ul style="list-style-type: none"> Administers GED exams Administers IT certification exams Processes GED transcript and verification requests (HELIC) <ul style="list-style-type: none"> Addresses complaints from the public Licenses postsecondary institutions Processes transcript requests 	<ul style="list-style-type: none"> Helps create new policy and procedures documents Supports programmatic use of data to strengthen outcomes 	<ul style="list-style-type: none"> Administers grants to CBOs offering adult education and training courses Works with other agencies to provide coordinated services to adult learners 	<ul style="list-style-type: none"> Administers grants to LEAs Maintains linkages with industry advisory boards Provides CTE-based professional development Supports Career Academies through funding 	<ul style="list-style-type: none"> Assesses academic and non-academic needs Conducts targeted outreach Identifies good-fit educational options Provides ongoing support Supports re-enrollment

Division – Leadership Team
 Team – Reports to Leadership Team

Superintendent
Shana Young
(Interim)



Deputy Director Operations
Kenneth King

Deputy Director Administration
Carole Lee

Audit & Compliance
Jason Campbell

Customer Engagement
Vacant

Facilities & 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 and 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

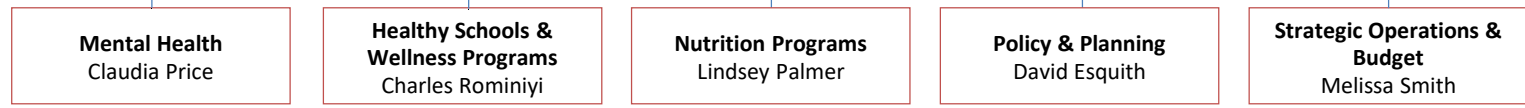
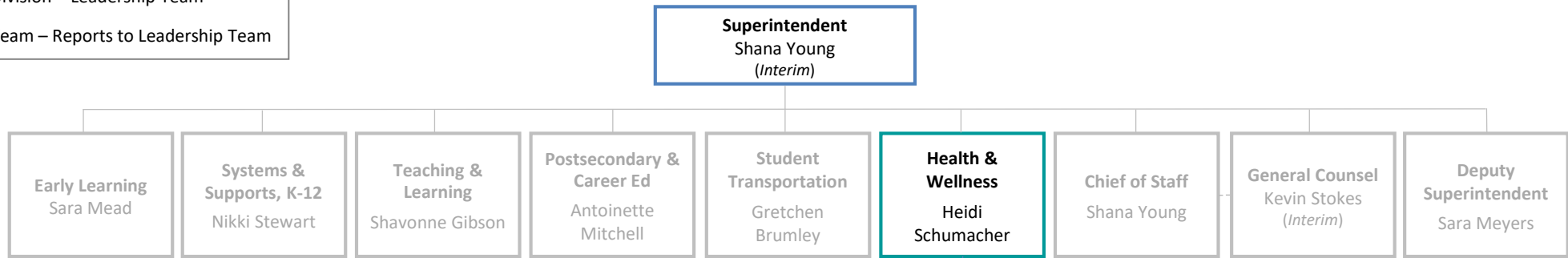
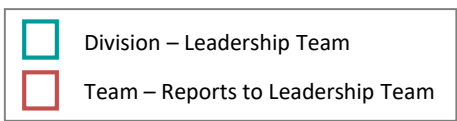
- Facility maintenance at each school bus terminal
- Maintenance and inspection of the more than 700 school buses in fleet

- 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



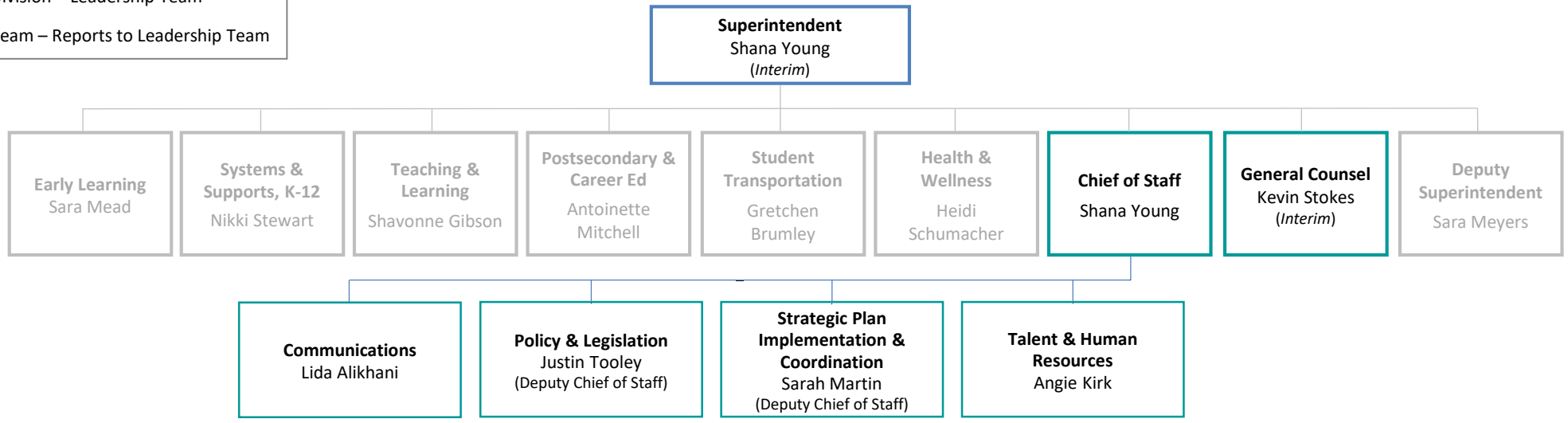
What's the role of this team?

