

**EXECUTIVE COUNCIL
COMMITTEE OF THE WHOLE MEETING
October 6, 2020 - 5:30 PM
Video Conferencing**

AGENDA

Building, Security & Technology

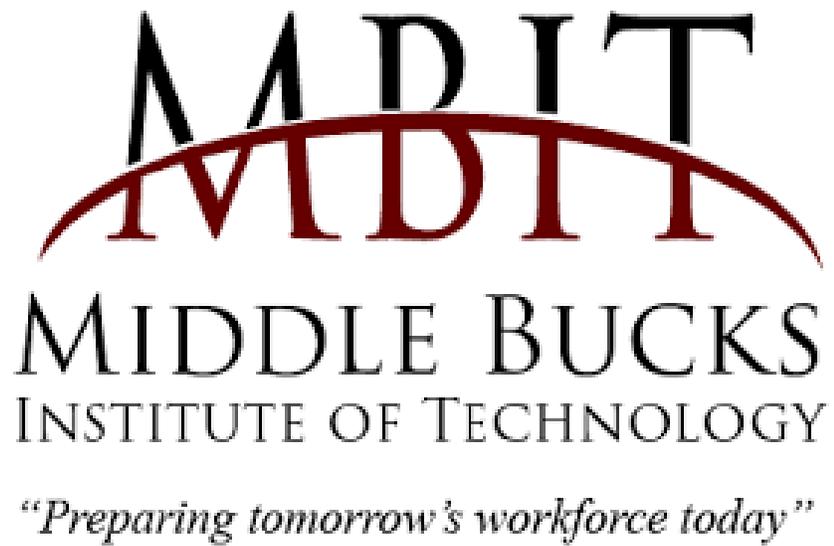
- Mechanical Maintenance Service Contract Renewal (Attachment 1)
- Microsoft Agreement – BCIU #22

Program, Policy, and Personnel

- Personnel Items
 - Employment – P/T Assistant Group Supervisor, Li'l Bucks Partners in Learning
 - Safety & Security Monitor – Job Description (Attachment 2)
 - Communications & Technology Assistant (Attachment 3)
- Revised Policies (Attachment 4)
 - 001 - Name and Classification
 - 220 - Student Expression/Distribution and Posting of Materials
 - 913 - Non-school Organizations/Groups/Individuals
- HVAC Program (Attachment 5)
- MBEA Negotiations
- Act 93 Agreement

Finance

- Bid opening information – partial roof replacement sections D & E (To Be Distributed)
- Server Upgrade Financing (To Be Distributed)
- Discussion of preparation of 2021/2022 budget
- Updates (Attachment 6)
 - Li'l Bucks
 - Adult Education



**MBIT Full Mechanical Maintenance
Service Contract Renewal**

Prepared for:
Richard Hansen

September 29, 2020



September 29, 2020

Dear Mr. Rich Hansen,

Thank you for the opportunity to submit our renewal for the mechanical services and full maintenance coverage at MBIT. We are excited about continuing our relationship with MBIT.

Full Maintenance Contract Renewal Terms: Year 2021 – Year 2022 We are providing a two-year extension based on MBIT's requests. Due to the age of the equipment a few exclusions will be added to the full maintenance coverage for Year 2021 and 2022.

- **Repair and Replace** Burns is responsible for supplying on-site labor for diagnosing, repairing, and procuring parts for necessary repair, replacement, and removal under this agreement. Exclusions are stated below.
- **Trouble Calls** Burns will provide on-site labor and travel labor, including overtime required for unscheduled work resulting from abnormal conditions.
- **Components, Parts, and Supplies** Burns mechanical is responsible for components, parts, and supplies required to keep the equipment operating properly and efficiently, unless otherwise specified. Please review year 2020 exclusions stated below.
- **Year 2021 and Year 2022 Exclusions:** Burns is **not responsible** for providing R22, condenser coils, heat exchangers, and compressors under this full maintenance agreement.

Assigned Lead Mechanic We understand the importance of building relationships with the mechanics that service your equipment. Under this agreement, Ray Vansalous will be assigned as MBIT's lead mechanic.

Filter Services Air Filters will remain to be changed/serviced at the frequency level that meets MBIT's standards

Scope of Service Preventative Maintenance tasks will remain the same under this agreement pricing. Please see the following pages for specific tasks for equipment.

Facility Capital Planning Burns works closely with our K-12 clients to assist with energy savings, management, and procuring projects showing a ROI. Burns would be happy to evaluate existing equipment to meet MBIT's capital replacement initiatives.

