

SUPERINTENDENT

<p>Mr. Steve Woolf <i>Superintendent of Schools</i></p> <p>Kelley Havin <i>Administrative Assistant to Superintendent</i> <i>Secretary to the Board of Education</i> 719-686-2012</p>	<ul style="list-style-type: none"> ▪ Oversight of Administration Supervision ▪ Communicates/Reports/Collaborates with the Board of Education ▪ Strategic Leadership and Vision for District ▪ Labor Relations and Negotiations ▪ Administrative Policy Management ▪ Oversight of Safety and Security for all Students and Personnel ▪ Oversight of all District Operations ▪ Oversight of Summer School ▪ Interagency Committees (HB1451, S.A.T.U.R.N., N.T.B.A.G.) ▪ District Expulsion Hearing Officer
<p>Stacy Schubloom <i>Public Relations, Marketing, Grant Writing Specialist</i> 719-686-2013 or 719-494-3795 cell</p>	<ul style="list-style-type: none"> ▪ Public Information Officer ▪ Public Relations ▪ Marketing ▪ Media Relations ▪ Advertising ▪ Flyer Approval ▪ Electronic Sign Messenger ▪ Grant Writing
<p>Candace Blake <i>District Receptionist & Registrar</i> 719-686-2017</p>	<ul style="list-style-type: none"> ▪ SubFinder Management ▪ Monitor Student Enrollment ▪ Student Transcripts ▪ Notary Services ▪ Stock Office Supplies
<p>Sean Goings <i>District Safety & Security Coordinator</i> 719-686-2005 or 719-494-6826 cell</p>	<ul style="list-style-type: none"> ▪ Safety and Security of all Students and Personnel ▪ Work Comp Cost Containment & Investigations ▪ Fire Inspections ▪ Fire Alarm Systems ▪ Health Safety Inspections ▪ Card Access Systems ▪ Security Systems ▪ Security Cameras ▪ Emergency Operations Planning ▪ Oversight of Crossing Guards

ASSISTANT SUPERINTENDENT

Linda Murray

Assistant Superintendent

Kelley Havin

Administrative Assistant

719-686-2012

Administration Oversight of Elementary Schools

- Supervision and Evaluation of Elementary Principals

Curriculum & Instruction

- Oversight of Academic Programs
- District Leadership for Colorado Academic Standards Implementation
- District Leadership for Standards-based Grading and Progress
- District Leadership for Curriculum and Instruction
- District Leadership for Literacy
- District Leadership for Curriculum Materials and Textbook Adoption

Oversight

- Facilitate District Initiatives/Committees
- Instructional Coaches
- English Language Learner (ELL) Program
- K-12 On-Line Program
- Homeschool Enrichment Academy
- Instructional Calendar
- Homeschool Program
- RTI/MTSS Tier 1/2/3 Elementary
- 504 Elementary
- Gifted/Talented Elementary
- Early Childhood Education
- Budget Development and Management (SPED & Medicaid)
- Homeless Liaison
- Child Welfare Education Liaison

Accreditation

- District and School Accreditation
- District Leadership for District and School Improvement Data & Plans

Assessment

- District Leadership/District Assessment Coordinator for all State and Local Assessments – CMAS, Co-ALT, DLM, PSAT, SAT, etc.
- District Leadership for Data Analysis and Reporting
- District Leadership and Coordination of Data Warehouse System

	<ul style="list-style-type: none"> ▪ District Leadership for Literacy Assessments and Reporting ▪ State and Federal Reporting <p>Professional Development</p> <ul style="list-style-type: none"> ▪ District Leadership for Professional Learning <p>Consolidated Federal Grants</p> <ul style="list-style-type: none"> ▪ District Leadership for Consolidated Federal Grants ▪ State and Federal Reporting ▪ ESSA Authorized Representative
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BUSINESS SERVICES

