

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">▪ Administration Supervision & Evaluation▪ 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▪ District Expulsion Hearing Officer▪ Title IX Compliance Officer
<p>Stacy Schubloom <i>Public Relations & Marketing</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▪ Website Management▪ Social Media▪ Archive all Media to Digital
<p>Candace Blake <i>District Receptionist & Registrar</i> 719-686-2017</p>	<ul style="list-style-type: none">▪ SubFinder Management▪ Process Student Registrations/Boundaries▪ Infinite Campus – enter new students, obtain SASIDs, make changes▪ Student Transcripts/Cum Files/Withdraws▪ Monitor Weekly Student Enrollment▪ Notary Services▪ Stock Office Supplies▪ Conference Room Reservations & Catering Requests
<p>Sean Goings <i>District Safety & Security Coordinator</i> 719-686-2005 or</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

719-494-6826 cell	<ul style="list-style-type: none"> ▪ Card Access Systems ▪ Security Systems ▪ Emergency Operations Planning ▪ Oversight of Crossing Guards
ASSISTANT SUPERINTENDENT	
<p>Linda Murray <i>Assistant Superintendent</i></p> <p>Kelley Havin <i>Administrative Assistant</i> 719-686-2012</p>	<p>Curriculum & Instruction</p> <ul style="list-style-type: none"> ▪ 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 <p>Oversight</p> <ul style="list-style-type: none"> ▪ Facilitate District Initiatives/Committees ▪ Instructional Coaches ▪ English Language Learner (ELL) Program ▪ K-12 On-Line Program ▪ Enrichment Academy ▪ Concurrent enrollment and post-secondary initiatives ▪ ASCENT ▪ Instructional Calendar ▪ Homeschool Program ▪ RTI/MTSS Tier 1/2/3 Academic ▪ Early Childhood Education (if Child Find, CPP, or SPED contact Rhonda May) <p>Accreditation</p> <ul style="list-style-type: none"> ▪ District and School Accreditation ▪ District Leadership for District and School Improvement Data & Plans <p>Assessment</p> <ul style="list-style-type: none"> ▪ 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
--	---

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 ▪ AVP, Career Start, CTE Expenditures ▪ Special Projects Oversight: <ul style="list-style-type: none"> ○ Grants Fiscal Management ○ Bank Reconciliations ○ Data Pipeline Fiscal Transmission ○ Accounting Support/Internal Control
---	---

<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
---	---

	<ul style="list-style-type: none"> ▪ 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 ▪ 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

Mr. Del Garrick

Director of Human Resources

- Oversight of Human Resources Department
- Strategic Leadership of Educator Effectiveness including State Reporting/Assurances
- Induction Program
- New Teacher Orientation
- District Drivers List and Records Maintenance
- Oversight of District Activities/Athletics

Peggy Gonzales

Human Resources Specialist

719-686-2004

- 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/Intern 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

Marcy Palmer
Ute Pass BOCES
Executive Director
 719-685-2640

- Oversight of Special Education
- Trainings
- IEP Support
- Reporting
- Grants
- Staff

Rhonda May
Ute Pass BOCES
Associate Director &
WPSD Asst. Special Ed Director
 BOCES 719-685-2640

- Oversight of Gifted/Talented
- Out of District Placement Contact
- Oversight of Medicaid
- Oversight of 504s
- SWAP
- Oversight of ESY Programs
- Child Welfare Education Liaison
- Manifestations
- Implementation of ESY Programs
- Budget Development and Management (SPED & Medicaid)
- Medicaid Implementation
- Nurses
- Gifted/Talented
- Early Childhood SPED – Child Find, CPP

Jamie Lindsley
WPSD Special Education
Administrative Assistant
 719-686-2014

- Special Education Data Maintenance
- Special Education Discipline Report
- Special Education Budget Tracking
- Student Medicaid Reimbursement Contact

Maria Keese
School Psychologist

- Child Find
- Councils
- Assessment

DIRECTOR OF SOCIAL & EMOTIONAL LEARNING & TECHNOLOGY

Tina Cassens
Director of Social & Emotional
Learning & Technology
 719-686-2011

- RTI/MTSS Oversight
- 504 Oversight
- Child Welfare Education Liaison
- Foreign Exchange (with Counselors)
- Crisis Management – Mental Health

	<ul style="list-style-type: none"> ▪ District Assessment Tech Coordinator ▪ District Leadership for Education Technology Information Literacy ▪ Strategic vision setting ▪ Professional Development ▪ Purchasing ▪ Oversight of Technology Department ▪ Department Supervision ▪ Helpdesk and Troubleshooting ▪ Phone Systems (VOIP, cell phones) ▪ E-Rate ▪ Budget ▪ Request for Proposals ▪ Oversight of Student Enrollment ▪ District Registration ▪ October Count ▪ State Reporting ▪ Classroom Projectors ▪ Oversight of Mental Health (Social Workers, Contracted Employees, Counselors) ▪ Interagency Committees (HB1451, S.A.T.U.R.N., N.T.B.A.G.) ▪ Homeless Liaison ▪ Child Welfare Education Liaison ▪ District Leadership for Wellness Committee
<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

	<ul style="list-style-type: none"> ▪ Google Apps Support
Ryan Gillis <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 ▪ 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

	<ul style="list-style-type: none"> ▪ Complete Annual CDE Reports ▪ Free and Reduced Verification
--	--

OPERATIONS & MAINTENANCE

<p>Mr. Steve Woolf <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 ▪ 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>James Kingston <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)
---	--