

EXECUTIVE COUNCIL
COMMITTEE OF THE WHOLE MEETING
June 2, 2020 - 6:00 PM
Video Conferencing

AGENDA

Building, Security & Technology

- Additional Computers – Adult Education Funding (Attachment 1)

Program, Policy, and Personnel

- Personnel Items
 - Employment
 - Dental Occupations Teacher
 - Business Office Administrative Assistant
 - Group Leader/Preschool Manager – Li'l Bucks Partners in Learning
 - Salary Adjustments
 - CTE Supervisor
 - Instructional Assistants (Attachment 2)
 - School Security Officer
 - Salary increases for non-bargaining unit personnel
 - 2020-2021 Educational Programs and Staffing
 - Summer Staff
- BCIU proposal to redesign the Voyages program (Attachment 3)
- Appoint Physician of Record
- Appoint PSBA Voting Delegate
- Approve primary textbooks for 2020-2021 school year
- Approve Safe2Say agreement with BCIU (Attachment 4)
- Revised 2020-2021 Li'l Bucks Partners in Learning Calendar

Finance

- Student Built House (Attachment 5)
- PSBA Insurance Trust Better Unemployment Compensation Comprehensive(BUCS) program (Attachment 6)
- Appoint Insurance Broker 2020-2021 (Attachment 7)
- Transfer to Capital Reserve Fund (Attachment 8)
- Updates (Attachment 9)
 - Li'l Bucks
 - Adult Education



Lenovo Latitude 3400 Options

Quote # 013299
Version 1

Prepared for:

Middle Bucks Institute of Technology

Pat Rich
prich@mbit.org
255 Woodcliff Drive
Fairport, NY 14450

Per COSTARS 003-004; 199069

Hardware

Selected	Description	Price	Qty	Ext. Price
<input checked="" type="checkbox"/>	<p>Dell Latitude 3400 </p> <p>Dell Latitude 3400 8th Generation Intel Core i7-8565U Processor (4 Core,8MBCache,1.8GHz) Win 10 Pro 64 English, French, Spanish Microsoft(R) Office 30 Days Trial Nvidia GeForce MX130 for Intel 8th Gen Core i7-8565U 16GB, 1x16GB, DDR4 Non-ECC M.2 512G PCIE NVME CLASS 35 Solid State Drive Not selected in this configuration Non-Touch WLAN LCD Cover with HD Camera 14.0" FHD (1920 x 1080) Anti-Glare, Non-Touch, Camera & Mic, WLANcapable No Fingerprint and No Smart Card Single Pointing Non-backlit Keyboard, English Wireless Driver for Intel 9560 + Bluetooth 5.0 Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 No Mobile Broadband Card 3 Cell 42Whr ExpressChargeTM Capable Battery No DDP ESS Software 65 Watt AC Adapter OS-Windows Media Not Included US Power Cord Latitude 3400 Quick Start Guide Regulatory Label, FCC Dell(TM) Digital Delivery Cirrus Client Dell Client System Update (Updates latest Dell Recommended BIOS,Drivers, Firmware and Apps) Waves Maxx Audio Dell Power Manager System Shipment, Latitude 3400 Dell SupportAssist OS Recovery Tool Direct Ship Info Mod Mix Model Packaging System Ship Info Dell Latitude 3400 CTO 5 Intel(R) Core(TM) i7 Processor Label Dell Limited Hardware Warranty Extended Year(s) Thank you choosing Dell ProSupport. For tech support, visit/support.dell.com/ProSupport or call 1-866-516-3115 ProSupport: Next Business Day Onsite, 1 Year ProSupport: Next Business Day Onsite, 2 Year Extended ProSupport: 7x24 Technical Support, 3 Years Dell Limited Hardware Warranty</p>	\$1,047.38	20	\$20,947.60

Subtotal: \$20,947.60

Lenovo Latitude 3400 Options

Prepared by:

SLED Drop Ship

Danielle Sauve
Ph (717) 262-2080
Fax 717-262-2082
danisauve@gdcit.com

Prepared for:

Middle Bucks Institute of Technology

Pat Rich
Ph (215) 343-2480
prich@mbit.org

Quote Information:

Quote #: 013299

Version: 1
Delivery Date: 05/28/2020
Expiration Date: 06/26/2020

Quote Summary

Description	Amount
Hardware	\$20,947.60
Total: \$20,947.60	

Payment Options

Selected	Description	Periods	Payments	Amount	
Term Options					
<input checked="" type="checkbox"/>	Hardware Terms	One-Time Payments	One-Time	1	\$20,947.60

Summary of Selected Payment Options

Description	Amount
Term Options: Hardware Terms	
Total of One-Time Payments	\$20,947.60

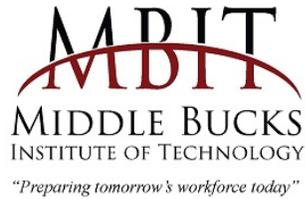
Applicable sales tax and shipping & handling charges are not included with this quote unless otherwise noted. However, PEPPM and COSTARS orders do include shipping & handling in the sell price. We reserve the right to cancel orders arising from pricing or other errors or due to drastic market pricing fluctuations.

This quote is valid for 30 days barring changes in pricing and/or availability of products from our vendors. In the case of vendor pricing/availability changes, we will provide a new quote for your approval. LAM Systems builds customized computer systems according to our client's specifications; for that reason all sales are final. Defective hardware component issues will be resolved through the warranty purchased. Non-LAM branded components and products will carry a manufacturer's warranty, direct with the stated manufacturer.

Payments may be sent to GDC IT Solutions, 1144 Kennebec Dr, Chambersburg, PA 17201.

Signature

Date



Memo

To: Ms. Lauren Doherty, CTE Supervisor

From: Ms. Kathryn Strouse

Date: June 1, 2020

Re: Instructional Assistant Salary Information

This memo is in follow up to your inquiring about salary adjustments for Instructional Assistant staff. Each year, the Bucks County Intermediate Unit conducts a Salary Survey for all of the school districts and CTEs in the county to verify that wages for various positions are compensated fairly.

Middle Bucks compares salaries from our four sending school districts to determine equity for our staff. Below is a summary of starting salaries:

School District	Starting Rate of Pay
Centennial	\$16.83
Central Bucks	\$15.77
Council Rock	\$19.60
New Hope Solebury	\$15.93
Middle Bucks	\$15.25

According to this report, MBIT is at the lower end of the starting salary rate of pay and should consider adjusting the starting hourly rate to \$16.00 per hour.



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

Bucks IU Proposal for Redesigning the Voyages Program May 2020

INTRODUCTION

The Bucks County Intermediate Unit #22 (Bucks IU), proposes to redesign the currently established Voyages Program, housed at Middle Bucks Institute of Technology (MBIT). VOYAGES stands for “Vocational Opportunities for Youth Attaining Gainful Employment Skills.” This program currently serves students referred to the Bucks IU who may benefit from the many resources available at MBIT, but who are unlikely to qualify for standard program certification as “completers.” The VOYAGES program is intended as a two to three-year program for transition-aged students (aged 18-21) who qualify for special education services and who have unmet transition needs in the areas of employment and independent living.

RATIONALE

As expectations for student performance within career and technical schools increase, students with significant disabilities may require more time and repetition to meet certification criteria and learn the higher-level content of these programs. Additionally, many students express an interest in a certification area and desire vocational programming that provides access to the program content without attaining certification standards. The VOYAGES program will assist in bridging this gap. Since the origination of the Voyages Program in 2010, the Bucks IU continues to receive referral requests from neighboring districts for students that require academic and functional skill support.

INTENDED POPULATION

VOYAGES was created for the student with moderate disabilities who have the anticipated ability to be employed. Students also have IEP goals in the areas of employment, independent living, and functional academic skills which require continued instruction.

The VOYAGES program may be appropriate for the following student:

- Aged 18-21 and eligible for special education transition services through their home district;
- Students may or may not have completed high school graduation requirements;
- Students will have IEP transition goals centered on employment and independent living;

Bucks County Intermediate Unit

- Academic skill levels requiring academic remediation and continued instruction in functional academic skills;
- Requires intensive, coordinated assistance to locate and obtain a job in the competitive market (i.e., job coaching);
- May be appropriate for the standard MBIT program, but are not yet ready for the rigor or pacing of the standard program, in which VOYAGES will be used as a diagnostic assessment of their ability to enter the typical program;
- Unable to complete the standard certification program or participate in NOCTI but has strong interest or aptitude in a specific career area that could lead to successful job placement (i.e., plumber's or electrician's helper);
- Students who will require supported employment.

LOGISTICS

VOYAGES will be housed in a designated classroom within MBIT, and will be staffed and supervised by the Bucks IU, while the students will remain the responsibility of the home districts LEA. A maximum of fourteen students will be educated by a special education teacher. The number of students may be expanded in subsequent years dependent upon need. The VOYAGES teachers will be responsible for data collection, implementation of IEP goals, and drafting annual IEPs. Students will be referred to VOYAGES by their home school district and the Bucks IU referral process will be completed.

VOYAGES will follow the MBIT annual calendar and daily schedule. All MBIT rules and regulations will apply to students attending VOYAGES, including the Student Discipline Policy. The student's home school district will be responsible for the cost of their participation in VOYAGES, but students may be required to purchase individual materials or tools necessary for inclusion in specific career clusters (i.e., tool belt).

PROPOSED PROGRAM COMPONENTS

- Hybrid program:
 - All students will have the opportunity to attend Voyages based on IEP team decision until age 21
 - All students will receive functional academic instruction in the areas of reading, writing and math skills.
 - All students will receive instruction in social skills, career development and independent living skills.
 - All students will have opportunities to experience supported and/or independent jobs outside of MBIT
 - Some students will participate in half day functional academic instruction and half day career skills training through an approved MBIT program.
 - Some students will participate in a half day functional academic instruction and half day life skills training through approved jobs within MBIT.
 - Possible Option: Snack Shop

Bucks County Intermediate Unit

- Build capacity for non-perishable drinks and snacks
- For purchase by professional staff
- Open for 1 hour / daily during 1-hour student switch

CURRENT PROGRAMS AVAILABLE

The Bucks IU requests the addition of the following two programs listed below: Multimedia Technology and Web Design & Interactive Media

MBIT Program	Possible Career Paths
Automotive Technology	Basic Service Technician
Building Trades	Occupations: Cutter, Painter; Electrician's Helper; Materials Handler; Plumber's Helper
Collision Repair	Technology Paint Prep; Dealer
Cosmetology	Shampoo Assistant
Culinary Arts	Pantry Worker; Kitchen Worker
Electrical Technology	Electrician's Helper
Horticulture & Landscape Design	Landscape Installer; Hardscape Installer; Grounds Crew
Plumbing	Plumber's Helper
Residential Construction	Framer's; Carpenter Helper
Multimedia Technology	
Web Design & Interactive Media	

Bucks County Intermediate Unit



705 N. Shady Retreat Rd.
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MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
MASTER SERVICES AGREEMENT, 2020-2021

Bucks County IU Safe2Say Something Tip Response Services

THIS MASTER SERVICES AGREEMENT is entered into as of May 1, 2020 (the "Effective Date"), by and between **MIDDLE BUCKS INSTITUTE of TECHNOLOGY**, with its principal offices located at 2740 York Rd, Jamison, PA 18929, (hereinafter referred to as "CLIENT"), and BUCKS COUNTY INTERMEDIATE UNIT, with its principal offices located at 705 N. Shady Retreat Road, Doylestown, Pennsylvania 18901 (hereinafter referred to as "BUCKS IU") (each individually, a "Party" and collectively, the "Parties").