<p>Brian Gustafson <i>Director of Business Services</i> 719-686-2006</p>	<ul style="list-style-type: none"> ▪ Oversight of Business Services Department ▪ Annual Budgeting Process ▪ Banking and Wire Transfers ▪ Investments ▪ Annual Fiscal Audit ▪ State and Federal Fiscal Reporting ▪ Financial Transparency ▪ Contracts and Leases ▪ Mill Levy Certification ▪ Debt Service ▪ Insurance Renewals (student accident, catastrophic, property/auto, pollution, notary, volunteer accident, fiduciary, work comp, unemployment) ▪ Oversight of Facilities Rental Administration ▪ Oversight of District Fundraising ▪ District Leadership for Wellness Committee ▪ Medicaid Implementation ▪ Nurses - expenditures ▪ Special Projects Oversight: <ul style="list-style-type: none"> ○ Grants Fiscal Management ○ Bank Reconciliations ○ Data Pipeline Fiscal Transmission ○ Accounting Support/Internal Control
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<p>Cathy Mula <i>Accounts Payable & Accounts Receivable</i> 719-686-2007</p>	<ul style="list-style-type: none"> ▪ Purchase Orders ▪ W9's and District Vendor List Maintenance ▪ 1099's ▪ Monitor Individual Schools' School Funds (internal) accounts for 1099 needs ▪ Notary Public
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	<ul style="list-style-type: none"> ▪ Monitor Charge Card Use ▪ Stock Supplies ▪ District Liaison to the Colorado School District Self Insurance Pool ▪ Monitor Mail Room Needs – add postage to the postage machine as needed ▪ Track and Troubleshoot Orders; Coordinate Deliveries as Needed ▪ Receipt Checks for Deposit ▪ Monitor Van Usage ▪ Copiers Supply Oversight ▪ E-Rate Monitoring and Processing
<p>Mona Larsen <i>Accountant</i> 719-686-2018</p>	<ul style="list-style-type: none"> ▪ Free/Reduced Applications ▪ Transportation Report – CDE 40 ▪ Transportation Registration ▪ Vocational Education Reports ▪ Bank Reconciliation – internal and district accounts ▪ Financial & CDE Audits – obtain back-up and complete exception list ▪ Accounts Payable Backup ▪ Tax Distribution Recording ▪ Food Service Reimbursement Claims ▪ Daily Distribution of Purchase Orders ▪ Assist with Annual Budgeting Process ▪ Payroll Backup ▪ Backup Infinite Campus – enter new students, obtain SASIDs, make changes ▪ Cash Receipts
<p>Dianna Trimble <i>Payroll & Benefits</i> 719-686-2002</p>	<ul style="list-style-type: none"> ▪ Monthly Payroll & Benefits ▪ New Employee Processing & Orientation ▪ Verify and Monitor Employee Attendance (vacation, personal, sick) ▪ Timecard Collection ▪ Insurance Renewals (health, dental, life, vision) ▪ Open Enrollment process ▪ COBRA Administration (employee notifications and premium collections) ▪ Affordable Care Act Compliance and Federal Reporting ▪ W-2 and 1095-C processing ▪ Tax Deposits ▪ Submit PERA File ▪ Reconcile Monthly Statements and Insurance Premiums

	<ul style="list-style-type: none"> ▪ Employment Verifications ▪ Unemployment ▪ Staff Wellness Coordinator/WELCO Co-Leader
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HUMAN RESOURCES

<p>Mr. Del Garrick <i>Director of Human Resources</i></p>	<ul style="list-style-type: none"> ▪ Oversight of Human Resources Department ▪ Strategic Leadership of Educator Effectiveness including State Reporting/Assurances ▪ Induction Program ▪ New Teacher Orientation
<p>Peggy Gonzales <i>Human Resources Specialist</i> 719-686-2004</p>	<ul style="list-style-type: none"> ▪ Posting and Monitoring Vacancies ▪ Applicant Portal ▪ Certified/Classified and Co-curricular Contracts ▪ Background Checks ▪ District-wide Personnel Records ▪ Evaluation Cycle ▪ District-wide FTE Breakdown ▪ District-wide Staff Breakdown ▪ Maintain all CPR/First Aid Courses ▪ Teacher Licenses ▪ Job Fairs ▪ Retirements ▪ Induction Program ▪ District Tax Offset Program for Senior Citizens ▪ CDE HR Report ▪ Highly Qualified Status ▪ Notary Services ▪ Student Teacher Placement ▪ Labor Law Compliance ▪ Input Payroll Leave/Sub Hours – Attendance ▪ Banking ▪ Cash Receipts ▪ Leave Time Entry ▪ Workers Comp Initial Claims ▪ Volunteer Program Management