MBIT SERVICE FEES FOR CONTRACT RENEWAL PERIOD YEAR 2021 and YEAR 2022

MBIT FULL COVERAGE MECHANICAL SERVICE AGREEMENT	
Full Maintenance Coverage Mechanical Service Agreement	\$50,000.00
Total Quarterly Fee:	\$12,500.00

Sincerely,

Ashley Borrelli Jim Hargraves

C. 267.966.7681 C. 267.961.0096

EQUIPMENT COVERED UNDER THIS AGREEMENT –

Qty	System	Manufacturer	Model	Rating	Location
1	Package Unit	York	D2NP024		
2	Package Units	York	D2EG036	3 Tons	Rooftop
2	Package Units	York	D1CG300	25 Tons	Rooftop
1	Package Unit	York	D1EG120	10 Tons	Rooftop
2	Package Units	York	DJ240S32	20 Tons	Rooftop
1	Package Unit	JCI	J05ZRT06	5 Tons	Rooftop
2	Package Units	York	D2NP024	2 Tons	Rooftop
2	Package Units	JCI	J04ZRT06	5 Tons	Rooftop
1	Package Unit	JCI	J05ZRT06	5 Tons	Rooftop
1	Package Unit	York	DH048S	4 Tons	Rooftop
1	Package Unit	York	DH078S	6.5 Tons	Rooftop
1	Package Unit	York	DH180S	15 Tons	Rooftop
4	Package Units	York	D8CG060	5 Tons	Rooftop
2	Package Units	York	D8CG036	3 Tons	Rooftop
1	Package Unit	York	DH048S	4Tons	Rooftop
8	Package Units	JCI	J05ZRT06	5 Tons	Rooftop
1	Package Unit	York	DH120S	10 Tons	Rooftop
3	Package Units	York	D1NP030	2.5 Tons	Rooftop
1	Package Unit	JCI	J08ZRS10	10 Tons	Rooftop
3	Package Units	JCI	J03ZRT06	5 Tons	Rooftop
1	Condensing Unit	Trane	TTA120	10 Tons	Rooftop
1	Air Handler	Trane			Indoor
1	Package Unit	York	DH060S	5 Tons	Rooftop
1	Package Unit	JCI	J05ZRS10	10 Tons	Rooftop
4	Package Units	York	D2NP024	2 Tons	Rooftop
2	Package Units	JCI	J06ZRS10	10 Tons	Rooftop
1	Package Unit	York	DH078S	6.5 Tons	Rooftop
1	Package Unit	York	DJ180S	15 Tons	Rooftop
1	Package Unit	York	D1NP036	3 Tons	Rooftop
1	Condensing Unit	York	JIOYCCOO	10 Tons	Rooftop
1	Air Handler	York			Indoor
2	Package Units	York	D2CG036	3 Tons	Rooftop

SCOPE OF SERVICES UNDER THIS AGREEMENT:

Roof Top/Package Unit: Annual Cooling Start up

EVAPORATOR SECTION

Check belts and sheaves - replace if
necessary Check motor (voltage, amperage,
mounts, vibration) Check and calibrate all
safety and operating controls Lubricate motor,
fan bearings, dampers, linkages
Check & clean condensate pan, trap, pump, and level
sensors Check overall condition of evaporator coil

COMPRESSOR SECTION

Check for refrigerant and
oil leaks Check crankcase
heaters
Check oil level in compressor
Check and calibrate (ALL) operating and safety
controls Check (ALL) electrical connections, starters, relays,
contactors
LOG (discharge & suction pressures - supply, return, mixed and outside air temperatures)
Check hot gas by-pass valve (if applicable)

CONDENSER SECTION

Check for vibrations and noise
Brush clean air cooled and water cooled
condenser Check (ALL) operating and safety
controls
Check temperature

differential Check water

flow rate

ECONOMIZER SECTION

Check economizer enthalpy control

Check and lubricate linkage and damper

assembly Check that change over

controls are functional

Roof Top/Package Unit: Heating Cycle Start Up

EVAPORATOR SECTION

Check belts and sheaves replace if

necessary Check motor (voltage, amperage,

mounts, vibration) Check and calibrate all

safety and operating controls Lubricate motor,

fan bearings, dampers, linkages

Check & clean condensate pan, trap, pump, and level

sensors Check overall condition of evaporator coil

Prime drip leg (P trap)

COMPRESSOR SECTION

Check for refrigerant and

oil leaks Check crankcase

heaters

(SECURE COMPRESSORS FOR WINTER OPERATION)

CONDENSER SECTION

Lubricate motor and fan

bearings Check for

vibrations and noise

Check and adjust belts and sheaves - replace if

necessary Check all operating and safety controls

ECONOMIZER SECTION

Check economizer operation and controls

HEATING SECTION

FURNACE SECTION

Check and clean burner

section Check, clean and

lubricate draft fan Check and

clean combustion chamber

Check and clean pilot and pilot

safety

ELECTRIC HEATING UNIT

Tighten electrical

connections Check and

clean heating element

Check safety operating controls adjust if needed

Roof Top/Package Unit : Cooling Season Running Inspection

EVAPORATOR SECTION

Change filters

Check belts and sheaves replace if

necessary Check motor (voltage, amperage,

mounts, vibration) Check and calibrate all safety

and operating controls Lubricate motor, fan

bearings, dampers, linkages

Check & clean condensate pan, trap, pump, and level
sensors Check overall condition of evaporator coil

