

**EXECUTIVE COUNCIL**  
**COMMITTEE OF THE WHOLE MEETING**  
*July 12, 2021 - 5:00 PM*  
**Room 101**

**AGENDA**

Call to Order

Pledge of Allegiance

Roll Call

Building, Security & Technology

- Cleaning Services Agreement (Attachment 1)

Program, Policy, and Personnel

- MBIT Health & Safety plan 2021-2022 (Attachment 2)
- Reorganization
  - BCIU Interim Business Manager Agreement (Attachment 3)
  - BCIU Proposal to Provide Business Manager (Attachment 4)
  - BCIU Amendment to Agreement for Technology Services – Summer Support (Attachment 5)
  - MBIT Reorganization Proposal (Attachment 6)
- Revised Policy (Attachment 7)
  - 006 - Meetings
- Personnel Items
  - Adult Education Coordinator - Part-time
  - Salary Increases for Support Staff

Finance

- No items

Category of Service: Cleaning & Custodial													
	Possible Points	Elite Facility Services	Cleaning Services HV	DSC Solutions	KBS	AAA Facility Solutions	AAR Cleaning	Open Works	Ed. Facility Mgmt	CleanNet	AR Building	Interstate	ATS Facility Services
Total Cost of Eligible Goods/Services		\$136,770	\$171,897	\$167,988	\$178,500	\$201,060	\$201,600	\$190,890	\$218,831	\$245,520	\$266,616	\$288,614	\$387,445
% to Lowest bid (low bid cost/bid cost)		100%	80%	81%	77%	68%	68%	72%	63%	56%	51%	47%	35%
Weighted Cost* (possible points * % to low bid)													
Cost	50	50	40	41	38	34	34	36	31	28	26	24	18
References from School customers or similar sized	13	8	7	8									
Staff & Supervision plan	13	5	3	13									
Training and evidence of experience	12	7	2	12									
Green Cleaning	12	5	5	6									
	100	75.0	56.8	80	38	34	34	36	31	28	26	24	18

# ADDITIONAL

*Stronger  
and More  
Resilient*

**Health  
and  
Safety  
Plan**

**2021-2022**

# Overview

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Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

This Health and Safety Plan serves to formalize and communicate the guidelines that Middle Bucks Institute of Technology (MBIT) will follow for the 2021-2022 school year as we continue to navigate through teaching and learning safely during a pandemic. This plan addresses how MBIT will maintain the health and safety of students, educators, and other staff, for all instructional and non-instructional school activities during the 2021-2022 school year. The Health and Safety Plan has been tailored to the unique needs of MBIT and its mission to "*Prepare Tomorrow's Workforce Today*" by providing career training. This plan will be posted for public comment from July 1 through July 8.

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

Initial Effective Date: July 12, 2021

Date of Last Review: July 12, 2021

Date of Last Revision: N/A

### **How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

MBIT receives recommendations and regulations from the Centers for Disease Control (CDC), the Pennsylvania Department of Education (PDE), the Pennsylvania Department of Health (PA DOH), and the Bucks County Health Department (BCHD). MBIT will follow the recommendations made by the Bucks County Health Department regarding masking, distancing, and other preventive and mitigation policies and adhere to any mandates issued by the PA DOH or PDE.

MBIT will continue to ensure safe learning and working environments for all MBIT students and staff.

MBIT will continue to provide in-person instruction during the 2021-22 school year. Based on public health conditions and any related mandates/requirements, MBIT will remain positioned to quickly pivot between in-person instruction, virtual/remote instruction, and hybrid instruction.

MBIT will continue to ensure all students receive instruction that meets state and federal standards and have the necessary supports for success, including access to technology and connectivity.

MBIT will revise this plan as necessary based on changes to recommendations or requirements that may occur through the 2021-2022 school year. All changes will be communicated on the school's website and communicated directly to students, parents, staff, through our school alert system.

### **How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

MBIT serves students from four school districts who provide many of these resources. In addition to these district resources, MBIT will continue to offer services to ensure continuity of services:

- MBIT will continue to ensure safe learning and working conditions for all MBIT students and staff.

- MBIT will continue its Student Assistance Team, offering resources to staff and students to address specific student academic, social and emotional wellness concerns.
- MBIT will continue to offer the Employee Assistance Plan through Health Advocate by the Delaware Valley Trusts and resources through the school’s Wellness Committee.
- MBIT will continue to provide training, support and flexibility necessary for staff to prepare for successful instruction.

**Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.**

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>a. Universal and correct wearing of <a href="#">masks</a>;</p>	<p>MBIT will follow the recommendation of federal, state and the BCHD regarding masking requirements of staff and students. When recommendations provide an opportunity for schools to choose between multiple options, MBIT’s decision will be made in conjunction with feedback from the member districts.</p> <p>Passengers and drivers must wear a mask on school buses and vans, including on buses operated by public and private school systems. The driver does not need to wear a mask if they are the only person on the bus.”</p> <p>When masks are required, signs teaching how to correctly wear a mask will be posted.</p>
<p>b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);</p>	<p>Students at MBIT function in a cohort/pod for half a day, learning with the same students within their cohort. MBIT will continue to follow BCHD guidance to design safe instructional and work spaces for all individuals. When recommendations provide an opportunity for schools to choose between multiple options, MBIT’s decision will be made in conjunction with feedback from the member districts.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
c. <a href="#">Handwashing and respiratory etiquette</a> ;	Sanitizing stations will be positioned at each entrance of the school and within each classroom/office area. Signs will be posted reminding staff and students of the importance of handwashing and respiratory etiquette. MBIT will continue to include proper personal hygiene in program curricula.
d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a> ;	<p>The ventilation was improved in preparation for the 2020-2021 school year with MERV 13 filters and REME UV lights installed throughout the building.</p> <p>MBIT will continue to follow proper cleaning and sanitizing protocols established by the CDC, EPA and manufacturer guidelines.</p> <p>MBIT maintenance staff will continued implement cleaning protocols, which include disinfecting program spaces after each session, high-touch areas, and offices.</p> <p>Hand sanitation stations will continue to be maintained throughout key areas of the building.</p> <p>All cleaning products utilized are EPA COVID-19 approved sanitation products list and used following approved application standards.</p>
e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a> , in collaboration with the State and local health departments;	MBIT will continue to assist the BCHD with contact tracing, using their recommendations to assist families and staff with understanding isolation and quarantine requirements.
f. <a href="#">Diagnostic</a> and screening testing;	<p>MBIT will continue to work in partnership with the BCHD for all COVID-19 related case investigation and contact tracing.</p> <p>Per BCHD, effective June 19, 2021:</p> <ul style="list-style-type: none"> <li>The BCHD will no longer require individual to repost positive COVID-19 test results or exposure to a positive case.</li> </ul>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<ul style="list-style-type: none"> <li>• The BCHD will no longer require MBIT to report positive COVID-19 test results of individuals to the BCHD.</li> <li>• Local COVID-19 testing laboratories will continue to report positive COVID-19 test results to the BCHD through the Pennsylvania National Electronic Disease Surveillance System (PA-NEDSS).</li> <li>• MBIT will consult with the BCHD in the event of any public health-related questions or concerns for guidance. This includes COVID-19.</li> <li>• The BCHD may recommend temporary disease mitigation strategies (such as increased physical distancing, masking, etc.).</li> <li>• The BCHD will no longer issue isolation or quarantine orders related to COVID-19.</li> <li>• The BCHD will not require MBIT to notify close contacts of any positive case. As such, no notifications will be made.</li> <li>• The BCHD will not require MBIT to notify any individual, classroom, school, or community of any positive case of COVID-19. As such, no such communications will be sent.</li> </ul> <p>MBIT may, pending access to free testing, administer antigen testing for the following scenarios:</p> <ul style="list-style-type: none"> <li>• Students to perform live work on another student, which may prevent the students from social distancing and may require at least one student to remove their mask.</li> <li>• Students who require a negative test to participate in clinical experiences at local health care facilities.</li> <li>• Events whereby antigen testing may increase access to the event or safety of the event.</li> <li>• Other scenarios as deemed appropriate.</li> </ul>
<p>g. Efforts to provide <a href="#">vaccinations to school communities</a>;</p>	<p>MBIT will continue to partner with member districts and the BCHD have provided information, resources, or space to administer vaccinations to school communities.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>MBIT shall ensure that all students with disabilities receive appropriate accommodations as outlined in their Individual Education Plan.</p> <p>MBIT will continue to design and follow any individualized health and safety plan for the students we serve.</p> <p>MBIT will continue to train staff and contractors on Universal Precautions.</p> <p>MBIT will regularly communicate best practices for health and personal hygiene to all stakeholders in an effort to reinforce healthy instructional and work environments.</p> <p>MBIT will continue to partner with federal, state, local, and health care agencies to promote and offer opportunities to receive the COVID-19 vaccination.</p>
<p>i. Coordination with state and local health officials.</p>	<p>MBIT will rely on best practices and work collaboratively with the BCHD, PDE, and member districts to monitor COVID data, recommendations, and to coordinate contact tracing.</p> <p>MBIT will rely on local health authority guidance to design safe instructional and workspaces for all individuals.</p> <p>MBIT will continue to facilitate ongoing forums for discussion and planning with federal, state, and local health authorities, and among local school entities.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Middle Bucks Institute of Technology reviewed and approved the Health and Safety Plan on July 12, 2021.