BACKGROUND

WHEREAS, CLIENT wishes to retain BUCKS IU to provide Safe2Say Something Tip Response Services, and BUCKS IU wishes to provide such services, all subject to the terms and conditions of this Master Services Agreement (this "Agreement").

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth below, and intending to be legally bound, CLIENT and BUCKS IU agree as follows:

1. **Services to be Provided:**

(a) **Statement of Work.** During the term of this Agreement, BUCKS IU shall perform the services described in the attached Exhibit A Statement of Work (SOW) signed by an authorized representative of each Party. Upon execution by both Parties, each SOW shall be incorporated by reference into, and shall be governed by the terms of, this Agreement. Each SOW will describe the services to be performed by BUCKS IU (the "Services"), the deliverables to be provided ("Deliverables"), all applicable specifications pertaining to the Services and the Deliverables, the schedule for performance of the Services and/or delivery of the Deliverables, the fees to be paid to BUCKS IU for performance of the Services and the Deliverables, and other essential information.

(b) **Conflicts.** In the event of a conflict between the provisions of this Agreement and the specific provisions set forth in any executed SOW associated with this Agreement, the provisions of this Agreement shall control.

(c) **Changes.** If CLIENT requests that changes be made to the scope of Services, the price may be changed accordingly. Any agreed changes in scope of Services, price, schedule or otherwise will be documented in a written change order or other amendment to the applicable SOW signed by an authorized representative of each Party.

(d) **Acceptance.** Upon BUCKS IU's delivery of Services or Deliverables, CLIENT must inspect the Services and Deliverables for conformance with specifications. If CLIENT reasonably determines that any Deliverable produced by BUCKS IU in connection with the Services fails in any material respect to meet the written specifications and/or other written acceptance criteria set forth in a SOW or otherwise mutually agreed upon by the Parties, CLIENT shall: (i) promptly notify BUCKS IU in writing of such failure and (ii) specify in reasonable detail the nature and extent of such failure. Upon receipt of such notice, BUCKS IU shall, solely through the performance of additional services, make such adjustments, modifications or revisions as are necessary to cause such Deliverable to so meet such specifications and/or other acceptance criteria, and re-submit such Deliverable to CLIENT for review and approval. At such time as such a Deliverable so meets such specifications and/or other acceptance criteria, CLIENT shall issue a writing indicating its acceptance of such Deliverable. In any case, each Deliverable shall be deemed accepted unless CLIENT specifically rejects the BUCKS IU Deliverable in writing within [15] business days.

2. Term.

The term of this Agreement shall begin on **July 1, 2020** and shall continue through **June 30, 2021**. Termination of a SOW will not terminate the entire Agreement unless so stated in the termination notice.

3. Compensation.

(a) **Fees, Expenses, and Invoicing.** Fees for all Services, Deliverables and Expenses shall be as set forth in each SOW, and CLIENT agrees to pay all such fees and expenses. Unless otherwise provided in a SOW, all amounts are due and payable not more than thirty (30) days from the date of the invoice. CLIENT must raise any concern or dispute in writing within thirty (30) days from the date of the invoice. CLIENT's dispute of any amounts will not delay its payment of undisputed charges. If an invoice is not paid when due, BUCKS IU may, at its option, and in addition to any other remedies: (i) suspend performance and withdraw personnel; (ii) charge interest on the unpaid balance at 1% per month computed from the date of invoice until date of payment; and/or (iii) terminate this Agreement within ten (10) days if not cured by CLIENT upon notice from BUCKS IU.

(b) **Records and Reports.** BUCKS IU shall furnish with CLIENT periodic progress reports as specified in any SOW associated with this Agreement. BUCKS IU shall maintain records of time and materials which in its reasonable discretion are necessary to substantiate all invoices that are rendered for Services furnished on a time and material basis.

4. Independent Contractor

For purposes of this Agreement and all Services to be provided hereunder, neither BUCKS IU, nor any of its employees or subcontractors, shall be considered an employee or representative of CLIENT, but shall remain in all respects an independent contractor. Neither Party hereto shall have any right or authority to make or undertake any promise, warranty or representation or to execute any contract or otherwise to assume any obligation or responsibility in the name of or on behalf of the other Party. As an independent contractor, neither BUCKS IU, nor any of its employees or subcontractors, shall participate in any employee benefits provided by CLIENT to its employees, including worker's compensation insurance, disability, pension or other employee plans. BUCKS IU assumes full responsibility and liability for the payment of any taxes due on money received by BUCKS IU hereunder.

5. Performance: CLIENT Responsibilities.

(a) **Access and Cooperation.** BUCKS IU shall work closely with CLIENT's personnel to carry out the performance of the Services. CLIENT agrees to provide BUCKS IU all reasonable and necessary access to CLIENT's student database, staff, facilities, and other systems as necessary in conjunction with BUCKS IU's delivery of the Services. CLIENT will provide the systems access as described in the SOW or otherwise required by BUCKS IU. CLIENT has secured, and hereby grants BUCKS IU all necessary legal rights to access and utilize any and all content, material, hardware and/or software that BUCKS IU needs to perform the Service or complete the Deliverables as CLIENT requests of BUCKS IU from time to time under any SOW pursuant to this Agreement, but solely for the purposes specified in such SOW. BUCKS IU's timely performance of the Services and provision of the Deliverables are contingent on CLIENT promptly providing: (i) all required resources; (ii) the necessary assistance and cooperation of CLIENT's officers, agents, and employees; and (iii) complete, clean, and accurate information and data. If a delay is caused by CLIENT's failure to timely perform any obligation or deliver a necessary resource, the delivery schedule for the Services and Deliverables shall be extended for the period of delay. While at the facilities of CLIENT, BUCKS IU shall observe and follow the conspicuously posted work rules, policies and standards of CLIENT, including, but not limited to, CLIENT's rules, policies and standards relating to security of and access to CLIENT's student data systems, staff contacts, and confidential information.

(b) **File Back-Up.** Unless otherwise specified in the SOW, CLIENT will maintain current comprehensive backups for all files, data and programs that could be affected by the Services and implement procedures for recovering and reconstructing any files, data and programs affected by the Services.

(c) **Assigned Personnel.** BUCKS IU may select and assign individual employees of BUCKS IU and/or retain and utilize independent subcontractors in the performance of its duties and tasks hereunder. BUCKS IU will exercise appropriate supervision and oversight of employees and subcontractors to ensure that the quality and quantity of work performed is consistent with BUCKS

IU's responsibilities hereunder. BUCKS IU will secure confidentiality releases from any and all employee or contractors who work on CLIENT'S account.

6. **Confidential Information.**

(a) **Confidential Information.** The Parties acknowledge and agree that they each may come into contact with confidential or proprietary information of the other Party, including but not limited to student data, student contact information, staff contact information, vendor or supplier information, components or elements of the Services, other information, CLIENT data, information about a Party's network or network configuration, facilities, plant or any equipment attached thereto; and all other information relating to the software, operations, products or service offerings of a party which it disclosed or provided to the other party through their relationship under this Agreement and which a reasonable person knows or should know is confidential ("Confidential Information"). Notwithstanding anything in this Agreement to the contrary, the term "Confidential Information" shall not include any information that: (i) is or becomes generally known to the public other than as a result of a disclosure in breach of this Agreement; (ii) is rightfully in the possession of a party prior to disclosure by the other party as evidenced through written documentation; (iii) is received by a party in good faith and without restriction from a third party having the right to make such disclosure and not under a confidentiality obligation to the other party; or (iv) is independently developed by a Party without reference to the Confidential Information of the other Party, which such development may be demonstrated by documentation. The Parties acknowledge that the disclosure or unauthorized use of Confidential Information may cause irreparable injury and damages may not be readily ascertainable. The Parties shall, therefore, be entitled to seek injunctive relief upon a disclosure or improper use, or threatened disclosure or improper use, of any Confidential Information in addition to such other remedies as may be available at law or in equity.

(b) **Non-use and Non-disclosure.** The Parties shall, at all times, both during the Term of this Agreement and thereafter so long as such information continues to meet the definition of Confidential Information, that they will not, directly or indirectly, disclose any personally identifiable Confidential Information to any third party (except, with respect to Party, to its contractors and vendors that are performing Services relating to this Agreement for that party) or use any of the other Party's Confidential Information for any purpose other than in furtherance of this Agreement. The Parties agree that all specifically reasonable efforts will be utilized to keep all personally identifiable Confidential Information of the other Party confidential. The Parties each further agree such personally identifiable information will not be released unless permitted by this Agreement, required by law or court order, or with the other Party's prior written consent. Each Party will only allow those employees, contractors and vendors to access the Confidential Information of the other Party that have a need to know in order to properly perform its obligations or exercise its rights under this Agreement and who are bound by the confidentiality provisions herein.

(c) **Maintenance of Confidential Information.** Each Party, with respect to the Confidential Information of the other Party, shall: (i) maintain it in confidence; (ii) use at least the same degree of care in maintaining its secrecy as it uses in maintaining the secrecy of its own

Confidential Information, but in no event less than a reasonable degree of care; and (iii) use it only to fulfill its obligations under this Agreement unless hereafter agreed in writing by the other Party.

7. Term: Termination.

Termination for Cause. Without prejudice to any other rights or remedies, either Party may immediately terminate this Agreement if the other Party: (i) materially fails to perform its material obligations under this Agreement or any SOW and such failure continue for a period of thirty (30) calendar days after written notice; or (ii) institutes or suffers a bankruptcy, reorganization, liquidation, receivership, insolvency or similar proceeding or becomes generally unable to pay its debts as they become due. BUCKS IU may suspend work or terminate this Agreement or any SOW if CLIENT fails to pay undisputed amounts to BUCKS IU within 30 days of BUCKS IU's written notice specifying the undisputed amounts.

8. No Conflicting Agreements: Non-Solicitation.

(a) **No Conflicting Agreements.** Each Party represents that it is not a party to any existing agreement which would prevent it from entering into and performing this Agreement. Neither Party will enter into any agreement that is in conflict with its obligations under this Agreement. Subject to the foregoing, BUCKS IU may from time to time act as a consultant to, perform professional services for, or enter into agreements similar to this Agreement with, other persons or entities without the necessity of obtaining approval from CLIENT.

