

EXECUTIVE COUNCIL
COMMITTEE OF THE WHOLE MEETING
June 1, 2021 - 5:30 PM
Room 101

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

A motion to appoint Kathryn Strouse as Secretary for the Committee of the Whole meetings.

Building, Security & Technology

- Capital Improvement Projects
- Roof Update (To Be Distributed)

Program, Policy, and Personnel

- Committee of the Whole – Committee Structure Discussion
- Enrollment 2021-2022
- Educational Programs & Staffing (Attachment 1)
- Emergency Instructional Time Template (Attachment 2)
- Negotiations
- Revised Policy (Attachment 3)
 - 006 - Meetings
- Personnel Items
 - Part-time Instructional Assistant – Explorers Program
 - Summer Staff
 - Salary Increases for Support Staff
- Articulation Agreement – Delaware Valley University & Public Safety (Attachment 4)
- Safe2Say Agreement
- Child Care COVID Pandemic Relief Award (Attachment 5)
- Physician of Record
- Primary Textbooks (Attachment 6)

Finance

- Cleaning Services RFP
- Asset inventory – GASB 34 & Insurance (Attachment 7)
- Insurance Renewal (Attachment 8)
- Transfer to Capital Reserve Fund and fund balance discussion (Attachment 9)
- Updates (To Be Distributed)
 - Li'l Bucks
 - Adult Education

**PROPOSED EDUCATIONAL PROGRAMS,
SERVICES AND STAFFING ASSIGNMENTS FOR
2021–2022 SCHOOL YEAR**

PROGRAM	SCHEDULE	INSTRUCTOR
Automotive Technology	A & B	Paul Ciarlone
Automotive Technology	A & B	Robert Schwarz
Building Trades Occupations	A & B	Michael Sykes
Collision Repair Technology	A & B	Ronald Reimel
Commercial Art & Advertising Design	A & B	Bradley Rosenau
Computerized Drafting & Engineering Graphics	A & B	Craig Malinowski
Cosmetology	A & B	Jo Ann McLaughlin
Cosmetology	A & B	Maura Duncan
Culinary Arts & Science	A & B	Kristen Taylor
Culinary Arts & Science	A & B	Michael Stafford
Dental Occupations	A & B	Cynthia Heil
Early Childhood Care & Education	A & B	Lise Rich
Electrical Technology	A & B	Randall McDowell
Engineering Related Technology	A & B	Alan Ostrow
Horticulture, Landscape & Design	A & B	Gregory Smith
HVAC & Plumbing Technology	A & B	Jeffrey Muschlitz
Medical and Health Professions	A & B	Sherry Appleton
Medical and Health Professions	A & B	Lynda Moyer
Multimedia Technology	A & B	James Davey
Networking & Operating Systems Security	A & B	Thomas Omerza
Networking & Operating Systems Security	A & B	Michael Esposito
Public Safety	A & B	John Fala
Residential Construction Carpentry	A & B	Dennis Wicen
School Counselor	A & B	Laurinda Hellwig
School Counselor	A & B	Stephanie Gregory
School Nurse	A & B	Sarah Webber
Special Education Teacher	A & B	Angela Egge
Special Education Teacher	A & B	Sandra Fitzpatrick
Special Education Teacher	A & B	Stacey Flood
Sports Therapy & Exercise Management	A & B	Sean Castineira
Web Design & Interactive Media	A & B	Steven Guinan
Welding Technology	A & B	James Haimovitz
Work-Based Education Teacher/Coordinator	A & B	Thomas Gregor
Work-Based Education Teacher/Coordinator	A & B	Pamela Swoyer



Emergency Instructional Time Template

Section 520.1 - 2021-22 School Year

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. As occurred for the 2020-21 school year, the Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1 for the 2021-22 school year. Nothing in Section 520.1 of the School Code should be construed to extend beyond the 2021-22 school year.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6, 2020, guidance. Such LEAs must provide PDE with the following information specific to the 2021-22 school year:

1. LEA's Proposed Calendar and Schedule(s) for SY 2021-22

a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
8/30/21	6/10/22	183

- b. Should a school need to use remote learning at either the student or school level, LEAs should submit a sample weekly schedule reflecting remote learning as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.)

2. When using remote learning (i.e., learning outside of the school building), describe how the LEA will ensure access for all students.

All students attending Middle Bucks Institute of Technology are provided either a Chromebook or laptop by their school district to support their learning in both in person and remote settings. Middle Bucks will provide students access to program specific software such as Adobe Suite, AutoCAD, or SolidWorks. If a student indicates that they do not have access to bandwidth capacity for connection to an internet service provider (ISP), Middle Bucks will provide this service. Middle Bucks will continue with the use of Google Classroom, webcams and other devices to deliver instruction. In the 100% virtual environment, students will follow a daily schedule very similar to the regular school day schedule. They will see their teacher daily for synchronous instruction. The amount of synchronous instruction will vary depending on the technical program and the lesson objective for the day. However, on average students will have 2 hours of synchronous instruction throughout the school day. Students will also participate in asynchronous instruction for each class daily. During the asynchronous time, the teacher or other support staff may work with students individually or in small groups to support their learning.

Students with IEPs will continue to receive accommodations, supports, services, and specially designed instruction in the virtual learning environment. Multi-disciplinary team meetings and IEP meetings will be held virtually via conference call or other virtual platform.

3. The Chief School Administrator and Board President affirm the following:

- ☒ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- ☒ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- ☒ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- ☒ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☒ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☒ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☒ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☒ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: Middle Bucks Institute of Technology

6/14/21

Signature of Chief School Administrator

Date

6/14/21

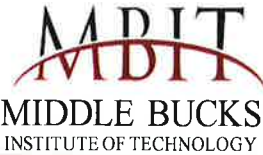
Signature of Governing Body President

Date

Date Approved at Board Meeting: 6/14/21

Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board meeting minutes at which such schedule was approved to to RA-EDContinuityofED@pa.gov.

Questions can also be submitted to this email address.



2740 York Road, Jamison, Pennsylvania 18929
(215) 343-2480 Fax (215) 343-8626 www.mbit.org

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All teachers will maintain their course materials, assignments, and lessons in Google Classroom in order to provide instruction in a remote setting. Through interactive live streaming, teachers will create a secure link that students will use to join the class each day. This will enable students to participate in the daily lesson at the same time as their peers who are attending in-person. They will receive direct instruction from their CTE teacher and have an opportunity to actively participate in class. They will have opportunity to ask and answer questions, to engage in discussions, and to collaborate with their peers. When the teacher engages the students in independent practice, the teacher will turn off the camera, but continue monitoring all students. The teacher will be available to answer questions, provide support, and meet with individual students as all students work independently. Teachers will also incorporate breaks throughout the day to help students manage their screen time and focus including hands-on learning activities, journal writing, or stretch breaks.

If all students must learn remotely due to a school closure, Middle Bucks will continue with the use of the devices and Google Classroom to deliver instruction. In the 100% virtual environment, students will follow a daily schedule very similar to the regular school day schedule. They will see their teacher daily for synchronous instruction. The amount of synchronous instruction will vary depending on the technical program and the lesson objective for the day. However, on average students will have 2 hours of synchronous instruction throughout the school day. Students will also participate in asynchronous instruction for each class daily. During the asynchronous time, the teacher or other support staff may work with students individually or in small groups to support their learning.

Students with IEPs will continue to receive accommodations, supports, services, and specially designed instruction in the virtual learning environment. Multi-disciplinary team meetings and IEP meetings will be held virtually via conference call or other virtual platform.

"Preparing tomorrow's workforce today"

Middle Bucks In-Person Model

Session	Monday	Tuesday	Wednesday	Thursday	Friday
A Session AM 7:30A – 10:00A	In person Instruction	In person Instruction	In person Instruction	In person Instruction	In person Instruction
B Session PM 11:30A 2:00P	In person Instruction	In person Instruction	In person Instruction	In person Instruction	In person Instruction

Middle Bucks Hybrid Model

Session	Monday	Tuesday	Wednesday	Thursday	Friday
A Session AM 7:30A – 9:30A (CB) 7:30A 10:15P	Team 1 In-Person	Team 1 In-Person	Asynchronous Instruction Industry Certifications Social Emotional Wellness	Team 2 In-person	Team 2 In-person
	Team 2 Virtual Instruction	Team 2 Virtual Instruction		Team 1 Virtual Instruction	Team 1 Virtual Instruction
B Session PM 11:00A 1:00P (CB) 11:30A 2:15P	Team 1 In-Person	Team 1 In-Person	Professional Development Intervention Services	Team 2 In-person	Team 2 In-person
	Team 2 Virtual Instruction	Team 2 Virtual Instruction		Team 1 Virtual Instruction	Team 1 Virtual Instruction

TEAM 1:

Centennial (A-L)

CB Hybrid Team 1

Council Rock (A-L)

Voyages/META

TEAM 2:

Centennial (M-Z)

CB Hybrid Team 2

Council Rock (M-Z)

New Hope Solebury

Middle Bucks Remote Learning Model

Session	Monday	Tuesday	Wednesday	Thursday	Friday
A Session AM 7:30A – 10:00A	Virtual Instruction	Virtual Instruction	Asynchronous Instruction Industry Certifications Social Emotional Wellness	Virtual Instruction	Virtual Instruction
B Session PM 11:30A 2:00P	Virtual Instruction	Virtual Instruction	Professional Development Intervention Services	Virtual Instruction	Virtual Instruction

