

**EXECUTIVE COUNCIL  
COMMITTEE OF THE WHOLE MEETING  
*August 4, 2020 - 5:30 PM*  
Video Conferencing**

**AGENDA**

Program, Policy, and Personnel

- Personnel Items
  - Employment – Residential Construction Carpentry Teacher
  - Mentor Teachers
  - Advisors
  - Civil Rights Compliance Officer
  - Act 44 Safety & Security Coordinator
  - Guest Teachers
  - Adult Education Staff
- MBIT Health & Safety Plan (Attachment 1)
- MBIT Hybrid Model – Proposal (Attachment 2)
- Emergency Instructional Time – Section 520.1
- Li'l Bucks Health & Safety Plan
- Li'l Bucks Revised Tuition Policy (Attachment 3)
- BCTE Technical Assistance Program (TAP) Memorandum of Understanding (Attachment 4)
- Bucks County Workforce Development Board Master Training Contract 2020 (Attachment 5)

Finance

- MBAVTS Authority Revenue Bonds Series 2015 – Remaining Proceeds
- Budget Calendar (Attachment 6)
- Updates (Attachment 7)
  - Li'l Bucks
  - Adult Education



## **Middle Bucks Institute of Technology Path to Reopening: Health & Safety Plan**

The Middle Bucks Institute of Technology Health and Safety Plan serves to formalize and communicate the guidelines that will be implemented for the 2020-2021 school year as we take on the important task of safely reopening our school for in-person instruction. This plan was developed in consultation with the Bucks County Intermediate Unit, our participating school districts, and the Bucks County Health Department using the recommendations provided by the Office of Governor, the Department of Health (DOH), the Department of Education (PDE), the Department of Health and Human Services (DHS), the Center for Disease Control, World Health Organization, and other sources of research-based information and guidance. The plan has been developed by staff members and key stakeholders with opportunities for our community and key stakeholders to provide input.

Middle Bucks Institute of Technology's plan provides an overview of: scheduling based on Bucks County's classification of Red, Yellow, or Green; safety measures we will implement in each scenario; and the protocols we will use for responding to COVID-19 cases. This plan will be reviewed and revised as necessary before being presented to the Executive Council on July 13, 2020 for approval. Reopening will launch on August 26th for our faculty and staff and on September 1st for all students.

Middle Bucks Institute of Technology's Health and Safety Plan is subject to change in order to reflect and be consistent with the current status of public health conditions within Bucks County and the Commonwealth. To ensure that the Health and Safety Plan is current and up-to-date, MBIT will continually monitor all orders, rules, regulations, guidance and other relevant information issued by the Office of Governor, the Department of Health, the Department of Education, the Department of Community and Economic Development, local authorities and other agencies or departments having jurisdiction over MBIT. Based on the most current information available, MBIT's Health and Safety Plan will be updated.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*



## Health and Safety Plan: MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

As long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. Governor Wolf's administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via distance learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of school directors) and posted on the school entity's publicly available website.

Based on our county's current designation (i.e., red, yellow, green) and the best interests of our local community, we plan to implement the following reopening plan:

**GREEN PHASE:** Total reopen for all students and staff.

**YELLOW PHASE:** Blended reopening that balances in-person learning and remote learning for all students

**RED PHASE:** Total remote learning for all students.

Please note that depending upon the public health conditions in our county, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. It is likely that Middle Bucks Institute of Technology will need to change based on designation. The Health and Safety Plan will help to ensure fluid transition between more and less restrictive conditions in each of the phase requirements as needed.

### Addressing Community Spread

#### LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)

<b>Red Phase</b> <b>(Substantial Spread)</b>	<b>Yellow Phase</b> <b>(Minimal/Moderate Spread)</b>	<b>Green Phase</b> <b>(Low Spread)</b>
<ul style="list-style-type: none"> <li>• Schools that are closed, remain closed. Implement distance/remote learning (see Supporting Teaching and Learning).</li> <li>• Coordinate with local and state DPH health officials</li> <li>• Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)</li> <li>• Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.</li> <li>• Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)</li> </ul>	<ul style="list-style-type: none"> <li>• Schools may provide in-person instruction only in accordance with Department of Education guidance</li> <li>• Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors) and posted on the school entity's publicly available website.</li> <li>• Establish and maintain communication with local and state DPH health officials.</li> <li>• Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible).</li> <li>• Implement enhanced social distancing measures.</li> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread.</li> <li>• COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols.</li> <li>• Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.</li> <li>• Isolate and deep clean impacted classrooms and spaces</li> <li>• Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.</li> <li>• Schools have the authority and flexibility to close school buildings and utilize distance/remote learning as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Schools Subject to CDC and Commonwealth Guidance</li> <li>• Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors) and posted on the school entity's publicly available website.</li> <li>• Establish and maintain communication with local and state DPH health officials</li> <li>• Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)</li> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread.</li> <li>• COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols</li> <li>• Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.</li> <li>• Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.</li> </ul>

For additional guidance on addressing community spread, see the [CDC's Consideration for Schools](#)

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

### Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- ☒ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ☒ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- ☒ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning: September 1, 2020**

## Pandemic Coordinator/Team

Middle Bucks Institute of Technology has identified a Pandemic Coordinator and/or Pandemic Team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The Pandemic Coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. Middle Bucks Institute of Technology's Reopening Committee and each member's role has been identified:

- **Pandemic Coordinator:** Individual will lead the development and implementation of the Health & Safety Plan and will handle all COVID-19 related communication
- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Kathryn Strouse	Administrator – Director	Pandemic Coordinator
Richard Hansen	Administrator – Facility Manager	Both
Stacy Pakula	Administrator – Assistant Director	Both
Lauren Doherty	Administrator – CTE Supervisor	Both
Vincent Loiacono	Director of Facility Operations	Both
Sarah Webber	School Nurse	Both
Amanaki Taufalele	School Security Officer	Both
Dr. Louis Marino	Physician of Record	Both
Stephanie Gregory	School Counselor	Both
Jaime Moran	Human Resources Coordinator	Health & Safety Plan Development
Kristin Feeney	Adult Education Coordinator	Both
Sherry Appleton	Teacher – RN	Pandemic Crisis Response Team

<b>John Fala</b>	Teacher – Public Safety	Pandemic Crisis Response Team
<b>Stacey Flood</b>	Teacher – Special Education	Health & Safety Plan Development
<b>Steven Guinan</b>	Teacher – Web Design	Health & Safety Plan Development
<b>Lynda Moyer</b>	Teacher – RN	Pandemic Crisis Response Team
<b>Lise Rich</b>	Teacher - Childcare Center Director	Health & Safety Plan Development
<b>Sean Castineira</b>	Teacher – Sports Therapy	Health & Safety Plan Development
<b>Dorothy Carr</b>	Instructional Assistant	Health & Safety Plan Development
<b>Roberta Jackiewicz</b>	Support Staff – Director’s Office	Health & Safety Plan Development
<b>Jeanise Dimitri</b>	Support Staff – PR	Health & Safety Plan Development
<b>Dr. Janice Solkov</b>	Local Advisory Council Member	Health & Safety Plan Development
<b>Rhonda Hargraves</b>	Parent	Health & Safety Plan Development
<b>Kim Shores</b>	Parent	Health & Safety Plan Development



**Roles and Responsibilities for Pandemic Crisis Response Team:**

- Prevent accidents, injuries, and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by staff.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations for the Department of Health (DOH) and Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by staff.
- Create a Health and Safety Plan and ensure it's regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials. It's their responsibility.
- Ensure that each member of staff is aware of and adheres to the Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards if required.
- Provide training to all staff in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any member of staff who has a query or concern regarding the health and safety of the workplace.



## Key Strategies, Policies, and Procedures

The following table represent the steps that Middle Bucks Institute of Technology will take as part of its Health & Safety Plan. Action steps for the Red Phase are not identified because in this phase, all instruction will take place remotely and staff and students will not report to Middle Bucks. In the following tables, an asterisk (\*) denotes an element of the plan that is mandated by the Pennsylvania Department of Education. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfection, and Ventilation

### Key Questions

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?**

The school building will undergo a deep cleaning this summer beginning in June 1, 2020. All spaces occupied by staff and student will be thoroughly cleaned followed by a disinfection process that is effective against COVID-19.

- **How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?**

[CDC Requirements for COVID-19](#)

MBIT will purchase supplies through a joint bid process with participating Bucks County schools.

- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**

Custodial staff will clean sanitize and disinfect each workspace and common areas daily. They will also disinfect high touch areas twice a day at the end of each session. Air handlers' outside dampers will be opened to allow more outside air into the ventilation system.

The Facility Manager will maintain Safety Data Sheets (SDS) for all cleaning and disinfecting products.

- **What protocols will you put in place to clean and disinfect throughout an individual school day?**

MBIT will invest in additional disinfectant sprayers, electrostatic sprayers, and no-touch restroom cleaners to quickly disinfect larger areas during the school day. In addition, specific members of the custodial staff shall be reassigned to work during the school day to maintain cleanliness of the building while the building is occupied.

- **Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

Custodial staff members have been trained virtually utilizing GCN.com tutorials and in person on cleaning, sanitizing, disinfecting and ventilation protocols. All training is documented, and kept on file to verify it has been sufficiently completed. Non-custodial staff members will be trained in their role in cleaning and disinfecting protocols. All training is documented, and kept on file to verify it has been sufficiently completed.

Training will begin in July 2020, and will continue throughout the summer, and/or as more relevant information is provided by the CDC, PA Dept. of Health, W.H.O., or similar.

- **FAQ Regarding Wearing a Facemask:**

- What if a staff member has a condition that prevents them from wearing a mask?
- What if I am worried about returning to work having to wear a mask all day? I have asthma and it can be difficult to wear a mask for a long period of time.
- Would masks be required? They distort my line of vision and cause headaches.
- My main concerns are having to deal with a mask all day which triggers migraines and makes it hard to breathe.
- I am concerned about having staff and students having to wear masks for several hours a day at MBIT during warm weather days where there is no air conditioning.
- Per the July 1, 2020 Order of the Department of Health, face coverings are required in public places, including schools. A face shield is an acceptable alternative to a mask. Please contact Human Resources to request a reasonable accommodation if needed.