(b) **Non-Solicitation.** Neither Party shall solicit, offer work to, employ, or contract with, directly or indirectly, on its own behalf, any of the other Party's Personnel, during their participation in the work performed under this Agreement or during the twelve (12) months after the conclusion of such participation without prior written consent from a senior executive of the other Party. "Personnel" includes any individual or company a Party employs or has employed as a partner, employee or independent contractor or subcontractor and with whom the other Party comes into direct contact in the course of their work performed under this Agreement. However, this Section 8 (b) shall not apply to Personnel who independently respond to indirect solicitations (such as general newspaper advertisements, employment agency referrals and internet postings) not specifically targeting such Personnel on an individual basis.

9. Warranties.

(a) **Performance.** BUCKS IU warrants that it will perform all Services in a professional and workmanlike manner and provide Deliverables that conform in all material respects to the specifications set forth in an applicable SOW.

(b) **Third-Party Software.** CLIENT is responsible for obtaining licenses to all third-party software necessary in the performance of the Services ("Third Party Software"). The only warranty (if any) that applies to Third Party Software is the original provider's warranty. BUCKS IU is not responsible for warranties of Third Party Software or claims associated with such warranties.

(c) **DISCLAIMER.** THE WARRANTIES IN THIS SECTION 9 AND OTHERWISE CONTAINED IN THIS AGREEMENT CONSTITUTE THE ONLY WARRANTIES PROVIDED BY BUCKS IU WITH RESPECT TO THIS AGREEMENT AND THE SERVICES AND SUCH WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, STATUTORY, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE WARRANTY OF MERCHANTABILITY, THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR THE WARRANTY OF NON-INFRINGEMENT. TO THE MAXIMUM EXTENT ALLOWABLE BY LAW, THE UNIFORM COMMERCIAL CODE SHALL NOT APPLY TO THIS AGREEMENT.

10. Limitations of Liability.

(a) NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY IN TORT, OR BY STATUTE OR OTHERWISE) FOR LOST REVENUES, LOST OPPORTUNITIES, LOST PRODUCTIVITY, LOST VALUE, LOST RENT, LOST USE, LOST PROFITS, LOST SAVINGS, PUNITIVE DAMAGES, IMPAIRMENT OF GOODWILL OR BUSINESS REPUTATION OR FOR DAMAGES OR LOSSES OF THE OTHER PARTY RELATING TO LOST DATA, BUSINESS INTERRUPTION, OVERHEAD, OR WORK STOPPAGE, EVEN IF THE PARTY AGAINST WHICH SUCH DAMAGES ARE SOUGHT HAS BEEN ADVISED OF THEIR POSSIBLE EXISTENCE. Each Party agrees that the other Party's liability hereunder for damages, regardless of the form of action, will not exceed the total amount actually paid for Services and Deliverables under the SOW giving rise to the damages. Notwithstanding the above, the liability of CLIENT shall be increased to include BUCKS IU's costs of collection of Services fees, including without limitation, reasonable attorneys' fees and court costs. The Parties agree that amounts stated herein are fair under the circumstances and that the charges reflect this limitation of liability.

11. Mutual Indemnification.

(a) BUCKS IU shall indemnify and hold CLIENT and CLIENT's officers, directors, affiliates, subsidiaries, agents, contractors, subcontractors and employees harmless from any loss or damage arising out of a claim or action against such parties for any injury to person or damage to real or tangible personal property to the extent caused by the negligent acts or omissions or willful misconduct of CLIENT's personnel while BUCKS IU is providing the Services to CLIENT under this Agreement.

(b) CLIENT shall indemnify and hold BUCKS IU and BUCKS IU's officers, directors, affiliates, subsidiaries, agents, contractors, subcontractors and employees harmless from any loss or damage arising out of a claim or action against such parties for any injury to person or damage to real or tangible personal property to the extent caused by the negligent acts or omissions or willful misconduct of BUCKS IU's personnel while BUCKS IU is providing the Services to CLIENT under this Agreement.

12. Entire Agreement. This Agreement and all SOWS and attached exhibits and/or schedules constitute the entire agreement between BUCKS IU and CLIENT with respect to the Services to be performed hereunder. This Agreement supersedes all prior and/or contemporaneous agreements and understandings with respect hereto, whether oral, written, or in any other medium, that might exist between the parties with relation to the subject matter hereof. No modification to any provision of this Agreement and/or any SOW shall be binding unless in writing and signed by both BUCKS IU and CLIENT.

13. Assignment. BUCKS IU and CLIENT may not assign this Agreement to another party without the prior written consent of each other, which consent shall not be unreasonably withheld. All of the terms and provisions of this Agreement shall be binding upon and inure to the benefit of and be enforceable by the respective successors and permitted assigns of the parties hereto.

14. Governing Law. This Agreement shall be governed by and interpreted in accordance with laws of the Commonwealth of Pennsylvania, without giving effect to any of its conflict of law's provisions. This Agreement shall not be subject to any version of the Uniform Computer Information Transactions Act (UCITA) as it is, or may be, adopted in any state. Both parties agree to submit to the jurisdiction and venue of the courts located in Bucks County, Pennsylvania, and to bring suit or other proceeding solely and exclusively in such courts. Furthermore, the Parties waive any defense that such forum is inconvenient.

15. Limit on Actions. Any dispute or other action arising out of this Agreement must be brought within one year of the date the cause of action accrued.

16. Notices. All notices and other communications required or permitted hereunder or necessary or convenient in connection herewith shall be in writing and shall be deemed to have been given when hand delivered or mailed by registered or certified United States mail, as follows (provided that notice of change of address shall be deemed given only when received) or to such other names or addresses as CLIENT or BUCKS IU, as the case may be, shall designate by notice to the person entitled to receive notices in the manner specified in this paragraph:

If to CLIENT, to:

SCHOOL: MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
 ADDRESS: 2740 York Road, Jamison, PA 18929
 ATTN: Kathryn Strouse, Administrative Director

IF to BUCKS IU, to:

Bucks County Intermediate Unit #22
 705 N. Shady Retreat Road
 Doylestown, Pennsylvania 18901
 Attention: Kasey Kollar

With a copy (which shall not constitute notice) to:

Bucks County Intermediate Unit #22
705 N. Shady Retreat Road
Doylestown, Pennsylvania 18901
Attention: Rebecca Roberts-Malamis, Esq.

17. Force Majeure. Neither Party shall be liable or deemed to be in default for any delays due to causes beyond the reasonable control of the Party such as war, civil disorders, shortages of raw material or energy or other conservation matters, acts of God, labor shortages or labor strikes or stoppages, or governmental action, (including regulatory restrictions or actions or regulatory agencies), provided that the affected Party promptly notifies the other of the causes and its effects on the Services to be performed hereunder. The delay will be excused during the continuance of the delay and the period of performance will be extended as reasonable after the cause of delay is removed. If a delay continues for a period of more than 30 days, either party may terminate an affected SOW upon written notice to the other Party and CLIENT will pay BUCKS IU for all work performed and expenses incurred through the effective date of termination.

18. Waivers: Severability. Any waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision hereof. All waivers shall be in writing. If any provision of this Agreement or application thereof to anyone or under any circumstances is adjudicated to be invalid or unenforceable in any jurisdiction, such invalidity or unenforceability shall not affect any other provision or application of this Agreement which can be given effect without the invalid or unenforceable provision or application and shall not invalidate or render unenforceable such provision or application in any other jurisdiction.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have duly executed this Agreement as of the date

Recommended By:
Kasey Kollar, Director of Operations

Middle Bucks Institute of Technology

BUCKS COUNTY INTERMEDIATE UNIT #22

(Print Name and Title)

John D'Angelo, Board President

(Signature)

(Signature)

Date: _____

Date: _____

Attest:

Attest:

(Print Name and Title)

Elizabeth Bittenmaster, Board Secretary

Date: _____

Date: _____

EXHIBIT A—STATEMENT OF WORK (SOW)
MASTER SERVICES AGREEMENT SERVICES - STATEMENT OF WORK

STATEMENT OF WORK

SCHOOL:	Middle Bucks Institute of Technology
ADDRESS:	2740 York Rd, Jamison, PA 18929
CLIENT Points of Contact:	Kathryn Strouse, Administrative Director
Master Services Agreement Dated:	May 1, 2020
SOW Start Date:	July 1, 2020
SOW Completion Date:	June 30, 2021

Pursuant to the Master Services Agreement, CLIENT requests that BUCKS IU provide professional consulting services on its behalf during the period of performance set forth above and at the place and in connection with the statement of work set forth below.

Statement of Work: BUCKS IU will provide the following Services and Deliverables:

Bucks County IU Safe2Say Something Tip Response Services

Provide CLIENT district with 24 hour services, 7 days a week and 365 days a year with support from IU personnel to supplement the handling of tips coming into the district or career and technical center (CTC) from the Safe2Say Something statewide system. By utilizing this service, the district administrators are supplemented by the IU, allowing for quick response and triage of the situation. The IU team will provide critical information to the Safe2Say Something call center for both life-safety and non-life-safety events, if requested.

This offering is based on the specific needs of the district, and will be outlined before the execution of the agreement and will include:

- Information technology needed by the Bucks IU to access district information.
- Order in which the Bucks IU will be placed in the Safe2Say email/phone/text chain.
- Hours and days of week response is need by Bucks IU team.
- Level of tip handled by Bucks IU team, life threatening vs non-life threatening.

Period of Performance: Beginning with the SOW Start Date through the SOW Completion Date.

Payment: Invoicing will occur on a cost per student basis of **\$3.00 per student** and such invoices will be sent on January 1, 2021 for the twelve-month period of the 2020-2021 school year using student enrollment figures as of October 1, 2020, under NET30 terms. Costs are calculated on enrollment basis (per student) for the time period of each invoice.

CLIENT agrees to contract with BUCKS IU as detailed above.

Middle Bucks Institute of Technology

BUCKS COUNTY INTERMEDIATE UNIT #22

(Print Name and Title)

John D'Angelo, Board President

(Signature)

(Signature)

Date: _____

Date: _____

Attest:

Attest:

(Print Name and Title)

Elizabeth Bittenmaster, Board Secretary

Date: _____

Date: _____

This Statement of Work is subject to the terms and conditions set forth in the Master Services Agreement, the terms and conditions of which are hereby incorporated by reference into this Statement of Work.

STUDENT-BUILT MODULAR HOUSE
COST TO DATE
June 2, 2020

Construction supplies	\$85,028
Heat	\$1,983
Advertising	\$2,397
	<u>\$89,409</u>



Better Unemployment Compensation System (BUCS) Comprehensive Program

Coverage Period July 1, 2020 to June 30, 2021

Program Information

Prepared Exclusively For

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

Modified Taxable Payroll, from 2019 Bucs Audit Form

76 - Full time employees at \$10,000/ employee	\$760,000
56 - Part time employees at gross wages not to exceed \$10,000/employee	\$102,139
FY 2020/2021 Claim Stop Loss Point	\$33,364.17
FY 2020/2021 Administrative Fee, 15% of Claim Stop Loss Point	\$5,004.63

- (1) Data from 2019 BUCS Audit Form completed by school entity
- (2) Rate calculated using an adjusted commonwealth state rate formula averaging three-year claims and payroll data; the program minimum rate is 2.1%
- (3) Administrative Fee covers unemployment claims administrative fees, advisory services and representation, and insurance fees

Should your annual unemployment claims reach your Claims Stop Loss Point, the insurance will cover charges for your school to a limit of three times your Claims Stop Loss Point to a maximum of \$750,000.