COMPRESSOR SECTION

Check for refrigerant and
oil leaks Check crankcase
heaters
Check oil level in
compressor Check operating
and safety controls
Check contactors and electrical connections
LOG (discharge & suction pressures supply, return, mixed and outside air temperatures)
Check hot gas by-pass valve (if applicable)
(CHECK LOW-AMBIENT CONTROL IN WINTER MONTHS) IF NECESSARY

CONDENSER SECTION

Lubricate motor and fan
bearings Check for
vibrations and noise
Check and adjust belts and sheaves - replace if
necessary Check (ALL) operating and safety
controls

ECONOMIZER SECTION

Check economizer enthalpy control
Check and lubricate linkage and damper
assembly Check that change over controls
are functional Provide minor adjustments
if necessary

Roof Top/Package Unit : Heating Season Running Inspection

EVAPORATOR SECTION

Change filters
Check belts and sheaves - replace if
necessary Check motor (voltage, amperage,
mounts, vibration) Check and calibrate all safety
and operating controls Lubricate motor, fan
bearings, dampers, linkages
Check & clean condensate pan, trap, pump, and level
sensors Check overall condition of evaporator coil

COMPRESSOR SECTION

Check for refrigerant and
oil leaks Check crankcase
heaters

HEATING SECTION

FURNACE SECTION

Check burner section
Check and lubricate
draft fan Check pilot
and pilot safety
Check blower

Air Handler/Condensing Unit: Seasonal Start Up (Cooling)

FANS (SUPPLY AND RETURN FANS)

LOG fan motor amps (SUPPLY AND
RETURN) LOG outside air temperatures
LOG supply air
temperatures LOG

return air

temperatures

Check belts and sheaves for tension and

wear (replace if necessary)

Lubricate motor and fan bearings

Check motor and motor mounts for

vibration Check and calibrate operating and

safety controls

EVAPORATOR SECTION

Change

FILTERS Check

condition of

coil

Check and lubricate dampers and linkage

Check & clean condensate pan, trap, pump, and level

sensors ECONOMIZER SECTION

Check economizer enthalpy control

Check and lubricate linkage and damper

assembly Check that change over controls

are functional

Air Handler/Condensing Unit: Mid-Season Heating Inspection

FANS {SUPPLY AND RETURN FANS}

LOG fan motor amps {SUPPLY AND

RETURN} LOG outside air temperatures

LOG supply air

temperatures LOG

return air

temperatures

Check belts and sheaves for tension and wear (replace if necessary)

Lubricate motor and fan bearings

Check motor and motor mounts for

vibration Check and calibrate operating and

safety controls

EVAPORATOR SECTION

Check filters (CHANGE IF NECESSARY)

Check condition of coils

Check and lubricate dampers and

linkage HEATING SECTION

FURNACE SECTION

Check burner section

Check and lubricate

draft fan Check

combustion chamber

Check pilot and pilot

safety Lubricate

blower

ELECTRIC HEATING UNIT

Check electrical

connections Check

heating element

Check safety operating controls - adjust if

needed Check operating voltage and amperage

of all elements

Air Handler/Condensing Unit : Seasonal Start Up (Heating Cycle)

FANS (SUPPLY AND RETURN FANS)

LOG fan motor amps (SUPPLY AND
RETURN) LOG outside air temperatures
LOG supply air
temperatures LOG
return air
temperatures
Check belts and sheaves for tension and wear (replace if necessary)
Lubricate motor and fan bearings
Check motor and motor mounts for
vibration Check and calibrate operating and
safety controls

EVAPORATOR SECTION

Check filters (CHANGE IF NECESSARY)
Check condition of coils
Check and lubricate dampers and

linkage HEATING SECTION

FURNACE SECTION

Check and clean burner
section Check, clean and
lubricate draft fan Check and
clean combustion chamber
Check and clean pilot and pilot
safety Lubricate blower

ELECTRIC HEATING UNIT

Tighten electrical
connections Check and
clean heating element
Check safety operating controls adjust if
needed Check operating voltage and amperage
of all elements

Air Handler/Condensing Unit : Mid-Season Cooling Inspection

FANS (SUPPLY AND RETURN FANS)

LOG fan motor amps (SUPPLY AND
RETURN) LOG outside air temperatures
LOG supply air
temperatures LOG
return air
temperatures
Check belts and sheaves for tension and wear (replace if necessary)
Lubricate motor and fan bearings
Check motor and motor mounts for
vibration Check and calibrate operating and
safety controls