[Governor's Order Requiring Universal Face Coverings July 1, 2020](#)

#### **Summary of Responses to Key Questions:**

Middle Bucks Institute of Technology will ensure the school building is cleaned and ready to safely welcome staff and student by September 1, 2020.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<u>Prior to Re-Opening</u> <ul style="list-style-type: none"> <li>Deep cleaning / disinfecting of the entire building will occur.</li> <li>Testing of the air quality and water systems will be conducted.</li> <li>MERV 13/14 air filters will be installed in all air handler systems.</li> <li>Procurement of cleaning, sanitizing, and PPE supplies will occur.</li> <li>Install hand sanitizer dispensers in all classrooms and in hallways.</li> <li>Until further notice, postpone the use of indoor facilities by outside groups until all phases are removed.</li> </ul> <u>During School Year:</u> <ul style="list-style-type: none"> <li>Custodial staff will clean / disinfect all high-touch surfaces at the end of each session (water filling stations, door handles, light switches, hand rails, restrooms, etc.) following posted EPA / CDC / manufacturer guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Richard Hansen Facility Manager	Sanitation supplies  Disinfectant Soap  Hand sanitizing stations  Face masks  Face shields  Water bottle filling stations  Electrostatic wand  Air Assisted Misters  MERV 13/14 filters  <a href="#">CDC COVID-19 Considerations for Schools</a>  <a href="#">CDC Cleaning and Disinfecting Decision Tool</a>  <a href="#">CDC Cleaning and Disinfecting Your Facility</a>	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>Teachers and students will cleaning / disinfect desks and work areas at the end of each session along with their regular clean up duties based on following posted EPA / CDC / manufacturer guidelines, as feasible.</li> <li>Equipment, tools and machinery used by multiple students will be disinfected between each use.</li> </ul>				
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"> <li>All individuals will sanitize / wash hands on a frequent basis. Hand sanitizer stations will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available</li> <li>All individuals will use single-use water bottles and/or water bottle filling stations.</li> <li>Custodial staff will clean / disinfect all high-touch surfaces on school vans after each use.</li> </ul> <p><u>COVID-19 Exposure:</u></p> <ul style="list-style-type: none"> <li>The area used by individuals with COVID-19 will be closed off and disinfected after waiting 24-hours.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Richard Hansen Facility Manager	Sanitation supplies  Disinfectant Soap  Hand sanitizing stations  Face masks  Face shields  Water bottle filling stations  Electrostatic wand  Air Assisted Misters	Yes

## Social Distancing and Other Safety Protocols

### Key Questions

- **How will classrooms/learning spaces be organized to mitigate spread?**  
Classrooms and labs will have desks and work stations spaced to implement 6' of social distancing, when feasible. Teachers will assign seating and work stations to students to limit exposure.
- **If a teacher is not comfortable teaching in a classroom would they be able to teach their class virtually?**  
The MBIT instructional plan does not include any virtual only assignments. We expect to need all classroom teachers to provide in person and virtual instruction in a hybrid format, and to shift from live to virtual as the situation dictates.
- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**  
Traffic patterns will be established in hallways and common areas to indicate one-way movement. Additional common areas will be utilized as learning spaces to further reduce the number of students in a classroom/lab. Students will be assigned seating and work stations. Instructional Assistant staff will be assigned to specific programs in related locations in the school to limit contact.
- **What policies and procedures will govern use of other communal spaces within the school building?**  
All staff and students will be required to wear face masks when in high traffic area, during class transitions and when 6' social distancing is not feasible.  
Students will report directly to class; no gathering in common areas such as the lobby, cafeteria, and school store will be permitted. Students will be limited to 2 students at a time in a public area restroom.
- **How will you utilize outdoor space to help meet social distancing needs?**  
MBIT will utilize outdoor space only for those programs that require their work to be completed outdoors.
- **What hygiene routines will be implemented throughout the school day?**  
Encourage good hygiene including frequent handwashing and encouraging use of hand sanitizer in classrooms, and various locations within the building. Signage posted throughout the school building reminding of good hygiene routines.
- **How will you adjust student transportation to meet social distancing requirements?**  
Transportation is provided by the sending school districts. Students will be required to wear face masks while on school busses. MBIT school vans will be limited in use by staff only. All passengers in school vans will wear a face mask and social distance, when feasible

- **What visitor and volunteer policies will you implement to mitigate spread?**

Non-essential visitors and volunteers will not be permitted in the school.

A list of essential visitors will be maintained and updated to reflect those who are granted access.

Essential visitors will be required to wear a face mask upon entering the building, complete a COVID19 health screening questionnaire, follow social distancing guidelines, and sign in at the Main Office through Raptor electronic visitor management system.

Virtual meeting formats will be utilized whenever possible.

- **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**

MBIT students are in grades 10 through 12. All students will practice social distancing when possible. Students will wear face masks while on the school bus, in high density areas, during class transitions or whenever 6' social distancing is not possible.

Adult Evening School students will be required to wear a face mask upon entering the building, complete a COVID19 health screening questionnaire, and follow social distancing guidelines.

Li'l Bucks families and children will comply with the Department of Health & Human Services' protocols.

- **Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

All MBIT staff will be trained on proper social distancing and safety protocols prior to the start of the school year and will be conducted monthly as needed. The training will be conducted using both in-person and on-line platforms that align with CDC and Pa. Department of Health guidelines.

All students will be trained on the same proper social distancing and safety protocols by the staff as part of their technical program's safety orientation the first day of school.

Families will receive education on health rules and expectations including ways to practice safe hygiene at home and social distancing through the MBIT website, emails and school alerts.

Resource materials from both the CDC and Pennsylvania Department of Health will be displayed in classrooms, common spaces and the main office. [CDC Communication Resources](#)

### **Summary of Responses to Key Questions:**

Middle Bucks Institute of Technology will ensure all staff and students comply with social distancing and other safety protocols as outlined below.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<ul style="list-style-type: none"> <li>All rows of desks and work areas will face the same direction for seating configurations, where feasible. If not feasible, staggered or diagonal seating at shared tables to avoid “across the table” seating will be configured.</li> <li>Desks and work areas will be positioned in staggered rows facing the same direction using social distancing, where feasible.</li> <li>Teachers will assign seating and/or work stations to students to limit exposure.</li> <li>All individuals will adhere to the 6 feet social distancing is requirements, where feasible.</li> <li>Staff Lounge will be reconfigured to allow for social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Kathryn Strouse Administrative Director/ Pandemic Coordinator	Signage  Lecture tables  Flexible instruction  Face masks	Yes



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<ul style="list-style-type: none"> <li>Limit the use of cafeteria and other congregate settings.</li> <li>All individuals will be seated in staggered arrangement to avoid “across-the-table” seating.</li> <li>All individuals to sanitize/wash hands before and after eating.</li> <li>All Culinary Arts &amp; Science staff and students will participate in the Bucks County Health Department training in best practices for food service and food safety in schools.</li> </ul>	<ul style="list-style-type: none"> <li>Assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing.</li> <li>All individuals will be seated in staggered arrangement to avoid “across-the-table” seating.</li> <li>All individuals to sanitize/wash hands before and after eating.</li> <li>All Culinary Arts &amp; Science staff and students will participate in the Bucks County Health Department training in best practices for food service and food safety in schools.</li> </ul>	Stacy Pakula Assistant Director	Signage  Hand sanitation stations  ServSafe COVID-19 Certification	Yes
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>Hand sanitizing stations will be placed at each entrance and hallway throughout the school</li> <li>All staff and students will be trained on handwashing and other hygiene related to the prevention of the spread of COVID-19.</li> <li>All individuals will sanitize/wash hands before and after eating.</li> </ul>	Same as Yellow	Sarah Webber School Nurse	Signage  Hand sanitation Stations	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<ul style="list-style-type: none"> <li>Signs will be posted in highly visible locations that promote everyday protective measures and good hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Kathryn Strouse Administrative Director/ Pandemic Coordinator	Signage	No
* <b>Identifying and restricting non-essential visitors and volunteers</b>	<ul style="list-style-type: none"> <li>Non-essential visitors and volunteers will not be permitted.</li> <li>Essential visitors and volunteers will comply with all school screening and monitoring processes.</li> <li>Essential visitors and volunteers will be requiring to sign in using Raptor Visitor Management System in the event contact tracing is required.</li> <li>Li'l Bucks parents will drop off and pick up their child at the Check-in Station where health screening and temperature of each child will be completed as required by DHS.</li> <li>Parent pick-up (due to illness or other) may be done outside of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Kathryn Strouse Administrative Director	Raptor Visitor Management System  Survey Monkey COVID Screening app  Check-in Station  Hands free thermometers  <a href="#">CDC Considerations for Schools and Pre-K-12 Reopening Guidance</a>  <a href="#">Hillyard Poster Resource Center Pandemic Awareness</a>  <a href="#">DHS Childcare Guidance on COVID-19</a>	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>Deliveries and student item drop off must be left inside the Main Office doorway.</li> <li>All meetings including IEP and 504 will be virtual unless the parent requests an in-person meeting.</li> </ul>				
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>Middle Bucks does not have physical education classes for recess.</li> <li>All programs will limit practical skills to those that do not require physical contact and touching.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Stacy Pakula Assistant Director		Yes
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Teachers will limit the sharing of equipment, tools and materials among students.</li> <li>Student tool kits will be utilized wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Stacy Pakula Assistant Director	Student tool kits	Yes
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Students will report directly to class to limit high-traffic, high-volume hallway use and maintain social distancing</li> <li>Hallways will be identified with one-way directional designations.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Kathryn Strouse Administrative Director/ Pandemic Coordinator	Directional Floor Signage  Face masks  Face shields  <a href="#">COVID-19 Communication Resources</a>	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>Staggered arrival and dismissal times will be implemented to reduce traffic.</li> <li>All individuals must adhere to 6-foot social distancing guidelines and wear face coverings at all times when in communal areas (excluding times alone in office space).</li> </ul>				
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>Limit students on vans to two (2) students to a seat with the understanding that all individuals wear masks while on the van.</li> <li>Educate students and drivers of the importance of passengers facing forward (not sideways or backwards).</li> <li>Increase ventilation on vans by opening windows, when feasible.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Lauren Doherty CTE Supervisor	Face masks  Face shields	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>All rows of desks and work areas will face the same direction for seating configurations, where feasible. If not feasible, staggered or diagonal seating at shared tables to avoid "across the table" seating will be configured.</li> <li>Desks and work areas will be positioned in staggered rows facing the same direction using social distancing, where feasible.</li> <li>Teachers will utilize larger lab areas in addition to classroom space to increase social distancing.</li> <li>Staff and students will maintain 6-feet social distancing, whenever feasible.</li> <li>Teachers will assign seating in classrooms, and congregate settings when feasible, to facilitate contact tracing, when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Stacy Pakula Assistant Director	Signage  Lecture tables  Flexible instruction  Face masks	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<ul style="list-style-type: none"> <li>Li'l Bucks Partners in Learning staff will be required to follow both the protocol established by DHS and Health &amp; Safety Plan standards as adopted by Middle Bucks Institute of Technology.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Lise Rich Li'l Bucks Director	Check-in Station  Hands free thermometer  <a href="#">DHS Childcare Guidance on COVID-19</a>	Yes
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>No field trips, clinical, inter-group activities, community-based education, work-based education, and extracurricular activities.</li> <li>All individuals will be required to 6-feet social distance, where possible.</li> <li>Procedures for lock-down and fire/evacuation drills will adhere to social distancing guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Field trips, clinical, inter-group activities, community-based instruction, work based education, and extracurricular activities will follow the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of masks, hand washing, and distancing.</li> </ul>	Kathryn Strouse Administrative Director	Face masks  Face shields  Hand sanitizing stations	Yes

## Monitoring Student and Staff Health

### Key Questions

- **How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?**

All staff and parents will be provided guidelines about the signs and symptoms of COVID-19. It will be expected that staff and parents will self-monitor prior to arrival at school. Students or staff that exhibit signs or symptoms during the school day will report to the Isolation Room wearing a face covering.

First, the student or teacher should leave the classroom immediately, put on a mask, and report to the nurse's office. The nurse should fully assess the student/teacher, including a temperature check and questions about any pre-existing conditions that may explain the symptoms. As the situation warrants, the School Nurse should contact a parent/guardian to arrange for transportation at the exterior door near the Isolation Room.

- **Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?**

All stakeholders will self-monitor in the home setting. Parents/guardians will monitor their child daily for COVID-19 symptoms before leaving for school each morning. Self-monitoring should take place daily based on best practices by the Bucks County Department of Health and the CDC. All stakeholders and household members are required to report confirmed cases the Administrative Director by submitting a standardized form to ensure cases are confidentially recorded and validated.