If you have any questions, contact Kyle Fronk at 717-506-2450 ext. 3380

				WILLIS		
			ACTUAL 2019/2020	BUDGET 2020/2021	ACTUAL 2020/2021	
INSURANCE						
AUTO including Gargage Liability	\$	7,415	\$	7,950	\$	6,180
PROPERTY	\$	32,047	\$	35,300	\$	35,129
GL / CRIME	\$	5,664	\$	6,000	\$	6,000
UMBRELLA	\$	5,276	\$	5,500	\$	5,409
SCHOOL BOARD LIABILITY	\$	25,007	\$	26,500	\$	25,007
BOILER & MACHINERY	\$	3,555	\$	3,750	\$	3,781
CYBER LIABILITY	\$	6,432	\$	6,900	\$	6,999
TREASURER BOND	\$	75	\$	100	\$	75
	\$	85,471	\$	92,000	\$	88,580
Estimated broker income	\$	15,033	\$	16,176	\$	15,583
Over/(under) Budget	\$	2,521			\$	(3,420)
Added Cyber Liability in 2019/2020						

Insurance Proposal Prepared For

Middle Bucks Institute of Technology

Policy Term: 07/01/2020 to 07/01/2021

Presented On: 5/4/2020



Willis Towers Watson Northeast, Inc.
100 Matsonford Road, Building 5, Suite 200
Radnor, PA 19087

Executive Summary**Client Team****Premium and Exposure Comparison****Coverage Details & Comparison****Premium Comparison****Directions for Binding****Important Notices****Brokerage Terms, Conditions & Disclosures**

Executive Summary

Thank you for the opportunity to market your insurance requirements. We are pleased to enclose the results of our negotiations. For the Property, General Liability, Crime, Boiler & Machinery, Automobile, School Board Legal and Umbrella policies we approached the incumbent carriers. Upon request, we will gladly provide you with copies of the quotes we received.

In our search for your insurance coverage we used the services of CM Regent for your Property, General Liability, Crime, Automobile, and Umbrella coverages. We used AIG for your School Board Legal & Cyber coverage.

The renewal quotes are as you requested, and reflect the updated renewal 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 your Account Executive aware of it.
- Evaluate current umbrella limits as respects to your current exposures. Higher limits are available.
- Consideration should be given to the International Foreign Package coverage.
- We recommend that you consider Pollution Legal Liability insurance.

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 for Property & Casualty Accounts which is enclosed.

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

Willis Towers Watson

Middle Bucks Institute of Technology

Property

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage		Expiring	Renewal
General Carrier Information			
Parent Company		CM Regent LLC	CM Regent LLC
Underwriting Company		CM Regent Insurance Company	CM Regent Insurance Company
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 Insurance			
Blanket Premises			
Blanket Building and Contents (Includes Builders Risk & Dwelling)		\$54,384,810	\$55,840,241
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 Equipment-Deductible – Fiber Optics		\$2,500	\$2,500
Audio Visual & Communications including Fiber Optics Equipment-Deductible – All Other		\$500	\$500
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% Valuation)	Agreed Value, (100% Valuation)

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Middle Bucks Institute of Technology

Property

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage		Expiring	Renewal
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
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

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Property

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage		Expiring	Renewal
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

Willis Towers Watson

Middle Bucks Institute of Technology

Commercial General Liability

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage	Expiring	Renewal	
General Carrier Information			
Parent Company	CM Regent LLC	CM Regent LLC	
Underwriting Company	CM Regent Insurance Company	CM Regent Insurance Company	
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)	\$0	\$25,000	
VIP Accident Death & Dismemberment (each person)	\$0	\$50,000	
Personal Advertising Injury	\$1,000,000	\$1,000,000	
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			

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Middle Bucks Institute of Technology

Crime

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage	Expiring	Renewal	
General Carrier Information			
Parent Company	CM Regent LLC	CM Regent LLC	
Underwriting Company	CM Regent Insurance Company	CM Regent Insurance Company	
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	

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Middle Bucks Institute of Technology

Business Auto

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage	Expiring	Renewal	
General Carrier Information			
Parent Company	CM Regent LLC	CM Regent LLC	
Underwriting Company	CM Regent Insurance Company	CM Regent Insurance Company	
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			

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Middle Bucks Institute of Technology

Commercial Package & Business Auto - Premium Summary

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
		Expiring	Renewal
Total Package Premium		\$37,711	\$41,129
Total Business Auto Premium		\$7,415	\$6,180
Total Premium		\$45,126	\$47,309

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Middle Bucks Institute of Technology

Boiler & Machinery

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage	Expiring	Renewal	
General Carrier Information			
Parent Company	Munich Re Group	Munich Re Group	
Underwriting Company	Hartford Steam Boiler Inspection & Insurance Company	Hartford Steam Boiler Inspection & Insurance Company	
AM Best Rating & Date	A++ X & Feb 07, 2019	A++ X & Jul 24, 2019	
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	\$3,555	\$3,781	
Limits of Insurance			
Total Limit Per Breakdown	\$54,384,810	\$55,840,241	
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 Compromise-Any One Personal Data	\$500	\$500	
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	

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Middle Bucks Institute of Technology

Errors and Omissions

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
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 & June 20, 2018	A p XV & Jul 18, 2019	
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	\$25,007	
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	\$15,000	
IEP Hearings (If Purchased)	\$25,000	\$25,000	
Extensions of Coverage (including but not limited to)			
Crisis Fund Coverage	\$25,000	\$25,000	

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Middle Bucks Institute of Technology
Commercial Umbrella

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
	Quote Expiration Date		7/1/2020
Coverage		Expiring	Renewal
General Carrier Information			
Parent Company		CM Regent LLC	CM Regent LLC
Underwriting Company		CM Regent Insurance Company	CM Regent Insurance Company
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%
Total Commercial Umbrella Premium		\$5,276	\$5,409
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			

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Middle Bucks Institute of Technology

Cyber Liability

	Effective Date	7/1/2019	7/1/2020
	Expiration Date	7/1/2020	7/1/2021
			7/1/2020
Coverage		Expiring	Renewal
General Carrier Information			
Parent Company		AIG Group	AIG Group
Underwriting Company		National Union Fire Insurance Company	National Union Fire Insurance Company
AM Best Rating & Date		A p XV & Jun 20, 2018	A p XV & Jul 18, 2019
Admitted / Non-Admitted		Admitted	Admitted
Agency Bill/Direct Bill		Agency Bill	Agency Bill
Payment Plans		Annual	Annual
Commission		12.50%	12.50%
Limits of Liability and Coverage Limits			
Policy Form		Claims Made	Claims Made
Aggregate Limit of Liability (Includes Security & Privacy Liability, Regulatory Actions, & Cyber Extortion Coverages)		\$1,000,000	\$1,000,000
Network Business Interruption		\$1,000,000	\$1,000,000
Reputation Guard		\$50,000	\$50,000
Deductible/Self Insured Retention			
Retention			
Security & Privacy Liability-Each Claim		\$10,000	\$10,000
Event Management		\$10,000	\$10,000
Cyber Extortion		\$10,000	\$10,000
Network Interruption - 12 hour waiting period		\$10,000	\$10,000
Reputation Guard		\$0	\$0
Sublimits (Including but not limited to)			
PCI Fines, Expenses & Penalties Sub-Limit		\$1,000,000	\$1,000,000
Event Management Sub-Limit (Includes Notification Expenses, Credit Monitoring, Forensic Investigation, Legal Services, Public Relations & Data restoration)		\$1,000,000	\$1,000,000
Total Cyber Premium		\$6,432	\$6,999

Information provided is only a brief outline of the policy. Refer to the actual policy terms & conditions for a determination of coverage.
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Premium Comparison

Coverage	Budget	Expiring	Comm	Renewal	Comm
Package Premium	\$41,300	\$37,711	17.50%	\$41,129	17.50%
Business Auto Premium	\$7,950	\$7,415	17.50%	\$6,180	17.50%
Boiler & Machinery Premium	\$3,750	\$3,555	20.00%	\$3,781	20.00%
Errors and Omissions Premium	\$26,500	\$25,007	12.50%	\$25,007	12.50%
Commercial Umbrella Premium	\$5,500	\$5,276	17.50%	\$5,409	17.50%
Cyber Liability	\$6,900	\$6,432	12.50%	\$6,999	12.50%
Total Program Premiums	\$91,900	\$85,396		\$88,505	

VIP Optional Increased Limit - \$500,000	\$993
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VIP Optional Increased Limit - \$1,000,000	\$1,653
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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	\$41,129	<input type="checkbox"/>	
<input type="checkbox"/>	Business Auto	CM Regent LLC	Renewal	\$6,180	<input type="checkbox"/>	
<input type="checkbox"/>	Commercial Umbrella	CM Regent LLC	Renewal	\$5,409	<input type="checkbox"/>	
<input type="checkbox"/>	Errors and Omissions	AIG Group	Renewal	\$25,007	<input type="checkbox"/>	
<input type="checkbox"/>	Boiler & Machinery	Munich Re Group	Renewal	\$3,781	<input type="checkbox"/>	
<input type="checkbox"/>	Cyber Liability	AIG Group	Renewal	\$6,999	<input type="checkbox"/>	

SUBJECTIVITIES

Policy	

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

	Yes	No
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"/>

Middle Bucks Institute of Technology

Signature

Date

Title

Printed Name

Important Notices**INTERMEDIARY / WHOLESALER**

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

CRC is an affiliate of the Willis Towers Watson Group of companies. 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 and Disclosures

Brokerage Terms, Conditions & Disclosures

Your decision to purchase insurance coverages, products, and/or services through Willis Towers Watson is subject to the following terms and conditions.

1. General Terms and Conditions

- 1.1. **Fees Exclusive of Taxes.** Any fees or rates quoted or estimated will be exclusive of income tax or of any sales, ad valorem, value added tax or any similar tax unless such tax is required to be included pursuant to a statutory requirement. If required, we will add the relevant tax to the invoice, separately stated, and remit such tax to the appropriate authority.
- 1.2. **Our Responsibilities.** We will provide the services in a professional manner with reasonable skill and care and in accordance with all laws and regulations applicable to us. We will assign to the project team, members of our staff with adequate education, training and experience to perform the tasks assigned to them. We will use reasonable endeavors to meet any agreed timetable.

The work product we produce in the course of providing the services (the **“Work Product”**) will not infringe any intellectual property right of any third party. Unless otherwise expressly agreed in writing, we do not accept any fiduciary or trust responsibilities or related liability in connection with the performance of the services. We do not provide legal, accounting or tax advice.