EXCEPTIONAL STUDENT SERVICES

<p>Marcy Palmer <i>Ute Pass BOCES</i> <i>Executive Director</i> 719-685-2640</p>	<ul style="list-style-type: none"> ▪ Oversight of Special Education <ul style="list-style-type: none"> ▪ Trainings ▪ IEP Support ▪ Reporting
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<p>Rhonda May <i>Ute Pass BOCES</i> <i>Associate Director</i> 719-685-2640</p>	<ul style="list-style-type: none"> ▪ Grants ▪ Staff ▪ Oversight of Gifted/Talented ▪ Out of District Placement Contact ▪ Oversight of Medicaid ▪ Oversight of 504s ▪ SWAP ▪ Oversight and Implementation of ESY Programs ▪ Child Welfare Education Liaison ▪ Manifestations ▪ Implementation of ESY Programs
<p>Renee LaFata <i>School Psychologist</i></p>	<ul style="list-style-type: none"> ▪ Child Find ▪ Councils
<p>Jamie Lindsley <i>Records Specialist</i> 719-686-2014</p>	<ul style="list-style-type: none"> ▪ Process Student Registrations ▪ Infinite Campus – enter new students, obtain SASIDs, make changes ▪ October Count Report ▪ End of Year report ▪ Special Education Data Maintenance ▪ District Drivers List and Records Maintenance
DIRECTOR OF SECONDARY SCHOOLS	
<p>Tina Cassens <i>Director of Secondary Schools</i> 719-686-2011</p>	<ul style="list-style-type: none"> ▪ Administration oversight of secondary schools <ul style="list-style-type: none"> ▪ Supervision and evaluation of secondary principals ▪ Support of Curriculum, Instruction, Assessment for secondary schools ▪ Concurrent enrollment and post-secondary initiatives (i.e., AVP, ASCENT, CTE....) ▪ RTI/MTSS Tier 1/2/3 Secondary ▪ 504 Secondary ▪ Budget Development and Management (SPED & Medicaid) ▪ Child Welfare Education Liaison ▪ Foreign Exchange (with Counselors) ▪ Crisis Management – Mental Health ▪ District Assessment Tech Coordinator ▪ District Leadership for Education Technology

	<p>Information Literacy</p> <ul style="list-style-type: none"> ▪ Strategic vision setting ▪ Professional Development ▪ Purchasing <ul style="list-style-type: none"> ▪ Oversight of Technology Department <ul style="list-style-type: none"> ▪ Department Supervision ▪ Helpdesk and Troubleshooting ▪ Phone Systems (VOIP, cell phones) ▪ E-Rate ▪ Budget ▪ Request for Proposals ▪ Oversight of Student Enrollment <ul style="list-style-type: none"> ▪ District Registration ▪ October Count ▪ State Reporting ▪ Classroom Projectors ▪ Oversight of Mental Health (Social Workers, Contracted Employees, Counselors, Project Respect)
<p>Kathy Rhodus <i>S.T.E.M./Instructional Tech Specialist</i></p>	<ul style="list-style-type: none"> ▪ Classroom Instructional Technology Support ▪ STEM Coordinator
TECHNOLOGY	
<p>Rick Kane <i>Network Administrator</i></p>	<ul style="list-style-type: none"> ▪ WPSD Server Management and Maintenance ▪ Alio Server Maintenance ▪ VM Server Management and Maintenance ▪ DR and Backup Management ▪ Xirrus Array Management ▪ Active Directory and GPO Management ▪ Network User Accounts ▪ Email Account Creation ▪ Network File and Folder Permissions ▪ UPS Backup Diagnostic Check ▪ Server Maintenance ▪ WiFi Administration ▪ Google Apps Support
<p>Ryan Gillis <i>Systems Administrator</i></p>	<ul style="list-style-type: none"> ▪ Manage SCCM Server ▪ IOS Management ▪ District PC Imaging and Patching ▪ District PC Software Deployment ▪ WSUS Management of PC's

