

PERSONNEL RESPONSIBILITIES

Subject	Personnel	EXT	DO Admin	EXT
ACCESS	Michele Morstatt	5528	Steven Leever	5522
Accounts Payable/Receivable (Receipts)	Cindy Heiner	5523	Dave Miller	5526
Act 48	Rikki DeVough	5521	Diane Quinn	5529
AESOP	Karen Austin	5519	Steven Leever	5522
Attendance (Others)	Karen Austin	5519	Steven Leever	5522
Benefits/Flex Account	Tammy Miller	5527	Dave Miller	5526
Building Website Information Maintenance	Building Principal		Ed Myers	5532
Canvas	Tech Desk	1500	Ed Myers	5532
Change of Address/Phone (Employees)	Tammy Miller	5527	Dave Miller	5526
Conference Request Approval Signature	Building Principal		Diane Quinn	5529
Conference Request Processing	Cindy Heiner	5523	Dave Miller	5526
Connect Ed	Julie Stricker	5530	Ed Myers	5532
Curriculum Support	Rikki DeVough	5519	Diane Quinn	5529
Curriculum Writing Time Sheets	Tammy Miller	5527	Diane Quinn	5529
District Website Information Maintenance	Tammy Warning	5531	Ed Myers	5532
E-mail Accounts	Tech Desk	1500	Ed Myers	5532
Employee Emergency Forms	Teresa Merkel	5533	N/A	
Employee Portal	Tammy Miller	5527	Dave Miller/Ed Myers	5526/5532
Expense/Mileage Reimbursement	Cindy Heiner	5523	Dave Miller	5526
Family Health Reimbursement	Cindy Heiner	5523	Dave Miller	5526
Federal Programs	Rikki DeVough	5521	Diane Quinn	5529
Field Trip Requests	Tammy Warning	5531	Christian Temchatin	5567
Flier Approval	Rikki DeVough	5521	Christian Temchatin	5522
Google Apps	Tech Desk	1500	Ed Myers	5532
Grants	Staff initiate and consult principal		C. Temchatin/D. Quinn/D. Miller	
Guardianship	Teresa Merkel	5533	Steven Leever	5522
Homeless Students	Michele Morstatt	5528	Steven Leever	5522
Homeschool	Karen Austin	5519	Steven Leever	5522
Human Resources	Steven Leever	5567	Steven Leever	5522
ID Badges	Karen Austin	5519	N/A	
KT•Connect	Ed Myers	5532	Ed Myers	5532
KVA (Kutztown Virtual Academy)	Building Principal		Ed Myers	5532
Media Contacts (Reporters)	Christian Temchatin	5567	Christian Temchatin	5567
Network / Internet	Tech Desk	1500	Ed Myers	5532
PA-EETP	Julie Stricker	5530	Diane Quinn/Ed Myers	5529/5532
Payroll	Tammy Miller	5527	Dave Miller	5526
Performance Tracker	Julie Stricker	5530	Diane Quinn/Ed Myers	5529/5532
Phones, Voicemail	Tech Desk	1500	Ed Myers	5532
PIMS	Julie Stricker	5530	Christian Temchatin	5567
Policies	Michele Morstatt	5528	Steven Leever	5522
PowerSchool	Julie Stricker	5530	Ed Myers	5532
Purchasing/Requisitions	Teresa Merkel	5533	Dave Miller	5526
Real Estate and Per Capita Taxes	Cindy Heiner	5523	Dave Miller	5526
Registration	Teresa Merkel	5533	Steven Leever	5522
Residency	Teresa Merkel	5533	Steven Leever	5522
Right-to-Know Requests	Rikki DeVough	5521	Christian Temchatin	5567
Scheduling a Room at Admin. Office	Teresa Merkel	5533	N/A	
School Board	Christian Temchatin	5567	Christian Temchatin	5567
School Calendar	Christian Temchatin	5567	Christian Temchatin	5567
Special Education	Michele Morstatt	5528	Steven Leever	5522
Taxes (Employee)	Tammy Miller	5527	Dave Miller	5526
Time Sheets	Tammy Miller	5527	Dave Miller	5526
Transportation	Tammy Warning	5531	Dave Miller	5526
Tuition Reimbursement	Tammy Miller	5527	Christian Temchatin	5567
Web Calendar	Tammy Warning	5531	Ed Myers	5532
Workers Compensation	Tammy Miller	5527	Dave Miller	5526