- 1.3. **Your Responsibilities.** You will provide us, in a timely manner, with all documentation, information, access to your personnel, access to your premises (if applicable) and cooperation reasonably required to provide the services. Any delay or failure to provide such documentation, information, access to your personnel or cooperation may result in: (a) a revision to any agreed timetable; and (b) if we are required to perform any additional work as a result, in additional fees being charged. We will rely on the documentation and information provided by you or your representatives and we do not take responsibility for verifying the accuracy or completeness of it. You may rely only upon our final Work Product and not on any drafts or oral statements made by us in the course of performing the services.
- 1.4. **Intellectual Property Rights and Work Product.** You will retain ownership of all original data and materials provided to us by you or your representatives, and the intellectual property rights in that data and materials. You will have the right to use, reproduce and adapt the copies of the Work Product for internal purposes within your organization. We will retain the intellectual property rights in the Work Product, and the skills, know-how and methodologies used or acquired by us during the course of providing any of the services.

The services, including the Work Product, are provided solely for the intended purpose, and may not be referenced or distributed to any other party without our prior written consent. You may distribute the Work Product to your affiliates, provided that you ensure that each such affiliate complies with these Terms, Conditions, & Disclosures, as if it were a party to them, and you remain responsible for such compliance.

You will not refer to us or include any of the Work Product in any shareholder communication or in any offering materials (or fairness opinion provided by your professional advisers) prepared in connection with the public offering or private placement of any security, unless otherwise agreed in writing.

- 1.5. **Confidentiality and Data Privacy.** Each party (the **“Recipient”**) will protect all confidential information which the other party (the **“Discloser”**) provides to it (whether orally, in writing or in any other form) (**“Confidential Information”**) using the same standards as the Recipient applies to its own comparable confidential information, but in no event less than reasonable measures. Confidential Information will not include information that is: (a) already known to the Recipient at the time of disclosure; (b) in the public domain or publicly available; (c) provided to it by a third party who is under no such obligation of confidentiality; (d) independently developed by it; or (e) is required to be disclosed by court order, regulatory authority or other legal process, provided that prior to disclosing any Confidential Information, the Recipient will, if permitted by law, notify, and cooperate with the Discloser, at Discloser’s expense, to lawfully limit and/or obtain appropriate protective orders with respect to such portion(s) of the Confidential Information which is the subject of any such required disclosure. Each party may disclose Confidential

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Information to its legal advisers to protect its own legitimate interests or to comply with any legal or regulatory requirements.

In the course of providing the services, the parties acknowledge that you may provide us with information about an identifiable individual or information which relates to a natural person and allows that person to be identified, including your customer or employee information (“**Personal Data**”). It is further acknowledged that we are a global business and that we may transmit your information, including Personal Data, within our global network of offices to our affiliates and providers of IT outsourcing who will be subject to appropriate data protection standards. You represent that Willis Towers Watson is authorized to receive and possess any such Personal Data and that you have obtained any necessary consents from third parties, including the individual to which such Personal Data relates, that may be required for us to use the Personal Data for the purposes of providing the services. Irrespective of where we receive or hold Personal Data on your behalf, we will take appropriate technical, physical and organizational/administrative measures to protect it against accidental or unlawful destruction or accidental loss or unauthorized alteration, disclosure or access. Each party will comply with the provisions and obligations imposed on it by applicable data privacy legislation and regulations.

You agree that we may maintain, process and transfer your Confidential Information and Personal Data in order to perform the services, and for other reasonable ancillary purposes, unless you instruct otherwise.

In addition, you hereby grant us permission to use data we receive from you or your representatives in the course of the services for use in industry benchmarking studies, trend analyses and research. We may use the results of these studies, analyses and research for various purposes, including articles and studies for distribution to our other clients and prospects. Any such articles or studies will not disclose your participation or mention the inclusion of your information to any other party. Any findings from these studies that may show individual participant results will be on a blinded basis, and not attribute any finding to a specific participant.

- 1.6. **Nonconforming Services.** If the services do not conform to the requirements agreed between the parties, you will notify us promptly and we will re-perform any non-conforming services at no additional charge or, at our option, refund the portion of the fees paid with respect to such non-conforming services. The re-performance of the services or refund of the applicable fees is intended to provide an adequate remedy for any failure on our part to adhere to the requirements agreed between the parties for the performance of services.
- 1.7. **Indirect Damages.** In no event shall we or any of our affiliates and our and their respective employees, directors, officers, agents and subcontractors be liable for any incidental, special, punitive, or consequential damages of any kind (including, without limitation, loss of income, loss of profits, or other pecuniary loss), except to the extent such liability may not be excluded as a matter of law.
- 1.8. **Joint Liability.** Where we are jointly liable to you with another party, we will to the extent permitted by law only be liable for those losses that correspond directly with our share of responsibility for the losses in question.
- 1.9. **Third Parties.** We accept no responsibility for any consequences arising from any third party relying on the Work Product. If we agree to provide the Work Product to a third party, you are responsible for ensuring that the third party is made aware of the fact that they are not entitled to rely upon it. You agree to reimburse us for all costs (including reasonable legal fees) that we incur in responding to any requests or demands from third parties, pursuant to legal process or otherwise, for data or information related to the services.
- 1.10. **Force Majeure.** Neither party will be liable for any delay or non-performance of its obligations caused by an event beyond its control (a “**Force Majeure Event**”) provided that the party affected gives prompt notice in writing to the other party of such Force Majeure Event and uses all reasonable endeavors to continue to perform its obligations. Either party may terminate any Statement of Work or Service Agreement by written notice to the other with immediate effect if such Force Majeure Event continues for more than 3 months.
- 1.11. **Miscellaneous.** These Term, Conditions & Disclosures, together with any signed agreement between us applicable to the same services, set out the complete and exclusive statement of agreement and

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understanding between the parties, which supersedes and excludes all prior or contemporaneous proposals, understandings, agreements or representations, whether oral or written, with respect to your purchase of insurance. To the extent there is a conflict between these Terms, Conditions & Disclosures and a separately negotiated and signed agreement between you and Willis Towers Watson for the same services, the relevant portions of the signed agreement will control. Any modifications of or amendments to any MSA, Statement of Work, a Service Agreement, or a change to the services must be in writing and agreed by the parties. Should any provisions of an MSA, Statement of Work, Service Agreement, or any of the Terms, Conditions, & Disclosures be declared void, illegal or otherwise unenforceable, the remainder will survive unaffected.

Neither party may assign or delegate any of its rights or obligations to any third party without the prior written consent of the other party. Notwithstanding the foregoing, either party may assign or delegate any of its rights and obligations to an affiliate. We reserve the right to employ subcontractors to assist in providing services and to pass to them any information and materials they need to perform their work. Where we use affiliates or subcontractors to provide the services, we will remain ultimately responsible for the provision of the services.

Neither party will have any liability in respect of any statement (except in the case of fraud where the liability of each party to the other will be unlimited) made by such party or on its behalf to the other party which is not contained in an applicable Statement of Work, Service Agreement, or these Terms, Conditions, & Disclosures and each party acknowledges that it has not entered into an any Statement of Work, or Service Agreement or will enter into a Statement of Work or Service Agreement, in reliance on any representation by the other party which is not contained in the MSA, the applicable Statement of Work, Service Agreement, or these Terms, Conditions & Disclosures.

We do not tolerate unethical behavior either in our own activities or in those with whom we seek to do business. We will comply with applicable laws, regulations, and rules.

- 1.12. **Sanctions and Export Control.** Sanctions and export control laws from the EU, United States, Canada, and other government authorities prohibit companies, including Willis Towers Watson, from conducting business in certain jurisdictions or with certain individuals. The restrictions may differ based on your business activity, ownership structure, and the location or nationality of your employees. Please inform us of any insurance or service requirements you have which touch upon goods, countries, entities or individuals subject to any sanctions or export controls. We will comply with all applicable sanctions and export control laws, and we are not responsible for actions taken by third parties based on their own sanctions or export control constraints.

To comply with applicable anti-money laundering regulations there are times when we may ask clients to confirm (or reconfirm) their identity. We may need to do this at the time you become a client or have been one for some time or for example, when checking details on proposal forms and transferring claims payments. This information may be shared with other subsidiaries of Willis Towers Watson PLC and where we deem necessary with regulatory or law enforcement bodies. Please note that we are prohibited from disclosing to you any report we may make based on knowledge or suspicion of money laundering, including the fact that such a report has been made.

We have systems that protect our clients and ourselves against fraud and other crime and we may utilize the services of third parties in order to identify and verify clients. Client information can be used to prevent crime and trace those responsible. We may check your details against financial crime databanks. If false or inaccurate information is provided, we may be obliged to pass such details to relevant regulatory agencies that may use this information.

- 1.13. **Dispute Resolution.** The parties agree to work in good faith to resolve any disputes arising out of or in connection with the services provided under these Terms, Conditions & Disclosures. If a dispute cannot be resolved it will be submitted to non-binding mediation to be conducted by Judicial Arbitration and Mediation Services (JAMS) before either party pursues other remedies hereunder. If the mediation does not resolve the dispute and a party or both parties wish to pursue other remedies, the parties agree that their legal dispute will be resolved without a jury trial and agree not to request or demand a jury trial. To the fullest extent permitted by applicable law, the parties hereby irrevocably waive any right they may have to demand a jury trial.

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To the extent the foregoing jury trial waiver is not enforceable under the governing law, except as provided below, any dispute arising out of or in connection with these Terms, Conditions & Disclosures which the parties are unable to resolve between themselves or through mediation as provided above, will be resolved by binding arbitration in the state as provided for in paragraph 14 below, or other mutually agreed location, before a panel of three arbitrators in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Under these circumstances, the arbitration proceeding will be the sole and exclusive means for resolving any dispute between the parties, except for any dispute involving the ownership or use of work product or intellectual property, provided that either party may seek an injunction or other equitable relief if such action is necessary to avoid irreparable damage or to preserve the status quo. Each party will have the right to select one of the arbitrators and the two arbitrators so selected will agree on the choice of the third arbitrator. Each party will bear the expenses of the arbitrator it selects and one-half of the expenses of the third arbitrator and other costs related to the arbitration. Judgment on the award rendered by the arbitrators will be final and binding, and may be entered in any court having jurisdiction thereof. The arbitration proceeding will be confidential.

