

Elk Island Public Schools  
**Administrative Procedure 514: Signing Authority  
 Responsibility Matrix**  
 Updated February 12, 2018

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

Code	ID	School / Department	Other	Associate Superintendent Corporate Secretary	Director Principal	Assistant Director Assistant Principal	Bookkeeper Executive Assistant Foreman Manager
			Level 2	Level 4	Level 5	Level 6	Level 7
101	AEL	Ardrossan Elementary	Level 2 Mark Liguori		Judy Whetstone	Helene Hewitt	Shauna Hart
102	ADW	Andrew School	Level 2 Mark Liguori		TJ Kennerd	Greg Cruickshank	Marie Andruchow
103	AJS	Ardrossan Junior Senior High	Level 2 Mark Liguori		MJ Nam	Darby Hanson Rod Leatherdale	Shelly Zaharichuk
104	ALH	A.L. Horton Elementary	Level 2 Mark Liguori		Greg Probert	Ralph Arndt	Connie Bay
105	BFH	Bev Facey Community High	Level 2 Mark Liguori		Paul Pallister	Sharon Gach Matt Shudra Trudi Williamson	Patti Dundas
107	BWD	Brentwood Elementary	Level 2 Mark Liguori		Christine Romanko	David Roper	Kim Webster
110	BRU	Bruderheim School	Level 2 Mark Liguori		Paul McKay	n/a	Karen J. Carlson
111	CBN	École Campbelltown	Level 2 Mark Liguori		Jessica Smith	Annie Garneau	Hamida Showleh
113	CAS	Castle (Scotford Colony)	Level 2 Mark Liguori		Paul McKay	n/a	Karen J. Carlson
115	CLB	Clover Bar Junior High	Level 2 Mark Liguori		Jacqui Holmes	Krista Porter	Elaine Foote
118	EPE	École Parc Élémentaire	Level 2 Mark Liguori		Ryan Layton	Tandy Atchison	Margie Davidson
119	FRH	F.R. Haythorne Junior High	Level 2 Mark Liguori		Lonnie Hicks	Karen Ramsey Brandon Salyzyn	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		Sandra Sorochan	Jim Gerwing	Barbara McIsaac
125	FHS	Fort Saskatchewan High	Level 2 Mark Liguori		Jeff Spady	Jennifer Ference	Barbara Cooke
127	FTV	Fultonvale Elementary Junior High	Level 2 Mark Liguori		Brad Cooksley	Sheryl Tsiclas	Michele Edmundson
128	RHJ	Rudolph Hennig Junior High	Level 2 Mark Liguori		Susan Freiheit	Justin Mazur	Margaret Tomkow
129	GLN	Glen Allan Elementary	Level 2 Mark Liguori		Tracey Arbutnott	Dustine Vivic	Mary Powell
130	LLR	Lakeland Ridge	Level 2 Mark Liguori		Ryan Marshall	Melissa Kerr Aaron Tuckwood	Cathy Eyben
131	JMW	James Mowat Elementary	Level 2 Mark Liguori		Stacey Boyko	Lisa Sauder	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	Marlis Marler	Kathy Wheeler
134	LHS	Lamont High	Level 2 Mark Liguori		Sharon McLean	Curtis Starko	Natasha Giofu
136	MUN	Mundare School	Level 2 Mark Liguori		Liane Schultz	Tracy Doerksen	Tanya Suprovich
137	PNE	Pine Street Elementary	Level 2 Mark Liguori		Jeff Huculak	Shelby Hines	Lisa Waselenkoff
138	EYR	Elk Island Youth Ranch	Level 2 Mark Liguori		Sharon McLean	Curtis Starko	Natasha Giofu
140	PLR	Pleasant Ridge Colony	Level 2 Mark Liguori		Greg Probert	Ralph Arndt	Connie Bay
141	SAL	Salisbury Composite High	Level 2 Mark Liguori		Cathy Allen	Grant Fiddes Daniel Verhoeff Ken Wlos	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	Cathy Dawe
143	SWH	Sherwood Heights Junior High	Level 2 Mark Liguori		Weylin Gilewich	Amit Mali Rod Waitas	Suzanne Cleet
144	SCS	Strathcona Christian Academy Secondary	Level 2 Mark Liguori		Jon Elzinga	Wes Merta Matthew Spronk	Melanie Hay