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY ATTACHMENT 2

2021-2022 SCHOOL CALENDAR

AUGUST/SEPTEMBER 2021

S	M	T	W	TH	F	SA
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8/17-8/19- New Teacher Orientation
 8/24-8/26 - Professional Development
8/30 - First Day of School for Students
 9/3, 9/6 - 9/7- No School - Holiday
 9/16 - No School - Holiday

S=20 T=23

OCTOBER 2021

S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S=21 T=21

NOVEMBER 2021

S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11/2 - No School - Professional Development
 11/5 - Early Dismissal
 11/24 - No School - Professional Development - Act 80
 11/25 - 11/26 - No School - Holiday

S=18 T=20

DECEMBER 2021

S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/23 - Early Dismissal for Students
 12/24 - 12/31 - No School - Holiday

S=17 T=17

JANUARY 2022

S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1/17 - No School - Holiday

S=20 T=20

FEBRUARY 2022

S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2/18 - Professional Development - Act 80
 2/21 - No School - Holiday

S=18 T=19

MARCH 2022

S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S=23 T=23

APRIL 2022

S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4/14 - 4/15 - No School - Holiday
 4/18 - No School - Professional Development - Act 80

S=18 T=19

MAY 2022

S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5/17 - No School
 5/30 - No School - Holiday

S=20 T=20

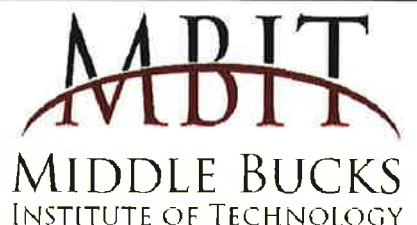
JUNE 2022

S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6/10 - Last Day of School - Early dismissal

S=8 T=8

	New Teacher Orientation
	Professional Development
	First Day of School for Students
	Holiday
	Early Dismissal for Students
	Last Day of School
	Snow/Inclement Weather Make-up Days



183 Student Days
 192 Teacher Days

NOTE: Snow/Inclement weather make-up days will be scheduled beginning June 13

APPROVED BY EXECUTIVE COUNCIL 4/12/21



Book	Policy Manual
Section	000 Board Procedures
Title	Meetings
Code	006
Status	First Reading
Adopted	July 1, 1991
Last Revised	November 12, 2018

Parliamentary Authority

"Parliamentary Procedure at a Glance" by O. Garfield Jones shall govern the Executive Council in its deliberations in all cases in which it is not consistent with statute, rules of the State Board, or these procedures.

Quorum

A quorum shall consist of a majority of the voting members of the Executive Council. No business shall be transacted at a meeting without a quorum physically present at the meeting, but the members at such a meeting may adjourn to another time.[\[2\]](#)

Presiding Officer

The Chairperson shall preside at all meetings of the Executive Council. In the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall act instead; if neither person is present, a member of the Executive Council shall be elected Chairperson pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.
[\[3\]](#)[\[4\]](#)[\[5\]](#)

Notice

Notice of all open public meetings of the Executive Council, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Executive Council and the posting of such notice at the offices of the vocational-technical school.

1. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.

3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
5. Notice of all public meetings shall be given to any newspaper circulating in Bucks County or a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.

Regular Meetings

Regular meetings of the Executive Council shall be public and shall be held monthly at such a time and place as agreed upon.[\[6\]](#)

1. The agenda will be prepared in advance by the Director with the aid and advice of the Executive Council Chairperson.

Directors may place an item on the agenda by submitting the item in writing to the Director a minimum of ten (10) business days before the Executive Council meeting. In cases when the ten-day notice requirement cannot be met, Executive Council members may verbally submit items to the Chairperson, who will determine the appropriateness of placing the item(s) on the agenda.

The Director shall distribute agendas to the district Superintendent and Executive Council members on the Thursday prior to a regularly scheduled meeting date.

Agendas shall be made available to all Executive Council meeting attendees.

2. The order of business shall be as follows, unless altered by the Chairperson or a majority of those present and voting:

Call To Order
Pledge of Allegiance
Roll Call
Public Comments
Approval of Minutes
Administrative Report
Committee Reports
Cash Payment Reports
Treasurer's Report
Correspondence
Current Agenda Items
Adjournment

3. The Executive Council shall take official action on regular business items consistent with the prepared agenda as detailed in this policy (Section 5.a). Additional action items shall be considered only after a motion to add such items to the agenda. Any such motion shall be considered in the nature of a motion "to suspend the rules" and require a two-thirds (2/3) vote of the members present.

Special Meetings

Special meetings shall be public and may be called for special or general purposes.

1. The Chairperson may call a special meeting at any time and shall call a special meeting upon the presentation of requests, in writing, of four (4) members. Upon the Chairperson's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Executive Council members.[\[3\]](#)

Hearing of Citizens

A member of the public present at a meeting of the Executive Council may address the Executive Council in accordance with its rules and policy.[7]

Rules of Order

1. The Presiding Office shall require courtesy to prevail at all times.
2. The Presiding Officer cannot offer or second a motion without turning over the gavel. His/Her right is to vote on every question by virtue of membership on the Executive Council.
3. The Presiding Officer may speak to points of order in preference to other Directors and shall decide questions of order. These decisions may be appealed by Executive Council members.
4. If a motion under debate is composed of two (2) or more parts, the Presiding Officer or Executive Council member may request that it be divided. A separate vote must be taken on each part of the divided motion.
5. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Executive Council is voting on another question or while a Director is addressing the Executive Council.
6. No Director shall be interrupted while speaking, unless s/he be out of order, or for the purpose of correcting mistakes or misrepresentations.
7. The Presiding Officer shall require debate on any subject pertinent to that subject.
8. Any Director may require a roll call vote on any question.
9. In a roll call vote, order will be at the discretion of the Presiding Officer. An abstention is not considered in determining a majority.

Voting

All motions shall require for adoption a majority vote of those Executive Council members present and voting, except as provided by statute or these procedures.

1. The following actions require a majority vote of the Joint Board, determined by a majority vote of all its voting members and by a concurring vote of three (3) of the four (4) School Boards of the participating school districts:
 - a. To purchase a site or sites.
 - b. To adopt the annual budget.[8][9]
 - c. To approve capital expenditures for buildings.
 - d. Or equipment.
2. The following action requires the unanimous consent of all remaining members of the Executive Council: appoint as solicitor of the Executive Council a member who has served for two (2) consecutive terms of four (4) years each, after resigning his/her office.[10]
3. The following actions require the recorded affirmative votes of two-thirds of the full number of Executive Council members:

- a. Transfer of budgeted funds.[\[11\]](#)
 - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.[\[8\]](#)
 - c. Elect to a teaching position a person who has served as a school director and who has resigned.[\[10\]](#)
 - d. Adopt or change textbooks without the recommendation of the Director.[\[12\]](#)
 - e. Dismiss after hearing of a tenured professional employee.[\[13\]](#)
4. The following actions require the recorded affirmative votes of a majority of the full number of Executive Council members:[\[14\]](#)[\[15\]](#)
- a. Fixing the length of school term.
 - b. Adopting textbooks recommended by the Director.
 - c. Appointing the Director and Principal.[\[16\]](#)[\[17\]](#)[\[34\]](#)[\[25\]](#)
 - d. Appointing teachers and administrative staff.[\[19\]](#)
 - e. Selling or condemning land.
 - f. Locating new buildings or changing the location of old ones.
 - g. Adopting planned instruction.
 - h. Establishing additional schools or departments.
 - i. Designating depositories for school funds.[\[20\]](#)
 - j. Expending school funds.
 - k. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).[\[21\]](#)
 - l. Fixing salaries or compensation of officers, teachers, or other appointees of the Executive Council.[\[22\]](#)[\[23\]](#)
 - m. Entering into contracts with and making appropriations to other agencies.[\[14\]](#)
 - n. Dismissing after hearing of a nontenured employee.[\[14\]](#)[\[24\]](#)[\[25\]](#)
 - o. Adopting a corporate seal for the school.[\[26\]](#)
 - p. Vacating and abandoning property to which the Executive Council has title.[\[27\]](#)
 - q. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the school shall be closed for the whole day.[\[28\]](#)
 - r. Removing a member of the Executive Council.[\[29\]](#)

- s. Declaring that a vacancy exists on the Executive Council by reason of the failure or neglect of a member to qualify.[29]
- t. Removing an officer of the Executive Council.[30]
- u. Removing an appointee of the Executive Council.[30]
- v. Adopting, amending or repealing a policy or procedure of the Executive Council.[31]

Minutes

The Executive Council shall cause to be made and shall retain a permanent record of the minutes of all open meetings of the Executive Council. Said minutes shall be comprehensible and complete and shall show:[1]

1. The date, place, and time of the meeting.
2. The names of members present.
3. The presiding officer.
4. The substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.
7. The names of all citizens who appeared officially and the subject of their testimony.

The Secretary shall provide the district Superintendent and each Executive Council member with a copy of the minutes of the last meeting prior to the next regular meeting.