The plan was approved by a vote of:

Yes

No

Affirmed on: July 12, 2021

By:

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*Signature of Executive Council Chairperson*

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Mr. John H. Gamble, *Executive Council Chairperson*



705 N. Shady Retreat Rd.  
Doylestown, PA 18901  
Tel: 215-348-2940  
www.BucksIU.org

## AGREEMENT

THIS AGREEMENT, entered into this 20<sup>th</sup> day of July 2021, by and between the Middle Bucks Institute of Technology (hereinafter referred to as “MBIT”) located at 2740 York Road, Jamison, PA 18929 and the Bucks County Intermediate Unit #22 (hereinafter referred to as “Bucks IU” and/or “Contractor”), located at 705 North Shady Retreat Road; Doylestown, PA 18901.

## WITNESSETH

**WHEREAS**, MBIT has a need for an individual to serve in the position(s) of:

- **Interim Business Manager**

**WHEREAS**, Bucks IU has offered to provide MBIT with a qualified individual to serve in this position, on an as needed basis; and

**WHEREAS**, MBIT and Bucks IU mutually agree that the Bucks IU will provide MBIT with an **Interim Business Manager** for a period of time as needed by MBIT under the terms and conditions set forth in this Agreement;

**THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY**, the parties agree as follows:

1. This Agreement shall commence on July 1, 2021 and shall terminate no later than October 31, 2021, provided that both parties to this Agreement may extend this agreement by mutual consent by providing written notice by September 30, 2021. In addition, either party may also terminate this Agreement or any extension at any time by providing thirty (30) days written notice.

2. For valuable consideration as expressed herein, Contractor shall provide a qualified individual to serve as an **Interim Business Manager** to MBIT:

**Bucks County Intermediate Unit**

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- A. Contractor shall provide an experienced **Interim Business Manager** with specific duties and workload managed under the direction of the MBIT Administrative Director or his/her designee.
- B. The Contractor agrees to provide services consistent with the available facilities, the professional judgment of the employees/contractors/subcontractors hired to fulfill the duties and responsibilities of this position, and the standards established in the MBIT's community. Contractor shall maintain adequate and current records of services provided in the manner required by MBIT.
- C. Through **October 31, 2021** the rate for these services will be as follows:

**Interim Business Manager:      \$100.00 per hour**

- D. MBIT will determine the hourly/daily schedule and number of hours/days to be worked for each position. MBIT agrees to promptly notify Contractor of the daily/weekly schedule expected for these positions. It is understood that the responsibilities are expected to be performed starting July 6, 2021 and may extend through **October 31, 2021**.
- E. MBIT agrees to pay to the Bucks IU the hourly/daily rate for services as outlined above. The Bucks IU shall submit invoices on a monthly basis as appropriate to MBIT. MBIT agrees to pay approved invoices within thirty (30) days from the receipt of each approved invoice.
3. If required as part of the job responsibilities, MBIT agrees to provide financial reimbursement to the Contractor in excess of the compensation stated hereinabove, in order to reimburse the Contractor for any travel, tolls, parking or other out-of-pocket expenses incurred incident to providing services as required by this contract. Requests for such reimbursement will be accompanied by appropriate supporting documentation.
4. The individual serving in this position shall not be responsible for providing printing, and other administrative services, including postage, required by MBIT for the performance of the duties assigned under this agreement.

**Bucks County Intermediate Unit**

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5. It is understood and agreed by the parties hereto that the individual serving in this position while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an officer, agent, or employee of MBIT. As such, the individual serving in this position is not entitled to any of the benefits provided by MBIT to its employees, including, but not limited to, group insurance, state pension plan enrollment, and vacation, leaves of absence, workers' compensation insurance or unemployment compensation insurance. MBIT may, during the term of this Agreement, engage other independent contractors to perform the same work that the **Interim Business Manager** may be performing under this agreement. The **Interim Business Manager** may also provide similar services for others during those periods wherein the **Interim Business Manager** is not performing work under this Agreement for MBIT.

6. Contractor agrees to comply with all Commonwealth of Pennsylvania and federal laws and regulations which apply to MBIT or to the services to be performed by Contractor, and any internal policies or procedures of MBIT enacted to comply with said state and federal laws and regulations. Contractor shall ensure that any person assigned to MBIT has all required federal and state criminal background and child abuse clearances, as well as the required health forms, PDE Form 6004, and Act 168 Employment History Review Form as provided for by the Pennsylvania School Code.

7. It is understood that the rights and responsibilities of this Agreement may be transferred or assigned by Contractor to **Educational Staffing Services** and/or other contractors/subcontractors; and MBIT through this agreement provides express written permission to Contractor to subcontract or delegate obligations under this contract to **Educational Staffing Services** or other contractors/subcontractors who work with the Contractor.