EVAPORATOR SECTION

Check filters (CHANGE IF NECESSARY)
Check condition of coils
Check and lubricate dampers and linkage
Check & clean condensate pan, trap, pump, and level

ECONOMIZER SECTION

Check economizer enthalpy control

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

POSITION DESCRIPTION

POSITION TITLE: SAFETY AND SECURITY MONITOR

QUALIFICATIONS: **Act 44 School Resource Officer certification;** security background; good moral character; demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community. **Possess leadership qualities to direct support personnel in maintaining a safe and supportive school culture.**

REPORTS TO: Career and Technical Education Supervisor

RESPONSIBILITIES: Promote a safe school climate that fosters student responsibility; assist Administration in providing security for the staff, students, building and property including the parking lots to prevent unauthorized visitors or property damage. **Serve as the Threat Assessment Team Leader.**

SCOPE OF DUTIES:

School Security

- ✓ Provide security of school buildings and grounds to ensure the safety and well-being of students and staff.
- ✓ Monitor and secure entrances to the building; restrict building access to authorized individual.
- ✓ Monitor bus arrivals and departures.
- ✓ Monitor student driver arrivals and departures (student parking lot) to ensure safety and compliance with rules including citation issuance and record keeping.
- ✓ Initiate and monitor driving and parking procedures including issuing parking permits and tracking parent notes.
- ✓ Coordinate the distribution and collection of student and staff locks.

Facilities

- ✓ Support the Director of Facilities in coordinating and assisting with arranging outside transportation for all school-approved functions including field trips, conferences, work-based experiences, etc.
- ✓ Manage building security; including being on call for emergency situations and proper distribution and record keeping of keys (i.e., key control).
- ✓ Participate in Administrative, Executive Council, and School Authority meetings to assist the Administrative Director as required.
- ✓ Supervise the school wide safety and first aid program including a beginning-of-the-year safety assembly, monthly fire drills, emergency response procedures and team, etc.; serve as co-chair of the safety committee; develop and/or revise all written procedures related to health and safety; routinely inspect the facility and related storage/garage areas and

- immediately intervene to correct any dangerous, unsanitary or unsightly conditions.
- ✓ Establish procedures security of the buildings, classrooms, laboratories, equipment and supplies; supervise the execution of these procedures in conjunction with the rest of the administrative team.
- ✓ Be available for after-school events including Open House, New Student Orientation, etc. and provide security services.
- ✓ Coordinate with local police department to provide security services for large-scale events.

Threat Assessment Team

- ✓ Serve as the Threat Assessment Team Coordinator
- ✓ Develop protocols and procedures related to identifying students of concern, interviewing procedures, and documentation of all threat assessments.
- ✓ Coordinate, in collaboration with the Career and Technical Education Supervisor, Threat Assessment Team Meetings on a monthly basis.
- ✓ Collaborate with other multidisciplinary teams including the Student Assistance Team to connect students with appropriate resources.
- ✓ Monitor Safe2Say tips.
- ✓ Communicate with necessary school staff to keep them abreast of any potential threats.
- ✓ Arrange for training for the Threat Assessment Team to ensure all members are up-to-date and current with policies, procedures, and protocols.

Student Discipline

- ✓ Investigate reported incidents of thefts, student discipline code violations, and special assignments as directed.
- ✓ Serve as the Trauma Threat Assessment intervention point person
- ✓ Coordinate and supervise the Student Intervention Center, including in-school suspensions and interventions
- ✓ Facilitate and coordinate student conflict resolution / intervention
- ✓ Implement behavioral interventions for at-risk students.
- ✓ Assist in developing positive behavioral support plans.
- ✓ Assist teachers, students, and parents in the effective creation and implementation of individual behavior plans.
- ✓ Participate in disciplinary conferences.
- ✓ Participate in school safety conferences.
- ✓ Participate in professional development workshops and seminars to keep current.

Act 44 Compliance

- ✓ Serve as Act 44 Officer
- ✓ Serve as a member of the Threat Assessment Team; assist in annually updating the Emergency Operations Plan.
- ✓ Serve as a member of the Crisis Response Team; assist in annually updating the Crisis Response Manual.

- ✓ Assist administration with implementing all required emergency drills.
- ✓ Serve as a member of the Student Assistance Team.
- ✓ Monitor student attendance.
- ✓ Attend Bucks County Safe School Meetings
- ✓ Perform other duties as assigned by the Administration.

Safe School Climate

- Ensuring that the physical environment of the school reinforces school culture and facilitates student achievement.
- Being highly present and visible during school hours, relentlessly ensuring the school has an exceptional school culture.
- Proactively circulating throughout classrooms / programs / hallways during the day to gain valuable context on student behavior and help support positive school culture.
- Monitoring behavioral pull-out and in-school suspensions.
- Modeling the school's values and the standard for professional behavior.