The minutes of Executive Council meetings shall be approved at the next succeeding meeting. The approved minutes shall be signed by the Secretary of the Executive Council.[32]

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual of a Board meeting shall be retained and dispose of in accordance with the school's record retention schedule.

The minutes are not intended to be transcripts of conversations and discussions of items or issues at the meetings. However, a Director may request that a statement or a specific issue be entered verbatim into the minutes. This request must be made at the public meeting at the time of the remarks.

Adjournment

The Executive Council may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Pol. 006, Sec. 4,c.[33]

Executive Session

The Executive Council may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.[34][35]

The Executive Council may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. The purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.
5. Matters which must be conducted in private to protect a lawful privilege or confidentiality.

Official actions based on discussions held in executive session shall be taken at a public meeting.

Discussion Sessions

The Executive Council may meet as a committee of the whole in an open meeting to discuss issues to be acted upon at a subsequent regular or special meeting of the Executive Council, except that no official action may be taken at the discussion meeting. Public notice of such meetings shall be made.

Committee Meetings

Committee meetings may be called at any time by the committee Chairperson with proper public notice.

A majority of the total membership of a committee shall constitute a quorum.[\[1\]](#)

Unless held as an executive session, committee meetings shall be open to the public, other Executive Council members, and the Director.

Each committee chairperson shall appoint a secretary. The committee secretary shall record the minutes and present to the committee the minutes for their approval.

If the committee is not scheduled to meet within the following 4-6 weeks, the minutes are to be mailed with a note that they will be deemed approved as submitted, unless a contrary indication from a member is received.

Once approved, the minutes will be turned over to the Executive Council Secretary and placed on the agenda for approval.

Contents of minutes shall include:

1. Time and place of the meeting.
2. All in attendance, including community and press attendees.
3. All motions and vote results will be recorded.
4. Any committee recommendation to the full Executive Council for consideration must be voted out of the committee by a simple majority.
5. Time of adjournment.
6. Time and place of next meeting.
7. Agenda for the next meeting (subject to updating by the committee chairperson prior to the next meeting).

8. Assignments made to committee members or administration.

Legal

2. 24 P.S. 422
3. 24 P.S. 426
4. 24 P.S. 428
5. 24 P.S. 405
6. 24 P.S. 421
7. Pol. 903
8. 24 P.S. 687
10. 24 P.S. 324
11. 24 P.S. 609
12. 24 P.S. 803
13. 24 P.S. 1129
14. 24 P.S. 508
16. 24 P.S. 1071
17. 24 P.S. 1073
19. 24 P.S. 1111
20. 24 P.S. 621
21. Pol. 610
22. 24 P.S. 1075
23. 24 P.S. 1077
24. 24 P.S. 514
25. 24 P.S. 1080
26. 24 P.S. 212
27. 24 P.S. 708
28. 24 P.S. 1503
29. Pol. 004
30. Pol. 005
31. Pol. 003
32. 24 P.S. 433
33. Pol. 006
34. 24 P.S. 1076

**Articulation Agreement
between
Delaware Valley University, Doylestown, PA
and
Middle Bucks Institute of Technology**

The purpose of this articulation agreement is to provide an articulation process whereby Middle Bucks Institute of Technology students that successfully complete the programs of study identified below, will receive University credits for the programs, while attending Delaware Valley University.

The goals of the articulation process are to:

- a. Provide students with a wide variety of academic coursework that prepare them for a baccalaureate degree;
- b. Recognize and reward students for university-level competencies achieved during high school;
- c. Assist students in making a smooth transition from high school to post-secondary education.

University credits earned through this articulation agreement will offer students additional flexibility in course selection and allow students to earn credits that can be transferred to DelVal and applied toward their degree requirements.

Middle Bucks Institute of Technology students who successfully complete the **Commercial Art and Advertising Design program** and the curriculum therein, can receive University credit from Delaware Valley University for the following courses:

- **3 credits** **MC 2140 Graphic Design I**
- **3 credits** **MC 3040 Digital Photography**

Middle Bucks Institute of Technology students who successfully complete the **Multimedia Technology program** and the curriculum therein, can receive University credit from Delaware Valley University for the following course:

- **3 credits** **MC 2140 Graphic Design I**

Acceptance of the curriculum by Delaware Valley University for these credits is based on the following:

- Middle Bucks Institute of Technology students must successfully complete the **programs identified above, with a “B” average or better (3.0 GPA on a 4-point scale).**
- Submit an official transcript to the Delaware Valley University Office of Admission, listing the course and grade received by the student.

The signatures below indicate agreement to the course equivalents and stipulations listed in this document between Middle Bucks Institute of Technology and Delaware Valley University. The terms of this agreement will be reviewed periodically to reflect changes in curriculum and course offerings.



5/72021

Dr. Tanya Casas, Dean Date
School of Business and Humanities
Delaware Valley University

Kathryn Strouse Date
Administrative Director
Middle Bucks Institute of Technology

**Coronavirus Response and Relief Supplemental
Appropriation Act of 2021 (CRRSA)
Payment Letter**

Dear Child Care Provider,

The Office of Child Development and Early Learning (OCDEL) was awarded funding from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. This funding will further support child care providers across Pennsylvania. Child Care Providers are authorized to use Coronavirus Response and Relief Supplemental Appropriation Act of 2021 (CRRSA) funds payments to sustain business operations during the COVID-19 pandemic.

Examples of uses to support child care providers include, but are not limited to:

- Fiscal supports to child care operations who experienced decreased enrollment or closures;
- Purchasing of cleaning supplies and/or services and personal protective equipment;
- Staff supports; and
- Payment of other necessary costs incurred to sustain business operations during the COVID-19 pandemic.

If you have any questions about the above information, contact your Early Learning Resource Center:

Region 11- Laurinda Guarriello 570-704-5333

Region 12- Siyheda Harris 570-468-8144

Region 13- Barbara Starkey 484-651-8000

Region 14- Carol Heffner 484-898-8101

Region 16- Angela Somogyi 215-486-2524

Payee MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
 Vendor ID 40408 Account #:

22504

5/7/2021

Invoice	Inv Date	Description	Amount to Pay
CARE0556	4/30/2021	LIL BUCKS PARTNERS IN LEARNING	\$48,600.00
Total :			\$0.00 \$48,600.00

COMMUNITY SERVICES FOR CHILDREN INC.
OPERATING ACCOUNT
 1520 HANOVER AVE.
 ALLENTOWN, PA 18109-2360

PNC Bank, N.A. 030

22504

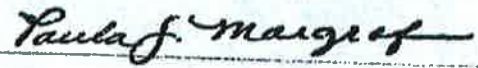
60-1/313
2021

CHECK AMOUNT

****Forty Eight Thousand Six Hundred and 00/100 Dollars

DATE
5/7/2021AMOUNT
\$48,600.00PAY
TO THE
ORDER
OF

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
 2740 YORK RD
 JAMISON, PA 18929
 USA




⑈022504⑈ ⑆031300012⑆ 9011189751⑈

Photo Safe Deposit

Details on Back

CRRSA Funds		\$48,600							
Function	Object	Description	Qty	Budget	Actual	PO	Check #	Vendor	Over/(under)
		Replace carpet		\$ 8,000.00				Jamison Carpet & Tile	
		Replace tile - Toddler Room		\$ 8,000.00				Jamison Carpet & Tile	
		Table - Chairs		\$ 1,285.00				Community Playthings	
		Storage & Shelving		\$ 10,150.45				Global Industrial School Outlet	
		Educational Learning Toys		\$ 4,723.25				Community Playthings Kurtz Bros. Specialty Schools	
		Recognition bonus		\$ 7,186.00					
		Overtime		\$ 1,255.30					
		Additional staff		\$ 8,000.00					
				\$ 48,600.00					

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
PRIMARY TEXTBOOKS 2021-2022

ATTACHMENT 6

PROGRAM	TEXT TITLE	YEAR OF PUBLICATION	NOTES / COMMENTS
Automotive Technology	Automotive Service: Inspection, Maintenance, Repair, 6th Edition	2020	OAC approved
Building Trades Occupations	Residential Construction Academy Facilities Maintenance, 2nd Edition	2010, No updated edition at this time.	OAC approved
Collision Repair Technology	Auto Collision Repair and Refinishing, 2nd Edition	2017	OAC approved
Commercial Art & Advertising Design	Adobe Photoshop C.C., 1st Edition Adobe Illustrator C.C., 4th Edition Adobe InDesign C.C., 1st Edition	2019 2019 2019	OAC approved
Computerized Drafting & Engineering Graphics	Architectural Residential Drafting and Design - 12th Edition Technical Drawing with Engineering Graphics 15th Edition - Textbook	2018 2016	OAC approved OAC approved
Cosmetology	Milady Standard Textbook for Professional Cosmetologist	2016	OAC approved
Culinary Arts & Sciences	The Culinary Professional 3rd Edition	2017	OAC approved
Dental Occupations	The Administrative Dental Assistant, 5th Edition Modern Dental Assisting, 12th Edition	2021 2018	OAC approved OAC approved
Early Childhood Care & Education	Working with Young Children, 8th Edition	2016	OAC approved
Electrical Technology	Electrical Wiring - Residential, 20th Edition National Electrical Code Book, NFPA 70, Electrical Motor Controls for Integrated Systems, 5th Edition	2021 2019 2020	OAC approved OAC approved OAC approved
Engineering Related Technology	Introduction to Engineering Analysis, 4th Edition	2013 (No updated edition at this time.)	OAC approved
Horticulture Landscape & Design	Landscaping Principles and Practices, 8th Edition	2019	OAC approved