Li'l Bucks staff will greet the families and children at the Check-in Station to monitor the children arriving at the childcare center each day and record the results.

[FAQ Bucks County Health Department Guidelines](#)

- **What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?**

If a student or staff member exhibits symptoms of COVID-19, they would be directed to the Isolation Room staffed by School Nurse to monitor and assess their symptoms. If the person is not wearing a mask, a mask will be applied immediately upon arriving at the Isolation Room. The School Nurse should consider an increased level of PPE (N95, gown, gloves, face shield) while interacting with individuals placed in isolation. Students/staff with signs of COVID-19 will remain masked and isolated until arrangements are made for dismissal. Dismissal will be through the exit door next to the Isolation Room. The School Nurse will clean and sanitize the area occupied by the infected student/staff member. The Administrative Director will notify the Bucks County Health Department of all known positive COVID-19 tests.

- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?**

The School Nurse with support from Administration and Pandemic Crisis Response Team.

- **What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?**

After a positive test, with clearance from the Health Department or the individual's healthcare provider, a symptomatic student or staff member can return 10 days from symptom onset (inclusive of 72 hours without fever), without any additional testing required. The individual will need to report directly to the Health Suite upon returning to school to be evaluated by the School Nurse.

If an asymptomatic student or staff member tests positive, the Bucks County Health Department will be notified to fully investigate the case and determine the return criteria.

[FAQ Bucks County Health Department Guidelines](#)

- **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?**

A survey was conducted to collect feedback from families and students about returning to MBIT. In the event that a student is uncomfortable or unable to return to on-site learning, the school district will notify MBIT and these students will participate in 100% remote learning using the Google Classroom platform.

- **When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?**

Communication to notify families and staff of a confirmed staff or student illness or exposure that results in changes to the MBIT Health & Safety Plan will be communicated with through a PowerSchool Swift Alert message and posting on the MBIT website. All communications will be provided in English and Spanish.

- **Which stakeholders will be trained on protocols for monitoring students and staff health? When and how will the training be provided? How will preparedness to implement? as a result of the training be measured?**

All staff will be trained on the protocols for monitoring students' and staff members' health.

Training will be conducted during July for 12-month staff and faculty and in August for 10-month staff. The training will be provided virtually or in small groups to align with social distancing guidelines.

The Pandemic Crisis Response Team will continue to monitor staff and students for compliance and offer additional training if necessary.

### **Summary of Responses to Key Questions:**

Middle Bucks Institute of Technology will monitor the health of all staff, students and Li'l Bucks children as outlined below.



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<ul style="list-style-type: none"> <li>All students, staff, parents/guardians will be educated on the signs and symptoms of COVID-19 and how to self-monitor daily at home before sending children to school and/or reporting to work.</li> <li>All staff will complete a daily self-health assessment using the COVID-19 Health Screening app.</li> <li>Parents/guardians will be educated on the importance of keeping symptomatic children home from school.</li> <li>Li'l Bucks staff will conduct daily health screening and record the temperature for all children.</li> <li>All individuals will be educated on the importance of staying home if symptomatic.</li> <li>The School Nurse will work with parents/guardians to identify any existing health concerns such as asthma, allergies, migraines, digestive issues that may present as COVID-19 symptoms.</li> <li>Any individual who discloses symptoms will be required to wear a mask if feasible.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Kathryn Strouse Administrative Director</p> <p>Sarah Webber School Nurse</p>	<p>Survey Monkey COVID-19 Health Screening app</p> <p>In-service presentation GCN tutorials</p> <p>YouTube videos</p> <p>MBIT website resource site, pamphlets</p> <p>COVID-19 Health Assessment Checklist</p> <p>Check-in Station</p> <p>Hands-free thermometers</p> <p><a href="#">Contact Tracing Information Form</a> <a href="#">Bucks County Department of Health</a></p>	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> <li>The individual will be quarantined in Isolation Room and held there until transportation can be arranged. This transportation must occur as soon as possible.</li> <li>Upon parent arrival, the parent will speak to nurse and student will be sent out to meet parent. The individual picking up the student will not be permitted in the school.</li> <li>The individual will be referred to medical personnel for testing, based on nursing assessment. All individuals with a fever will be referred to their physician for COVID testing.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber, School Nurse</p> <p>Richard Hansen, Facility Manager</p>	<p>Cleaning supplies for Isolation Room</p> <p>N-95 Masks and Fitting Tool</p> <p>Surgical gowns for nurse</p> <p>Gloves for nurse</p> <p>Plastic dividers</p> <p>Designated for isolation area</p> <p>Support and collaboration by Bucks County Department of Health</p> <p><a href="#">PA Health – Guidance on Home Isolation or Quarantine</a></p> <p><a href="#">CDC – At Home Protection Recommendation s</a></p> <p><a href="#">CDC – Communication Resources</a></p>	<p>Yes</p> <p>Training for nurse on protocols and proper cleaning</p> <p>Parent training on new procedures</p> <p>Training on use of masks</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>• If testing is necessary, the individual will not be permitted to return unless there is a negative COVID test.</li> <li>• DOH will be notified of any positive testing.</li> <li>• All spaces will be sanitized were the individual traveled.</li> <li>• All spaces will be disinfected each evening.</li> <li>• Staff will refer to the isolation protocol for evaluation/disposition of students with COVID-19 symptoms.</li> <li>• Notify the Bucks County Health Department of all known positive COVID-19 tests.</li> <li>• Work in collaboration with the local health department to notify any students/faculty that had potential exposure to COVID-19 via contact tracing protocols. Confidentiality of positive cases to be maintained</li> <li>• If a student or staff member is positive for COVID: <ul style="list-style-type: none"> <li>○ Close off areas used by sick person and do not use again before cleaning and disinfected.</li> </ul> </li> </ul>				

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>o Wait at least 24 hours before cleaning and disinfecting associated areas. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.</li> </ul>				
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	<ul style="list-style-type: none"> <li>• Student must see School Nurse, upon return to school, prior to entering any other school space</li> <li>• If tested completed for COVID, must present these results prior to school return</li> <li>• Guidelines currently- 7 calendar days out of school, may return when fever-free for 48 hours</li> <li>• Track estimated return to school dates of students and faculty/staff in isolation and quarantine</li> <li>• If a student/staff member travels to a state listed on the Pennsylvania government site for quarantine, the student/staff member must self-quarantine for 14 days prior to returning to school or work</li> <li>• Consult with the Bucks County DOH on decisions impacting the isolation of students/staff in contact with exposed members of the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Yellow</li> </ul>	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber, School Nurse</p>	<p>DOH Resources</p> <p><a href="#">FAQ Bucks County Department of Health Reopening Guidance</a></p> <p><a href="#">CDC - Quarantine Guidelines</a></p> <p><a href="#">Leave of Absence and Family First Corona Virus Response Act (FFCRA)</a></p>	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>14 day quarantine for any student/staff member with a family member or member of their household who tests positive for COVID</li> </ul>				
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>Department of Health will be notified by CSN of suspected positive COVID case</li> <li>Department of Health will give direction in terms of family notification, this communication will be shared by school</li> <li>Consult with the Bucks County Health Department on decisions impacting the closure of classrooms, schools, or the district</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber, School Nurse</p>	<ul style="list-style-type: none"> <li>Support and Communication from the Bucks County Department of Health</li> </ul> <p>MBIT School Alert</p>	No
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Parents to monitor children at home for signs of illness</li> <li>Staff will self-monitor for signs of illness and will complete a monitoring checklist daily</li> <li>Staff will screen students for signs of illness</li> <li>Nurse will track cases (staff and students) to assist Bucks County Department of Health with tracing and decisions in closing schools</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber School Nurse</p> <p>Teachers</p>	<p>Monitoring Tools</p> <p>Tracking System</p> <p>Assistance to the Bucks County Department of Health with Contact tracing information</p>	<p>Yes</p> <p>Parent and staff education on symptoms of COVID; staff training on tools</p>

## Other Considerations for Students and Staff

### Key Questions

- **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**

MBIT will follow the current recommendations of the Bucks County Health Department & the CDC. The current order as of July 1st, 2020 is for all stakeholders to wear a face covering in public settings and practice social distancing guidelines. All staff and students entering the school building during will be required to wear a face covering. Staff teaching from the school building, support staff, and students will wear a face covering. Face masks or face shields will be made available to individuals who enter the school building.

[Governor's Order Requiring Universal Face Coverings July 1, 2020](#)

- **What special protocols will you implement to protect students and staff at higher risk for severe illness?**

A student-specific plan will be developed for students at higher risk that facilitates their safe return to school using increased social distancing strategies, where feasible, for the student and staff.

A staff-specific plan will be developed for staff who are at high risk that facilitates their safe return to school using increased social distancing strategies, where feasible. An alternative work schedule shall also be considered.

Those students and staff at higher risk for severe illness will be provided a clear face shields, in addition to face masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.

- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**

Additional substitute teachers will be recruited and prepared in the event of staff illness. All Instructional Assistants with post-secondary degrees will be approved through PDE as substitute teachers.

- **How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?**

MBIT will conduct strategic professional development sessions to educate all teachers on utilizing Google Classroom so that they are prepared if distance learning is necessary. Youth Mental First Aid training will also be provided to staff.

MBIT plans to continue its use of Google Classroom for all students, and has worked with our sending school districts to ensure all students have access to a device to work on learning materials remotely. MBIT has purchased additional web-based and e-learning instructional materials to support CTE programs where the learning was more traditional. When necessary, accommodations will be provided for students who need learning packets or printed materials.

Counselors will have access to the Google Classroom and will provide social emotional resources to students using this platform as well as posting the information on the MBIT website

The Student Assistance Team will continue to meet twice a month.

The Special Education teachers and Instructional Assistants will continue to support students with an IEP.

**Summary of Responses to Key Questions:**

Middle Bucks Institute of Technology will protect all students and staff, especially those at high risk through the protocols as outlined below.