TERMS OF EMPLOYMENT: 10 Month Position

STATUS AND SCOPE: Describe special skills and abilities needed to perform the job.
Professional decorum

USE OF EQUIPMENT: Indicate (X) what type of equipment is typically used with the job.					
X	Computer/Network	X	TV/VCR	X	Postage Machine
X	Printer	X	Photocopier		Adding Machine
X	Telephone	X	Fax Machine	X	Scanner

LIFTING REQUIREMENTS: Indicate (X) what statement best describes the usual lifting activity.		
	Sedentary	Lifting up to 10 pounds maximum and carrying items.
X	Light	Lifting up to 20 pounds maximum and frequently lifting objects up to 10 pounds
	Medium	Lifting up to 50 pounds maximum and carrying objects up to 25 pounds.
	Heavy	Lifting up to 100 pounds and carrying objects up to 50 pounds.

PHYSICAL DEMANDS: Indicate (X) what best describes the physical activities for the job.				
	Not Required	Occasional	Frequent	Constant
Bending		X		
Pushing		X		
Hearing				X
Reaching		X		
Climbing		X		
Seeing				X
Speaking				X
Standing			X	
Walking			X	
Sitting			X	

Definitions:

- Not Required This activity may not be a routine part of the job.
- Occasionally This activity is an essential part of the job at random intervals.
- Frequent This activity is a usual and customary part of the job.
- Constant This activity is continually occurring as part of the job.

District/CTC	Position Title	Salary
Bristol Twp.	Coordinator of Security	\$ 48,095.00
Central Bucks	School Safety Personnel	\$ 151,421.00
Council Rock	Security Manager	\$ 90,023.00
Neshaminy	Supervisor of Security	\$ 61,500.00
Pennridge	Supervisor Security	\$ 30,923.00
MBIT	Safety & Security Monitor	\$ 34,251.00
BCTHS	Safety & Security Monitor	\$ 31,200.00
North Montco CTC	Safety & Security Monitor	\$ 41,000.00

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

POSITION DESCRIPTION

- POSITION:** COMMUNICATIONS AND TECHNOLOGY
~~PROGRAMS AND SERVICES ADMINISTRATIVE~~
ASSISTANT
- QUALIFICATIONS:** Proficiency in software applications (Microsoft Professional Office) and data systems management required; ability to balance multiple assignments and priorities; ability to accept direction, prioritize work, initiate tasks, meet deadlines, and work independently; possess refined interpersonal skills and courteous customer service attitude; ability to operate general office equipment; ability to maintain confidential/mature decorum.
- REPORTS TO:** Director of Facility Operations, ~~Administrative Director~~
- RESPONSIBILITIES:** Facilitate the effective use of technology by staff; ~~Provide comprehensive administrative support services for the Adult Education Coordinator;~~ oversee MBIT website and Intranet, support marketing and recruitment activities and coordinate Use of Facilities.

SCOPE OF DUTIES:

1. Provide technology support and training to staff, ~~for the planning and implementation of all activities, events and initiatives related to the Adult Education Coordinator including correspondence, copying, mailings, filing, telephone calls, the timely processing of all forms, requests and scheduling of meetings.~~
2. Coordinate and provide support for all secondary recruitment activities including the Program of Study, Open House, promotional video, direct mailings, tours, development of promotional materials and career night activities
3. Assist School Counselor with planning Senior Awards including coordination of student awards and scholarship
4. Assist with NTHS ceremony and correspondence
5. Assist with the administration of school wide testing.
6. Plan, develop and market the Summer Career Exploration Program in collaboration with the CTE Supervisor.
7. Assist with general office routines and maintain assigned equipment.
8. Monitor and social media sites and provide monthly report on community access.
9. Prepare a monthly Press and Correspondence report for the Executive Council packet.
10. Create a monthly digital newsletter for all stakeholders

11. Represent and promote Middle Bucks in a positive and professional manner.
- ~~13~~12. Support the operations of Marketing/PR initiatives including:
- a. Provide marketing support for Adult Education including flyers, brochures and advertising.
 - b. Provide support for the planning and implementation of special events including back-to-school nights, open house, parent nights, new student/parent orientation, senior awards and recognition, summer camps, etc.
 - ~~c~~b. Coordinate teacher participation at sending districts' program planning nights; provide staff with promotional materials for these events.
 - ~~d~~e. Assist with scheduling visits and shadowing for prospective students.
 - ~~e~~d. Conduct tours for prospective students
 - ~~e~~f. Plan and oversee the annual Armed Services Vocational Aptitude Battery assessment provided to students twice per school year.
 - ~~f~~g. Assist with general mailing lists, alumni mailing list, award and scholarship patrons, civic and service organizations, etc.
 - ~~h~~g. Order giveaways for Program Planning night and Open House
 - ~~h~~i. Maintain the MBIT front road sign
 - j. Oversee the creation of the Senior Recognition Program and Cover.