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
PRIMARY TEXTBOOKS 2021-2022

ATTACHMENT 6

PROGRAM	TEXT TITLE	YEAR OF PUBLICATION	NOTES / COMMENTS
HVAC / Plumbing Technology	Plumbing 101, 6th Edition	2018	OAC approved
	Plumbing 201, 6th Edition	2018	OAC approved
	Plumbing 301, 6th Edition	2018	OAC approved
	Plumbing 401, 6th Edition	2016	OAC approved
	Refrigeration and Air Conditioning Technology, 8th Edition	2017	OAC Approved
Medical & Health Professions	Hartman's Nursing Assistant Care, 3rd Edition	2018	OAC approved
	Simmers DHO Health Science, 8th Edition	2017	OAC approved
	Hartman's Complete Guide for EKG, 1st Edition	2019	OAC approved
	Medical Terminology; A Living Language, 3rd Edition	2017	OAC approved
Multimedia Technology	Grammar of the Edit, 4th Edition	2018	OAC approved
Networking & Operating Systems Security	Exam MD-100; Windows 10, 1st Edition	2022	OAC approved
Public Safety	Criminal & Vehicle Law; Field Guide	2016	OAC approved
	Emergency Response Guide	2020	OAC approved
	Essentials of Fire Fighting 7th Edition	2019	OAC approved
	Hazardous Materials Awareness & Operations, 3rd Edition	2020	OAC approved
	ASHI - Advanced First Aid for non-EMS Responders	2012 (No updated edition at this time.)	OAC approved
	Emergency Care, 13th Edition	2016	OAC approved
	Pennsylvania Crimes Code & Vehicle Law	2020	OAC approved
Residential Construction Carpentry	Residential Construction Academy Carpentry, 5th Edition	2020	OAC approved
Sports Therapy & Exercise Management	Sports Medicine Essentials: Core Concepts in Athletic Training & Fitness Instruction, 3rd Edition	2016	OAC approved
Web Page & Interactive Media	Web Design Introductory: 6th Edition	2018	OAC approved
	Responsive Web Design HTML5 and CSS Complete, 9th Edition	2017	OAC approved
Welding Technology	Welding Technology Fundamentals & Workbook, 5th Edition	2017	OAC approved



2040 E Algonquin Rd ▪ Suite 506 ▪ Schaumburg ▪ IL 60173 ▪ Phone: 847.907.9640 ▪ Fax: 630.597.2500

May 27, 2021

Mr. Robert J. Vining CPA
Business Manager
Middle Bucks Institute of Technology
2740 Old York Road
Jamison, PA 18929

Dear Rob:

Thank you for your continued business. I am writing to offer our Asset Reinventory service. You will continue to enjoy the benefits of a 3rd party covering your assets.

The following few pages outline our ongoing service intent. If you have any additional questions or concerns, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads 'Sean R. Rager'.

Sean R. Rager CPA
President

Proposal

We propose to inventory, evaluate and report on the buildings, movable assets and site improvements of the Middle Bucks Institute of Technology. The scope of our engagement will involve onsite inspections at 1 locations with an approximate total area of 157,646 square feet as specified by the Middle Bucks Institute of Technology listed later under "Agreement".

Assets will be categorized and reported by location and general area within that location. Those with an estimated insurance replacement cost in excess of \$2,500.00 will be classified, valued, and reported for "Proof of Loss" purposes. Highly liquid assets will be tagged and recorded in full detail including manufacturer, model, serial number and tag number. GASB 34 depreciation with associated fund and function detail will be presented.

Real-time reporting will be available online within 10 business days of the onsite inspection. Your data is securely stored and backed up remotely thus reducing your operating cost of storage and system administration. Data can easily be printed or stored locally as a Microsoft Excel™ file or integrated into most accounting packages.

Asset categories reported in detail and summary include:

- Buildings and Structures
- Movable Equipment
- Site Improvements (insurable and uninsurable)

Web based reports communicate the following by asset class and location:

- Acquisition data (reasonably matched from current electronic records or estimated accordingly)
- Asset life
- Current and accumulated depreciation
- Salvage value and net remaining book value
- Fund and Function
- Special fields for flags and notations

Excluded from the services described by our proposal are:

- Infrastructure
- Leased equipment under an operating lease
- Expendable inventories and supplies
- Personal property of employees or others as identified
- Assets in or at locations locked away or otherwise not easily accessible *

**When assets are not easily accessible, we will consult with the Middle Bucks Institute of Technology to reasonably gather the assistance or information necessary to complete the survey.*

"Special Assets" such as land, athletic uniforms, band instruments, library books, radios, computer software, fine arts, historical treasures, and other special assets can be incorporated into the property record based on information provided to us by Middle Bucks Institute of Technology and reported accordingly.

Current "Commercial Real Estate Fair Market Value Appraisals" and fine art type "Reproduction Value Appraisals" are also available under a **"Special Asset Agreement" for a separate fee.** Please contact your account executive Deepak Mikkilineni for details.

Buildings

The inventory and valuation will include an inspection of the 1 locations listed later under "Agreement" as supplied or approved by Middle Bucks Institute of Technology. Building component classifications will be comprised of General Construction, Plumbing, Heating/Ventilating/Air Conditioning, Electrical System, Sprinkler System, Roofing and Fixed Equipment allocations. *Please have fire escape and/or site maps available prior to site visit.*

Movable Equipment

Manufacturer, model and serial number will be recorded for assets exceeding the \$2,500.00 threshold by physical inspection when readily accessible for viewing. Assets that are secured, immobilized by wiring, or subject to damage by moving will be listed and described without serial numbers. When serial numbers are made available, the items will be reflected in the report and fully documented.

Highly Liquid Assets and other assets in excess of the \$2,500.00 threshold will be inventoried in detail and tagged with standard vinyl tamper evident tags **included with our service** (see tags below).

The remaining movable equipment, designated as other movable equipment, will be inventoried or modeled by general area or building basis, which will be grouped and valued by asset class as necessary for proof of loss. Data elements relating to dates of acquisition, acquisition cost, useful life, and replacement cost will be developed "at average" by asset type for each location segregation. These assets will not be tagged.

Site Improvements (Insurable and Uninsurable Land Improvements)

The site improvements will consist of: Lighting, Fencing, Signs, Playground Equipment, All Weather Track, Outside Property, Score Boards, Bleachers, Storage, Parking Lots, Sidewalks, Curbs, Retaining Walls, Etc.

Supporting documentation pertaining to the data, reasoning, and analyses will be retained by ACS. The depth of discussion contained in the report will be specific to your needs as the client and is designed for the intended use of GASB 34 capital asset reporting and insurance "Proof of Loss".

Fee and Terms

Service Fee

Our fee for the engagement is **\$7,800.00** and will remain in effect for 1 term. This fee is based on our estimate of professional services to be furnished according to our understanding of your requirements; should the scope of these requirements change, Asset Control Solutions, Inc. and the Middle Bucks Institute of Technology will mutually revise the fee to reflect those changes in service. Our fee is independent of the outcome of our study. Based on our understanding of the project, our fee is based on the following:

Services offered as proposed above

Capital Asset and Insurance inventory and valuation utilizing a

Insurance Replacement Cost threshold of \$2,500.00

Highly Liquid and **Tag** threshold of \$2,500.00

GASB 34 Capitalization threshold of \$2,500.00

(or as otherwise directed)

Terms

49% of the first-year service fee is payable upon job commencement. Final payment due upon web delivery of Final Data unless otherwise negotiated to fit budgetary requirements.

Tags

Our own Tamper Evident Tags are to be provided by Asset Control Solutions, Inc. free for as long as you have our new client onsite inventory or existing client reinventory onsite service scheduled in the current year. Besides being free, you will benefit from the added theft deterrent too.

Agreement

This Agreement is made effective as of May 27, 2021, by and between

Middle Bucks Institute of Technology

Jamison, PA
United States

and

Asset Control Solutions, Inc.
2040 E Algonquin Road, Suite 506
Schaumburg, IL 60173
United States

In this Agreement, the Middle Bucks Institute of Technology who is contracting to receive services shall be referred to as "MBITPA", and Asset Control Solutions, Inc. who will be providing the services shall be referred to as "ACS".

ACS has a background in technology, accounting and valuation and is willing to provide services to MBITPA based on this background.

MBITPA desires to have services described in the proposal dated May 27, 2021 provided by ACS.