8. Contractor represents and warrants to MBIT that the **Interim Business Manager** assigned to MBIT is experienced and competent to provide the Services, and that the **Interim Business Manager** is familiar with all federal, state, or regulatory laws, ordinances and regulations which may affect the services provided. If Contractor should violate any terms or conditions of this Agreement or should otherwise fail to perform in accordance with this

**Bucks County Intermediate Unit**

Agreement, MBIT may without prejudice to any other right or remedy, terminate the Agreement and make other appropriate arrangements for the Services to be provided hereunder.

9. This Agreement shall be binding upon MBIT and Bucks IU, and their successors and assigns.

10. MBIT and Bucks IU agree to indemnify and hold harmless each other and each other's employees, officers, agents, contractors, subcontractors, attorneys and representatives from and against any and all claims, demands, costs, including attorneys' fees, suits and damages for any reason including bodily injury and property damage for which either one of them become liable that arise out of or result from negligent or intentional acts or omissions of the other, or the other's employees, agents, contractors, subcontractors, and/or representatives.

11. This Agreement, including the incorporated document of the job description, if attached by MBIT, constitutes the entire understanding and agreement between the parties. Any modifications or amendments to this Agreement must be in writing and signed by a duly authorized agent or representative of both parties.

**IN WITNESS WHEREOF**, MBIT and Bucks IU have executed and delivered this Agreement as of the day and year written on the first page hereof.

**MIDDLE BUCKS INSTITUTE  
OF TECHNOLOGY**

**BUCKS COUNTY SCHOOLS  
INTERMEDIATE UNIT # 22**

By: \_\_\_\_\_  
John H. Gamble  
Chairperson, MBIT Executive Council

By: \_\_\_\_\_  
John D'Angelo  
President, Bucks IU Board of School  
Directors

Attest: \_\_\_\_\_  
Mariann McKee  
Secretary, MBIT Executive Council

Attest: \_\_\_\_\_  
Elizabeth Bittenmaster  
Secretary, Bucks IU Board of School  
Directors

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

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



705 N. Shady Retreat Rd.  
Doylestown, PA 18901  
Tel: 215-348-2940  
www.BucksIU.org

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## **Proposal to Provide Business Manager**

As requested, the Bucks County Intermediate Unit (Bucks IU) proposes to provide an experienced and competent Business Manager to the Middles Bucks Institute of Technology (MBIT), with an estimated effective start date of September 1, 2021.

### **Business Manager – Scope of Work**

The Business Manager will oversee the business operations and services of MBIT. The essential duties and responsibilities of the Business Manager are as described in the job description provided by MBIT. Specific duties and workload will be managed under the direction of the MBIT Administrative Director or his/her designee in consultation with, and with the support of, the Bucks IU Chief Financial Officer. It is understood that work may be performed onsite at MBIT, onsite at the Bucks IU, and offsite in coordination with MBIT and Bucks IU remote work expectations.

### **Term of Service**

The Bucks IU proposes to begin providing these services from September 1, 2021 through June 30, 2024, with the start date contingent upon the hire date of the individual.

### **Costs**

The Bucks IU proposes to provide the above Business Manager at the following cost:

<b>July 1, 2021 – June 30, 2022:</b>	<b>\$203,000 (prorated)</b>
<b>July 1, 2022 – June 30, 2023:</b>	<b>\$208,500</b>
<b>July 1, 2023 – June 30, 2024:</b>	<b>\$215,000</b>

The first year's annual rate will be prorated to the actual start date of the Business Manager; MBIT will be invoiced for the prorated amount.

**Bucks County Intermediate Unit**

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**Additional Costs**

MBIT recognizes that continued education and professional development for staff is important to the success of their organization and that the Bucks IU Business Manager assigned to MBIT may attend association meetings, workshops, and/or overnight conferences relative to their role and responsibilities at MBIT. These activities may include, but not be limited to professional development and networking events sponsored by the Pennsylvania Association of School Business Officials (PASBO), the Delaware Valley Association of School Business Officials (DVASBO), the Pennsylvania Association of Intermediate Units (PAIU), and the Pennsylvania Association of Career and Technical Administrators (PACTA). It is understood that MBIT will pay for any expenses incurred for attending any of these activities, provided that Bucks IU obtains prior approval by the MBIT Administrative Director.

Any additional requirements to provide services beyond those listed here will be the sole responsibility of MBIT. Such additional and necessary costs may include, but not be limited to, training the Business Manager on MBIT's financial accounting system or other type of service (i.e., PIMS reporting, Child Accounting, etc.) not a part of this proposal.