- ~~14.~~ Support the operations of the adult day and evening school programs including:
- ~~a.~~ Complete student registration, accounting and record keeping.
 - ~~b.~~ Process credit card transactions, providing the business office with a daily report.
 - ~~c.~~ Maintain the shared use of facilities, equipment and supplies between day and evening faculty.
 - ~~d.~~ Develop a master schedule of classes, room assignments, instructor, and class hours each semester.
 - ~~e.~~ Purchase books, materials, kits, and consumable supplies for instructors.
 - ~~f.~~ Prepare instructor packets (school procedures, emergency contact forms, safety policies, new hire paperwork).
 - ~~g.~~ Maintain enrollment records including test grades, class evaluations, and certifications.
 - ~~h.~~ Communicate work assignments, procedures and general information with Evening School Secretary.
 - ~~j.~~ Provide support and assists with the development of programs and curriculum.
 - ~~k.~~ Secure PA secure ID's for all Adult Education students.
 - ~~l.~~ Communicate with and assist Adult Education Instructors; provide Main Office coverage for Adult school evening hours as needed.
 - ~~m.~~ Assist with adult education database management.
 - ~~n.~~ Prepare local, state and federal reports for evening and daytime programs, as assigned by the Adult Education Coordinator.
 - ~~o.~~ Track statistical reporting information indicated on student registration as required for compliance for the PDE Report
 - ~~p.~~ Create and maintain the MBIT Adult Education and Authorize.net online registration mini databases.
- ~~13~~2. Oversee, schedule, and communicate information about Use of Facilities at MBIT.

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- a. Update schedule with use of facility events. Ensure information is distributed to all necessary departments.
 - b. Provide clerical assistance to Facilities Supervisor in relation to Use of Facilities events.
 - c. Serve as liaison, from initial contact through final invoicing, for all external events and functions, including but not limited to: securing applications, deposits when required, obtaining Certificate of Insurance, providing letters of confirmation, initial estimates of costs, and securing counts for meals one week prior to events.
 - d. Compile and collect for Use of Facilities events and submit to the Business Office.
- ~~13.14.~~ Perform other duties as assigned by the Administrative Director, Director of Facility Operations, Adult Education Coordinator and Facilities Supervisor.
- ~~14.15.~~ Food Service preparation for assigned meetings.

TERM OF EMPLOYMENT: 12 Months

STATUS AND SCOPE: Describe special skills and abilities needed to perform the job.
Access familiarity for Database management Website updating and maintenance Familiarity with all Microsoft products at a user level.

USE OF EQUIPMENT: Indicate (X) what type of equipment is typically used with the job.					
X	Computer/Network		TV/VCR	X	Postage Machine
X	Printer	X	Photocopier		Adding Machine
X	Telephone	X	Fax Machine	X	Scanner

LIFTING REQUIREMENTS: Indicate (X) what statement best describes the usual lifting activity.	
	Sedentary Lifting up to 10 pounds maximum and carrying items.
X	Light Lifting up to 20 pounds maximum and frequently lifting objects up to 10 pounds
	Medium Lifting up to 50 pounds maximum and carrying objects up to 25 pounds.
	Heavy Lifting up to 100 pounds and carrying objects up to 50 pounds.

PHYSICAL DEMANDS: Indicate (X) what best describes the physical activities for the job.				
	Not Required	Occasional	Frequent	Constant
Bending		X		
Pushing		X		
Hearing				X
Reaching			X	
Climbing		X		
Seeing				X
Speaking				X
Standing		X		
Walking		X		
Sitting				X

Definitions:

- Not Required This activity may be a routine part of the job.
- Occasionally This activity is an essential part of the job at random intervals.
- Frequent This activity is a usual and customary part of the job.
- Constant This activity is continually occurring as part of the job.

Approved: 10/20/03
Revised: 7/1/15



Book	Policy Manual
Section	000 Board Procedures
Title	Name and Classification
Code	001
Status	First Reading
Adopted	July 1, 1991

Name

The Board of School Directors of the Middle Bucks Institute of Technology shall be known officially as the Middle Bucks Institute of Technology Executive Council~~Area Vocational Technical Board~~ hereinafter referred to as the Executive Council~~Joint Board~~. The membership of the Executive Council~~Area Vocational Technical Board~~ consists of all members of the Boards of Directors of the four (4) participating school districts.

Composition

The Middle Bucks Institute of Technology is comprised of the following participating school districts: Centennial, Central Bucks, Council Rock, and New Hope-Solebury.

Purpose

The Middle Bucks Institute of Technology is established for the purpose of providing career area vocational and technical education programs for students in the participating school districts.