<p>Supports multi-tiered school-based mental health supports, including under federal Project AWARE grant and local mental health programs.</p>	<p>Creates and manages programs and resources that focus on comprehensive health and physical education and programs</p>	<p>Encourages, educates and engages district residents, educators, community partners and schools to develop sustainable wellness and nutrition strategies</p>	<p>Creates regulatory and policy framework to support compliance, drive student wellness, foster innovation, and disseminate best practices across sectors</p>	<p>Oversees operations for the Division, including procurement, human resources, finance, and auditing activities</p>
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What are the key responsibilities of this team?

- | | | | | |
|--|--|---|---|--|
| <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ Whole child structures and supports ▪ Health education ▪ Physical education/physical activity ▪ Reproductive and sexual health ▪ Environmental literacy ▪ Educator leadership development | <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ 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

Manages legislative affairs work with DC Council, leads engagement with the State Board of Education, and supports external relationships

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 talent recruitment, development, and retention. 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?

- 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

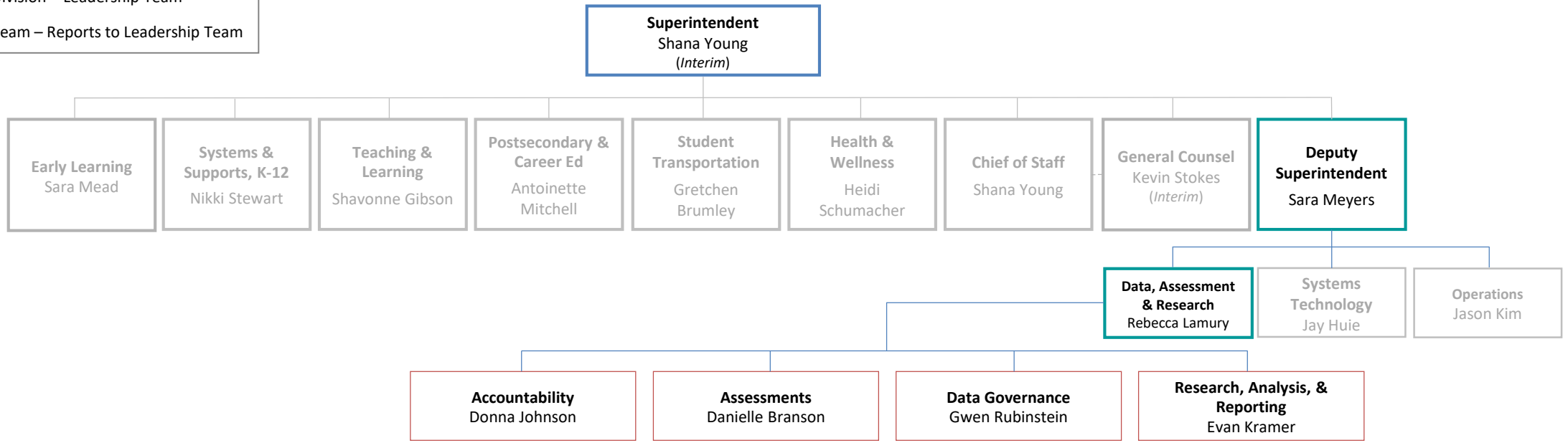
- Develops agency's policy agenda, including new and updated regulations, policies, an coordination with DC Council and State Board of Education
- Organizes budget and performance plan development and reporting

- 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

Division – Leadership Team
 Team – Reports to Leadership Team



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

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

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?