If additional services are requested beyond those listed in this proposal, those additional costs will be billed separate from the costs provided in this proposal. These additional costs will be negotiated with MBIT and written into a future agreement.

**Additional Terms and Conditions**

The individual assigned by the Bucks IU to MBIT is an independent contractor and not an officer, agent,

or employee of MBIT. As such, the individual hired or contracted by the Bucks IU to provide the proposed services to MBIT is not entitled to any of the benefits provided by MBIT to its employees, including, but not limited to, group insurance, state pension plan enrollment, vacation, leaves of absence, workers' compensation insurance or unemployment compensation insurance.



705 N. Shady Retreat Rd.  
Doylestown, PA 18901  
Tel: 215-348-2940  
[www.BucksIU.org](http://www.BucksIU.org)

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**AMENDMENT TO AGREEMENT  
WITH  
MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**

THIS AMENDMENT is made on **July 1, 2021** to the Agreement dated **April 1, 2021** by and between the **BUCKS COUNTY INTERMEDIATE UNIT #22**, located at 705 N. Shady Retreat Road, Doylestown, PA 18901 (hereinafter referred to as “Bucks IU”) and **MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**, located at 2470 Old York Road, Jamison, PA 18929 (hereinafter referred to as “Client”).

This AMENDMENT will make the following change(s) to the Agreement:

- Item 2 Term shall continue through September 30, 2021.
- Exhibit A – Technology Services Statement of Work (SOW) shall be amended as follows:
  - o The SOW Completion Date shall be September 30, 2021
  - o Up to 33 Days of Service will be added between July 1, 2021 through September 30, 2021.
    - Two (2) days of service per week will be provided in July and August.
    - Optional three (3) days of service may be provided in September. Notice of at least one working week will need to be provided in email to Daniel Lezoche, [DLezoche@BucksIU.org](mailto:DLezoche@BucksIU.org).
- The Rate for Service will be amended to \$750.00 per day.

All other terms and conditions of the Agreement will remain the same.

THIS AMENDMENT is signed below by the duly authorized representatives of the parties:

**(PARTY'S NAME IN BOLD CAPS)**

**BUCKS COUNTY INTERMEDIATE UNIT #22**

Authorized Representative:

Recommended By:

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
Daniel Lezoche, Supervisor of Technology  
(Name and Title)

\_\_\_\_\_  
(Signature in Blue Ink)

Approved By:

\_\_\_\_\_  
John D'Angelo, Board President

\_\_\_\_\_  
(Date)

Attest:

\_\_\_\_\_  
Elizabeth Bittenmaster, Board Secretary

(February 2020)

\_\_\_\_\_  
(Date)

Bucks County Intermediate Unit #22  
 705 N Shady Retreat Rd  
 Doylestown, PA 18901 US  
 licensing@bucksiu.org  
 www.bucksiu.org

# Estimate



**ADDRESS**

Middle Bucks Institute of Technology  
 ATTN: Kathryn Strouse  
 2740 Old York Rd  
 Jamison, PA 18929

**SHIP TO**

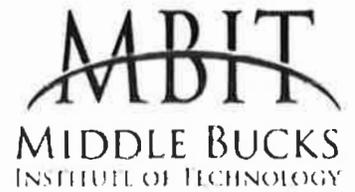
Middle Bucks Institute of Technology  
 ATTN: Kathryn Strouse  
 2740 Old York Rd  
 Jamison, PA 18929

**ESTIMATE #**      **DATE**  
 1065                      06/28/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Misc Consulting	Miscellaneous Technology Consulting - Up to 2 days per week in July and August.	18	750.00	13,500.00
Misc Consulting	Optional Technology Consulting - - Up to 3 days per week September Only billed for service that is provided.	15	750.00	11,250.00
<b>TOTAL</b>				<b>\$24,750.00</b>

Accepted By

Accepted Date



# Middle Bucks Reorganization Proposal

March 8, 2021

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## **Overview**

Middle Bucks Institute of Technology first opened its doors over fifty-years ago as a state-of-the-art facility posed to prepare students for employment in an ever-changing workplace as well as advanced training at the post-secondary level. There have been more than 9,000 individuals who have chosen to pursue a technical career starting at this school. These individuals have had and continue to have a major impact on the quality of life in our community. They impacted many trade and technical fields including the construction industry, architecture, filmmaking, landscaping, human services, culinary arts, manufacturing, transportation, and the computer industry.

These past fifty years have provided a strong foundation on which to build, one that will allow us to achieve our mission; providing education in a wide range of high-wage, high skilled, and high demand careers for a new generation of students that will make a lasting impact on our community.

## **The Opportunity**

Due to upcoming retirements, there are three administrative position that will be vacated by August 2021. As a result, Middle Bucks has reviewed the structure of the organizational chart and provided recommendations for reorganization to the Executive Council that will result in financial savings.