- 1.14. **Governing Law.** Any controversy, dispute or claim of any kind between the parties will be governed by and interpreted in accordance with the laws of the jurisdiction where the Willis Towers Watson office principally responsible for providing the services to you under the particular Statement of Work is located, without regard to any provisions governing conflicts of laws; provided that if such office is located outside of Canada or the US, the governing law will be that of the State of New York, without regard to any provisions governing conflicts of laws.
- 1.15. **Additional Provisions Applicable Only to Health and Benefits Services.**
- 1.15.1. If and to the extent that any portion of Willis Towers Watson's compensation is to be paid by or on behalf of any employee health or other welfare benefit plan ("Plan"), including commissions derived from Plan assets, then you will secure the approval of the applicable Plan fiduciaries for such portion of our compensation. You, and if applicable, the Plan fiduciaries, and not Willis Towers Watson, will determine whether any payment utilizing, or deriving from, Plan assets is appropriate. Willis Towers Watson will provide details concerning its charges to enable you, and if applicable, the Plan fiduciaries to make such determinations, but any information that Willis Towers Watson provides to you with its invoices or otherwise should not be construed as advice regarding the appropriate use of Plan assets. You, and if applicable, the Plan fiduciaries are encouraged to consult with legal counsel regarding such matters. Unless you tell us otherwise, in providing our services we will assume that the employee welfare benefits you provide to your employees and with respect to which we provide services have been wrapped into a single Plan. To the extent that you or your Plan enter into an Administrative Services Only contract with a Third party Administrator pursuant to which Willis Towers Watson receives a directed fee, you represent that all administrative fees are paid by you out of your general assets and will not be charged to the Plan.
- 1.15.2. Willis Towers Watson is not being engaged as a fiduciary or to provide investment advice and does not and will not perform or assume any fiduciary or trust responsibilities or liability in connection with the performance of the services. You agree that the services to be performed by Willis Towers Watson under an applicable Statement of Work are ministerial and not fiduciary in nature, that Willis Towers Watson has no discretionary authority or control with respect to the management or administration of your employee benefit plan(s) or any Plan assets, that Willis Towers Watson is not providing any advice with respect to products that may have an investment component, and that Willis Towers Watson's compensation has not been set at levels intended to compensate it for assuming fiduciary liability. You retain full responsibility for decisions to purchase or not purchase insurance policies, all claims for benefits against the Plan and any other discretionary decisions by the Plan or any fiduciary, trustee, Plan administrator, or Plan committee.
- 1.15.3. You agree that any enrollment or census data provided to Willis Towers Watson shall be provided by you in your role as an employer. You agree that you are responsible for your own access to and use of employee data, and that all persons whom you direct or request Willis Towers Watson to share employee data with are authorized to receive the employee data.
- 1.15.4. In the event that you and/or any of the employee benefit plans sponsored by you need to enter into business associate agreements with Willis Towers Watson to satisfy the requirements of the



Health Insurance Portability and Accountability Act, the regulations implementing that Act (the "Standards for Privacy of Individually Identifiable Health Information," codified at 45 C.F.R. parts 160 and 164), or any other similar law, the parties will execute an agreement in compliance with these requirements.

2. Brokerage Terms and Conditions

- 2.1. The services we provide to you will rely in significant part on the facts, information and direction provided by you or your authorized representatives. In order to make our relationship work, we must each provide the other with accurate and timely facts, information and direction as is reasonably required. You must provide us with complete and accurate information regarding your loss experience, risk exposures, and changes in the analysis or scope of your risk exposures and any other information reasonably requested by us or insurers. It is important that you advise us of any changes in your business operations that may affect our services or your insurance coverages. Therefore, all information which is material to your coverage requirements or which might influence insurers in deciding to accept your business, finalizing the terms to apply and/or the cost of cover, or deciding to pay a claim, must be disclosed. Failure to make full disclosure of material facts might potentially allow insurers to avoid liability for a particular claim or to void the policy. This duty of disclosure applies equally at renewal or modification of your existing coverage and upon placement of new lines of coverage. You agree that Willis Towers Watson will not be responsible for any consequences arising from any delayed, inaccurate or incomplete information.
- 2.2. An insurer quote is an offer to provide coverage. Offers can be modified or withdrawn prior to your acceptance through your order to bind coverage. The quote itself is not a legally binding commitment or a confirmation of actual coverage. Should you choose to bind coverage, we will secure a formal commitment, typically in the form of a binder on a form issued or approved by the insurer(s) at issue. The quotes we will provide to you are based upon the information that you have provided to us. If you discover that previously submitted information is inaccurate or incomplete, please advise us immediately so that we can attempt to revalidate terms with insurers.
- 2.3. At the time of binding, we review the financial soundness of the insurers we recommend to provide your coverages based on publicly available information, including that produced by well-recognized rating agencies. Upon request, we will provide you with our analysis of such insurers. We do not guarantee or warrant the solvency of any insurer or any intermediary that we may use to place your coverage.
- 2.4. If you have a multi-year policy, it is important that you understand the limitations associated with the coverage options and the possibility that the financial strength of the insurer may change throughout the term of the policy. We recommend that you review the insurer's ratings for any downgrades during the term of this multi-year policy.
- 2.5. The final decisions with respect to all matters relating to your insurance coverages, risk management, and loss control needs and activities are yours. We will procure the insurance coverage chosen by you, including the limits you choose, prepare or forward insurance binders, if applicable, and review and transmit policies to you.
- 2.6. We will review all binders, policies and endorsements to confirm their accuracy and conformity to negotiated specifications and your instructions and advise you of any errors in, or recommended changes to, such documents. You agree that you will also review all such documents and promptly advise us of any questions you have or of any document or provision which you believe may not be in accordance with your instructions as soon as possible, and in no event longer than two weeks, after you receive them. Your coverage is defined by the terms and conditions detailed in your insurance policies and endorsements. Your review of these documents, and any review you may seek from outside legal counsel or insurance consultants, is expected and essential.
- 2.7. We will inform you of the reporting requirements for claims, including where claims should be reported and the method of reporting to be used, if applicable. Please carefully review any claims-reporting instructions or information we provide. Failure to timely and properly report a claim may jeopardize coverage for the claim. In addition, you should retain copies of all insurance policies and coverage documents as well as claims-reporting instructions after termination of the policies because in some cases you may need to report claims after termination of a policy.

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- 2.8. Our compensation may be revised if you request a change in the coverages and/or services during the term of this Agreement and we enter into a written agreement documenting any change in coverages, services and compensation.
- 2.9. If your insurance risks are in more than one jurisdiction, we, where required, will work with you and insurers to determine the allocation of premium between applicable jurisdictions, and the amount of insurance premium tax payable in each jurisdiction. In providing such services, Willis Towers Watson is acting in its capacity as an insurance broker, not as your tax advisor. You should seek your own advice in relation to such tax laws where you consider it necessary. We will not be liable to you should the apportionment of premium or amount of tax payable under the policy be challenged by any tax authority. In addition, we will not be liable to you should the insurers fail, or refuse, to collect and pay such insurance premium tax to the relevant authorities.
- 2.10. You will provide immediately available funds to pay premiums by the dates specified in the insurance policies, invoices, or other payment documents. Failure to pay premium on time may prevent coverage from incepting or result in cancellation of coverage by the insurer. You agree that we are not responsible for any consequences arising from any delay or failure by you to pay the amount due by the indicated date.
- 2.11. You may use a premium finance company, property appraiser, structured settlement firm or other similar service provider in connection with the insurance coverages we place for you. Premium finance options are not always available, but where they are, Willis Towers Watson currently works with industry leading finance providers for this service. Where permitted by law, we receive a fee for the services we provide those companies. These services include, but are not limited to, processing the premium finance applications and marketing and sales support they do not have. If you would like more information about the fee we receive, please let us know.
- 2.12. We will handle any premiums you pay through us and any funds which we receive from insurers or intermediaries for payment or return to you in accordance with applicable province/territory, state and federal insurance laws and regulations and province/territory and state unclaimed property laws. We may transfer your funds directly to insurers or to third parties such as wholesale brokers, excess and surplus lines brokers, or managing general agents to carry out transactions for you.
- 2.13. Where we collect funds from you, you agree that we may receive and retain interest on such funds from the date we receive the funds until we pay them to the insurers, intermediaries, or other third parties in the course of providing services, or until we return them to you after we receive such funds.
- 2.14. The following may be applicable where U.S. risks are insured with or through a foreign insurer or intermediary. The Foreign Account Tax Compliance Act (FATCA) is a U.S. law aimed at foreign financial institutions and other financial intermediaries (including insurance companies and intermediaries such as brokers) to prevent tax evasion by U.S. citizens and residents through offshore accounts. In order to comply with FATCA, insurance companies and intermediaries must meet certain legal requirements. Insurance placed with an insurance company that is not FATCA compliant may result in a 30% withholding tax on your premium. Where FATCA is applicable to you, in order to avoid this withholding tax, Willis Towers Watson will only place your insurance with FATCA-compliant insurers and intermediaries for which no withholding is required unless you instruct us to do otherwise and provide your advance written authorization to do so. If you do instruct Willis Towers Watson to place your insurance with a non-FATCA compliant insurer or intermediary, you may have to pay an additional amount equivalent to 30% of the premium covering U.S.-sourced risks to cover the withholding tax. If you instruct us to place your insurance with a non-FATCA compliant insurer but you do not agree to pay the additional 30% withholding if required, we will not place your insurance with such insurer. Please consult your tax adviser for full details of FATCA.
- 2.15. Unless otherwise provided in writing, you agree that we may use your company name and logo in marketing materials and for internal Willis Towers Watson use.
- 2.16. Unless otherwise agreed in writing, in the event of termination, we will be entitled to receive and retain any commissions payable under the terms of our commission agreements with the insurers in relation to policies placed by us, whether or not the commissions have been received by us.

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- 2.17. Our obligation to render services under the agreement ceases on the effective date of termination of the agreement. Nevertheless, we will take reasonable steps to assist in the orderly transition of matters to you or to a new insurance broker. Claims and premium or other adjustments may arise after our relationship ends, and we have no responsibility to handle these things after our relationship ends. Such items are normally handled by the insurance broker serving you at the time the claim or adjustment arises. However, we will consider providing such services after the termination of this agreement for mutually agreed additional compensation. Nevertheless, we will process all remaining deposit premium installments on the policy(ies) in effect at the time of change.
- 2.18. The insurance market is complex, and there could be other relationships which are not described in this document which might create conflicts of interest. If a conflict arises for which there is no practicable way of complying with this commitment, we will promptly inform you and withdraw from the engagement, unless you wish us to continue to provide the services and provide your written consent. Please let us know in writing if you have concerns or we will assume that you understand and consent to our providing our services pursuant to these Terms, Conditions & Disclosures.