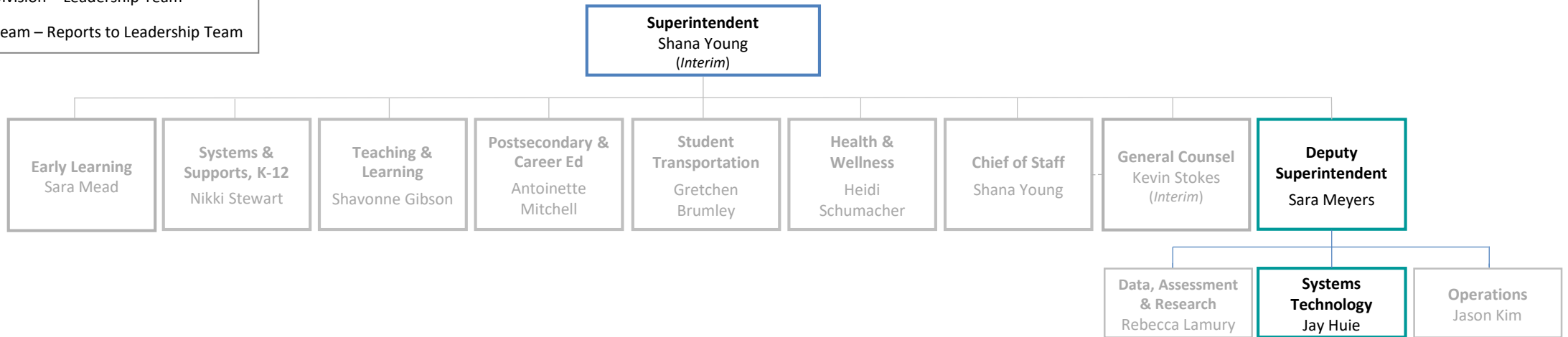
- DC School Report Card
- STAR Framework
- LEA, school, parent, and community engagement on changes and impacts of the report card and accountability system

- 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

Division – Leadership Team
 Team – Reports to Leadership Team



What's the role of this team?

Application Development
Vacant

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

Data Management
Saurabh Gupta

Customer Support
Don Davis

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

Project Management
Aida Fikre

Manages OSSE's IT portfolio and vendors and coordinates internal staff resources between and across programmatic divisions and IT

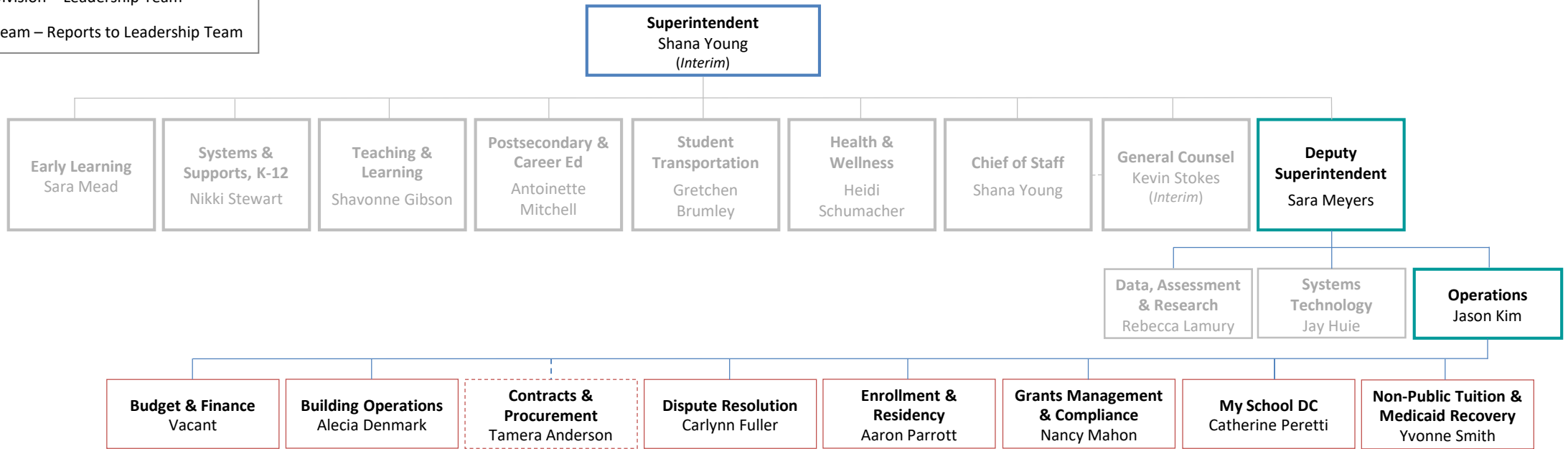
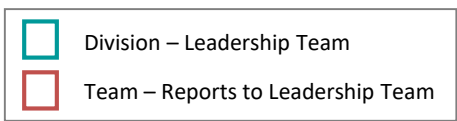
What are the key responsibilities of this team?

- 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



What's the role of this team?	Budget & Finance Vacant	Building Operations Alecia Denmark	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 are the key responsibilities of this team?	<ul style="list-style-type: none"> Budget formulation, execution, and closeout DSLBD compliance 	<ul style="list-style-type: none"> Facilities management Pcard administration Risk management Fleet management Direct voucher processing Language Access IQ Travel processing 	<ul style="list-style-type: none"> Small purchases Contracts Local Small Disadvantaged Business Enterprise (LSDBE) compliance 	<ul style="list-style-type: none"> Hearings Mediations EEO 	<ul style="list-style-type: none"> Enrollment audit Residency verification Training/technical assistance UPSFF policy Non-resident tuition CBO enrollment, residency audit Closing charter school coordination 	<ul style="list-style-type: none"> EGMS A-133 Audit Agency financial close out (grants) Federal fiscal reporting Training and technical assistance 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Executes Medicaid claiming Nonpublic tuition payments