	<ul style="list-style-type: none"> ▪ Overall Health Validation of PC's ▪ Reporting on District PC's ▪ Web Filter Policy Management and Firewall Administration ▪ UPS Backup Diagnostic Check ▪ Google Apps Support
Michael Lamb <i>Helpdesk Technician</i>	<ul style="list-style-type: none"> ▪ Tech Support for Woodland Park Middle School, Summit Elementary, and Gateway Elementary ▪ Desktop Computer Maintenance ▪ Google Apps Support
Stephen Parnell <i>Helpdesk Technician</i>	<ul style="list-style-type: none"> ▪ Tech Support for Woodland Park High School, Columbine Elementary, Central Office, and BOCES Employees ▪ Desktop Computer Maintenance ▪ Google Apps Support
Tina Madison <i>Technology Specialist</i>	<ul style="list-style-type: none"> ▪ Infinite Campus Main Administrator ▪ Food Service POS Management ▪ State Reporting Liaison ▪ Data File Management for all District Applications
Lisa Snider <i>Technology Specialist</i>	<ul style="list-style-type: none"> ▪ Infinite Campus Backup Administrator ▪ Tech Support for all District Applications ▪ WPHS Scheduling, Grading, Reporting Specialist
FOOD SERVICE	
Brian Gustafson <i>Director of Business Services</i> 719-686-2006 Tanya Williams <i>Chartwells Manager</i> 719-686-2036	<ul style="list-style-type: none"> ▪ Oversight of Food Services ▪ Request for Proposal Process ▪ Liaison with Food Service Provider ▪ Contracting ▪ Monitor Financial Reports ▪ Complete Annual CDE Reports ▪ Free and Reduced Verification
OPERATIONS & MAINTENANCE	
Mr. Steve Woolf <i>Superintendent of Schools</i>	<ul style="list-style-type: none"> ▪ Oversight of Maintenance and Facilities Operations

<p>Ron Stone <i>Facilities & Maintenance Coordinator</i> 719-686-2003</p>	<ul style="list-style-type: none"> ▪ Develops and Coordinates Construction Projects District-wide in Compliance with Local, State, and Building Code Requirements ▪ Fire Inspections ▪ Fire Alarm /Sprinkler Systems ▪ Classroom Code Policies ▪ Building Code/ADA Compliance & Policies ▪ Health Safety Inspections ▪ Card Access Systems including Doors & Locks ▪ Security Systems Including Cameras ▪ Auditorium Equipment Inspection ▪ Auditorium A/V Systems ▪ Classroom A/V Systems ▪ District Projectors ▪ Intercom/Bell Schedule Systems ▪ General Grounds Maintenance
TRANSPORTATION	
<p>Brian Gustafson <i>Director of Business Services</i> 719-686-2006</p> <p>Del Garrick <i>Director of Human Resources</i> 719-686-2028</p> <p>TBD <i>Durham School Services Manager</i> 719-687-4411</p>	<ul style="list-style-type: none"> ▪ Oversight of Transportation - Finances ▪ Request for Proposal Process ▪ Contracting ▪ Monitor Financial Reports ▪ Transportation Fee Implementation ▪ Transportation Logistics <ul style="list-style-type: none"> ○ Student related transportation questions and/or issues ○ Routes ○ Special Transportation (Durham routes and vans)