

**CENTRAL OFFICE STAFF**

**OFFICE OF THE SUPERINTENDENT EXT.**

Ellie Elliott . . . . .Superintendent of Schools . . . . .235  
 Stephen Harris . . . . .Assistant to the Superintendent . . . . .241  
 Olwyn Buckland Executive Assistant to the Superintendent . . .247  
 Sandy Gould . . . . .Secretary . . . . .247

**TECHNOLOGY SERVICES**

Rod Kettles . . . . .Senior Computer Technician . . . . .234  
 Sterling Tippett . . . . .Computer Technician . . . . .240  
 Curtis Rigaux . . . . .Computer Technician (West)  
 Jackie Clark . . . . .Technology Services Assistant . . . . .236  
 Louanna Jones . . . . .Secretary . . . . .239

**EDUCATION SERVICES**

Kathy Olmstead Associate Superintendent, Education Services .246  
 Carol Clarkson . . . . .Secretary, Education Services . . . . .228

**BUSINESS SERVICES**

Don Olsen Associate Superintendent, Business Services . . . . .227  
 Dale Slade . . . .Coordinator of Transportation Services . . . . .225  
 Mike Mahaffy . . . . .Coordinator of Facility Services . . . . .222  
 Greg Gorzitza . . . . .Maintenance Supervisor . . . . .248  
 Connie Bonetti . . . . .Accounting Clerk . . . . .223  
 Ginger Besplug . . . . .Payroll Clerk . . . . .224  
 Barb Murtagh . . . . .Payroll Clerk . . . . .226  
 Yvonne Aschacher . . .Secretary, Transportation (West)  
 Jackie Takacs . . . . .Receptionist/Secretary . . . . .221

This list was compiled by central office staff to assist you in finding the right person to talk to about a variety of subjects.

We hope you will find this small piece of information a big help in reaching the right person!

**VISION:**

To be leaders in providing quality education to rural students in a dynamic learning environment

**MISSION STATEMENT:**

To develop critical thinkers and life long learners who become contributing citizens. This will be accomplished through consistent delivery of high quality programming and teaching that is responsive to diverse student needs and interests in an inclusive environment.

# Big help

(small package)

**A quick guide to who does what at Central Office (2011 -2012)**



*Livingstone Range*  
SCHOOL DIVISION NO. 68

[www.lrsd.ab.ca](http://www.lrsd.ab.ca)

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 E-Mail: [centraloffice@lrsd.ab.ca](mailto:centraloffice@lrsd.ab.ca)

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A.I.S.I.	Kathy Olmstead
Accounts Payable	Connie Bonetti
Achievement Tests Results	Sandy Gould
Administrative Council	Ellie Elliott
Administrative Council Agendas & Minutes	Olwyn Buckland
Advertising for Non-Teaching Positions	Barb Murtagh
Advertising for Teaching Positions	Olwyn Buckland
Alberta Ed. Software (EduLink, Extranet, Pasi, RACERS)	Jackie Clark
Alberta Health Care:	
Non-Teaching Staff	Barb Murtagh
Teaching Staff	Ginger Besplug
Alberta School Employee Benefit Plan:	
Non-Teaching Staff	Barb Murtagh
Teaching Staff	Ginger Besplug
Alternative Delivery High School Programming	Stephen Harris
Annual Education Results Report	Stephen Harris
Appeals	Ellie Elliott
Attendance	Kathy Olmstead
Audits	Don Olsen
Board Meeting Agendas & Minutes	Olwyn Buckland
Board Priorities	Stephen Harris
Board of Trustees Information Dissemination	Olwyn Buckland
Board of Trustees Secretary:	
Agenda Preparation	Olwyn Buckland
Election Nominations & Returning Officer	Don Olsen
Signing of Contracts, Leases & Agreements	Don Olsen
Book Rental Arrears	Jackie Takacs
Budgets	Don Olsen
Buildings	Mike Mahaffy
Bus Drivers (Fort Macleod to Nanton)	Dale Slade
Bus Drivers Salaries, Benefits & Information	Ginger Besplug
Busing:	
Route Information, Repairs, Trips, Hiring	Dale Slade
Bus Passes	Jackie Takacs
C.U.P.E. Information	Barb Murtagh
Central Office Manager	Don Olsen
Certification - Permanent and Interim Renewals	Olwyn Buckland
Changes in Teaching Assignments/Transfers/ Leaves of Absence/Terminations	Ellie Elliott
Cheques:	
Bus Drivers (Fort Macleod to Nanton)	Ginger Besplug
Non-Teaching Staff	Barb Murtagh