3. Brokerage Disclosures

- 3.1. If a Willis Towers Watson affiliate or office located outside of Canada or the United States serves as an intermediary in the placement of your coverages, it will also earn and retain compensation for providing those services, which compensation may not be included in the fee.
- 3.2. The compensation that will be paid to Willis Towers Watson will vary based on the insurance contract it sells. Depending on the insurer and insurance contract you select, compensation may be paid by the insurer selling the insurance contract or by another third party. Such compensation may be contingent and may vary depending on a number of factors, including the insurance contract and insurer you select. In some cases, other factors such as the volume of business Willis Towers Watson provides to the insurer or the profitability of insurance contracts Willis Towers Watson provides to the insurer also may affect compensation. Willis Towers Watson may accept this compensation in locations where it is legally permissible, and meets standards and controls to address conflicts of interest. Whether or how much insurers may pay in such compensation does not play any role in Willis Towers Watson's placement recommendations on behalf of its clients. If you prefer that we not accept this compensation related to your policy, please notify us in writing and we will request that your insurer(s) exclude your business from their payment calculations.
- 3.3. Upon request, Willis Towers Watson will provide you with additional information about the compensation Willis Towers Watson expects to receive based in whole or in part on your purchase of insurance, and (if applicable) the compensation expected to be received based in whole or in part on any alternative quotes presented to you.
- 3.4. To the extent Willis Towers Watson is compensated by commissions paid to us by insurers, they will be earned for the entire policy period at the time we place policies for you. We will be paid the commission percentage stated for the placement of your insurance as indicated, and will receive the same commission percentage for all subsequent renewals of this policy unless a different commission percentage is disclosed to you, or unless the insurer changes its commission rates, in which case the new commission rate will be disclosed to you before placement of the policy.
- 3.5. Willis Towers Watson may place your insurance or other business with members of a panel of insurers or other vendors. Willis Towers Watson develops panels of insurers and vendors in certain market segments. Participating insurers and vendors are reviewed on a variety of factors. Commission or fee rates on panel placements may be higher than rates paid on business placed outside of the panel process. Willis Towers Watson discloses its commission rates to clients on quotes obtained through the panel process prior to binding the coverage. In some instances, insurers or vendors pay an administration or management fee to participate in the panel process or for additional reporting. In some instances, Willis Towers Watson may earn a referral fee for referring your business to certain vendors.
- 3.6. In some cases the use of a wholesale broker may be beneficial to you. We will not directly or indirectly place or renew your insurance business through a wholesale broker unless we first disclose to you in writing any compensation we or our corporate parents, subsidiaries or affiliates will receive as a result.



- 3.7. If wholesalers, underwriting managers or managing general agents have a role in providing insurance products and services to you, they will also earn and retain compensation for their role in providing those products and services. If any such parties are corporate parents, subsidiaries or affiliates of ours, any compensation we or our corporate parents, subsidiaries or affiliates will receive will be included in the total compensation we disclose to you. If such parties are not affiliated with us, and if you desire more information regarding the compensation those parties will receive, please contact us and we will assist you in obtaining this information.
- 3.8. Commission schedules and other compensation arrangements related to our services on your behalf may change over time and may not always be congruent with your specific policy period. Willis Towers Watson will provide you with accurate information to the best of our knowledge when information is presented to you, but it is possible that compensation arrangements may change over time. We will update you on any changes to our compensation prior to your renewal, and will do so at any time upon your request.
- 3.9. As an insurance intermediary, we normally act for you. However, we or our corporate parents, subsidiaries or affiliates may also provide services to insurers for which we may earn compensation. These services may include, for example, (a) acting as a managing general agent, program manager or in other similar capacities which give us binding authority enabling us to accept business on their behalf and immediately provide coverage for a risk; (b) arranging lineslips or similar facilities which enable an insurer to bind business for itself and other insurers; (c) managing lineslips for insurers; or (d) providing third party administration and other services to insurers. Contracts with these insurers may grant us certain rights or create certain obligations regarding the marketing of insurance products provided by the insurers. We may place your insurance business under such a managing general agent's agreement, binding authority, lineslip or similar facility when we reasonably consider that these match your insurance requirements/instructions. When we intend to do so, we will inform you and disclose that we will receive compensation related to these services. In addition, these services may include providing services to insurers as a client. For example, we or they may provide consulting, brokerage, outsourced administration, or reinsurance services to insurer clients. In such cases, we or they will be compensated separately for the services provided to those insurer clients. Some of these insurer clients may happen to be insurers with whom we place your insurance coverages. The services provided to you and the services provided to our insurer clients are separate and any compensation earned for the services provided to insurer clients are separate from and in addition to the compensation we earn for the services we provide you under this Agreement.
- 3.10. We are members of a major international group of companies. In addition to the commissions received by us from insurers for placement of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties (some of which may be owned in whole or in part by our corporate parents or affiliates), may earn and retain usual and customary commissions for their role in providing insurance products or services to you under their separate contracts with insurers or reinsurers.

4. Disclosures Applicable Only to Property and Casualty Placements (Not applicable to Health and Benefits Placements)

- 4.1. 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.
- 4.2. A separate business unit within the Willis Towers Watson Group, FINMAR Market Services, provides a wide range of services direct 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.
- 4.3. If a surplus lines insurer (sometimes referred to as an excess lines insurer, non-admitted insurer, or non-licensed insurer) was used to quote your coverage, its premium rates, coverage terms and policy forms

Willis Towers Watson

are not regulated by your home state, province or territory, as applicable, and you will be required to pay an additional surplus lines premium tax which is on top of the premium. Also, in the event of the insurer's insolvency you will not be indemnified by any government guaranty fund for unpaid claims.

- 4.4. In addition to any other terms governing the use of your information as provided herein or in any other master services agreement, statement of work, or other agreement, you agree that we may use your information and, if applicable, receive remuneration for such use, as described below. We may:
- 4.4.1. aggregate and anonymise your information and may disclose to third parties certain anonymized or industry-wide statistics or other information which may include information relating to you, but that we will not, without your consent, reveal any information specific to you other than on an aggregated and anonymized basis and as part of an industry or sector-wide comparison;
 - 4.4.2. use your information to engage certain insurers in periodic discussions to gauge insurers' capabilities and interest in potentially quoting your business at a future date. Such discussions could be specific to your account or part of a discussion about a portfolio of accounts and typically increase the effectiveness and efficiency of our future marketing efforts on your behalf when you desire alternative bids;
 - 4.4.3. share information concerning your insurance arrangement with insurers or their agents where this is necessary to enable insurers to decide whether to participate in insuring your risk or to participate in any arrangement made by Willis Towers Watson whereby participating insurers agree to insure (wholly or partly) a portfolio of risks without necessarily making underwriting decisions on a case by case basis for individual risks within such portfolio;
 - 4.4.4. use any information you provide, without further notice to you, for the purpose of: (1) prospecting facultative reinsurance business from prospective insurer clients; (2) placing facultative reinsurance on behalf of our insurer clients; (3) marketing facultative reinsurance with prospective reinsurers on behalf of our insurer clients.

5. Language

- 5.1. It is the express wish of the parties that this Agreement and any related documents be drawn up in the English language. Les parties confirment qu'il est leur volonté expresse et réciproque que ce contrat et tout document qui s'y rattache soient rédigés en anglais.

6. Inquiries and Complaints

- 6.1. Your satisfaction is important to us. If you have questions or complaints, please inform the person who handles your business or contact the head of our office. Alternatively, you may call toll free 1-866-704-5115.

2019/2020 NET SECONDARY OPERATING EXPENSES PROJECTION

Total General Fund Expenditures	A >	12,233,882	General fund w/Authority Lease Rental	11,777,245
			Production	230,102
			Adult Education	126,535
				12,133,882
Less: Production Expenditures		(230,102)		
Less: Adult Education Expenditures		(126,535)	PROPOSED TRANSFER TO CAPITAL RESERVE	100,000
Less: Authority Lease Rental		(1,459,996)	Total General Fund Expenditures	12,233,882 <A

Net Secondary Operating Expenses

Less: Interest Earned		1,525	
Rental of Building		4,319	
Tuition - Adult Education Day Student		7,045	
Student fees		4,960	
Miscellaneous Revenue		10,078	
Refunds		4,764	
Equipment Grant		87,225	
Supplemental Equipment Grant		64,328	
Subsidy Soc. Sec.		171,005	
Subsidy Retirement		877,139	
Transfer in - DVHT		260,888	
Local Plan Revenue		286,594	
		(1,780,470)	
Net Secondary Operating Expenses to be Funded		8,636,779	

CREDIT FOR BUDGET YEAR 2021/2022 = \$91,042

District	2018-19 ADM	Net Secondary Operating Expenses to be Funded	Contributions Received from Member Districts During 2019-2020	Voc Ed Subsidy Received from State	Due (to) From Districts 2019/2020	Due (to) From Districts - 2018/2019	Due (to) From Districts FYE 06/30/2020
Centennial	27.38%	2,364,750	2,194,776	146,663	23,312	58,537	81,849
Central Bucks	52.83%	4,562,810	4,255,194	282,744	24,872	40,497	65,369
Council Rock	18.10%	1,563,257	1,536,097	96,855	(69,695)	(110,881)	(180,576)
New Hope-Solebury	1.69%	145,962	206,451	9,040	(69,530)	(118,408)	(187,938)
Totals	100.00%	8,636,779	8,192,518	535,302	(91,042)	(130,255)	(221,297)

							49,940.14 <u>Total Voc-Ed Subsidy</u>
<u>Voc Ed Subsidy</u>	<u>08/29/2019</u>	<u>10/24/2019</u>	<u>12/26/2019</u>	<u>02/27/2020</u>	<u>04/23/2020</u>	<u>06/01/2020</u>	
Centennial	21,290	21,290	21,290	22,599	21,617	38,577	146,663
Central Bucks	39,556	39,556	39,556	41,986	40,164	81,926	282,744
Council Rock	14,544	14,544	14,544	15,439	14,767	23,017	96,855
New Hope-Solebury	1,979	1,979	1,979	2,103	2,010	(1,010)	9,040
	77,369	77,369	77,369	82,127	78,558	142,510	535,302

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT For the Period 05/01/2020 through 05/31/2020

Fiscal Year: 2019-2020

	05/01/2020 - 05/31/2020	Year To Date
INCOME		
TUITION & FEES		
PRE SCHOOL TUITION (+)	\$761.68	\$142,901.20
Sub-total : TUITION & FEES	\$761.68	\$142,901.20
Total : INCOME	\$761.68	\$142,901.20
EXPENSES		
OPERATING EXPENSES		
WAGES (-)	\$11,423.90	\$109,375.63
BENEFITS (-)	\$5,361.79	\$59,692.30
PROF SERVICES (-)	\$69.00	\$589.66
OTHER PURCHASED SERVICES (-)	\$184.50	\$945.00
SUPPLIES (-)	\$0.00	\$9,283.49
EQUIPMENT (-)	\$109.69	\$1,206.60
DUES & FEES (-)	\$105.00	\$3,292.48
Sub-total : OPERATING EXPENSES	(\$17,253.88)	(\$184,385.16)
Total : EXPENSES	(\$17,253.88)	(\$184,385.16)
OTHER		
OTHER INCOME		
GRANTS (+)	\$0.00	\$7,915.00
OTHER (+)	\$0.00	\$545.71
SUBSIDIES - SS & RETIREMENT (+)	\$2,105.72	\$19,386.84
Sub-total : OTHER INCOME	\$2,105.72	\$27,847.55
Total : OTHER	\$2,105.72	\$27,847.55
NET ADDITION/(DEFICIT)	(\$14,386.48)	(\$13,636.41)