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			Other	Level 4	Level 5	Level 6	Level 7	
145	UNC	Uncas Elementary	Level 2 Mark Liguori		Doug Keil Andy Cunningham	n/a	Colleen Miller	
146	VJS	Vegreville Composite High	Level 2 Mark Liguori		Barclay Spady	Cherum Orr	Lorna Soldan	
147	WHF	Wes Hosford Elementary	Level 2 Mark Liguori		Patti Berry	Kari Huk	Terry Snow	
149	WBO	Westboro Elementary	Level 2 Mark Liguori		Mike Lastiwka	Matt Matheson	Billie Jean Mephram	
151	WFG	Win Ferguson Elementary	Level 2 Mark Liguori		Ralph Sorochan	Jeff Hollinshead	Lotty Ewasiw	
153	WBF	Woodbridge Farms Elementary	Level 2 Mark Liguori		Sven Danzinger	John Murphy	Karlie Wells	
155	WYE	Wye Elementary	Level 2 Mark Liguori		Bill Schlacht	Bill Korec		
168	HED	Next Step Home Education	Level 2 Mark Liguori		Sunny Sandhu	n/a	Mariellen Cornelius	
169	NXT	Next Step	Level 2 Mark Liguori		Sunny Sandhu	n/a	Mariellen Cornelius	
170	SPO	Next Step Junior Senior High – Sherwood Park	Level 2 Mark Liguori		Sunny Sandhu	Kris Reid	Mariellen Cornelius	
174	FSO	Next Step Senior High – Fort Saskatchewan	Level 2 Mark Liguori		Sunny Sandhu	Ed Gillis	Mariellen Cornelius	
178	VGO	Next Step Senior High – Vegreville	Level 2 Mark Liguori		Sunny Sandhu	n/a	Mariellen Cornelius	
185	CED	Next Step Continuing Education – Credit	Level 2 Mark Liguori		Sunny Sandhu	Denise Charbonneau	Mariellen Cornelius	
186		New Building - SouthePointe *	Level 2 Mark Liguori		Carol Brown - Dual Authority *		Joanne Warwa	
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 *			
		* Dual Authority Required for "New Building" Departments. Contact Financial Services for more information.						
197		Schools Various - Finance	Level 3 Candace Cole		Shirley Hagen	Patricia Cross Leah Lewis		
198		Schools Various - Finance	Level 3 Candace Cole		Shirley Hagen	Patricia Cross Leah Lewis		
210		Board of Trustees	Level 1 Trina Boymook					
215		Corporate Secretary	Level 2 Mark Liguori	Dave Antymniuk			Carol Langford-Pickering	
220		Superintendent	Level 2 Mark Liguori				Carol Langford-Pickering	
240		Communications		Dave Antymniuk	Laura McNabb			
245		Corporate Secretary – Election	Level 2 Mark Liguori	Dave Antymniuk			Carol Langford-Pickering	
310		Associate Superintendent – Supports for Students	Level 2 Mark Liguori	Sandra Stoddard				
330		Learning Services		Sandra Stoddard	Joe Clark			
350		Learning Supports		Sandra Stoddard	Deb Barron			
365		School Nutrition Program		Sandra Stoddard	Tracy Muth			
370		Inclusive Learning – Central		Sandra Stoddard	Tracy Muth			
371		Inclusive Learning – Gr 1-12		Sandra Stoddard	Tracy Muth			
372		RCSD		Sandra Stoddard	Pat Chemerys Tracy Muth			
375		Early Learning		Sandra Stoddard	Pat Chemerys			
376		Mental Health Capacity Building		Sandra Stoddard	Pat Chemerys			
380		Technology Integration		Sandra Stoddard	Gerald Chung			
390		Learning Technologies		Sandra Stoddard	Gerald Chung	Christine Bowie	Rebecca Meier	
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	

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510		Treasurer	Level 3 Candace Cole Level 2 Mark Liguori				Tanya Borchers
530		Facility Services	Level 2 Mark Liguori		Calvin Wait	Steven Reid	Darcie Bennett Nicole Collin Robert Derech Dave Lesanko Allan Schwanke Rick Siebenga
550		Financial Services	Level 3 Candace Cole		Shirley Hagen	Patricia Cross Leah Lewis	Tanya Borchers Don Davidge Terry White
570		Student Transportation		Dave Antymniuk	Lisa Weder		Gurveer Chohan
590		Fiscal – Capital	Level 3 Candace Cole		Shirley Hagen	Patricia Cross Leah Lewis	
591		Fiscal – Operations	Level 3 Candace Cole		Shirley Hagen	Patricia Cross Leah Lewis	
610		Next Step Continuing Education – Non-Credit	Level 2 Mark Liguori		Sunny Sandhu	Denise Charbonneau	Mariellen Cornelius
640		Partners for Science		Sandra Stoddard	Joe Clark		
645		Classroom Improvement Fund (CIF)	Level 2 Mark Liguori	Sandra Stoddard	School Principals*		
* 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	Steven Reid	Darcie Bennett Nicole Collin Robert Derech Dave Lesanko Allan Schwanke Rick Siebenga
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	Steven Reid	