Spare Bus Drivers (Fort Macleod to Nanton)	Ginger Besplug
Substitute Teachers	Ginger Besplug
Teachers	Ginger Besplug
Trustees	Ginger Besplug
Complaints & Inquiries:	
Programs	Kathy Olmstead
Transportation	Don Olsen
Computer Purchasing, Repair & Support	Sterling Tippet
Contract Negotiations	Don Olsen
Contracts & Leases (Property & Equipment)	Don Olsen
Contracting (Buildings & Grounds)	Mike Mahaffy
Counselling & Guidance	Stephen Harris
Crisis Response	Stephen Harris
Curriculum Information	Kathy Olmstead
Curriculum Resources	Carol Clarkson
Diploma Exam Results	Sandy Gould
Discipline	Kathy Olmstead
Discipline Committee Hearings	Ellie Elliott
Distance Learning	Kathy Olmstead
Edwin Parr Award Information	Olwyn Buckland
Emergency Response	Stephen Harris
English As A Second Language Program	Kathy Olmstead
Extra & Co-curricular Bus Trips	Dale Slade
Expense Cheques	Connie Bonetti
Facilities	Mike Mahaffy
FAME	Louanna Jones
Family School Liaison Program	Stephen Harris
Fee Collection	Jackie Takacs
Financial Reporting	Don Olsen
Flags for Schools (Canadian, Alberta, LRSD)	Jackie Takacs
Forms	Sandy Gould
F.O.I.P.	Ellie Elliott
Funding	Don Olsen
Gifted Programming	Kathy Olmstead
Home Schooling	Kathy Olmstead/Carol Clarkson
Hutterite Schools Resources	Carol Clarkson
Inclément Weather	Don Olsen
Inclusive Schooling	Don Olsen
Insurance Coverage	Don Olsen
Job Opportunities (L.R.S.D. Web Page):	
Certificated	Olwyn Buckland
Non-certificated	Barb Murtagh

Knowledge & Employability Programming	Kathy Olmstead
Leader2Leader Program	Ellie Elliott
Leadership Handbook	Ellie Elliott
Leaves of Absence:	
Teaching Staff	Ginger Besplug
Non-Teaching Staff	Barb Murtagh
Library Software	Sterling Tippet
Lists of Teaching Personnel	Olwyn Buckland
Literacy Programs	Kathy Olmstead
Local Authorities Pension Plan	Barb Murtagh
Maternity Leave:	
Teaching Staff	Ginger Besplug
Non-Teaching Staff	Barb Murtagh
Mentorship:	
Teacher	Kathy Olmstead
Administration	Ellie Elliott
Modernization/IMR Funding	Mike Mahaffy
Native Education Funding	Don Olsen
Non-Teaching Contracts	Barb Murtagh
Non-Teaching Staff (Salaries, Benefits, Information)	Barb Murtagh
Organizational Chart	Ellie Elliott
PAT - Accommodations	Kathy Olmstead
Paying Invoices	Connie Bonetti
Pinnacle Software	Jackie Clark
Policy & Procedures	Ellie Elliott
Principal Evaluation	Ellie Elliott
Printing (business cards, letterhead, other)	Jackie Takacs
Professional Development	Kathy Olmstead
Purchasing	Don Olsen
Record of Employment:	
Non-Teaching Staff	Barb Murtagh
Teachers & Substitute Teachers	Ginger Besplug
Regional School Council	Ellie Elliott
Safety Handbook	Stephen Harris
Satisfaction Surveys	Sandy Gould
Scholarships:	
Dr. L. Cavers	Olwyn Buckland
Enmax	Olwyn Buckland
School Buildings - Modernization	Mike Mahaffy
School Buses	Dale Slade
School Fees	Don Olsen
School Improvement Program (A.I.S.I.)	Kathy Olmstead

Security ID	Louanna Jones
Signs	Mike Mahaffy
SIRS	Jackie Clark / Curtis Rigaux
Southern Alberta Learning Resource Centre	Stephen Harris
Southern Alberta Professional Development	
Consortium (S.A.P.D.C.)	Kathy Olmstead
Special Education Placements	Stephen Harris
Special Needs Student Files	Carol Clark
Storm Days	Don Olsen
Student Accident Forms to Schools	Jackie Takacs
Student Assessments & Testing	Kathy Olmstead
Student Health Partnerships	Kathy Olmstead
Student Information Software (Pinnacle & SIRS)	Jackie Clark
Student Transportation System:	
Policy Interpretation & Implementation	Don Olsen
System Inquiries & Complaints	Dale Slade
Substitute Teaching Applications	Olwyn Buckland
Superintendent's Schedule	Olwyn Buckland
Support Staff:	
Collective Agreement Interpretation	Don Olsen
Issuing & Signing Employment Contracts	Barb Murtagh
Personal & Maternity Leaves of Absence	Barb Murtagh
Recruiting, Advertising & Hiring	Barb Murtagh
T-4 Information	Ginger Besplug
Teacher Growth, Supervision & Evaluation	Kathy Olmstead
Teacher Exchange Requests	Olwyn Buckland
Teacher Placement Prediction Forms (TPP Forms)	Olwyn Buckland
Teacher Contracts	Olwyn Buckland
Teaching Files	Olwyn Buckland
Teaching Staff (Salaries, Benefits, Information)	Ginger Besplug
Technology Services	Rod Kettles
Technology Emergency Response	Rod Kettles
Technology - Professional Development & Planning	Stephen Harris
Threat Assessments	Stephen Harris
Three Year Education Plans	Stephen Harris
Video Conferencing	Rod Kettles
Websites	Curtis Rigaux
Workers' Compensation Benefits:	
Teaching Staff	Ginger Besplug
Non-Teaching Staff	Barb Murtagh

(See over for more information)

