

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

HUMAN RESOURCES

Dr. Jed Bowman

Superintendent of Schools

Peggy Gonzales

Human Resources Specialist

719-686-2004

- 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
- 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

EXCEPTIONAL STUDENT SERVICES

Marcy Palmer

Ute Pass BOCES

Executive Director

719-685-2640

- Oversight of Special Education
 - 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) ▪ 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

	<ul style="list-style-type: none"> ▪ 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 ▪ October Count ▪ State Reporting ▪ Classroom Projectors ▪ New Teacher Induction
<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 ▪ Woodland Park High SchoolTech Support ▪ Desktop Computer Maintenance ▪ 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 ▪ Overall Health Validation of PC's ▪ Reporting on District PC's ▪ Web Filter Policy Management and Firewall Administration ▪ Gateway Tech Support ▪ Desktop Computer Maintenance ▪ UPS Backup Diagnostic Check ▪ Google Apps Support
<p>Jeremy Barnes <i>Helpdesk Technician</i></p>	<ul style="list-style-type: none"> ▪ Desktop Computer Maintenance ▪ Google Apps Support
<p>Tina Madison <i>Technology Specialist</i></p>	<ul style="list-style-type: none"> ▪ Infinite Campus Main Administrator ▪ Food Service POS Management ▪ State Reporting Liaison ▪ SCANTRON Data File Management ▪ Alpine Data File Management ▪ NWEA Data File Management ▪ ThinkCentral Data File Management ▪ DIBELS Data File Management ▪ Fitness Gram Data File Management
<p>Lisa Snider <i>Technology Specialist</i></p>	<ul style="list-style-type: none"> ▪ Infinite Campus Backup Administrator ▪ Woodland Park High School Tech Support ▪ WPHS Scheduling, Grading, Reporting Specialist
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

Dr. Jed Bowman

Superintendent of Schools

Ron Stone

Facilities & Maintenance

Coordinator

719-686-2003

- 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
- Classroom A/V Systems
- District Projectors
- Intercom/Bell Schedule Systems
- General Grounds Maintenance

TRANSPORTATION

Brian Gustafson

Director of Business Services

719-686-2006

Adric Arndt

Director of Student Services

719-686-2028

Steve Weimer

Durham School Services

Manager

719-687-4411

- Oversight of Transportation - Finances

- Request for Proposal Process
- Contracting
- Monitor Financial Reports
- Transportation Fee Implementation

- Transportation Logistics
 - Student related transportation questions and/or issues
 - Routes