Intermediate Unit

The Middle Bucks Institute of Technology is assigned to the Bucks County Intermediate Unit No. 22. [3].

Classification

~~An area vocational~~ technical school cannot be classified as a school district. The Middle Bucks Institute of Technology shall follow the mandates set forth for a third class school district.

Address

The official address of the Middle Bucks Institute of Technology, ~~the Joint Board~~, and the Executive Council shall be 2740 ~~Old~~ York Road, Jamison, PA 18929. [3].

Legal	3. 24 P.S. 901-A
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Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220
Status	First Reading
Adopted	July 1, 1991

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Executive Council respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. ~~but it~~ The Executive Council also recognizes that ~~the~~ exercise of that right must be limited by the school's responsibility ~~need~~ to maintain ~~an~~ a safe and orderly school environment and to protect the rights of all members of the school community. [1].

This policy addresses student expression in general and distribution and posting of materials that are not part of the school-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the school shall be regulated as part of the educational program.

Definitions

Distribution shall mean students issuing nonschool materials to others on school property or during school- sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off- campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression shall means verbal, written, technological or symbolic representation or communication.

Nonschool materials shall means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular program of the school. This includes, but is not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting shall means publicly displaying nonschool materials on school property or at school- sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards,

easels, the outside of lockers; on school-sponsored or student websites; through other school-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. [1]

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. [1][2][3]

The Executive Council shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in this policy and written procedures. Such procedures shall permit the orderly operations of the school, while recognizing the rights of students to engage in protected expression.

Unprotected Student Expression

The Executive Council reserves the right to designate and prohibit manifestations of student expression ~~which that~~ are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it: . Such expressions are those which:

1. ~~Libel any specific person or persons.~~ Violates federal, state or local laws, Executive Council policy or school rules or procedures.
2. ~~Seek to establish the supremacy of a particular religious denomination, sect or point of view. Is libelous, defamatory, obscene, lewd, vulgar or profane. [3]~~
3. Advocates the use or advertise the availability of any substance or material ~~which that~~ may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. ~~Are obscene or contain material otherwise deemed to be harmful to impressionable students who may receive them.~~
5. Incites violence, advocates the use of force, or ~~urge the violation of law or school regulations.~~ threatens serious harm to the school or community.
6. ~~Solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Executive Council. Are likely to or does materially or substantially interfere~~

with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.

7. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the school and school programs.
8. Violates written procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Executive Council reserves the right to ~~halt~~ prohibit the posting or distribution of nonschool materials containing of unprotected ~~materials~~ expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Executive Council reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

Distribution of Nonschool Materials

The Executive Council ~~shall~~ requires that students who wish to distribute or post nonschool materials on school property shall ~~materials~~ submit them at least one (1) school day in advance of planned distribution or posting to the Administrative Director or designee. [1] ~~for prior review. where the reviewer cannot show within two(2) school days that the materials are unprotected, such material may be distributed. Appeal from prior review shall be permitted to the Director and the Executive Council in accordance with school rules.[1]~~

If the nonschool materials contain unprotected expression as stated in this policy, the Administrative Director or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Executive Council policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

~~The Executive Council shall require that distribution of printed materials take place only at the places and during the times set forth in the rules and regulations in order that such distribution not interfere with the orderly operation of the school.[1]~~

If the school has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dates, and the school may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Administrative Director and then to the Executive Council, in accordance with Executive Council policy and procedures. [5]

Delegation of Responsibility

The Administrative Director shall assist the building administrator in determining the designation of the places and times nonschool materials may be distributed in the school. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to non-instructional times.

The Administrative Director may determine disciplinary action for students who distribute or post nonschool materials in violation of this policy and school procedures, or who continue the manifestation of unprotected expression after a person in authority order that they desist. Disciplinary actions shall be included in the Code of Student Conduct.[6]

The Executive Council policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

~~The Director or a designee shall develop rules and regulations for the distribution of printed material which shall include:[1]~~

- ~~1. Procedures for the prior review of all material to be distributed. Such procedures shall designate a reviewer, who shall bear the burden of showing the material to be unprotected, require that the time consumed by the review process not be so excessive as to constitute a prohibition in itself, and delineate an appeal process.~~
- ~~2. Designation of the places at which and times during which material may be distributed.~~
- ~~3. The requirement that students who distribute printed materials shall be responsible for clearing any litter that results from their activity.~~
- ~~4. Disciplinary action for those students who distribute printed materials in contravention of this policy and the rules of this school or who continue the manifestation of an unprotected expression after a person in authority orders that they desist.~~

Legal

1. 22 PA Code 12.9



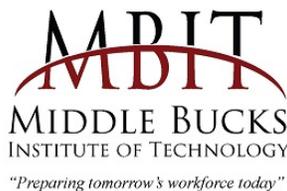
Book	Policy Manual
Section	900 Community
Title	Relations With Special Interest Groups
Code	913
Status	
Adopted	July 1, 1991