Therefore, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** ACS will provide the following services (collectively, the "Services"): Assets with ACS provided or approved MBITPA tag, will be located, inventoried and reported with location and tag identification by thresholds listed below. An opinion of replacement valuation and the associated capitalization information of Buildings, Movable Equipment and Site Improvements will be reported in detail above the insurance threshold of \$2,500.00, by tag above the tag value threshold of \$2,500.00 including highly liquid assets, and the GASB 34 compliant capitalization information on assets above the acquisition cost threshold of \$2,500.00.
2. **PERFORMANCE OF SERVICES.** The manner in which the services are to be performed and the specific hours to be worked by ACS shall be determined by ACS and approved in writing by MBITPA. MBITPA will rely on ACS to work as many hours as may be reasonably necessary to fulfill ACS's obligations under this Agreement.
3. **PAYMENT.** MBITPA will pay a fee to ACS for the services in the amount of **\$7,800.00 Seven Thousand Eight Hundred Dollars and 00/100**. This fee shall be payable in a lump sum 49% prior to job commencement and balance due upon presentation of final web data.
4. **TERM/TERMINATION.** Term is for 1 year.
5. **EXPENSE REIMBURSEMENT.** ACS shall pay all "out-of-pocket" expenses, and shall not be entitled to reimbursement from MBITPA given no change of schedule initiated by MBITPA following written authorization of travel schedule.
6. **SUPPORT SERVICES.** MBITPA will not be required to provide support services, including office space and secretarial services, for the benefit of ACS.
7. **NEW PROJECT APPROVAL.** ACS and MBITPA recognize that ACS's services will include working on various projects for MBITPA. ACS shall obtain the approval of MBITPA prior to the commencement of a new project.
8. **RELATIONSHIP OF PARTIES.** It is understood by the parties that ACS is an independent contractor with respect to MBITPA, and ACS is not an employee nor does ACS have a financial

interest in the MBITPA. MBITPA will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of ACS.

9. EMPLOYEES. ACS's employees, if any, who perform services for MBITPA under this Agreement shall also be bound by the provisions of this Agreement. At the request of MBITPA, ACS shall provide adequate evidence that such persons are ACS's employees.

10. INJURIES. ACS acknowledges ACS's obligation to obtain appropriate insurance coverage for the benefit of ACS (and ACS's employees, if any). ACS waives any rights to recovery from MBITPA for any injuries that ACS (and/or ACS's employees) may sustain while performing services under this Agreement and that are a result of the negligence of ACS or ACS's employees.

11. INTELLECTUAL PROPERTY. The following provisions shall apply with respect to copyrightable works, ideas, discoveries, inventions, applications for patents, and patents (collectively, "Intellectual Property"):

- a. Consultant's Intellectual Property. ACS personally holds an interest in the Intellectual Property that is described as software and hardware and which is not subject to this Agreement.
- b. Development of Intellectual Property. Any improvements to Intellectual property, further inventions, or improvements, and any new items of Intellectual Property discovered or developed by ACS (or ACS's employees, if any) during the term of this Agreement shall be the property of ACS.

12. CONFIDENTIALITY. MBITPA and ACS recognizes that both entities has and will have the following information:

- process information
- trade secrets
- technical information
- copyrights

and other proprietary information (collectively, "Information") which are valuable, special and unique assets of MBITPA and ACS and need to be protected from improper disclosure. MBITPA and ACS agree that MBITPA and ACS will not at any time or in any manner, either directly or indirectly, use any Information for MBITPA's or ACS's own benefit, or divulge, disclose, or communicate in any manner any Information to any third party without the prior written consent of MBITPA and ACS. MBITPA and ACS will protect the Information and treat it as strictly confidential.

13. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person, email receipt returned, or deposited in the United States mail, postage prepaid, addressed as follows:

IF for MBITPA:

Mr. Robert Vining CPA
Middle Bucks Institute of Technology
Jamison, PA 18929

Agreement

IF for ACS:

Sean R. Rager, President
Asset Control Solutions, Inc.
2040 E Algonquin Road, Suite 506
Schaumburg, IL 60173
An Illinois C corporation EIN: 74-3163816

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

14. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

15. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

16. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

17. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

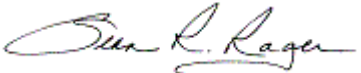
18. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of Illinois.

Party receiving services:
Middle Bucks Institute of Technology
Jamison, PA

By: _____
Mr. Robert J. Vining
Business Manager

Date: _____

Party providing services:
Asset Control Solutions, Inc.

By:  _____

Date: 5/27/2021

Sean R. Rager
President

Willis Towers Watson 

Insurance Proposal Prepared for

Middle Bucks Institute of Technology

Policy Term: 7/1/2021 to 7/1/2022

Presented On: 5/13/2021



Willis Towers Watson Northeast, Inc.

100 Matsonford Road, Building 5, Suite 200

Radnor, PA 19087

**Middle Bucks Institute of Technology****Table of Contents****Executive Summary****Client Team****Premium and Exposure Comparison****Coverage Details & Comparison****Premium Comparison****Directions for Binding****Important Notices****Brokerage Terms, Conditions & Disclosures**



Middle Bucks Institute of Technology

Executive Summary

Thank you for the opportunity to market your insurance requirements. We are pleased to provide the following quotes for your Property, General Liability, Crime, Automobile, School Board Legal, Umbrella and Cyber Liability coverages. We believe these quotations offer the best combination of coverage terms and service. Upon request, we will gladly provide you with copies of the quotes we received.

The quotes are as you requested, and reflect the updated information you provided.

While we recommend that you read all of the exclusions, subjectivities and warranties in the attached coverage summaries, we would like to bring the following to your attention:

- Notable exclusions are included in the proposal.

In addition to the coverages outlined in the attached coverage summaries, we recommend that you also consider:

Recommendations:

- If the district uses or operates drones, please make us aware of it.
- Evaluate current umbrella limits as respects to your current exposures. Higher limits are available.

The quotes are valid until the expiration date of your current policy, after which insurers may withdraw or vary it.

This proposal is presented in conjunction with the Brokerage Terms, Conditions & Disclosures.



Middle Bucks Institute of Technology

Client Team

Reid B. Sandner, CPCU, ARM, ALCM, AU Executive Vice President	(610) 260-4301 Reid.Sandner@willistowerswatson.com
Robert Pallini, ARM Assistant Vice President	(610) 260-4359 Robert.Pallini@willistowerswatson.com
Brady Sandner, CPCU Senior Client Manager	(610) 254-7282 Brady.Sandner@willistowerswatson.com
Tracy Gouker Senior Claims Specialist	(610) 260-4383 Tracy.Gouker@willistowerswatson.com
Gerald Kelly Personal Lines Manager	(610) 254-5610 Gerald.Kelly@willistowerswatson.com



Middle Bucks Institute of Technology

Property

	Effective Date	7/1/2020	7/1/2021
	Expiration Date	7/1/2021	7/1/2022
	Quote Expiration Date		7/1/2021
Coverage	Expiring	Renewal	
General Carrier Information			
Parent Company	CM Regent LLC	CM Regent LLC	
Underwriting Company	CM Regent Insurance Co	CM Regent Insurance Co	
AM Best Rating & Date	A X & May 13, 2019	A X & Jun 03, 2020	
Admitted / Non-Admitted	Admitted	Admitted	
Agency Bill/Direct Bill	Agency Bill	Agency Bill	
Payment Plans	Annual	Annual	
Commission	17.50%	17.50%	
Limits of Insurance			
Blanket Premises			
Blanket Building and Contents (Includes Builders Risk & Dwelling)	\$55,840,241	\$56,939,000	
Blanket Extra Expense/Business Income	Actual Loss Sustained	Actual Loss Sustained	
Blanket Extra Expense/Business Income –12 Consecutive Months	\$2,000,000	\$2,000,000	
Catastrophe Limits:			
Flood	\$3,000,000	\$3,000,000	
Earthquake/Earth Movement	\$100,000,000	\$100,000,000	
Deductibles - Per Occurrence			
Blanket Limits			
Deductible	\$2,500	\$2,500	
Additional Coverages Deductible			
Fine Arts	\$500	\$500	
Mobile Equipment	\$500	\$500	
Audio Visual & Communications including Fiber Optics	\$2,500	\$2,500	
Equipment-Deductible – Fiber Optics			
Audio Visual & Communications including Fiber Optics	\$500	\$500	
Equipment-Deductible – All Other			
Personal Effects of Students and Teachers – for School Projects at a covered Location	\$500	\$500	
Time Element	24 Hrs	24 Hrs	
Earthquake/Earth Movement	\$50,000	\$50,000	
Flood-applies except at those locations eligible for Federal Flood Insurance	\$25,000	\$25,000	
Earthquake Sprinkler Leakage	\$25,000	\$25,000	
Loss Conditions			
Cause of Loss	Special Form	Special Form	
Valuation for Real/ Personal Property	Replacement Cost	Replacement Cost	
Co-Insurance	Agreed Value, (100%	Agreed Value, (100%	
Extensions of Coverage (including but not limited to)			
Ordinance or Law	\$5,000,000	\$5,000,000	
Back-up of Sewers & Drains	Included in Blanket Limit	Included in Blanket Limit	
Limited Water Damage	\$500,000	\$500,000	
Debris Removal	\$25,000	\$25,000	
Exterior Signs	Included in Special Protection	Included in Special Protection	
Included in Special Protection Per Occurrence/Annual Aggregate	\$10,000	\$10,000	
Newly Acquired Real Property	\$1,000,000	\$1,000,000	
Newly Acquired Personal Property(Up to 180 days for New Locations)	\$1,000,000	\$1,000,000	
Pollution Clean-Up on Premises caused by Covered Peril	\$100,000	\$100,000	

