

BUSINESS SERVICES STAFF LIST / DUTIES

Name	Position	Ext. #	Duties
Tim Ellis	Superintendent of Business	22164	Financial Operations of the Board Transportation/Facility Services
Susan Kirkpatrick	Executive Assistant	22164	Enrolment Reporting/Policies and Procedures Insurance / FOI Admin support to Health and Safety Committee
Nicole Britton	Senior Manager of Financial Services	22197	Supervisor of Accounting/Purchasing/Payroll Financial Statements
Peter Gautreau	Accounting Clerk - Payable	22124	Accounts Payable (Purchase Order invoices)
Cathy Conkie	Sr. Accounting Clerk	22107	Accounts Payable (system invoices)
Yvette Johnson	Accounting Clerk - Receivable	22195	Accounts Receivable/Expense reports
Dawn Chambers	Account Clerk -	22112	
Victoria Stewart	Accounting Manager	22110	Supervisor of Accounting
Darlene Fell	Finance Officer	22193	School Funds
Tracey Choy	Purchasing Supervisor	22198	Supervisor
Jan Jones	Purchasing Assistant	22119	Purchasing for entire system
Donna Canning	Purchasing Clerk	22108	Purchasing assistant cell phones
Pam Dudman	Payroll Supervisor	22176	Supervisor Pension Plans Leaves of Absence/Vacation
Susan Kennedy	Assistant Payroll Supervisor	22182	Benefits Trust Administrator Retirement Gratuities / Teachers' Pension Plan Admin Payroll / Principal & VP Payroll
Laraine Langley	Payroll Officer 1	22141	EA / DECE Payroll Muskoka Custodial Payroll
Wendy Collins	Payroll Officer 1	22178	Occasional Teachers LTO Secondary Teacher Payroll
Janet McLean	Payroll Officer 1	22172	Elementary Teacher Payroll Non union / Miscellaneous payments Occasional EA / Occasional DECE Payroll
Karen Franke	Payroll Officer 1	22160	Secretaries / Occasional Secretaries ESL / Home Instruction / Continuing Education
Felicity Stratten	Facility Use Coordinator Clerk	24200	Community Use of School Permits
Dan Whalen	Supervisor of Construction	24206	Oversees construction projects and Community Use
Monika Osborne	Facility Services Secretary	25000	Administrative support to Facility Services Department
Deb Northmore	Facility Services Secretary	24210	Administrative support to Facility Services Department
Bryan Moores	Plant Operations Supervisor	24202	Oversees Plant projects in the north
Jeff Francis	Maintenance Supervisor - South	25168	Oversees maintenance staff in the south
Darren Lambert	Maintenance Supervisor - North	24205	Oversees maintenance staff in the north
Patricia Hayward	Transportation Supervisor	21241	Supervisor
Jo-Anne Costantino	Area Transportation Officer - South	21219	Responsible for transportation routes in the south
Karen Boyd	Transportation Clerk - South	21231	Transportation assistant - south
Sarah Rumford	Senior Transportation Clerk	21226	Transportation assistant
Brendan McKinna	Transportation Clerk - North	21229	Transportation assistant - north