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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>A student-specific plan will be developed for students at higher risk that facilitates their safe return to school using increased social distancing strategies, where feasible, for the student and staff.</li> <li>Staff who are at high risk will be required to wear clear face shields, in addition to a face mask when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.</li> <li>Provide routine check-ins with the School Nurse for students and staff at higher risk.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Kathryn Strouse Administrative Director/ Pandemic Coordinator</p> <p>Sarah Webber School Nurse</p>	<p>High Risk Student Plans</p> <p>PPE</p> <p>N95 Mask</p> <p>Face masks</p> <p>Face shields</p> <p><a href="#">If You Are Immunocompromised, Protect Yourself from COVID</a></p> <p><a href="#">CDC – People Who Need to Take Extra Precautions</a></p>	Yes
<b>* Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>Staff will be required to wear a face covering per the Governor's Order requiring universal face coverings.</li> <li>Staff will be required to wear a mask when entering the Isolation Room.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Kathryn Strouse Administrative Director /Pandemic Coordinator</p>	<p>Signage</p> <p>Face masks</p> <p><a href="#">Governor's Order Requiring Universal Face Coverings July 1, 2020</a></p>	Yes



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>Students will be required to wear a face mask covering per the Governor's Order requiring universal face coverings.</li> <li>Students will be required to possess a mask at all times (and to carry it with them at all times).</li> <li>Students will be required to wear a face covering on school vehicles.</li> <li>Individuals who cannot wear a mask due to a medical issue, mental health condition or disability will be excluded from this requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Kathryn Strouse Administrative Director/ Pandemic Director</p> <p>Lauren Doherty CTE Supervisor</p>	<p>Signage</p> <p>Face masks</p> <p><a href="#">Governor's Order Requiring Universal Face Coverings July 1, 2020</a></p>	Yes
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>A specific plan that facilitates the safe return to school using increased social distancing strategies, where feasible will be developed for students or staff at high risk with complex needs or vulnerabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	<p>Sarah Webber School Nurse</p>	<p>Student-Specific Plans</p> <p>Staff-Specific Plans</p> <p><a href="#">CDC – People Who Need to Take Extra Precautions</a></p>	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>Staff will be assigned to work in specific areas of the school to support social distancing and limit exposure.</li> <li>Instructional Assistants will assist in classroom where social distancing requires the class to divide between classroom and lab areas.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Yellow</li> </ul>	Kathryn Strouse Administrative Director/ Pandemic Director	Teacher Duty Assignment Chart  IA Assignment Chart	No

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>MBIT Health &amp; Safety Plan Overview</b>	All Professional Staff	Stacy Pakula, Assistant Director Steven Guinan, Administrative Intern	In-service	MBIT Health & Safety Plan PowerPoint Presentation CDC	7-20-2020`	8-26-2020
<b>MBIT Health &amp; Safety Plan Overview</b>	12-Month, IA and Li'l Bucks Staff	Stacy Pakula, Assistant Director Lauren Doherty, CTE Supervisor Steven Guinan, Administrative Intern	In-service	MBIT Health & Safety Plan PowerPoint Presentation CDC	8-27-2020	8-27-2020
<b>COVID-19 Transitioning to a Remote Workforce</b>	All Staff	Stacy Pakula, Assistant Director Steven Guinan, Administrative Intern	In-service	PowerPoint Presentation	7-20-2020`	8-26-2020
<b>COVID-19 Plan, Prepare, and Respond – Educational Institutes</b>	All Staff	Jaime Moran	On-line	Computer, GCN	July 20, 2020	8-31-2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>COVID-19 Video: How to wear a Mask (OSHA)</b>	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-2020	8-31-2020
<b>COVID-19 Video: Proper Handwashing (CDC)</b>	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-2020	8-31-2020
<b>COVID-19 Workplace Guidelines</b>	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-020	8-31-2020
<b>Pandemic Preparedness</b>	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-2020	8-31-2020
<b>Distance Learning</b>	Teachers	Kathryn Strouse, Administrative Director Stacy Pakula, Assistant Director	In-service	PowerPoint, Computer Lab	7-22-2020 8-3-2020	7-22-2020 8-3-2020
<b>Google Classroom for Educators</b>	Teachers	Western IU IV	On-line	Computer; course material	Varied start dates	8-week course
<b>Youth Mental Health First Aid Instructor Certification</b>	School Counselor	BCIU 22	Workshop	Course material	8-17-2020	8-19-2020
<b>Barbicide COVID-19 Certification</b>	Cosmetology teachers and students	PA State Board of Cosmetology	On-line	Computer, course material, exam	9-15-2020	9-30-2020
<b>ServSafe COVID-19 Food Safety Certification</b>	Culinary Arts teachers	ServSafe	On-line	Computer, course material, exam	8-1-2020	8-31-2020

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Distance Learning Survey</b>	Staff	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 5, 2020	June 26, 2020
<b>Distance Learning Survey</b>	Students/Families	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 5, 2020	June 26, 2020
<b>Reopening School Survey</b>	Students/Families	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 26, 2020	July 8, 2020
<b>Reopening School Update</b>	Students, Families, & Staff	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 30, 2020	June 30, 2020
<b>MBIT Health &amp; Safety Plan</b>	Students, Families, & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website	July 8, 2020	July 14, 2020
<b>Reopening School Update</b>	Students, Families, & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website	July 20, 2020	July 20, 2020



## Health and Safety Plan Summary: Middle Bucks Institute of Technology

**Anticipated Launch Date: September 1, 2020**

This overview of the Middle Bucks Institute of Technology's Health and Safety Plan provides a summary and will be posted on the MBIT website.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>All occupied spaces cleaned daily.</p> <p>High touch area disinfected 2X daily (light switches, handrails, door handles, etc.</p> <p>Restrooms additionally disinfected mid-day.</p> <p>Air handlers opened to allow more outside air into the ventilation system.</p> <p>Install MERV 13/14 air filters in all air handler systems.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</li> </ul>	Modify classrooms to provide 6' of separation Use lab areas to increase social distancing Use flex learning areas
<ul style="list-style-type: none"> <li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li> </ul>	Encourage increased hand washing.
<ul style="list-style-type: none"> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> </ul>	Distribute hand sanitizer and wall mounted sanitizer throughout the school building and classrooms.
<ul style="list-style-type: none"> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> </ul>	Post signs, floor decals, and electronic communication, to educate and increase awareness.
<ul style="list-style-type: none"> <li>* Limiting the sharing of materials among students</li> </ul>	Avoid sharing electronic devices, when feasible.
Staggering the use of communal spaces and hallways	Ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
Adjusting transportation schedules and practices to create social distance between students	Limit use of supplies and equipment by one group of students at a time and clean and disinfect between uses.
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Staggered arrival and dismissal times.
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Li'l Bucks parents drop off children at the Check-in Stations rather than enter school building.
Other social distancing and safety practices	

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Staff and parents will be provided guidelines about signs and symptoms of COVID-19. It will be expected that staff and parents will self-monitor prior to arrival at school.</p> <p>Parents are asked not to send students to school if they are exhibiting COVID-19 symptoms.</p> <p>The School Nurse will operate an Isolation Room in a separate location to quarantine possible COVID patients from other medical related needs.</p> <p>Staff or student that exhibit signs or symptoms during the school day will report to the Isolation Room with a face covering.</p> <p>The School Nurse will fully assess the staff or student including a temperature check and questions about any pre-existing conditions that may explain the symptoms. If the situation warrants, the School Nurse will contact the parent/guardian to arrange for transportation off-site.</p> <p>The School Nurse will clean and sanitize the area between each student/staff.</p> <p>The Administrative Director will consult with the Bucks County Health Department on decisions impacting the closure of classrooms or the school.</p>



## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Staff will be required to wear a face mask while in common areas and social situations with high volume when maintaining 6' social distancing is not possible.</p> <p>Students will be required to wear a face mask while in common areas and social situation with high volume when maintaining 6' social distancing is not possible, on the school bus, and while transitioning classes.</p> <p>All staff must wear face masks and will be provided by MBIT.</p> <p>Face shields are an option, but they must be worn WITH a face mask.</p> <p>A specific plan that facilitates the safe return to school using increased social distancing strategies, where feasible will be developed for students or staff at high risk with complex needs or vulnerabilities.</p> <p>Face masks will be available daily to MBIT staff at the Main Office and Health Suite.</p> <p>Additional substitute teachers will be recruited and all Instructional Assistants with post-secondary degrees will be approved as substitute teacher through PDE.</p> <p>Instructional Assistants will be assigned to work in specific areas of the school to support social distancing and limit exposure.</p>

**RESOURCES:**

- CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC The Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- Process to Reopen Pennsylvania: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>
- CDC People Who Need Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public: <https://www.governor.pa.gov/wp-content/uploads/2020/06/20200504-COVID-19-Business-Guidance.pdf>
- DOH Guidance on Home Isolation or Quarantine and Returning to Work: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>
- CDC Important Information About Your Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- CDC How to Clean and Disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- COVID-19 Planning Considerations: Guidance for School Re-entry: <https://services.aap.org/en/pages/2019-novel-coronaviruses-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- Pennsylvania School Reopening Task Force Report: [https://www.psba.org/wp-content/uploads/2020/06/School-Reopening-Task-Force-Report\\_FINAL-061820.pdf](https://www.psba.org/wp-content/uploads/2020/06/School-Reopening-Task-Force-Report_FINAL-061820.pdf)
- DHS Office of Child Development and Early Learning (OCDEL) Operational Guidance for Childcare Centers <https://www.dhs.pa.gov/coronavirus/Pages/OCDEL-Family-Support-Programs-Operational-Guidance.aspx>
- CDC Guidance on Childcare, Schools, and Youth Programs: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>



## Health and Safety Plan Governing Body Affirmation Statement

The Board of School Directors for **Middle Bucks Institute of Technology** reviewed and approved the Phased School Reopening Health and Safety Plan on July 13, 2020.

The plan was approved by a vote of:

☐ **Yes**  
☐ **No**

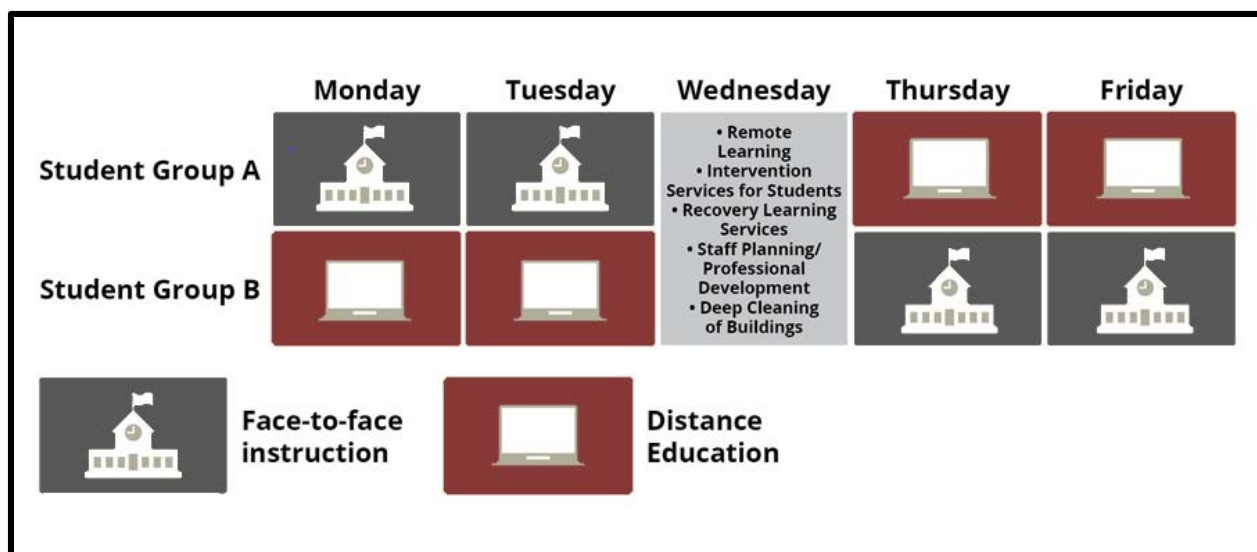
Affirmed on: **July 13, 2020**

By:

\_\_\_\_\_  
(Signature\* of Board President)

\_\_\_\_\_  
(Print Name of Board President)

# Middle Bucks Hybrid Model



## **A GROUP:**

Centennial (A-L)

CB East

CB West

Council Rock (A-L)

Voyages

## **B GROUP:**

Centennial (M-Z)

CB South

New Hope Solebury

Council Rock (M-Z)



## Tuition Policy

1. First time registration requires two weeks of tuition paid at registration. This will be applied to first month tuition.
2. Tuition payments are to be made on the first school day of the calendar month. If tuition is not received by the 5th of the month, a late payment fee of \$25.00 will be due along with the tuition payment. Payment can be made by personal check or money order. If our bank returns your personal check to the school for any reason, a \$25.00 fee will be imposed and tuition payment from you by money order will be required.
2. If your child is absent due to illness, vacation, etc. tuition is still due. All of our costs are based on the activities for an entire school year. **There is no reimbursement for snow days or other unexpected closures unless otherwise approved by MBIT.**
3. Upon enrollment, you will receive a calendar of all the scheduled holidays that we are not in session.
4. A late pick up fee is charged at \$1.00 per minute.
5. Parents are required to give two weeks written notice prior to withdrawal from Li'l Bucks Partners In Learning.