Property

	Effective Date	7/1/2020	7/1/2021
	Expiration Date	7/1/2021	7/1/2022
	Quote Expiration Date		7/1/2021
Coverage	Expiring	Renewal	
Off Premises Utility Failure – Damage to Covered Property Annual Aggregate	\$50,000	\$50,000	
Valuable Papers and Records, each occurrence	\$500,000	\$500,000	
Accounts Receivable, each occurrence	\$250,000	\$250,000	
Electronic Data Processing Equipment (except 10,000 on Laptops Off Premises Only)	Included in Blanket Limit	Included in Blanket Limit	
Mobile Equipment	\$250,000	\$250,000	
Audio Visual & Communications including Fiber Optics Equipment	\$250,000	\$250,000	
Transit, Per Occurrence	\$250,000	\$250,000	
Personal Property Off Premises	\$100,000	\$100,000	
Fine Arts			
Any One Item	\$15,000	\$15,000	
Fine Arts	\$250,000	\$250,000	
Personal Effects of Students and Teachers – for School Projects at a covered Location			
Limit	\$50,000	\$50,000	
Each Person	\$5,000	\$5,000	
Laboratory Animals			
Per Animal	\$1,000	\$1,000	
Annual Aggregate	\$100,000	\$100,000	
Personal Effects of Employees at a covered location			
Each Person	\$5,000	\$5,000	
Each Occurrence	\$50,000	\$50,000	
Property in the Course of Construction			
Per Occurrence	\$1,000,000	\$1,000,000	
Soft Costs	\$100,000	\$100,000	
Coverage Extensions			
Additional Spoilage-Per Occurrence	\$50,000	\$50,000	
Asbestos Presence, Release, Discharge, Dispersal-Annual Aggregate	\$50,000	\$50,000	
Additional Debris Removal	\$25,000	\$25,000	
Business Income-Actual Loss Sustained	\$1,000,000	\$1,000,000	
Computer Equipment, Electronic Data Processing, Media and Programs-Included in Personal Property Limit Except on laptops off premises only	\$10,000	\$10,000	
Extermination Expense-per covered loss, annual aggregate	\$10,000	\$10,000	
Extra Expense-Per occurrence at each premises	\$1,000,000	\$1,000,000	
Fire Department Service Charge-Per Occurrence	\$50,000	\$50,000	
Interruption of Computer Operations-Per Occurrence	\$50,000	\$50,000	
Inventory and Appraisal-Per Occurrence	\$50,000	\$50,000	
Limited Coverage for Fungus, Wet & Dry Rot, Bacteria-Annual Aggregate	\$250,000	\$250,000	
Lock Replacement-Annual Aggregate	\$25,000	\$25,000	
Limited Water Damage-Per Occurrence	\$500,000	\$500,000	
Money and Securities – On Your Premises-Per Occurrence	\$50,000	\$50,000	
Money and Securities – Away from Your Premises-Per Occurrence	\$50,000	\$50,000	
Newly Acquired Property – Buildings(180 days)	\$1,000,000	\$1,000,000	
Newly Acquired Personal Property(180 days)	\$1,000,000	\$1,000,000	
Newly Acquired Property - Business Income(180 Days)	\$500,000	\$500,000	
Property In Transit-Per Occurrence	\$250,000	\$250,000	
Recharge of Fire Protection Equipment-Per Occurrence	\$50,000	\$50,000	
Retaining Walls-Annual Aggregate	\$50,000	\$50,000	
Reward Payment-Per Occurrence	\$25,000	\$25,000	
Sod, Trees, Shrubs and Plants-Per Occurrence	\$25,000	\$25,000	
Trees Debris Removal-Per Occurrence	\$5,000	\$5,000	
Underground Pipes, Flues and Drains	\$10,000	\$10,000	
Virus and Hacking-Per Occurrence	\$25,000	\$25,000	
Your Outdoor Property	Included	Included	



Middle Bucks Institute of Technology

Commercial General Liability

		Effective Date	7/1/2020	7/1/2021
		Expiration Date	7/1/2021	7/1/2022
		Quote Expiration Date		7/1/2021
Coverage		Expiring	Renewal	
General Carrier Information				
Parent Company		CM Regent LLC	CM Regent LLC	
Underwriting Company		CM Regent Insurance Co	CM Regent Insurance Co	
AM Best Rating & Date		A X & May 17, 2018	A X & May 13, 2019	
Admitted / Non-Admitted		Admitted	Admitted	
Agency Bill/Direct Bill		Agency Bill	Agency Bill	
Payment Plans		Annual	Annual	
Commission		17.50%	17.50%	
Coverage Limits				
Coverage Form		Occurrence	Occurrence	
Bodily Injury and Property Damage- per occurrence		\$1,000,000	\$1,000,000	
General Aggregate		\$3,000,000	\$3,000,000	
Products/Completed Operations-Per Occurrence		\$1,000,000	\$1,000,000	
Products/Completed Operations Aggregate		\$3,000,000	\$3,000,000	
Law Enforcement Liability-Occurrence and Aggregate		Excluded	Excluded	
Abuse and Molestation-Per Occurrence and Aggregate		\$1,000,000	\$1,000,000	
Fire Damage Legal Liability		\$1,000,000	\$1,000,000	
Violent Incident Protection		\$250,000	\$250,000	
VIP Medical Expense (each person)		\$25,000	\$25,000	
VIP Accident Death & Dismemberment (each person)		\$50,000	\$50,000	
Personal Advertising Injury		\$1,000,000	\$1,000,000	
Garage Operations		\$35,000	\$35,000	
Medical Expense		\$15,000	\$15,000	
Employee Benefits Liability				
Coverage Form		Claims Made	Claims Made	
Employee Benefits Retroactive Date		Full Prior Act	Full Prior Act	
Aggregate		\$3,000,000	\$3,000,000	
Per occurrence		\$1,000,000	\$1,000,000	
Extensions of Coverage (including but not limited to)				
Terrorism		Included	Included	
Pesticide/Herbicide Applicator Coverage				
Mental Anguish from Bodily Injury				
Specified Health Care Positions				
Limited Bonfire coverage				
Host Liquor Liability				



Middle Bucks Institute of Technology

Crime

	Effective Date	7/1/2020	7/1/2021
	Expiration Date	7/1/2021	7/1/2022
	Quote Expiration Date		7/1/2021
Coverage	Expiring	Renewal	
General Carrier Information			
Parent Company	CM Regent LLC	CM Regent LLC	
Underwriting Company	CM Regent Insurance Co	CM Regent Insurance Co	
AM Best Rating & Date	A X & May 17, 2018	A X & May 13, 2019	
Admitted / Non-Admitted	Admitted	Admitted	
Agency Bill/Direct Bill	Agency Bill	Agency Bill	
Payment Plans	Annual	Annual	
Commission	17.50%	17.50%	
Limits of Liability and Coverage Limits			
Public Employee Dishonesty-Per Loss	\$1,000,000	\$1,000,000	
Computer & Funds Transfer	\$1,000,000	\$1,000,000	
Faithful Performance of Duty	\$1,000,000	\$1,000,000	
Credit, Debit or Charge Card Forgery	\$1,000,000	\$1,000,000	
Fraudulent Impersonation	\$100,000	\$100,000	
Theft of money and securities - Inside	\$100,000	\$100,000	
Money and Securities - Outside	\$100,000	\$100,000	
Forgery or Alteration	\$1,000,000	\$1,000,000	
Money orders and counterfeit paper currency	\$1,000	\$1,000	
Deductible/Self Insured Retention			
Deductibles-Each Occurrence	\$500	\$500	
Extensions of Coverage (including but not limited to)			
School Activity Fund	\$50,000	\$50,000	
School Sanctioned Volunteers	\$50,000	\$50,000	

Increased Limit Options for Fraudulent Impersonation

1. \$250,000 limit for \$135 AP
2. \$500,000 limit for \$173 AP



Middle Bucks Institute of Technology

Business Auto

Effective Date	7/1/2020	7/1/2021
Expiration Date	7/1/2021	7/1/2022
Quote Expiration Date		7/1/2021
Coverage	Expiring	Renewal
General Carrier Information		
Parent Company	CM Regent LLC	CM Regent LLC
Underwriting Company	CM Regent Insurance Co	CM Regent Insurance Co
AM Best Rating & Date	A X & May 17, 2018	A X & May 13, 2019
Admitted / Non-Admitted	Admitted	Admitted
Agency Bill/Direct Bill	Agency Bill	Agency Bill
Payment Plans	Annual	Annual
Commission	17.50%	17.50%
Coverage Limits		
Bodily Injury & Property Damage - CSL	\$1,000,000	\$1,000,000
First Party Benefits	\$5,000	\$5,000
Uninsured Motorist Protection	\$1,000,000	\$1,000,000
Underinsured Motorist Protection	\$1,000,000	\$1,000,000
Hired Car – Loss of Use Expenses		
Per Day	\$65	\$65
Maximum	\$750	\$750
Rental Reimbursement		
Per Day	\$100	\$100
Maximum Number of Days	30 Days	30 Days
Garagekeepers		
Physical Damage Limit	\$150,000	\$150,000
Hired & Non-Owned Liability	\$1,000,000	\$1,000,000
Hired Auto Physical Damage	Actual Cash Value	Actual Cash Value
Deductible/Self Insured Retention		
Deductible Reimbursement on Personal Vehicles-Per Vehicle	\$1,000	\$1,000
Physical Damage - Comprehensive	\$500	\$500
Physical Damage - Collision	\$500	\$500
Hired Auto Physical Damage - Comprehensive	\$500	\$500
Hired Auto Physical Damage - Collision	\$500	\$500
Garagekeepers		
Comprehensive Deductible	\$500	\$500
Collision Deductible	\$500	\$500
Extensions of Coverage (including but not limited to)		
Air Bag Coverage		
Glass Repair – Deductible Waiver		
Employees as Volunteers and Additional Insureds		
Limited Worldwide Liability – Indemnity Basis		



