

SUPERINTENDENT

<p>Dr. Jed Bowman <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
<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>Kate Quaderer <i>District Receptionist & Registrar</i> 719-686-2017</p>	<ul style="list-style-type: none">▪ SubFinder Management▪ Monitor Student Enrollment▪ Maintain District Student Records▪ 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
- New Teacher Induction
- New Teacher Orientation
- Instructional Coaches
- English Language Learner (ELL) Program
- K-12 On-Line Program
- Homeschool Enrichment Academy
- Instructional Calendar
- Homeschool Program
- RTI/MTSS Tier 1/2 Elementary
- 504 Support Elementary

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 – PARCC, CMAS, Co-ALT, DLM, PSAT, SAT, etc.
- District Leadership for Data Analysis and Reporting
- District Leadership and Coordination of Data Warehouse System
- 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 Audit ▪ State and Federal 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
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<p>Cathy Mula <i>Accounting Assistant</i> 719-686-2007</p>	<ul style="list-style-type: none"> ▪ Accounts Payable ▪ Purchase Orders ▪ W9's and District Vendor List Maintenance ▪ 1099's ▪ Monitor Individual Schools' School Funds (internal) accounts for 1099 needs ▪ Notary Public ▪ 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
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	<ul style="list-style-type: none"> ▪ Copiers Supply Oversight ▪ E-Rate Monitoring and Processing
<p>Mona Larsen <i>Accounting Assistant</i> 719-686-2018</p>	<ul style="list-style-type: none"> ▪ Accounting Duties ▪ 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 ▪ Payroll & 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
<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 ▪ Tax Deposits ▪ Submit PERA File ▪ Reconcile Monthly Statements and Insurance Premiums ▪ Unemployment
HUMAN RESOURCES	
<p>Dr. Jed Bowman <i>Superintendent of Schools</i></p> <p>Peggy Gonzales <i>Human Resources Specialist</i> 719-686-2004</p>	<ul style="list-style-type: none"> ▪ Oversight of Human Resources Department ▪ 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

	<ul style="list-style-type: none"> ▪ 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 ▪ Workers Comp Initial Claims
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 ▪ Grants ▪ Staff ▪ Oversight of Gifted/Talented ▪ Out of District Placement Contact ▪ Oversight of Medicaid ▪ Oversight of 504s ▪ SWAP ▪ Oversight of ESY Programs
<p>Adric Arndt <i>Director of Student Services</i> 719-686-2028</p>	<ul style="list-style-type: none"> ▪ Support of Special Education ▪ Liaison with Ute Pass BOCES ▪ RTI/MTSS Tier 3 ▪ Early Childhood Education <ul style="list-style-type: none"> - Child Find, CPP, Councils ▪ Nurses ▪ Foreign Exchange (with Counselors) ▪ Medicaid Implementation ▪ Implementation of 504s ▪ Oversight of Mental Health (Social Workers, Contracted Employees, Counselors) ▪ Implementation of ESY Programs ▪ Special Transportation (Durham routes and vans)

	<ul style="list-style-type: none"> ▪ Budget Development and Management ▪ District Psychologist ▪ Crisis Management ▪ Interagency Committees (HB1451, S.A.T.U.R.N., N.T.B.A.G.) ▪ Child Welfare Education Liaison ▪ Homeless Liaison ▪ E-waste Program
<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 Secondary ▪ 504 Support Secondary ▪ Strategic Leadership of Educator Effectiveness including State Reporting/Assurances ▪ District Assessment Tech Coordinator ▪ District Leadership for Education Technology Information Literacy <ul style="list-style-type: none"> ▪ Strategic vision setting ▪ Professional Development ▪ Purchasing ▪ 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

	<ul style="list-style-type: none"> ▪ October Count ▪ State Reporting ▪ Classroom Projectors ▪ New Teacher Induction
Kathy Rhodus <i>S.T.E.M./Instructional Tech Specialist</i>	<ul style="list-style-type: none"> ▪
TECHNOLOGY	
Rick Kane <i>Network Administrator</i>	<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 ▪ WPHS and Gateway Tech Support ▪ Desktop Computer Maintenance ▪ UPS Backup Diagnostic Check ▪ Server Maintenance ▪ WiFi Administration ▪ Google Apps Support ▪ District Cell Phones – Iphones
Ed Waltman <i>Systems Administrator</i>	<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 ▪ Overall Health Validation of PC's ▪ Reporting on District PC's ▪ Web Filter Policy Management and Firewall Administration ▪ Columbine, Summit, and WPMS Tech Support ▪ Desktop Computer Maintenance ▪ UPS Backup Diagnostic Check ▪ Google Apps Support
Tina Madison	<ul style="list-style-type: none"> ▪ Infinite Campus Main Administrator ▪ Food Service POS Management

<p><i>Technology Specialist</i></p>	<ul style="list-style-type: none"> ▪ State Reporting Liaison ▪ SCANTRON Data File Management ▪ Alpine Date File Management ▪ NWEA Data File Management ▪ ThinkCentral Data File Management ▪ DIBELS Data File Management ▪ Fitness Gram Data File Management ▪ Website Tech Support
<p>Lisa Snider <i>Technology Specialist</i></p>	<ul style="list-style-type: none"> ▪ Infinite Campus Backup Administrator ▪ WPHS Main Tech Support ▪ WPHS Scheduling, Grading, Testing Specialist ▪ District, Columbine, Gateway, Summit, WPMS Tech Support ▪ Desktop Computer Maintenance
FOOD SERVICE	
<p>Brian Gustafson <i>Director of Business Services</i> 719-686-2006</p> <p>Tanya Williams <i>Chartwells Manager</i> 719-686-2036</p>	<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	
<p>Dr. Jed Bowman <i>Superintendent of Schools</i></p> <p>Ron Stone <i>Facilities & Maintenance Coordinator</i> 719-686-2003</p>	<ul style="list-style-type: none"> ▪ Oversight of Maintenance and Facilities Operations ▪ 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

	<ul style="list-style-type: none"> ▪ Classroom A/V Systems ▪ Intercom/Bell Schedule Systems ▪ General Grounds Maintenance
TRANSPORTATION	
<p>Brian Gustafson <i>Director of Business Services</i> 719-686-2006</p> <p>John Thomasson <i>Durham School Services</i> <i>Manager</i> 719-687-4411</p>	<ul style="list-style-type: none"> ▪ Oversight of Transportation - Finances ▪ Request for Proposal Process ▪ Liaison with Transportation Provider ▪ Contracting ▪ Monitor Financial Reports ▪ Transportation Fee Implementation