

Elk Island Public Schools
**Administrative Procedure 514: Signing Authority
 Responsibility Matrix**
 Updated Mar. 9, 2020

This Responsibility Matrix is to be used in conjunction with AP514: Signing Authority.

Code	ID	School / Department	Other	Associate Superintendent	Director Principal	Assistant Director Assistant Principal	Bookkeeper Executive Assistant Foreman Manager
			Level 2 Mark Liguori	Level 4	Level 5	Level 6	Level 7
101	AEL	Ardrossan Elementary	Level 2 Mark Liguori		Helene Hewitt	Kyla Harding	Leanne Tachuk
102	ADW	Andrew School	Level 2 Mark Liguori		Greg Cruickshank	n/a	Marie Andruchow
103	AJS	Ardrossan Junior Senior High	Level 2 Mark Liguori		MJ Nam	Paul Schwartz Lonnie Hicks	Shelly Zaharichuk
104	ALH	A.L. Horton Elementary	Level 2 Mark Liguori		Matt Spronk	Ralph Arndt	Connie Bay
105	BFH	Bev Facey Community High	Level 2 Mark Liguori		Barclay Spady	Matt Shudra Trudi Williamson Cherum Orr	Natasha Giofu
107	BWD	Brentwood Elementary	Level 2 Mark Liguori		Christine Romanko	David Roper	Chantelle Grieve
110	BRU	Bruderheim School	Level 2 Mark Liguori		Cheryl Semeniuk	n/a	Karen J. Carlson
111	CBN	École Campbelltown	Level 2 Mark Liguori		Greg Probert	Annie Garneau	Marcella Vargas
113	CAS	Castle (Scotford Colony)	Level 2 Mark Liguori		Cheryl Semeniuk	n/a	Karen J. Carlson
115	CLB	Clover Bar Junior High	Level 2 Mark Liguori		Colleen Alpern	Grant Fiddes	Darla Hennig
116	DCE	Davidson Creek	Level 2 Mark Liguori		Kaye Schindeler	Marlis Marler Murray Howell	Christa Gawron
118	EPE	École Parc Élémentaire	Level 2 Mark Liguori		Dan Verhoeff	Tandy Atchison	Margie Davidson
119	FRH	F.R. Haythorne Junior High	Level 2 Mark Liguori		Jessica Smith	Erin Clark Aaron Tuckwood	Kim Walsh
120	FSC	Fort Saskatchewan Christian	Level 2 Mark Liguori		Dave Armbruster	Jon Alstad	Arlene Hachey
121	FSE	Fort Saskatchewan Elementary	Level 2 Mark Liguori		Jacqui Holmes	Janice Sundar	Manon Marcoux-Jones
125	FHS	Fort Saskatchewan High	Level 2 Mark Liguori		Curtis Starko	D'Anne Bennett	Barbara Cooke
127	FTV	Fultonvale Elementary Junior High	Level 2 Mark Liguori		Brad Cooksley	Mark Wever	Michele Edmundson
128	RHJ	Rudolph Hennig Junior High	Level 2 Mark Liguori		Ken Wlos	Sharon Gach	Margaret Tomkow
129	GLN	Glen Allan Elementary	Level 2 Mark Liguori		Tracey Arbutnott	Karen Kotlarchuk	Mary Powell
130	LLR	Lakeland Ridge	Level 2 Mark Liguori		Jeff Huculak	Melissa Kerr Jen Ference	Cathy Eyben
131	JMW	James Mowat Elementary	Level 2 Mark Liguori		Stacey Boyko	John Murphy	Karen Bidniak
132	LME	Lamont Elementary	Level 2 Mark Liguori		Judy Anderson	Jay Robertson	Wendy Motiuk
133	MHV	Mills Haven Elementary	Level 2 Mark Liguori		Garry Russell	Keri Busenius	Kathy Wheeler
134	LHS	Lamont High	Level 2 Mark Liguori		Amit Mali	Brendt Sonnenberg	Candace Lyles
136	MUN	Mundare School	Level 2 Mark Liguori		William Korec	Tracy Doerksen	Tanya Suprovich
137	PNE	Pine Street Elementary	Level 2 Mark Liguori		Shelby Hines	Kerri Remeika	Lisa Waselenkoff
138	EYR	Elk Island Youth Ranch	Level 2 Mark Liguori	Sandra Stoddard	Tracey Muth	n/a	Melanie Hay
140	PLR	Pleasant Ridge Colony	Level 2 Mark Liguori		Matt Spronk	Ralph Arndt	Connie Bay
141	SAL	Salisbury Composite High	Level 2 Mark Liguori		Sunny Sandhu	Brandon Salyzyn Darby Hanson Liane Schultz	Jackie Uhrig
150	SPS	SouthPointe School	Level 2 Mark Liguori		Carol Brown	Corey Kropp	Joanne Warwa
142	SCE	Strathcona Christian Academy Elementary	Level 2 Mark Liguori		Francis Poole	Darlene Janzen Jaime Peters	Charlene Gagne
143	SWH	Sherwood Heights Junior High	Level 2 Mark Liguori		Paul Pallister	Sherri Johnston Kris Reid	Elaine Foote

