

15. ACTION ITEMS

7. Review – New Board Policy

It is recommended the Board review the new policy:

- Signature Authority and Contract Agreements

The new policy will be presented for approval at the February 24, 2016 Board Meeting

ATTACHMENT 15.7

8. Approval – Change in Position

It is recommended the Board approve the following change in position:

- a. From Program Specialist to Coordinator of Special Education (Level IV), effective January 28, 2016. This change in position is needed to ensure adequate support in the management of the Partial Hospitalization Program. CIU20 Office. Budget Amendment is not required.

9. Approval – New Class/Position:

It is recommended the Board approve the new class/position:

- a. **Mental Health Worker (1:1)**, effective January 6, 2016 and will continue until student moves or no longer needs service. The East Stroudsburg Area SD has requested the Intermediate Unit provide a Mental Health Worker to meet the needs of an individual student. (Autistic Support, Middle Smithfield Elementary, Stroudsburg Area SD) Budget Amendment is attached.

ATTACHMENT 15.9.a

16. PERSONNEL ITEMS

B. RESIGNATIONS

It is recommended the Board accept the following Resignations:

	Name	Position	Effective Date	Reason
12	Amanda Zahn	Associate Teacher	January 20, 2016	To accept a full-time teaching position with IU20

C. JOB STATUS CHANGES

It is recommended the Board approve the following Job Status Changes:

	Name	Assignment	Salary	Effective
5	Michael Ash	From Mechanic to Head Mechanic/Dispatcher (Transportation, Transportation Office)	Remains the same, plus \$5,000 yearly stipend	January 11, 2016

D. APPOINTMENTS

It is recommended the Board approve the following Appointments:

	Name	Assignment	Salary	Effective Date
14	Bethany DeVault	Long-term Substitute Associate Teacher (AS, Forks Elementary, EASD)	\$20,552.75 (Cluster 7, Step 1 - BS/BA)	December 17, 2015
15	Aaron Longley	Full-time Mechanic - Diesel and Gasoline (Transportation, Transportation Office)	\$33,663	January 25, 2016
16	Amanda Zahn	Full-time TPE Teacher (ES, Colonial Academy, following Pen Argyl Area SD)	\$48,330 (Step 1 - BS/BA)	January 21, 2016
17	Christopher Klingel	Van Driver/Monitor (Transportation, Locations as Assigned)	\$13.75/\$12.19 per hour	January 19, 2016 (PRC)

E. SUPPLEMENTAL AGREEMENTS TO CURRENT POSITIONS

	Name	Rate	Service	Effective Dates
5	Christopher Hindson (OTR)	Contractual Hourly Rate. Not to exceed 115 Hours	To facilitate the Extended School Year (ESY) program	June 20, 2016 - July 21, 2016
6	Angela Liberto (Teacher)	Contractual Hourly Rate. Not to exceed 115 Hours	To facilitate the Extended School Year (ESY) program	June 20, 2016 - July 21, 2016
7	Amie Tracy (Teacher)	Not to exceed \$500	To mentor a new professional (Amanda Zahn)	January 21, 2016 - January 20, 2017

H. SUBSTITUTE LISTS

It is recommended the Board approve placement of the following individuals on the Substitute Lists indicated as per the effective dates as noted:

1. Substitute Teachers

Karen Schubert	January 21, 2016	Annika Corcoran	February 11, 2016
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2. Substitute Associate Teachers

Karen Schubert	January 20, 2016	Annika Corcoran	February 11, 2016
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3. Substitute Transportation

H. David Landes	Van / Monitor	Effective January 25, 2016 for the 2015-2016 school year
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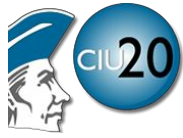


COLONIAL INTERMEDIATE UNIT 20

ADDENDUM

ATTACHMENTS

January 27, 2016



SIGNATURE AUTHORITY AND CONTRACTS

Checking Accounts and Financial Transactions

The Board Treasurer (the Colonial IU20 Assistant to the Executive Director for Management Services serves as the Board Treasurer) is designated as authorized to sign on all checking and financial accounts of the Colonial IU20.