End of Report

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT As of 05/31/2020

Fiscal Year: 2019-2020

ASSETS

CURRENT ASSETS

CASH (+) \$51,519.13

DUE FROM (TO) OTHER FUND (+) (\$268.20)

ACCOUNTS RECEIVABLE (+) \$249.03

Sub-total : CURRENT ASSETS \$51,499.96

CAPITAL ASSETS, NET ACCUM
DEPREC

EQUIPMENT (+) \$10,640.09

Sub-total : CAPITAL ASSETS, NET
ACCUM DEPREC \$10,640.09

Total : ASSETS \$62,140.05

LIABILITIES

EMPLOYMENT TAX WITHHOLDINGS

PAYROLL WITHHOLDINGS (+) \$17,919.46

Sub-total : EMPLOYMENT TAX
WITHHOLDINGS \$17,919.46

DEFERRED REVENUE

DEPOSITS (+) \$14,587.07

Sub-total : DEFERRED REVENUE \$14,587.07

Total : LIABILITIES \$32,506.53

EQUITY

FUND BALANCE

NET ASSETS (+) \$43,269.93

Sub-total : FUND BALANCE \$43,269.93

NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) (\$13,636.41)

Sub-total : NET ADDITION/(DEFICIT) (\$13,636.41)

Total : EQUITY \$29,633.52

Total LIABILITIES + EQUITY \$62,140.05

End of Report

Balance Sheet

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Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT For the Period 05/01/2019 through 05/31/2019

Fiscal Year: 2018-2019

	05/01/2019 - 05/31/2019	Year To Date
INCOME		
TUITION & FEES		
PRE SCHOOL TUITION (+)	\$19,774.29	\$168,464.62
Sub-total : TUITION & FEES	\$19,774.29	\$168,464.62
Total : INCOME	\$19,774.29	\$168,464.62
EXPENSES		
OPERATING EXPENSES		
WAGES (-)	\$12,220.40	\$114,695.54
BENEFITS (-)	\$7,573.21	\$73,844.60
PROF SERVICES (-)	\$30.65	\$53.25
PROPERTY SERVICES (-)	\$0.00	\$1,895.00
OTHER PURCHASED SERVICES (-)	\$76.50	\$859.55
SUPPLIES (-)	\$506.96	\$5,394.34
EQUIPMENT (-)	\$0.00	\$9,162.99
DUES & FEES (-)	\$0.00	\$2,224.89
Sub-total : OPERATING EXPENSES	(\$20,407.72)	(\$208,130.16)
Total : EXPENSES	(\$20,407.72)	(\$208,130.16)
OTHER		
OTHER INCOME		
GRANTS (+)	\$0.00	\$7,015.00
OTHER (+)	\$0.00	\$313.22
SUBSIDIES - SS & RETIREMENT (+)	\$2,498.17	\$22,163.20
Sub-total : OTHER INCOME	\$2,498.17	\$29,491.42
Total : OTHER	\$2,498.17	\$29,491.42
NET ADDITION/(DEFICIT)	\$1,864.74	(\$10,174.12)

End of Report

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT As of 05/31/2019

Fiscal Year: 2018-2019

ASSETS

CURRENT ASSETS

CASH (+) \$67,499.74

ACCOUNTS RECEIVABLE (+) \$49.65

Sub-total : CURRENT ASSETS \$67,549.39

Total : ASSETS

\$67,549.39

LIABILITIES

EMPLOYMENT TAX WITHHOLDINGS

PAYROLL WITHHOLDINGS (+) \$20,706.78

Sub-total : EMPLOYMENT TAX WITHHOLDINGS \$20,706.78

DEFERRED REVENUE

DEPOSITS (+) \$1,300.00

Sub-total : DEFERRED REVENUE \$1,300.00

Total : LIABILITIES

\$22,006.78

EQUITY

FUND BALANCE

NET ASSETS (+) \$55,716.73

Sub-total : FUND BALANCE \$55,716.73

NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) (\$10,174.12)

Sub-total : NET ADDITION/(DEFICIT) (\$10,174.12)

Total : EQUITY

\$45,542.61

Total LIABILITIES + EQUITY

\$67,549.39

End of Report

Balance Sheet

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Middle Bucks Institute of Technology

Adult Education For the Period 05/01/2020 through 05/31/2020

Fiscal Year: 2019-2020

	05/01/2020 - 05/31/2020	Year To Date
INCOME		
Local Revenue		
Registration Fees & Tuition (+)	\$140.00	\$97,461.49
Sub-total : Local Revenue	\$140.00	\$97,461.49
State Subsidies		
Vocational Ed Subsidy - Adults (+)	\$0.00	\$8,107.39
Social Security Subsidy (+)	\$107.66	\$2,387.45
Retirement Subsidy (+)	\$444.51	\$6,536.06
Sub-total : State Subsidies	\$552.17	\$17,030.90
Total : INCOME	\$692.17	\$114,492.39
EXPENSES		
Salaries		
Administrative (-)	\$2,312.80	\$27,753.60
Instructors (-)	\$360.00	\$29,040.00
Support (-)	\$150.00	\$6,064.79
Sub-total : Salaries	(\$2,822.80)	(\$62,858.39)
Benefits		
Statutory (-)	\$1,104.35	\$18,545.65
Sub-total : Benefits	(\$1,104.35)	(\$18,545.65)
Property Services		
Repairs & Maintenance (-)	\$4.95	\$54.45
Sub-total : Property Services	(\$4.95)	(\$54.45)
Other Purchased Services		
Postage (-)	\$0.00	\$9,629.97
Advertising (-)	\$0.00	\$967.75
Printing & Binding (-)	\$0.00	\$10,451.40
Travel & Prof. Development (-)	\$0.00	\$463.84
Sub-total : Other Purchased Services	\$0.00	(\$21,512.96)
Supplies		
Consumable Supplies (-)	\$0.00	\$7,042.96
Books & Periodicals (-)	\$0.00	\$7,612.71
Software & Audio Visual (-)	\$0.00	\$90.66
Utilities (-)	\$0.00	\$2,174.91
Sub-total : Supplies	\$0.00	(\$16,921.24)
Dues & Fees		
Dues & Fees (-)	\$4.64	\$3,368.60
Sub-total : Dues & Fees	(\$4.64)	(\$3,368.60)
Total : EXPENSES	(\$3,936.74)	(\$123,261.29)
NET ADDITION/(DEFICIT)	(\$3,244.57)	(\$8,768.90)

End of Report

Middle Bucks Institute of Technology

Adult Education As of 05/31/2020

Fiscal Year: 2019-2020

ASSETS

CURRENT ASSETS

CASH & INVESTMENTS (+)	\$223,893.59
ACCOUNTS RECEIVABLE (+)	\$44.00
DUE FROM (TO) OTHER FUNDS (+)	(\$4.95)

Sub-total : CURRENT ASSETS	\$223,932.64
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Total : ASSETS

\$223,932.64

LIABILITIES

CURRENT LIABILITIES

ACCRUED BENEFITS (+)	\$6,470.30
OTHER ACCRUED BENEFITS PAYABLE (+)	\$8.18

Sub-total : CURRENT LIABILITIES	\$6,478.48
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Total : LIABILITIES

\$6,478.48

EQUITY

FUND BALANCE

BEGINNING FUND BALANCE (+)	\$226,223.06
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Sub-total : FUND BALANCE	\$226,223.06
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NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+)	(\$8,768.90)
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Sub-total : NET ADDITION/(DEFICIT)	(\$8,768.90)
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Total : EQUITY

\$217,454.16

Total LIABILITIES + EQUITY

\$223,932.64

End of Report

Middle Bucks Institute of Technology

Adult Education For the Period 05/01/2019 through 05/31/2019

Fiscal Year: 2018-2019

	05/01/2019 - 05/31/2019	Year To Date
INCOME		
Local Revenue		
Registration Fees & Tuition (+)	\$189.00	\$115,936.25
Sub-total : Local Revenue	\$189.00	\$115,936.25
State Subsidies		
Vocational Ed Subsidy - Adults (+)	\$0.00	\$6,776.80
Social Security Subsidy (+)	\$255.60	\$2,435.41
Retirement Subsidy (+)	\$783.88	\$6,443.75
Sub-total : State Subsidies	\$1,039.48	\$15,655.96
Total : INCOME	\$1,228.48	\$131,592.21
EXPENSES		
Salaries		
Administrative (-)	\$2,240.00	\$23,293.50
Instructors (-)	\$3,795.00	\$34,356.92
Support (-)	\$706.66	\$6,389.66
Sub-total : Salaries	(\$6,741.66)	(\$64,040.08)
Benefits		
Statutory (-)	\$2,098.95	\$18,453.06
Sub-total : Benefits	(\$2,098.95)	(\$18,453.06)
Property Services		
Repairs & Maintenance (-)	\$4.95	\$805.42
Office Equipment Rental (-)	\$11.75	\$129.25
Sub-total : Property Services	(\$16.70)	(\$934.67)
Other Purchased Services		
Postage (-)	\$26.73	\$9,764.40
Advertising (-)	\$0.00	\$7,385.08
Printing & Binding (-)	\$0.00	\$5,302.14
Travel & Prof. Development (-)	\$0.00	\$44.26
Miscellaneous (-)	\$0.00	\$22.60
Sub-total : Other Purchased Services	(\$26.73)	(\$22,518.48)
Supplies		
Consumable Supplies (-)	\$0.00	\$3,761.55
Books & Periodicals (-)	\$0.00	\$5,839.96
Software & Audio Visual (-)	\$0.00	\$656.97
Utilities (-)	\$300.00	\$2,282.96
Sub-total : Supplies	(\$300.00)	(\$12,541.44)
Dues & Fees		
Dues & Fees (-)	\$0.00	\$3,127.04
Sub-total : Dues & Fees	\$0.00	(\$3,127.04)
Total : EXPENSES	(\$9,184.04)	(\$121,614.77)
NET ADDITION/(DEFICIT)	(\$7,955.56)	\$9,977.44

Middle Bucks Institute of Technology

Adult Education As of 05/31/2019

Fiscal Year: 2018-2019

ASSETS

CURRENT ASSETS

CASH & INVESTMENTS (+) \$237,309.37

Sub-total : CURRENT ASSETS \$237,309.37

Total : ASSETS

\$237,309.37

LIABILITIES

CURRENT LIABILITIES

ACCRUED BENEFITS (+) \$7,087.06

OTHER ACCRUED BENEFITS
PAYABLE (+) \$22.08Sub-total : CURRENT LIABILITIES \$7,109.14

Total : LIABILITIES

\$7,109.14

EQUITY

FUND BALANCE

BEGINNING FUND BALANCE (+) \$220,222.79

Sub-total : FUND BALANCE \$220,222.79

NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) \$9,977.44

Sub-total : NET ADDITION/(DEFICIT) \$9,977.44

Total : EQUITY

\$230,200.23

Total LIABILITIES + EQUITY

\$237,309.37

End of Report