## Health

1. Upon enrollment in L'il Bucks Partners In Learning, we must have on file a Child Health Assessment, signed by your pediatrician with your child's medical history. This must be updated every year for a preschool child.
2. Upon enrollment, you will receive the illness policy for contagious disease. A doctor's note must be provided before your child is re-admitted to L'il Bucks Partners In Learning after he or she has been out with a contagious disease (pink-eye, impetigo, chicken pox, etc.)

**I have read the above.**

ISO Form Number: LB2100F-04	Issue Date: August 19, 2005
Hard copies of this document are considered uncontrolled.	



---

Signature

Date

***2020-2021***

***MEMORANDUM of UNDERSTANDING***

***Between***

***Career and Technical Centers and Sending School Districts***

***And***

***The Bureau of Career and Technical Education***

***For***

***Participation in the***

***BCTE Technical Assistance Program***

## **Technical Assistance Program Commitment**

Despite a decade of reform and rising public expenditures for education, little has changed in most high schools to prepare students for the demands of work and further education. The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

### **Purpose**

The purpose of this Program is to significantly raise the academic and technical achievement of all students enrolled in approved career and technical education programs at a CTC or high school which take advantage of this opportunity. Through this Program, BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP activities and participate in all professional development activities provided by BCTE.

### **Goal**

The academic targets and skill attainment targets are based on the meaningful progress targets negotiated as part of the Perkins V grant process for 2S1 Keystone Literature, 2S2 Keystone Algebra, and 5S4 Skill Attainment.

### **TAP Activities**

Your school has confirmed all TAP services you will participate in during the 2020-2021 school year. Schools were chosen to participate in the various activities based on BCTE review of the *Intent to Participate Survey* responses and a school's ability to most benefit from each TAP activity. Due to the COVID-19 pandemic, TAP activities will adapt training and coaching sessions to meet the specific needs of each school. Activities will be delivered on-site or virtually as feasible and appropriate for each school.



**Memorandum of Understanding  
with  
Middle Bucks Institute of Technology**

**2020-2021  
Technical Assistance Program (TAP) Activities**

By signing this Memorandum of Understanding, you are assuring your school's participation in the following TAP activities:

- NOCTI Pre-Tests and Study Guides
- Regional Career Pathways Partnerships (NC3T)
- Pennsylvania Inspired Leadership (PIL) Program – Equity in CTE for Non-traditional (Gender) Students
- Pennsylvania Inspired Leadership (PIL) Program – Special Education Success in Career and Technical Education

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Career and Technology Center Director Signature

Date

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Superintendent of Records Signature


Date

---

Joint Operating Committee Chair Signature

Date

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Director, Bureau of Career and Technical Education  
Pennsylvania Department of Education

7/22/2020

Date

## BUCKS COUNTY WORKFORCE DEVELOPMENT BOARD MASTER TRAINING CONTRACT 2020

### Fiscal Agent

Bucks County Workforce Development Board, Inc.  
1268 Veterans Highway  
Bristol, PA 19007  
Phone:

Contact:  
Email:  
Phone:

### Training Provider:

Name: Middle Bucks Institute of Technology  
Address: 2740 York Road  
Jamison, PA 18929  
Phone: 215-343-2480  
Contact: Kristin Feeney  
E-Mail: kfeeney@mbit.org  
Operations Contact: Kristin Feeney  
E-Mail: kfeeney@mbit.org

This Master Training Contract ("Contract") is effective on July 1, 2020, by and between the Bucks County Workforce Development Board, Inc. ("BCWDB"), and Training Provider, with reference to the following facts:

### **A. BCWDB**

The BCWDB will perform each of the following functions within the County: (i) grant recipient and contractor for Temporary Assistance to Needy Families ("TANF") funds and (ii) grant recipient and contracting agent under the Workforce Innovation and Opportunity Act ("WIOA") for Bucks County's local one-stop delivery system ("CareerLink").

As such, BCWDB is responsible to: (1) carry out Federal, State and County policies; (2) comply with the provisions of WIOA and TANF statutes, regulations and policies, including those of the Commonwealth of Pennsylvania ("State") enacted in compliance with any of these federal statutes; (3) participate in coordinating services to Participants through the PA CareerLink® Bucks County; and (4) enter into contracts with providers of such services as the BCWDB deems appropriate.

### **B. Training Provider**

The Training Provider hereby represents to the BCWDB that it is (i) an "Eligible Provider of Training Services" pursuant to policies and procedures established by the State in cooperation with the BCWDB and County, and (ii) qualified under federal and state regulations and rules to offer training services to individuals whose related costs are subsidized by WIOA and/or TANF funding, both of which representation apply to each course of study.

### **C. Contract Agreement**

The BCWDB and the Training Provider intend by this Contract to cooperate in offering training and related services to Participants who are authorized/referred by the BCWDB to receive such services to the Training Provider through an approved "Individual Training Account (ITA)" [described in WIOA Section 134(d)(4)(G)] in compliance with ITA policies and procedures established by the BCWDB.

NOW, THEREFORE, in reliance upon the above facts and representations, the BCWDB and Training Provider agree as follows:

### **1. Participant Referral and Acceptance**

The PA CareerLink® Bucks County staff shall be responsible for screening and evaluating each Participant's compliance with prerequisites for enrollment into subsidized training. Upon approval of eligibility, the PA CareerLink® Bucks County staff shall furnish an *Individual Training Account – ITA - Referral* (Exhibit A attached hereto and incorporated herein by this reference) to the Participant certifying such eligibility.

The Participant shall utilize the *ITA Referral* to:

- select the particular training entity and course of study which s/he wishes to pursue, and
- to verify to the entity the Participant's ability to access the appropriate funds to pay for the training in its entirety or in portion that s/he selects. Appropriate funds payment may include WIOA, TANF, BCWDB discretionary, or any combination thereof as and at the discretion and direction of the BCWDB.

Upon the BCWDB's receipt of a fully-executed *ITA Referral*, the BCWDB shall issue an *ITA Authorization* to the Training Provider. This authorization shall function as the BCWDB's promise to pay the costs identified therein directly to the Training Provider, subject to the terms and conditions of this Agreement and ITA.

### **2. Commencement of Training**

Following proper and timely activation of an ITA, the Participant shall commence full participation in the Approved Course activities on the approved start date and shall thereafter participate continuously in the Approved Course pursuant to the Training Provider's standard attendance policies. Upon commencement of a Participant's participation in the Approved Course, the respective ITA shall become fully a part of this Contract without the need for its physical attachment hereto.

**The Training Provider acknowledges and agrees that the Participant is not considered enrolled and no funds will be disbursed for that Participant until the Participant has completed five full days of training and attends on the sixth day.**

The *Commencement Letter (Exhibit B)* evidencing the Training Provider's enrollment of the Participant and attendance in the Approved Course must be transmitted on the 6<sup>th</sup> day to the BCWDB as a condition to activation of the BCWDB's duty to compensate the Training Provider for its training costs. Any ITA which is not activated in this manner could result in the contract being null and void.

Upon commencement of training, each Participant shall have full access to all of the Training Provider's facilities, resources, personnel and supplies, to the same extent as the Training Provider's other students, and there shall be no reduction in services to a Participant due to subsidization of his/her training under BCWDB administered funds.

### **3. Course Content**

The Approved Course curriculum and related materials provided to the BCWDB in the process of certifying the Training Provider as an Eligible Provider of Training Services shall be diligently followed and applied by the Training Provider in its instruction and training of each Participant and shall not be substantially amended. As used herein, "substantially amended" shall mean any change in course objectives; any reduction in expected student competency achievement; any reduction in minimum attendance requirement; and for any exception to minimum education or experience standards for instructors.

#### 4. Financial Provisions

Subject to issuance and activation of an *ITA Authorization* and timely commencement of the Participant's participation in the Approved Course as provided above, the BCWDB shall be responsible for payment to the Training Provider 100% of the amount specified in the ITA, on the terms and upon completion of the objectives specified below:

- Provided that Training Provider shall assist the Participant to apply for **all** available financial aid grants for which the Participant may be qualified. Immediately upon receipt of notice of any such financial aid grant received by or for the benefit of the Participant, the Training Provider shall notify the BCWDB in writing of such aid. The amount of the aid shall be deducted from the face value of the ITA and shall be credited against all subsequent payments owing to the Training Provider under the ITA until the financial aid grant is exhausted.

Should the amount of such aid exceed the balance then owing to the Training Provider under the ITA, such excess amount shall be repaid to the BCWDB within thirty (30) days after the Training Provider receives notice of the aid, which repayment shall not exceed the amounts previously paid by the BCWDB to the Training Provider under the financial aid recipient's ITA.

Notwithstanding any other provision of this Section, if the financial aid is either (a) in the form of a loan to the Participant which must be repaid, or (b) payable solely to the Participant for expenses other than Approved Course registration, books and other materials or tuition, then no credit shall be applied to the ITA's face value and no repayment shall be owing to BCWDB.

Should the cost of the Approved Course or other services provided by the Training Provider to the Participant exceed the face value of the ITA, the excess amount shall be paid as the Training Provider and the Participant may determine, and BCWDB shall in no event bear any responsibility therefore.

- Provided that Training Provider shall submit the required reports as outlined in the Required Reporting Section.
- Training Provider acknowledges and agrees that the cost(s) listed on the approved State Provider List are the **total** cost(s) for the approved courses for any Participant. This cost is all inclusive and includes books, tools, any necessary equipment, testing fees and certification fees given by the Training Provider. Neither the Participant nor BCWDB may be required to pay any additional funds or obtain additional supplies that would result in incurring any additional cost.

Subject to issuance and activation of an *ITA Authorization* and timely commencement of the Participant's participation in the Approved Course as provided above, the BCWDB shall be responsible for payment to the Training Provider.