The Board Treasurer (the Colonial IU20 Assistant to the Executive Director for Management Services serves as the Board Treasurer) and the Director of Fiscal Affairs are authorized to execute financial transactions, including bank transfers, payroll direct deposit transfers, wire transfers and payment of vendors by electronic fund transfer on behalf of the Colonial IU20 under the following conditions:

- The signature of the Board Secretary and Board Treasurer (the Colonial IU20 Assistant to the Executive Director for Management Services serves as the Board Treasurer) are required on each General Fund and Payroll Special Account check issued by the Colonial IU20.
 - The two (2) signatures can be electronic. Checks over \$500,000 require the approval of the Assistant to the Executive Director for Management Services prior to disbursement.
- The signature of the Board Treasurer (the Colonial IU20 Assistant to the Executive Director for Management Services serves as the Board Treasurer) is required on each Payroll check issued by the Colonial Intermediate Unit 20.

Contracts and Financial Obligations

Responsibility

The Board Secretary, Board Treasurer (the Colonial IU20 Assistant to the Executive Director for Management Services serves as the Board Treasurer), Executive Director and the Director of Fiscal Affairs are designated as authorized to sign on contracts and financial obligations of the Colonial IU20 and are authorized to execute and enter into these obligations on behalf of the Colonial IU20 subject to Board approval.

Contracts Where Services Are Provided

Where the Intermediate Unit is providing revenue generating contracted services, the Executive Director or designee is authorized to develop, enter into and sign contracts on behalf of the Board for services which the Board has adopted annual contracted rates and which have normal operational intent. Contracted rates for services shall be subject to Board approval at least once per school year. All contracts requiring unique services for which no annual set rate exists must be approved by the Board individually and signed by the Executive Director, the Board Treasurer (the Colonial IU20 Assistant to the Executive Director for Management Services serves as the Board Treasurer) or the Director of Fiscal Affairs.

Contracts Where Services Are Received

In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The Intermediate Unit Administration shall monitor and evaluate such services to assure their effectiveness. Where the Intermediate Unit is receiving contracted services, the Executive Director or



designee is authorized to develop, enter into and sign contracts on behalf of the Board for services or procurement of necessary goods and materials.

Unless otherwise authorized and approved by the Board, the administration shall apply the requirements of the School Code when purchasing services from vendors. All service contracts that exceed \$5,000 shall be approved by the Board.

The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.

The Executive Director or designee shall ensure that all contractors submit for each of the contractor's prospective employees prior to employment:

1. Report of criminal history record information.
2. Federal criminal history Registration ID number.
3. Official child abuse clearance statement.

The Intermediate Unit shall maintain a copy of the required information. The criminal history record information and the child abuse clearance statement shall not be required for a contractor's employees who have no direct contact with students. Failure to comply with this policy and the background check requirements by an independent contractor may lead to cancellation of the contract.

One on One Support Budget
Amendment
Anticipated Revenues & Expenditures
2015-2016

Revenues

7000 State Sources:		
Revenue for Social Security	\$	600
Revenue for Retirement	\$	1,990
	\$	<u>2,590</u>
9000 Other Financing Sources:		
Support By Direct Contributions	\$	<u>26,230</u>
TOTAL REVENUES	\$	<u>28,820</u>

Expenditures	Instruction	\$	<u>28,820</u>
	TOTAL EXPENDITURES	\$	<u>28,820</u>

Footnotes: The following staff is included in this amendment:

Mental Health Worker	1.0
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One on One Support Budget
Amendment
2015-2016

FUNCTION 1233 - AUTISTIC SUPPORT

<u>Object Code</u>	<u>Description</u>		<u>Increase Amount</u>
190	Salaries, Aides	\$	15,400
192	Salaries, Sub. Aides	\$	240
213	Life Insurance	\$	60
220	FICA	\$	600
221	FICA (State's Share)	\$	600
230	Retirement	\$	1,990
231	Retirement (State's Share)	\$	1,990
250	Unemployment Compensation	\$	80
260	Workers' Compensation	\$	320
271	Medical Insurance - Self	\$	5,480
272	Dental Insurance - Self	\$	510
275	Vision Insurance - Self	\$	50
276	Prescription Insurance - Self	\$	1,350
580	Travel	\$	150
	TOTAL	\$	28,820