Middle Bucks Institute of Technology

Commercial Package & Business Auto - Premium Summary

	Effective Date	7/1/2020	7/1/2021
	Expiration Date	7/1/2021	7/1/2022
		Expiring	Renewal
Total Package Premium		\$41,129	\$44,312
Total Business Auto Premium		\$6,180	\$6,323
Total Premium		\$47,309	\$50,635



Middle Bucks Institute of Technology

Boiler & Machinery

Effective Date	7/1/2020	7/1/2021
Expiration Date	7/1/2021	7/1/2022
Quote Expiration Date		7/1/2021
Coverage	Expiring	Renewal
General Carrier Information		
Parent Company	Munich Re Group	Munich Re Group
Underwriting Company	Hartford Steam Boiler Inspection & Insurance Co	Hartford Steam Boiler Inspection & Insurance Co
AM Best Rating & Date	A++ X & Jul 24, 2019	A++ X & Jul 21, 2020
Admitted / Non-Admitted	Admitted	Admitted
Agency Bill/Direct Bill	Agency Bill	Agency Bill
Payment Plans	Annual	Annual
Commission	20.00%	20.00%
Total Boiler & Machinery Premium	\$3,781	\$3,897
Limits of Insurance		
Total Limit Per Breakdown	\$55,840,241	\$56,939,000
Property Damage	Included	Included
Deductibles		
Direct Coverages	\$1,000	\$1,000
Indirect Coverages	24 Hours	24 Hours
Interruption of Service Waiting Period	24 Hours	24 Hours
Data Compromise Coverage		
Response Expenses Compromise-Each Personal Data	\$1,000	\$1,000
Defense and Liability Suit-Each Data Compromise	\$1,000	\$1,000
Identity Recovery Coverage Deductibles		
Expense Reimbursement Coverage Insured-Each Identity Recovery	\$250	\$250
Extensions of Coverage (including but not limited to)		
Business Income	\$1,000,000	\$1,000,000
Extra Expense	Combined with Business Income	Combined with Business Income
Service Interruption	Combined with Business Income	Combined with Business Income
Contingent Business Income	25000	25000
Off Premises Property Damage	25000	25000
Perishable Goods	\$500,000	\$500,000
Data Restoration	\$150,000	\$150,000
Demolition	\$100,000	\$100,000
Ordinance or Law	\$150,000	\$150,000
Expediting Expenses	\$500,000	\$500,000
Hazardous Substances	\$100,000	\$100,000
Newly Acquired Locations	Included	Included
Green	\$25,000	\$25,000
Mold	\$25,000	\$25,000
Inserted Sub Header		
Extended Period of Restoration	10 Days	10 Days
Data Compromise Coverage		
Response Expenses	\$50,000	\$50,000
Legal and Forensic Information Technology Review	\$500	\$500
Compromise-Any One Personal Data		
Defense and Liability-Annual Aggregate	\$50,000	\$50,000
Identity Recovery Coverage		
Expense Reimbursement Coverage Identity-Annual Aggregate Per Insured	\$15,000	\$15,000
Expense Reimbursement Coverage	\$5,000	\$5,000
Miscellaneous Unnamed Costs	\$1,000	\$1,000



Middle Bucks Institute of Technology

Errors and Omissions

Effective Date		7/1/2020	7/1/2021
Expiration Date		7/1/2021	7/1/2022
Quote Expiration Date			7/1/2021
Coverage		Expiring	Renewal
General Carrier Information			
Parent Company		AIG Group	AIG Group
Underwriting Company		National Union Fire Insurance of Pittsburgh	National Union Fire Insurance of Pittsburgh
AM Best Rating & Date		A p XV & Jul 18, 2019	A p XV & Aug 19, 2020
Admitted / Non-Admitted		Admitted	Admitted
Agency Bill/Direct Bill		Agency Bill	Agency Bill
Payment Plans		Annual	Annual
Commission		12.50%	12.50%
Total Errors and Omissions Premium		\$25,007	\$24,000
Limits of Liability and Coverage Limits			
Policy Damages Limit of Liability-Aggregate for Damages		\$1,000,000	\$1,000,000
Separate Limits of Liability – Defense Only			
IEP Limit (If Purchased)-Aggregate for Claim Expenses		\$1,000,000	\$1,000,000
Desegregation limit-Aggregate for Claim Expenses		\$1,000,000	\$1,000,000
Breach of Contract limit-Aggregate for Claim Expenses		\$100,000	\$100,000
Breach of Fiduciary Duty limit-Aggregate for Claim Expenses		\$50,000	\$50,000
Policy First Inception Date		07/01/2002	07/01/2002
Retention/Deductible			
Each Wrongful Act		\$10,000	\$10,000
Each Employment Practices Violation		\$15,000	\$25,000
IEP Hearings (If Purchased)		\$25,000	\$25,000
Extensions of Coverage (including but not limited to)			
Crisis Fund Coverage		\$25,000	\$25,000



Middle Bucks Institute of Technology

Commercial Umbrella

	Effective Date	7/1/2020	7/1/2021
	Expiration Date	7/1/2021	7/1/2022
	Quote Expiration Date		7/1/2021
Coverage	Expiring	Renewal	
General Carrier Information			
Parent Company	CM Regent LLC	CM Regent LLC	
Underwriting Company	CM Regent Insurance Co	CM Regent Insurance Co	
AM Best Rating & Date	A X & May 13, 2019	A X & Jun 03, 2020	
Admitted / Non-Admitted	Admitted	Admitted	
Agency Bill/Direct Bill	Agency Bill	Agency Bill	
Payment Plans	Annual	Annual	
Commission	17.50%	17.50%	
Total Commercial Umbrella Premium	\$5,409	\$5,383	
Limits of Liability and Coverage Limits			
Each Occurrence	\$7,000,000	\$7,000,000	
School Board Errors & Omissions Aggregate Limit	\$7,000,000	\$7,000,000	
Personal & Advertising Injury Limit	\$7,000,000	\$7,000,000	
Products/Completed Operations Aggregate	\$7,000,000	\$7,000,000	
Excess of	\$1,000,000 Primary Limits (General Liability, Automobile Liability, Employee Benefits Liability, Employers Liability and Sexual Abuse/Molestation Liability, SBLL)	\$1,000,000 Primary Limits (General Liability, Automobile Liability, Employee Benefits Liability, Employers Liability and Sexual Abuse/Molestation Liability, SBLL)	
Underlying Policies			
General Liability			
Automobile Liability			
Employee Benefits Liability			
Employers Liability and Sexual Abuse/Molestation Liability			
School Board Legal			



Middle Bucks Institute of Technology

Cyber Liability

	Effective Date	7/1/2020	7/1/2021	7/1/2021	7/1/2021
	Expiration Date	7/1/2021	7/1/2022	7/1/2022	7/1/2022
	Quote Expiration Date		7/1/2021	7/1/2021	7/1/2021
Coverage	Expiring	Renewal	Option	Option	
General Carrier Information					
Parent Company	AIG Group	AIG Group	Chubb through CRC	Corvus	
Underwriting Company	National Union Fire Insurance Co	National Union Fire Insurance Co	ACE American Insurance Company	Hudson Excess Insurance Compnay	
AM Best Rating & Date	A p XV & Jul 12, 2019	A p XV & Aug 19, 2020	A++ p XV & Dec 20,	A XV & Jul 10, 2020	
Admitted / Non-Admitted	Admitted	Admitted	Admitted	Admitted	
Agency Bill/Direct Bill	Agency Bill	Agency Bill	Agency Bill	Agency Bill	
Payment Plans	Annual	Annual	Annual	Annual	
Commission	12.50%	12.50%	12.00%	20.00%	
Limits					
Policy Form	Claims Made	Claims Made	Claims Made	Claims Made	
Aggregate Limit of Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Network Security & Privacy Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Regulatory Fines and Penalties	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Event/Breach Management	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Media Liability	\$0	\$0	\$1,000,000	\$1,000,000	
Cyber Extortion	\$1,000,000	\$100,000	\$1,000,000	\$1,000,000	
Cyber Extortion Coinsurance	n/a	50%	n/a	n/a	
Network Business Interruption	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Reputation Guard	\$50,000	\$50,000	Incl. in Breach	\$1,000,000	
PCI Fines, Expenses & Penalties Sub-Limit	\$100,000	\$100,000	\$100,000	\$100,000	
Social Engineering & Cyber Crime Coverage	n/a	n/a	\$250,000	\$250,000	
Self Insured Retention/ Deductible					
Security & Privacy Liability-Each Claim	\$10,000	\$25,000	\$10,000	\$10,000	
Event Management	\$10,000	\$25,000	\$10,000	\$10,000	
Network Interruption	\$10,000	\$25,000	\$10,000	\$10,000	
Waiting Period	12 Hours	12 Hours	18 Hours	6 Hours	
Cyber Crime Retentions	n/a	n/a	\$10,000	\$10,000	
Reputation Guard	\$0	\$0	\$10,000	2 Weeks	
PREMIUM	\$6,999	\$12,450	\$6,796	\$11,027	