#### 5. Invoicing

Training Providers are required to submit a monthly invoice by the 10<sup>th</sup> of the month for the previous month regardless of the length of the training program. Monthly payments shall be made to the Training Provider as provided by the ITA, only upon receipt of the Training Provider's invoice, original *Attendance Forms (Exhibit C)* and *Monthly Progress Report (Exhibit D)* completed in their entirety. Failure to do so will result in delay in payment by the BCWDB. The BCWDB shall make the appropriate payment to the Training Provider within thirty (30) days after receipt of the invoice and all required documentation, subject to adjustment by BCWDB and based on verification of the information in the invoice or due to prior overpayments to Training Provider. **Upon course completion and final**

**invoicing, Training Providers must provide the BCWDB with a copy of the earned certificate, license, etc.**

## **6. Site Conditions; Indemnity and Insurance**

The Training Provider hereby represents and assures the BCWDB that all facilities and equipment used in the course of delivering an Approved Course to a Participant shall at all times comply with all applicable accessibility and safety standards, whether contained in Federal or State laws or regulations or local governmental ordinances. The Training Provider hereby indemnifies holds harmless and agrees to defend the BCWDB against any claim of loss by any third party asserting that the Training Provider has failed to comply with its obligations contained in this Section. As used herein, “loss” shall mean all claims and awards of damages due to death, personal injury, property damage or noncompliance with applicable laws, and all costs and expenses incurred defending such claims (including without limitation attorneys’ fees, discovery costs and court costs at trial and on appeal). The Training Provider shall purchase and maintain in effect all commercially reasonable or legally required forms and amounts of insurance coverage applicable to its activities hereunder, including without limitation worker’s compensation, insurance for its employees and contractors engaged in providing services described herein; premises liability insurance for facilities supporting those services; and general liability insurance covering all associated activities of the Training Provider and its directors, employees, agents or contractors and other representatives.

Each such policy of insurance shall be deemed primary with respect to any similar insurance carried by BCWDB and shall prove that it may not be amended or cancelled except upon thirty (30) days advance notice from the insurer directly to BCWDB. The Training Provider shall provide the BCWDB a written certificate of insurance evidencing coverage on an annual basis. The Training Provider shall comply with any reasonable request by the BCWDB to increase its coverage.

## **7. Required Reporting and Access to Records**

The Training Provider is responsible for submitting the following documents in a timely manner as outlined below:

- **Attendance Forms:** The Training Provider shall submit *Attendance Forms (Exhibit C)* on a monthly basis with the invoice. The Training Provider is solely responsible for submitting signed and verified *Attendance Forms* attesting to Participant’s attendance in the course funded through the ITA. Signatories are the Participant and the Instructor. Original attendance forms are to be submitted directly to the BCWDB on a monthly basis, regardless of the length of the course.

In the event of an absence of three or more consecutive days, the Training Provider shall contact the BCWDB to request a *Reauthorization Form (Exhibit E)* which will allow the Participant to return to the course/program. The BCWDB will not be responsible for any costs incurred after the third day of absence if the Participant is permitted re-entry in the course/program without producing a Reauthorization form.

- **Progress Reports:** The Training Provider shall submit an original *Monthly Progress Report (Exhibit D)* with the invoice.
- **Program Completion / Termination Form:** The Training Provider shall submit a *Program Completion / Termination Form (Exhibit F)* upon the Participant’s completion of or early termination from the Approved Course. This report shall be submitted within ten (10) days after the Participants’ completion / termination or with the final monthly invoice, whichever occurs

delivery in person or by facsimile with appropriate receipt, or (b) three (3) days after mailing by U.S. Mail properly addressed and with sufficient postage affixed. For notice purposes, the address and facsimile numbers of the parties are listed on the first page of this contract.

- *Attachment A: Non-Discrimination Assurance*
- *Attachment B: Certification Regarding Lobbying*
- *Attachment C: Certification Regarding Debarment, Suspension and Ineligibility*
- *Attachment D: Certification Regarding Drug Free Work Place Requirements*
- *Attachment E: ADA Accessibility / Monitoring Provisions*
- *Attachment F: Compliance with Audit Requirements*

#### 10. Exhibits

- *Exhibit A: Individual Training Account (ITA) Referral*
- *Exhibit B: Commencement Letter*
- *Exhibit C: Attendance Form*
- *Exhibit D: Monthly Progress Report*
- *Exhibit E: Reauthorization Form*
- *Exhibit F: Program Completion / Termination*
- *Exhibit G: Employment Verification*

### CONTRACT AUTHORIZATION

Contractor:



Authorized Signature

Date

*Kathryn Strouse*

*Administrative Director*

Printed Name of Authorized Signatory

Title

**For the Bucks County Workforce Development Board, Inc.:**

Authorized Signature

Date

Printed Name of Authorized Signatory

Title

first.

- **Employment Verification:** The Training Provider shall submit a completed *Employment Verification form (Exhibit G)* within ten (10) days after placement.
- **Record Retention:** The Training Provider shall maintain all Participant records in a secure location at the Training Provider's sole cost and expense, for no less than seven (7) years after expiration of the Term of this Contract. This period shall be extended if the Training Provider is notified by the BCWDB in a timely manner that there exists any issue as to which such records are relevant, in which case the Training Provider shall maintain the records until resolution of the issue. From commencement of the Term throughout such periods of records maintenance, the BCWDB or any Federal or State official authorized by law shall have full and free access to such records upon giving reasonable advance notice to the Training Provider. If the Training Provider goes out of business, all records pertaining to this contract will be returned to the BCWDB for holding for the remainder of the time left in the seven-year period.
- **Copy of Certificate/License/Diploma/Etc. Earned:** The Training Provider must provide a copy of documentation that outlines any certificate, license, diploma, or the like, that have been earned through entering into ITA contracts.

#### **8. Term; Termination; Amendment**

This Contract shall be in effect for the period of time ("Term") beginning on the date stated on the first page of this contract until June 30, 2021, subject to earlier termination or extension only as provided herein. This Contract may be terminated by either party hereto before expiration of the Term only for "cause" (defined to be substantial or repeated breach of the other party's obligations hereunder) and only upon giving to the other party thirty (30) days advance notice of the proposed termination specifying the cause therefore. If during the first ten (10) days of the 30-day notice period the party claimed to be in breach ("Breaching Party") gives notice to the other party of the Breaching Party's intent to cure the breach, and if the Breaching Party fully does so within the 30-day notice period (or, for a breach which cannot reasonably be fully cured within such period, promptly commences and continues in good faith to implement the cure), this Agreement shall not be terminated. Notwithstanding the prior two sentences, this Agreement shall be terminated by the BCWDB without cause upon proper termination of the Training Provider's status as an Eligible Provider of Training Services, or upon the BCWDB's demonstrated loss of funding necessary to support its activities hereunder, or as may otherwise be required by Federal or State law or regulation; and shall be terminable by the Training Provider at any time when there is not a Participant enrolled in an Approved Course.

Upon termination, the Training Provider shall no longer be eligible for referral of Participants by the BCWDB under the ITA procedure. This Agreement may be amended (including without limitation to extend its Term) only by written agreement signed by both parties hereto.

#### **9. Miscellaneous**

This Agreement fully expresses all agreements and understanding of the parties hereto relating to its subject matter, and there exists no prior or contemporaneous agreement or understanding regarding this subject which is not stated herein. The parties to this Agreement are each an independent contractor of the other and neither shall be considered or construed to be the agent or employee of the other.

This Agreement is personal as between the parties hereto and shall not be assignable in whole or in part; any attempt to assign any right or obligation hereunder shall be void at its inception. Any notice permitted or required hereunder shall be given in writing and shall only be effective (a) immediately upon

**Attachment A****NON-DISCRIMINATION ASSURANCE****Bucks County Workforce Development Board, Inc.  
NON-DISCRIMINATION POLICY**

- A. Training Provider will not, on the grounds of race, color, sex, age, religious creed, disability, ancestry or natural origin:
1. Deny an individual any services or other benefits;
  2. Provide any services or other benefits to an individual which is different or is provided in a different manner from that provided to others;
  3. Subject any individual to segregation or separate treatment in any manner related to his/her receipt of any services or other benefits provided;
  4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or other benefits provided;
  5. Treat an individual differently from others in determining whether he/she satisfies any eligibility or other requirements or conditions which individuals must meet in order to receive any aid, care, service or other benefits provided;
  6. Deny any individual an opportunity to participate through the provision of services as otherwise afforded others.
- B. Training Provider in determining (a) the types of services or other benefits to be provided; (b) the class of individuals to whom, or the situation in which, such services or other benefits will be provided; or (c) the opportunity to participate: Will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of race, color, sex, age, religious creed, disability, ancestry, or national origin. Training Provider also will not utilize criteria that may have the effect of defeating or substantially impairing accomplishment of the objective or the program in respect to an individual's race, color, sex, age, religious creed, disability, ancestry or national origin.
- C. Training Provider will have in place or establish a client grievance procedure that sets forth a protocol to handle client complaints regarding aspects of the client's treatment.

I certify that I am an official of the agency/organization authorized to sign this assurance.



Middle Bucks Institute of Technology

Printed Name of Training Provider



Authorized Signature

Date

Kathryn Strouse

Administrative Director

Printed Name of Authorized Signatory

Title

**Attachment C (Instructions Only)****Instructions for Certification**

1. By signing this certification and submitting it with this proposal, the prospective recipient of State and/or Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of State and or Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the State and/or Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of State and/or Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of State and/or Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department.
6. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. For contracts involving Federal funds, each participant may but is not required to check the List of Parties Excluded from Procurement of Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally processed by a prudent person in the ordinary course of business dealings.
9. Except of transactions authorized under paragraph I of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the State and/or Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

**Attachment B****CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Middle Bucks Institute of Technology

Printed Name of Training Provider



Authorized Signature

Date

Kathryn Strouse

Administrative Director

Printed Name of Authorized Signatory

Title

**Attachment C****CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY****Printed Name of Training Provider:**Middle Bucks Institute of Technology**Federal Employer Identification Number:**231701582

For your contract to be finalized, this form must be completed in full.

- \_\_\_ The contract you are entering into involves the payment of State funds. Complete and sign the State-funded Contract Certification.
- \_\_\_ The contract you are entering into involves the payment of Federal funds. Complete and sign the Federal-funded Contract Certification.
- \_\_\_ The contract you are entering into involves both Federal and State funds. Please complete and sign both verifications.

**STATE-FUNDED CONTRACT CERTIFICATION**

This certificate is required by Management Directive 215.9, which implements Executive Order 1990-3. The prospective recipient of State funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible from participation in this transaction by any State or Federal department or agency.

Authorized Signature

Date

Kathryn StrouseAdministrative Director

Printed Name of Authorized Signatory

Title

**FEDERALLY- FUNDED CONTRACT CERTIFICATION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98, Section 98.510, Customers' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this certification.

Authorized Signature

Date

Kathryn StrouseAdministrative Director

Printed Name of Authorized Signatory

Title

**Attachment D****CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

Contractor certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1)
4. Notifying the employee in the statement required by paragraph (1) that, as a Condition of employment under the grant, the employee will –
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted –
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State or Local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

The Contractor should insert in the space provided below the site(s) for the performance of work done in connection with the specific grant, if other than that address stipulated on the front of this agreement.

Middle Bucks Institute of Technology, 2740 York Road  
 Place of Performance - Name & Street Address  
Jamison, PA 18929

City, State, Zip Code

Kathryn Strouse

Name, &lt;Signature&gt;, Title, Date



Administrative Director

**Attachment E****ADA Accessibility**

Training Providers must ensure equal opportunity to persons with disabilities participating in programs or activities who are receiving Federal or State funding. All goods and services must be provided to people with disabilities on an equal basis with the rest of the general public. Physical and programmatic accessibility is required under Section 504 of the Rehabilitation Act of 1973, as amended; the American with Disabilities Act of 1990, as amended; and Section 188 of the Workforce Innovation & Opportunity Act and implementing regulations (29 CFR Part 37) pertaining to persons with disabilities.