## **The Recommendation**

The recommendation to the Executive Council would be:

- Replace the Business Manager position; new title Business Operations Manager
- Eliminate the Director of Facility Operations and Facility Manager positions
- Create a new position titled IT Technology Specialist
- Hire a second Maintenance Mechanic to oversee custodial duties

## **Advantages**

The primary advantage to the proposed reorganization plan is financial saving while maintaining our positive staff morale and school culture. The plan is also focused on our primary stake holders: our students. It allows Middle Bucks to continue providing the rigorous level of education our students have become accustomed with no disruption to the educational process, no impact on school based enterprises, or delays in completion of live work.

## **Financial Projections**

Middle Bucks will save approximately \$149,665 through the implementation of this reorganization plan.

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## **MBIT OPERATIONS REORGANIZING – PROPOSAL**

### **Business Department**

Business Manager becomes Business/Operations Manager (proposed salary \$119,000)

- Technology and Facilities staff reports to Business/Operations Manager

### **Technology Department**

Eliminate Director of Facility Operations position

- Computer Specialist becomes Network Administrator (proposed salary \$85,000)
- Create a new position - IT Technology Specialist (proposed salary \$65,000)

### **Facility Department**

Eliminate Facility Manager position

- Maintenance Mechanic becomes Maintenance Mechanic – Operations (proposed salary \$60,000)
- Create a new position – Maintenance Mechanic – Facilities (proposed salary \$55,000)

**Projected Savings: \$149,665**

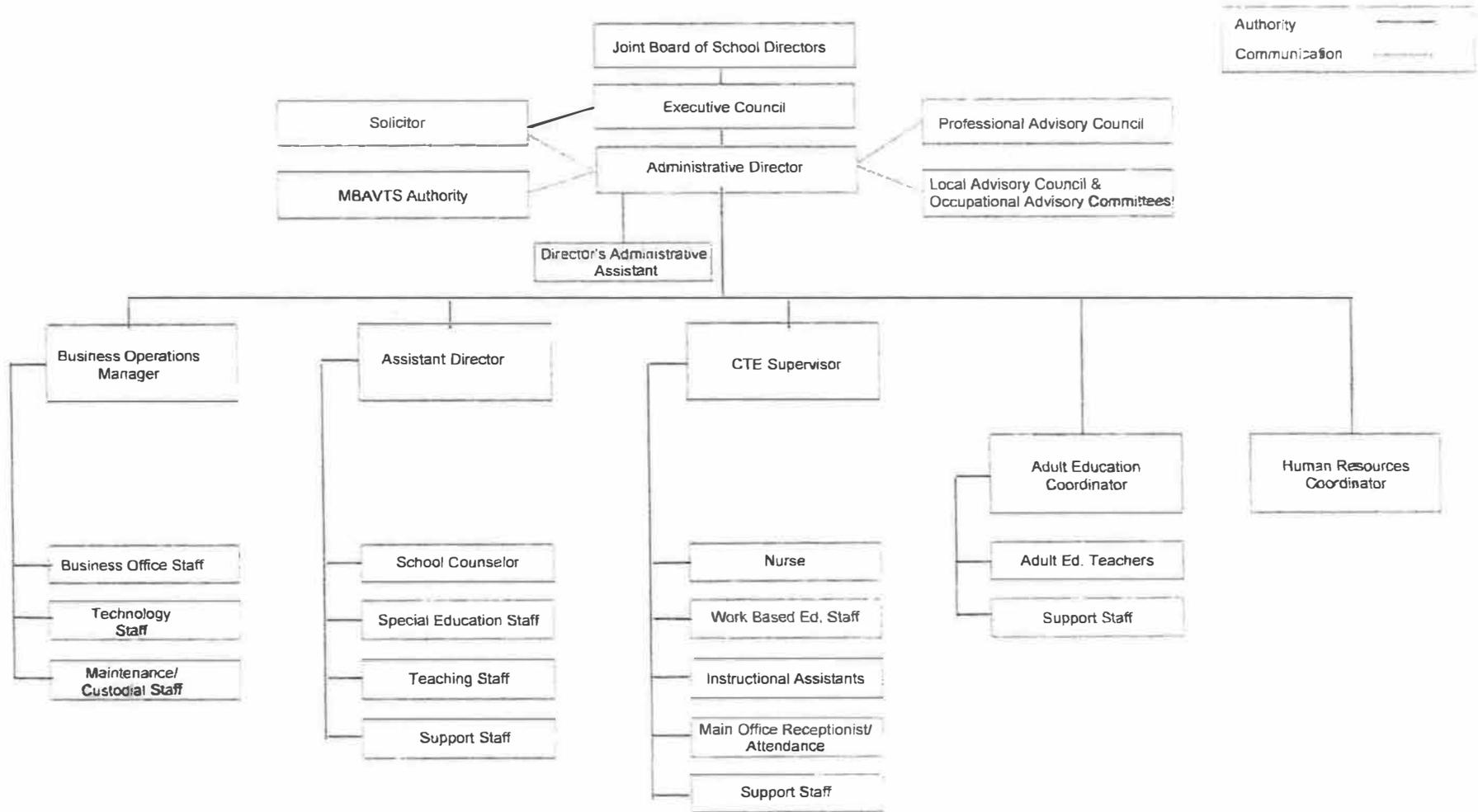
MBIT Operations Reorganization - Financial