Subjectivities

- Both options will require the completion of their own application.
- Corvus:** Our proprietary non-invasive web scan detected a Microsoft Exchange Server on your network.
- Chubb:**
 - a) Does your school use any software or hardware that is no longer supported or has been identified as end-of-support by the software or hardware vendor?
 - b) Please confirm you do not have MSFT Exchange vulnerabilities in your environment in the last 365 days. If the answer cannot be confirmed as 'NO', additional underwriting questions will be provided. An exclusion has been added to the policy for losses arising out of MSFT Exchange vulnerability(ies) existing in your environment.
 - c) Provide detail on what safeguards are being utilized in place of encryption of sensitive data at rest and in transit.



Middle Bucks Institute of Technology

Premium Comparison

Coverage	Budget	Expiring	Renewal	Comm	Option
Package Premium	\$45,250	\$41,129	\$44,312	17.50%	
Business Auto Premium	\$6,800	\$6,180	\$6,323	17.50%	
Boiler & Machinery Premium	\$4,150	\$3,781	\$3,897	20.00%	
Errors and Omissions Premium	\$27,500	\$25,007	\$24,000	12.50%	
Commercial Umbrella Premium	\$5,950	\$5,276	\$5,383	17.50%	
Cyber Liability	\$7,700	\$6,999	\$12,450	12.50%	\$6,796
Total Program Premiums	\$97,350	\$88,372	\$96,365		\$90,711

VIP Optional Increased Limit - \$500,000	\$1,028
VIP Optional Increased Limit - \$1,000,000	\$1,713

Fraudulent Impersonation Optional Increased Limit - \$250,000	\$135
Fraudulent Impersonation Optional Increased Limit - \$500,000	\$173



Middle Bucks Institute of Technology

Direction for Binding

Please review this proposal and advise of any changes or questions you may have. To request the binding of coverage, please complete and sign the following or contact me with your binding instructions.

Please bind the coverage:

Bind	Coverage	Carrier	Option	Premium	TRIA Accept	Policy Fee
<input type="checkbox"/>	Package	CM Regent LLC	Renewal	\$44,312	<input type="checkbox"/>	
<input type="checkbox"/>	Business Auto	CM Regent LLC	Renewal	\$6,323	<input type="checkbox"/>	
<input type="checkbox"/>	Commercial Umbrella	CM Regent LLC	Renewal	\$5,383	<input type="checkbox"/>	
<input type="checkbox"/>	Errors and Omissions	AIG Group	Renewal	\$24,000	<input type="checkbox"/>	
<input type="checkbox"/>	Boiler & Machinery	Munich Re Group	Renewal	\$3,897	<input type="checkbox"/>	
<input type="checkbox"/>	Cyber Liability	AIG Group	Renewal	\$12,450	<input type="checkbox"/>	

SUBJECTIVITIES

Policy	

Other Coverages for Consideration – Subject to Underwriting, Quoting and Binding

	Yes	No
Chubb Cyber Option	<input type="checkbox"/>	<input type="checkbox"/>
Increase VIP limit to \$500,000	<input type="checkbox"/>	<input type="checkbox"/>
Increase VIP limit to \$1,000,000	<input type="checkbox"/>	<input type="checkbox"/>
Fraudulent Impersonation limit to \$250,000	<input type="checkbox"/>	<input type="checkbox"/>
Fraudulent Impersonation limit to \$500,000	<input type="checkbox"/>	<input type="checkbox"/>

Middle Bucks Institute of Technology

Signature

Date

Title

Printed Name



Middle Bucks Institute of Technology

Important Notices

INTERMEDIARY / WHOLESALER

In our search for your insurance coverage we used the following wholesalers: CRC

Any compensation it receives is included in the total compensation disclosed in the summary of quotes.

FINEX GLOBAL

A separate business unit within the Willis Towers Watson Group, FINMAR Market Services, provides a wide range of services directly to certain insurers that write business for FINEX Global clients. A separate fee is paid to FINMAR Market Services by insurers for the delivery of these services to them. This fee is calculated within a range of 2.75% and 7.5% (plus VAT, if applicable) of the overall premiums placed depending on the scale of services provided. Unless otherwise stated, premiums paid by the clients of FINEX Global will not be increased as a result of these arrangements.

WILLIS COMMISSION

Willis Towers Watson negotiates commission rates with certain insurers on a corporate level. If the rate on your placement is lower than the negotiated rate, Willis Towers Watson will collect the difference directly from the insurer. These payments will not increase the cost of your insurance or otherwise impact your premium or rates. Details of these arrangements where there is compensation beyond the base compensation detailed in your Quote Proposal can be found at: http://www.willis.com/About_Willis/The_Willis_Way/Commission_Rates/.

BROKERAGE TERMS, CONDITIONS & DISCLOSURE

An order to bind the coverage presented in this proposal shall be deemed an acceptance and agreement that this proposal is subject to Willis Towers Watson's Brokerage Terms, Conditions, and Disclosures "Brokerage Terms" that are incorporated as part of this proposal and available at: <https://www.willistowerswatson.com/-/media/WTW/Notices/Brokerage-Terms-Conditions-Disclosures.pdf>. If you would like a hard copy of the Brokerage Terms, please contact any member of your Willis Towers Watson service team. If you have received a hard copy of this proposal, a hard copy of the Brokerage Terms is included for your convenience.



Middle Bucks Institute of Technology

Brokerage Terms, Conditions and Disclosures

[Follow this link to download up-to-date Brokerage Terms, Conditions & Disclosures](#)

Total General Fund Expenditures	A >	12,379,265
Less: Production Expenditures		(223,760)
Less: Adult Education Expenditures		(62,164)
Less: Authority Lease Rental		(1,465,948)

General fund w/Authority Lease Rental	11,943,341
Production	223,760
Adult Education	62,164
	<u>12,229,265</u>
Less: Transfer To CRF	100,000
Less: GF Fund balance	50,000
Total General Fund Expenditures	<A <u><u>12,379,265</u></u>

Net Secondary Operating Expenses

Less: Interest Earned	305	
Rental of Building	0	
Tuition - Adult Education Day Student	9,476	
Student fees	7,590	
Miscellaneous Revenue	7,904	
Refunds	7,629	
Local grants	5,800	
Equipment Grant	34,902	
Supplemental Equipment Grant	69,540	
Bucks County CARES	44,336	
PCCD COVID GRANT	84,075	
GEERS 1	94,702	
Soc. Sec. Reimb.	176,087	
Retirement Reimb.	887,572	
Local Plan Revenue	<u>268,416</u>	<u>(1,698,334)</u>
Net Secondary Operating Expenses to be Funded		<u><u>8,929,059</u></u>

CREDIT FOR BUDGET YEAR 2022/23 = \$93,940

District	2019-20 ADM	Net Secondary Operating Expenses to be Funded	Contributions Received from Member Districts 2020-21	Voc Ed Subsidy Received (Based on 2019- 20 ADM's)	Due (to) From Districts - 2020/2021	+	Due (to) From Districts - 2019/2020	=	Due (to) From Districts - 06/30/2021
Centennial	29.61%	2,643,466	2,371,068	181,474	90,924		158,995		249,918
Central Bucks	52.44%	4,682,551	4,402,847	320,930	(41,226)		(109,673)		(150,899)
Council Rock	16.95%	1,513,752	1,493,997	103,760	(84,005)		(201,623)		(285,627)
New Hope-Solebury	1.00%	89,291	142,814	6,109	(59,632)		(131,196)		(190,829)
Totals	100.00%	8,929,059	8,410,726	612,273	(93,940)		(283,497)		(377,436)

	<u>8/27/2020</u>	<u>10/29/2020</u>	<u>12/31/2020</u>	<u>2/25/2021</u>	<u>4/29/2021</u>	<u>6/1/2021</u>	<u>Total Voc-Ed Subsidy</u>
<u>Voc Ed Subsidy</u>							
Centennial	22,090	22,090	22,090	35,251	23,900	56,053	181,474
Central Bucks	42,461	42,461	42,461	52,160	42,259	99,128	320,930
Council Rock	14,594	14,594	14,594	14,266	13,663	32,049	103,760
New Hope-Solebury	1,314	1,314	1,314	(524)	805	1,886	6,109
	<u>80,459</u>	<u>80,459</u>	<u>80,459</u>	<u>101,153</u>	<u>80,627</u>	<u>189,116</u>	<u>612,273</u>