**Monitoring Provisions**

The Bucks County Workforce Development Board, Inc. (BCWDB) will conduct monitoring, oversight and evaluation of Training Providers to ensure necessary compliance with the Workforce Innovation and Opportunity Act of 2014, Federal Regulations and State policies. This monitoring may take place without prior notice to the Training Provider and may consist of on-site review of program operations and inspection of various program reports, records and activities. The BCWDB monitor shall have the authority to examine all forms and documents used, including, but not limited to, purchase requisitions, purchase orders, supply requisitions, invoices, journal entries, travel expenditures, payroll register, and other checks used by the Training Provider.

Middle Bucks Institute of Technology

Printed Name of Training Provider



Authorized Signature

Date

Kathryn Strouse

Administrative Director

Printed Name of Authorized Signatory

Title





**Attachment F**

**Compliance with Audit Requirements  
Bucks County Workforce Development Board, Inc.**

Reference: OMB Uniform Guidance for Federal Awards, Subpart F – Audit Requirements

All providers, including local governments, non-profit, and commercial for-profit organizations receiving \$750,000 or more in Federal financial assistance during their fiscal year, either directly from the Federal government or indirectly from a receipt of Federal funds, shall have an audit conducted in accordance with the provisions of OMB Uniform Guidance for Federal Awards, Subpart F – Audit Requirements and PA Management Directive 325.9.

Additionally, contracting for these audit services must comply with an open and competitive procurement process. In order to ensure maximum competition, the length of multi-year contracts is limited to five years. No multi-year contracts may be extended past the five-year period without being re-bid through the normal competitive procurement process.

Each Contractor will be responsible for complying with the requirements of OMB Uniform Guidance for Federal Awards, Subpart F – Audit Requirements and 29 CFR 99.225.

The BCWDB will monitor the Contractor's operation of the program. Such monitoring may consist of on-site review of Program operations and inspections of Program reports, documents, records and activities with or without prior notice to the Contractor. The BCWDB shall have the authority to examine the books and records used by the Contractor in accounting for expenses incurred under the contract. The BCWDB shall have the authority to examine all forms and documents used, including, but not limited to: purchase requisitions, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks and other checks used by the Contractor.

Middle Bucks Institute of Technology

Printed Name of Contractor



Authorized Signature

Date

Kathryn Strouse

Administrative Director

Printed Name of Authorized Signatory

Title



**Exhibit A****Individual Training Account (ITA) Referral****Section I - Completed by PA CareerLink® Bucks County Counselor**

Participant and PID			
Course Title (from CWDS)			
Training Provider			
Training Provider Address			
City, State, Zip			
Contact Person		Phone:	
Email Address:			
Appointment Date		Time:	

PA CareerLink® Bucks County Counselor: \_\_\_\_\_

**Section II - Completed by Training Provider & Returned to Participant**Date of Interview: \_\_\_\_\_ Accepted ☐ Not Accepted ☐

Start Date: \_\_\_\_\_ Anticipated Completion Date: \* \_\_\_\_\_

Location of Training (if different from address above): \_\_\_\_\_

How many courses are listed in the Program of Study? \_\_\_\_\_

Are any of these courses online? ☐ Yes ☐ No If so, how many? \_\_\_\_\_Is the Program Eligible for Financial Aid? ☐ Yes ☐ No (If yes, attach documentation)

Tuition Cost	
Costs of Tests/Certification not included in Tuition	
Financial Aid Received	
Total Cost of Program	

*\*This training will not be extended beyond the Anticipated Completion Date without written notification directly to the BCWDB within five (5) days in advance of the Completion Date. Receipt of a request does not guarantee an extension.*

**Section II – Continued**

Have all entrance requirements been met? ☐ Yes ☐ No If no, explain:

---

**Attach the current course schedule and the list of instructors currently scheduled to teach these courses.**

The above listed course of study will qualify the Participant for the following jobs:

1. 

---
2. 

---
3. 

---

Does the Training Provider have a Job Placement Officer? ☐ Yes ☐ No  
If yes, please provide contact information.

Job Placement Officer Name: 

---

Phone Number: 

---

 Email: 

---

---

Authorized Signature for the Training Provider Date

---

Printed Name of Authorized Signatory Title

*\*This training will not be extended beyond the Anticipated Completion Date without written notification directly to the BCWDB within five (5) days in advance of the Completion Date. Receipt of a request does not guarantee an extension.*

**Exhibit B****Bucks County Workforce Development Board, Inc.  
Commencement Letter**

Date: \_\_\_\_\_

Fax Page 1 of 1

Attention: Contracts  
Fax #: 215-874-2804

Participant: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Start Date: \_\_\_\_\_ Sixth Day of Attendance: \_\_\_\_\_

By affixing my signature below I am attesting that the above Participant has officially completed five full days of Training and has attended the sixth day.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Title

**Exhibit C**

## Bucks County Workforce Development Board, Inc. Attendance Form

**Participant Name:** \_\_\_\_\_

**Week Ending:** \_\_\_\_\_

	Scheduled Hours	Hours Attended	Comments
<b>Sunday</b>			
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Total Hours:</b>			

I have reviewed this form with my instructor and agree that it accurately reflects my attendance for the week.

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

Training Provider: \_\_\_\_\_

**Exhibit D**

**Bucks County Workforce Development Board, Inc.**  
**Monthly Progress Report for the Month of**

---

Participant Name: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

**Course Progress/Concerns:**Is the participant progressing at a satisfactory rate? Yes ☐ No ☐Is this a Pass/Fail course? Yes ☐ No ☐

If this is a graded course, what grade is required to pass the course? \_\_\_\_\_

What is the participant's current grade? \_\_\_\_\_

Is the participant on track to successfully complete the course? Yes ☐ No ☐

If no, please explain: \_\_\_\_\_

Is the course on target to complete by the anticipated completion date? Yes ☐ No ☐

If no, please explain: \_\_\_\_\_

Are there any reasons why the student may not complete by the estimated completion date?

Yes ☐ No ☐ If yes, please explain: \_\_\_\_\_**Attendance Concerns:**Were there any attendance problems for the month? Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**Exhibit E****Bucks County Workforce Development Board, Inc.  
Reauthorization Form**

Participant Name: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Last Date Attended: \_\_\_\_\_ Re-entry Date: \_\_\_\_\_

This form certifies that the Participant listed above has missed three (3) or more consecutive days of training and has been approved for re-entry into the previously approved course. A copy of this form must be retained in the Training Provider's Participant file.

\_\_\_\_\_  
BCWDB Staff\_\_\_\_\_  
Date

**Exhibit F**

## Bucks County Workforce Development Board, Inc.

### Program Completion / Termination

*Please use this form to document the Participant's successful completion (or early termination) from the Approved Course of Study.*

Participant Name: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Start Date: \_\_\_\_\_ Actual End Date: \_\_\_\_\_

Final Grade: \_\_\_\_\_

Certificate(s) Achieved: \_\_\_\_\_

Competencies Achieved: \_\_\_\_\_

Did the Participant obtain employment as a result of the Training? ☐ Yes ☐ No

If yes, please complete the *Employment Verification Form (Exhibit G)*.

If the participant did not complete the course, please provide a reason and the last date attended:

\_\_\_\_\_  
\_\_\_\_\_

Last Date Attended: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Printed Name of Authorized Signatory Title

**Exhibit G****Bucks County Workforce Development Board, Inc.  
Employment Verification**

---

*Please use this form to document employment obtained by the Participant.*

Participant Name: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Title: \_\_\_\_\_

Is the position Training Related? ☐ Yes ☐ No

Are Medical Benefits offered within 6 months of hire? ☐ Yes ☐ No

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Signatory

\_\_\_\_\_  
Title







**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
2021/2022 BUDGET CALENDAR

<b><u>DATE</u></b>	<b><u>DESCRIPTION</u></b>
August 4, 2020	2021/2022 Budget Calendar adopted by Executive Council
September 14 - 25	Budget packet distributed to Management Team & professional staff
September 25	Budget packets gathered from professional staff and reviewed by Asst. Director & CTE Supervisor
October 2	Budget packets due to Business Manager
October 6	Committee of the Whole budget planning
November 4	Preliminary budget summary presented to Committee of the Whole
November 9	Preliminary budget presentation to Executive Council
November - January	Committee of the Whole budget work sessions (if needed)
February 2, 2021	Committee of the Whole review proposed budget
February 8	Budget presentation to Executive Council
March 8	2021/2022 Budget adopted by Executive Council
March 9 – 12	Recommended budgets sent to member district Superintendents with copies for individual School Directors
March 15– April 30	Member School Boards approve recommended budget
May– June	Approved budget submitted to PDE

## Middle Bucks Institute of Technology

## Li L Bucks Preschool at MBIT For the Period 06/01/2020 through 06/30/2020

Fiscal Year: 2019-2020

	06/01/2020 - 06/30/2020	Year To Date
<b>INCOME</b>		
TUITION & FEES		
PRE SCHOOL TUITION (+)	\$470.13	\$143,371.33
Sub-total : TUITION & FEES	\$470.13	\$143,371.33
<b>Total : INCOME</b>	\$470.13	\$143,371.33
<b>EXPENSES</b>		
OPERATING EXPENSES		
WAGES (-)	\$16,618.26	\$125,993.89
BENEFITS (-)	\$7,912.62	\$67,604.92
PROF SERVICES (-)	\$125.00	\$714.66
OTHER PURCHASED SERVICES (-)	\$74.25	\$1,019.25
SUPPLIES (-)	\$0.00	\$9,283.49
EQUIPMENT (-)	\$109.69	\$1,316.29
DUES & FEES (-)	\$89.95	\$3,382.43
Sub-total : OPERATING EXPENSES	(\$24,929.77)	(\$209,314.93)
<b>Total : EXPENSES</b>	(\$24,929.77)	(\$209,314.93)
<b>OTHER</b>		
OTHER INCOME		
GRANTS (+)	\$6,600.00	\$14,515.00
OTHER (+)	\$72.44	\$618.15
SUBSIDIES - SS & RETIREMENT (+)	\$3,072.05	\$22,458.89
Sub-total : OTHER INCOME	\$9,744.49	\$37,592.04
<b>Total : OTHER</b>	\$9,744.49	\$37,592.04
<b>NET ADDITION/(DEFICIT)</b>	(\$14,715.15)	(\$28,351.56)

End of Report

## Middle Bucks Institute of Technology

## Li L Bucks Preschool at MBIT As of 06/30/2020

Fiscal Year: 2019-2020

## ASSETS

## CURRENT ASSETS

CASH (+) \$17,294.71

DUE FROM (TO) OTHER FUND (+) \$72.44

Sub-total : CURRENT ASSETS \$17,367.15

CAPITAL ASSETS, NET ACCUM  
DEPREC

EQUIPMENT (+) \$10,530.40

Sub-total : CAPITAL ASSETS, NET  
ACCUM DEPREC \$10,530.40

Total : ASSETS \$27,897.55

## LIABILITIES

## EMPLOYMENT TAX WITHHOLDINGS

PAYROLL WITHHOLDINGS (+) \$11,579.18

Sub-total : EMPLOYMENT TAX  
WITHHOLDINGS \$11,579.18

## DEFERRED REVENUE

DEPOSITS (+) \$1,400.00

Sub-total : DEFERRED REVENUE \$1,400.00

Total : LIABILITIES \$12,979.18

## EQUITY

## FUND BALANCE

NET ASSETS (+) \$43,269.93

Sub-total : FUND BALANCE \$43,269.93

## NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) (\$28,351.56)

Sub-total : NET ADDITION/(DEFICIT) (\$28,351.56)