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144	SCS	Strathcona Christian Academy Secondary	Level 2 Mark Liguori		Jon Elzinga	Wes Merta Matt Matheson	Denise Marshman
145	UNC	Uncas Elementary	Level 2 Mark Liguori		TJ Kennerd	n/a	Colleen Miller
146	VJS	Vegreville Composite High	Level 2 Mark Liguori		Rod Leatherdale	Holly Warawa	Katelyn Peden
147	WHF	Wes Hosford Elementary	Level 2 Mark Liguori		Kari Huk	Pam Erickson	Terry Snow
149	WBO	Westboro Elementary	Level 2 Mark Liguori		Mike Lastiwka	Chantel Werner	Billie Jean Mephram
151	WFG	Win Ferguson Elementary	Level 2 Mark Liguori		Lana Lastiwka	Justin Mazur	Michelle Campbell
153	WBF	Woodbridge Farms Elementary	Level 2 Mark Liguori		Andy Cunningham	Teri Pearn	Karlie Wells
155	WYE	Wye Elementary	Level 2 Mark Liguori		Bill Schlacht	Kyle Samaratunga	Suzanne Cleet
168	HED	Next Step Home Education	Level 2 Mark Liguori		Joe Clark	n/a	Mariellen Cornelius
169	NXT	Next Step	Level 2 Mark Liguori		Joe Clark	n/a	Mariellen Cornelius
170	SPO	Next Step Junior Senior High – Sherwood Park	Level 2 Mark Liguori		Joe Clark	Karen Ramsey	Mariellen Cornelius
174	FSO	Next Step Senior High – Fort Saskatchewan	Level 2 Mark Liguori		Joe Clark	Ed Gillis	Mariellen Cornelius
178	VGO	Next Step Senior High – Vegreville	Level 2 Mark Liguori		Joe Clark	n/a	Mariellen Cornelius
185	CED	Next Step Continuing Education – Credit	Level 2 Mark Liguori		Joe Clark	Denise Charbonneau	Mariellen Cornelius
186		New Building - SouthePointe *	Level 2 Mark Liguori		Carol Brown - Dual Authority *		
187		New Building - Davidson Creek *	Level 2 Mark Liguori		Kaye Schindeler - Dual Authority *		
188		New Building - Ardrossan Elementary *	Level 2 Mark Liguori		Judy Whetstone -Dual Authority *		
189		New Building - Heritage Hills Elementary*	Level 2 Mark Liguori		Bill Schlacht - Dual Authority *		
* Dual Authority Required for "New Building" Departments. Contact Financial Services for more information.							
197		Schools Various - Finance	Level 3 Candace Cole		Leah Lewis Carmine Von Tettenborn		
198		Schools Various - Finance	Level 3 Candace Cole		Leah Lewis Carmine Von Tettenborn		
199		Schools Various - Finance	Level 3 Candace Cole		Leah Lewis Carmine Von Tettenborn		
210		Board of Trustees	Level 1 Trina Boymook				
220		Superintendent	Level 2 Mark Liguori				Carol Langford-Pickering
240		Communications	Level 2 Mark Liguori		Laura McNabb		
310		Associate Superintendent – Supports for Students	Level 2 Mark Liguori	Sandra Stoddard			Melanie Hay
330		Secondary Education		Sandra Stoddard	Jeff Spady		Melanie Hay
350		Elementary Education		Sandra Stoddard	Ryan Marshall		Melanie Hay
365		School Nutrition Program		Sandra Stoddard	Tracy Muth		Melanie Hay
370		Specialized Supports - Central		Sandra Stoddard	Tracy Muth		Melanie Hay
371		Specialized Supports - Schools		Sandra Stoddard	Tracy Muth		Melanie Hay
372		RCSD		Sandra Stoddard	Tracy Muth		Melanie Hay
375		Early Learning		Sandra Stoddard	Ralph Sorochan		Melanie Hay
376		Mental Health Capacity Building		Sandra Stoddard	Tracy Muth		Melanie Hay
380		Technology Integration		Sandra Stoddard	Weylin Gilewich		
390		Information Technologies		Sandra Stoddard	Weylin Gilewich	Christine Bowie Ryan Layton	Rebecca Meier

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455		Associate Superintendent, Human Resources	Level 2 Mark Liguori	Brent Billey			Leanne Zaharichuk
465		Staff Relations & Training		Brent Billey	Steve Schaar		Leanne Zaharichuk
475		Recruitment & Staffing		Brent Billey	Simon Grinde		Leanne Zaharichuk
510		Secretary-Treasurer	Level 3 Candace Cole Level 2 Mark Liguori				Tanya Borchers
530		Facility Services	Level 3 Candace Cole		Calvin Wait	Robert Derech	Darcie Bennett Christina Keroack John Lochtie Allan Schwanke Rick Siebenga Kelsey Tarrant Ryan Morrison Cathie Pratt
550		Financial Services	Level 3 Candace Cole		Leah Lewis Carmine Von Tettenborn		Tanya Borchers Sue Skilton
570		Student Transportation	Level 2 Mark Liguori		Lisa Weder Dave Antymniuk	Julie Ptaszyk	Gurveer Chohan
590		Fiscal – Capital	Level 3 Candace Cole		Leah Lewis Carmine Von Tettenborn		
591		Fiscal – Operations	Level 3 Candace Cole		Leah Lewis Carmine Von Tettenborn		
610		Next Step Continuing Education – Non-Credit	Level 2 Mark Liguori		Joseph Clark	Denise Charbonneau	Mariellen Cornelius
640		Partners for Science		Sandra Stoddard	Jeff Spady		Melanie Hay
* Responsibility for school programs (101-199) is delegated to the corresponding school's principal. Contact Financial Services for more information.							
800-899		Infrastructure, Maintenance & Renewal (IMR)	Level 2 Mark Liguori		Calvin Wait	Robert Derech	Darcie Bennett Christina Keroack John Lochtie Allan Schwanke Rick Siebenga Kelsey Tarrant Ryan Morrison Cathie Pratt
900-925		Eastern Edge RCSD – External	RCSD Chairs (via Denis Potvin)				
950-999		Capital Projects (WIPs)	Level 3 Candace Cole Level 2 Mark Liguori		Calvin Wait	Robert Derech	