Reorganization

<u>Savings</u>	<u>Bus Mgr.</u>	<u>Accountant</u>	<u>IT Mgr.</u>	<u>IT Spec.</u>	<u>FM</u>	<u>MM</u>	
Current	\$ 137,472	\$67,704	\$ 115,868	\$76,315	\$ 96,635	\$53,851	
Social Security	10,517	5,179	8,864	5,838	7,393	4,120	
Retirement	47,442	23,365	39,986	26,336	33,349	18,584	
WC	98	48	83	54	69	38	
UC	400	401	400	401	400	401	
	<u>195,928</u>	<u>96,697</u>	<u>165,200</u>	<u>108,945</u>	<u>137,845</u>	<u>76,994</u>	781,610
New hire	119,000	\$62,400	85,000	65,000	60,000	55,000	
Social Security	9,104	4,774	6,503	4,973	4,590	4,208	
Retirement	41,067	21,534	29,334	22,432	20,706	18,981	
Retirement - DC	(2,678)			(1,463)		(1,238)	
WC	85	44	61	46	43	39	
UC	400	401	400	401	400	401	
	<u>166,978</u>	<u>89,153</u>	<u>121,297</u>	<u>91,389</u>	<u>85,739</u>	<u>77,391</u>	631,946
Savings	\$ 28,950	\$ 7,544	\$ 43,904	\$ 17,556	\$ 52,106	\$ (396)	\$ 149,665
<b>Savings</b>	<b>\$ 149,665</b>						

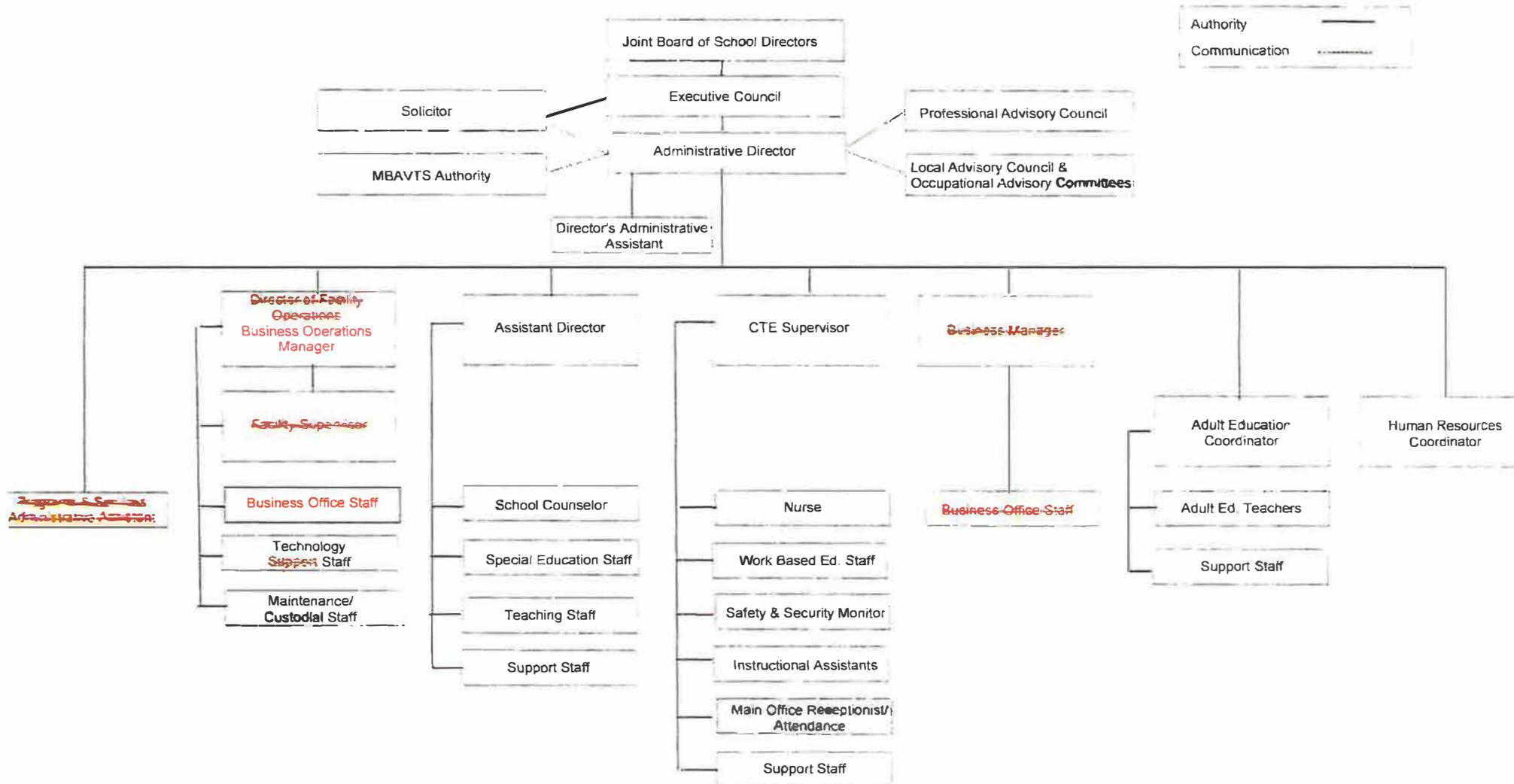
# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: BOARD PROCEDURES  
TITLE: ORGANIZATION CHART  
ADOPTED: September 13, 2004  
REVISED: XXXXX X, 2021



# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: BOARD PROCEDURES  
TITLE: ORGANIZATION CHART  
ADOPTED: September 13, 2004  
REVISED: ~~September 11, 2017~~



**MBIT Restructuring Plan**

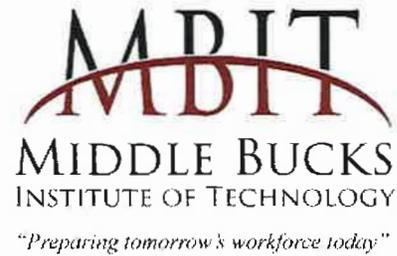
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**Pro**

- Financial savings
- Operational efficiency
- Maintain positive staff morale, school culture & sense of community
- Reduce Act 93 membership
- Maintain local oversight
- No impact on school-based enterprises
- No delays in completing live work
- No disruption to educational process

**Con**

- New employees to train
- Loss of experience and knowledge



School	Enrollment	# of Programs	Budget	Total # of Employees	Cost per Pupil
Bucks County Technical High School	1467	29	\$28,559,839	211	\$15,500
Central Montco Technical High School	980	15	\$12,000,000	60	\$11,000
Eastern Center for Arts and Technology	583	15	\$10,781,000	60	\$13,994
<b>Middle Bucks Institute of Technology</b>	<b>853</b>	<b>22</b>	<b>\$11,928,802</b>	<b>68</b>	<b>\$10,857</b>
North Montco Technical Career Center	1300	21	\$13,266,000	100	\$11,000
Upper Bucks County Technical School	785	20	\$11,643,864	73	\$12,000



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.

Committee of the Whole Meetings

Committee of the Whole meetings shall be public and held monthly at such a time and place as agreed upon. The Executive Council shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the members of MBIT Executive Council.

If a temporary or ad-hoc committee is appointed, it shall consist of a maximum of three (3) members of Executive Council plus an alternate member of Executive Council, and

serves only for the time needed for its designated purpose. Committee recommendations shall be advisory only. The Chairperson of Executive Council shall be an ex-officio member of any such committee(s). No more than four (4) Executive Council members may be present at, help, aid or assist meetings or activity of such committee(s).

It shall be the responsibility of the Administrative Director, in cooperation with the Executive Council Chairperson and Committee Chair, to prepare an agenda of the items of business to come before the Executive Council at each Committee of the Whole meeting. Public Comments section shall be limited to topics on the agenda that are being discussed by the Executive Council.

The Executive Council shall use the following order of business for a Committee of the Whole Meeting:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Comment may only be heard only for items on the Agenda when the item is being discussed by Executive Council members and is subject to the same limitations presented elsewhere in this policy with respect to "Public Comment".
- Building, Security & Technology
- Program, Policy & Personnel
- Finance
- If deemed necessary for reasons of timeliness or urgency, and properly indicated in the Agenda, Executive Council may vote to approve items discussed at meetings by the Committee of the Whole.
- Adjournment

The Agenda, together with all relevant back up, shall be provided electronically to each Executive Council member at least four (4) days before the meeting. The Agenda shall also be made available to the Public in the same manner of other meetings of Executive Council.

### **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 disposed 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