Total : EQUITY \$14,918.37

Total LIABILITIES + EQUITY \$27,897.55

End of Report

## Balance Sheet

## Middle Bucks Institute of Technology

## Li L Bucks Preschool at MBIT For the Period 06/01/2019 through 06/30/2019

Fiscal Year: 2018-2019

	06/01/2019 - 06/30/2019	Year To Date
INCOME		
TUITION & FEES		
PRE SCHOOL TUITION (+)	\$14,440.44	\$182,905.06
Sub-total : TUITION & FEES	\$14,440.44	\$182,905.06
Total : INCOME	\$14,440.44	\$182,905.06
EXPENSES		
OPERATING EXPENSES		
WAGES (-)	\$17,639.74	\$132,335.28
BENEFITS (-)	\$9,418.62	\$83,263.22
PROF SERVICES (-)	\$0.00	\$53.25
PROPERTY SERVICES (-)	\$0.00	\$1,895.00
OTHER PURCHASED SERVICES (-)	\$141.35	\$1,000.90
SUPPLIES (-)	\$494.87	\$5,889.21
EQUIPMENT DEPRECIATION (-)	(\$7,846.69)	\$1,316.30
DUES & FEES (-)	\$303.37	\$2,813.95
Sub-total : OPERATING EXPENSES	(\$20,151.26)	(\$228,567.11)
Total : EXPENSES	(\$20,151.26)	(\$228,567.11)
OTHER		
OTHER INCOME		
GRANTS (+)	\$0.00	\$7,015.00
OTHER (+)	\$175.35	\$488.57
SUBSIDIES - SS & RETIREMENT (+)	\$3,453.48	\$25,616.68
INTEREST INCOME (+)	\$95.00	\$95.00
Sub-total : OTHER INCOME	\$3,723.83	\$33,215.25
Total : OTHER	\$3,723.83	\$33,215.25
NET ADDITION/(DEFICIT)	(\$1,986.99)	(\$12,446.80)

End of Report

## Middle Bucks Institute of Technology

## Li L Bucks Preschool at MBIT As of 06/30/2019

Fiscal Year: 2018-2019

## ASSETS

## CURRENT ASSETS

CASH (+) \$61,608.60

DUE FROM (TO) OTHER FUND (+) (\$15,881.84)

ACCOUNTS RECEIVABLE (+) \$1,634.60

Sub-total : CURRENT ASSETS \$47,361.36

## CAPITAL ASSETS

EQUIPMENT, NET (+) \$11,846.69

Sub-total : CAPITAL ASSETS \$11,846.69

Total : ASSETS \$59,208.05

## LIABILITIES

## EMPLOYMENT TAX WITHHOLDINGS

PAYROLL WITHHOLDINGS (+) \$13,979.44

Sub-total : EMPLOYMENT TAX WITHHOLDINGS \$13,979.44

## ACCOUNTS PAYABLE

ACCOUNTS PAYABLE (+) \$255.64

Sub-total : ACCOUNTS PAYABLE \$255.64

## DEFERRED REVENUE

DEPOSITS (+) \$1,703.04

Sub-total : DEFERRED REVENUE \$1,703.04

Total : LIABILITIES \$15,938.12

## EQUITY

## FUND BALANCE

NET ASSETS (+) \$55,716.73

Sub-total : FUND BALANCE \$55,716.73

## NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) (\$12,446.80)

Sub-total : NET ADDITION/(DEFICIT) (\$12,446.80)

Total : EQUITY \$43,269.93

Total LIABILITIES + EQUITY \$59,208.05

End of Report

Balance Sheet

## Middle Bucks Institute of Technology

## Adult Education For the Period 06/01/2020 through 06/30/2020

Fiscal Year: 2019-2020

	06/01/2020 - 06/30/2020	Year To Date
<b>INCOME</b>		
Local Revenue		
Registration Fees & Tuition (+)	\$0.00	\$97,461.49
Sub-total : Local Revenue	\$0.00	\$97,461.49
State Subsidies		
Vocational Ed Subsidy - Adults (+)	\$0.00	\$8,107.39
Social Security Subsidy (+)	\$88.48	\$2,475.93
Retirement Subsidy (+)	\$388.42	\$6,924.48
Sub-total : State Subsidies	\$476.90	\$17,507.80
<b>Total : INCOME</b>	\$476.90	\$114,969.29
<b>EXPENSES</b>		
Salaries		
Administrative (-)	\$2,312.80	\$30,066.40
Instructors (-)	\$0.00	\$29,040.00
Support (-)	\$0.00	\$6,064.79
Sub-total : Salaries	(\$2,312.80)	(\$65,171.19)
Benefits		
Statutory (-)	\$963.92	\$19,509.57
Sub-total : Benefits	(\$963.92)	(\$19,509.57)
Property Services		
Repairs & Maintenance (-)	\$4.95	\$59.40
Sub-total : Property Services	(\$4.95)	(\$59.40)
Other Purchased Services		
Postage (-)	\$0.00	\$9,629.97
Advertising (-)	\$0.00	\$967.75
Printing & Binding (-)	\$0.00	\$10,451.40
Travel & Prof. Development (-)	\$0.00	\$463.84
Sub-total : Other Purchased Services	\$0.00	(\$21,512.96)
Supplies		
Consumable Supplies (-)	\$82.97	\$7,125.93
Books & Periodicals (-)	\$0.00	\$7,612.71
Software & Audio Visual (-)	\$0.00	\$90.66
Utilities (-)	\$0.00	\$2,174.91
Sub-total : Supplies	(\$82.97)	(\$17,004.21)
Dues & Fees		
Dues & Fees (-)	\$71.90	\$3,440.50
Sub-total : Dues & Fees	(\$71.90)	(\$3,440.50)
<b>Total : EXPENSES</b>	(\$3,436.54)	(\$126,697.83)
<b>OTHER</b>		

Operating Statement

# Middle Bucks Institute of Technology

## Adult Education For the Period 06/01/2020 through 06/30/2020

Fiscal Year: 2019-2020

	06/01/2020 - 06/30/2020	Year To Date
Other Income		
Interest Income (+)	\$247.16	\$247.16
Sub-total : Other Income	\$247.16	\$247.16
<b>Total : OTHER</b>	\$247.16	\$247.16
<b>NET ADDITION/(DEFICIT)</b>	(\$2,712.48)	(\$11,481.38)
End of Report		



## Middle Bucks Institute of Technology

## Adult Education As of 06/30/2020

Fiscal Year: 2019-2020

## ASSETS

## CURRENT ASSETS

CASH &amp; INVESTMENTS (+) \$218,723.95

DUE FROM (TO) OTHER FUNDS (+) (\$903.56)

Sub-total : CURRENT ASSETS \$217,820.39

Total : ASSETS

\$217,820.39

## LIABILITIES

## CURRENT LIABILITIES

ACCRUED BENEFITS (+) \$3,078.71

Sub-total : CURRENT LIABILITIES \$3,078.71

Total : LIABILITIES

\$3,078.71

## EQUITY

## FUND BALANCE

BEGINNING FUND BALANCE (+) \$226,223.06

Sub-total : FUND BALANCE \$226,223.06

## NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) (\$11,481.38)

Sub-total : NET ADDITION/(DEFICIT) (\$11,481.38)

Total : EQUITY

\$214,741.68

Total LIABILITIES + EQUITY

\$217,820.39

End of Report

## Middle Bucks Institute of Technology

## Adult Education For the Period 06/01/2019 through 06/30/2019

Fiscal Year: 2018-2019

	06/01/2019 - 06/30/2019	Year To Date
<b>INCOME</b>		
Local Revenue		
Registration Fees & Tuition (+)	\$740.92	\$116,677.17
Sub-total : Local Revenue	\$740.92	\$116,677.17
State Subsidies		
Vocational Ed Subsidy - Adults (+)	\$0.00	\$6,776.80
Social Security Subsidy (+)	\$127.18	\$2,562.59
Retirement Subsidy (+)	\$468.02	\$6,911.77
Sub-total : State Subsidies	\$595.20	\$16,251.16
Total : INCOME	\$1,336.12	\$132,928.33
<b>EXPENSES</b>		
Salaries		
Administrative (-)	\$2,800.00	\$26,093.50
Instructors (-)	\$525.00	\$34,881.92
Support (-)	\$0.00	\$6,389.66
Sub-total : Salaries	(\$3,325.00)	(\$67,365.08)
Benefits		
Statutory (-)	\$1,190.41	\$19,643.47
Sub-total : Benefits	(\$1,190.41)	(\$19,643.47)
Property Services		
Repairs & Maintenance (-)	\$4.95	\$810.37
Office Equipment Rental (-)	\$11.75	\$141.00
Sub-total : Property Services	(\$16.70)	(\$951.37)
Other Purchased Services		
Postage (-)	\$0.00	\$9,764.40
Advertising (-)	(\$4,861.33)	\$2,523.75
Printing & Binding (-)	\$4,861.33	\$10,163.47
Travel & Prof. Development (-)	\$0.00	\$44.26
Miscellaneous (-)	\$100.00	\$122.60
Sub-total : Other Purchased Services	(\$100.00)	(\$22,618.48)
Supplies		
Consumable Supplies (-)	\$230.75	\$3,992.30
Books & Periodicals (-)	\$0.00	\$5,839.96
Software & Audio Visual (-)	\$630.00	\$1,286.97
Utilities (-)	\$0.00	\$2,282.96
Sub-total : Supplies	(\$860.75)	(\$13,402.19)
Dues & Fees		
Dues & Fees (-)	\$46.63	\$3,236.85
Sub-total : Dues & Fees	(\$46.63)	(\$3,236.85)

Operating Statement

## Middle Bucks Institute of Technology

## Adult Education For the Period 06/01/2019 through 06/30/2019

Fiscal Year: 2018-2019

	06/01/2019 - 06/30/2019	Year To Date
Total : EXPENSES	(\$5,539.49)	(\$127,217.44)
OTHER		
Other Income		
Interest Income (+)	\$289.38	\$289.38
Sub-total : Other Income	\$289.38	\$289.38
Total : OTHER	\$289.38	\$289.38
NET ADDITION/(DEFICIT)	(\$3,913.99)	\$6,000.27
End of Report		

## Middle Bucks Institute of Technology

## Adult Education As of 06/30/2019

Fiscal Year: 2018-2019

## ASSETS

## CURRENT ASSETS

CASH &amp; INVESTMENTS (+) \$233,896.30

ACCOUNTS RECEIVABLE (+) \$155.92

DUE FROM (TO) OTHER FUNDS (+) (\$3,349.51)

Sub-total : CURRENT ASSETS \$230,702.71

Total : ASSETS \$230,702.71

## LIABILITIES

## CURRENT LIABILITIES

ACCOUNTS PAYABLE (+) \$330.75

ACCRUED BENEFITS (+) \$4,148.90

Sub-total : CURRENT LIABILITIES \$4,479.65

Total : LIABILITIES \$4,479.65

## EQUITY

## FUND BALANCE

BEGINNING FUND BALANCE (+) \$220,222.79

Sub-total : FUND BALANCE \$220,222.79

## NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) \$6,000.27

Sub-total : NET ADDITION/(DEFICIT) \$6,000.27

Total : EQUITY \$226,223.06

Total LIABILITIES + EQUITY \$230,702.71

End of Report