Authority

~~The Executive Council may approve an Articulation Agreement and other appropriate relationships for specific programs with other institutions.~~

Guidelines

~~This program will provide students from Middle Bucks Institute of Technology with an opportunity to earn college credits and receive advance placement at post-secondary institutions.~~



Book	Policy Manual
Section	900 Community
Title	Nonschool Organizations/Groups/Individuals
Code	913
Status	First Reading

Purpose

The Executive Council recognizes that nonschool organizations, groups and individuals may wish to utilize the school as a means to engage the school community in activities and/or to distribute or post nonschool materials. The Executive Council directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

Activities or school-related information and materials from nonschool organizations, groups and individuals that are integrated with or presented as a part of the school's curriculum or an approved school event or student organization are approved and governed by Executive Council policies related to curriculum and student activities, and are not governed by this policy. [2][3][4]

Authority

The Executive Council recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the distribution and posting of such information does not interfere with the educational program of the school. The school's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Executive Council prohibits advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals. [5][6]

The Executive Council directs that the review and consideration of any activities or nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.

Definitions

Nonschool organizations, groups or individuals shall mean those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Executive Council policy. When employees or Executive Council members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Executive Council policy regarding student expression and distribution and posting of materials. [1]

Nonschool materials shall mean any printed, technological or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution that are not

prepared as a part of the curricular or approved extracurricular programs of the school, including but not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.

Distribution shall mean issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions.

Posting shall mean publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on school-sponsored websites, through other school-owned technology and the like.

Prohibited activities and materials shall mean activities and materials that:

1. Violate federal, state or local laws, Executive Council policy or school rules or regulations.
2. Are libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the school or community.
5. Are likely to or do materially or substantially interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions.
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the school and school programs.
7. Violate written school administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Delegation of Responsibility

The Administrative Director or designee shall implement this policy.

Guidelines

Nonschool Activities/Materials

The Executive Council recognizes the social and educational values that may be derived from student participation in various activities sponsored by nonschool organizations, groups or individuals, but specifies that unreasonable demands on the time and energies of students and staff by such entities during school hours, or at school-sponsored activities be prevented.

Requests for student participation in nonschool organizations, groups or individuals sponsored activities must be made in writing and submitted to the Administrative Director for review in accordance this policy.

Activities sponsored by nonschool organizations, groups or individuals shall not occur, and nonschool written material may not be used, during instructional time or school-sponsored activities unless they are of educational value to the school program, they benefit students or the school community, and they are factually accurate. Prohibited activities or materials may never be used.

Where the nonschool entity is a for-profit entity that will benefit commercially from an activity or distribution of its material during instructional time, other factors must outweigh the commercial benefit to the nonschool entity; and the Executive Council must approve proposals that would commercially benefit a for-profit entity.

A review of any activities or nonschool written materials under this policy shall not discriminate on the basis of content or viewpoint, except that prohibited activities or materials will be rejected, as will any activities or materials that do not comply with Executive Council policy, administrative regulations, or written announcements relating to the proposed nonschool-sponsored activity or materials.

When nonschool materials are distributed or accessed according to this policy, the school reserves the right to request that the nonschool organizations, groups or individuals place the following disclaimer on the nonschool material(s).

This activity is not sponsored by Middle Bucks Institute of Technology.

Participating students may not leave the school unless the Executive Council policy for field trips has been followed or the Executive Council has granted special permission.

Fundraising

Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.[7]

Where activities or materials otherwise comply with this policy, administrative regulations, and written announcements, fundraising activities may be announced.

Directory information for students or staff members will only be released in accordance with the Executive Council policy. Directory information regarding students or staff may only be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.[8]

Scholarships/Awards

The Executive Council is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Executive Council directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Executive Council policy on student records.[8]

The scholarship or award, and any pertinent restrictions, shall be approved by the Executive Council.

All pertinent information regarding the scholarship or award shall be submitted for review by the Administrative Director or designee prior to the date on which it is to be presented.

The Administrative Director, together with a committee of staff members designated by the Administrative Director, shall be involved in the selection of the recipient of an award or scholarship, pursuant to procedures established for this purpose and consistent with the restrictions applicable to each approved scholarship or award.

Legal

1. Pol. 220
2. Pol. 105
3. Pol. 122
4. Pol. 230
5. 24 P.S. 1850.1
6. 24 P.S. 511
7. 24 P.S. 775
8. Pol. 216
- 24 P.S. 779
- Pol. 907



Memo

TO: MBIT Executive Council

FROM: Kathryn Strouse, Administrative Director

DATE: October 6, 2020

RE: HVAC Program

This memo summarizes the enrollment history of the Plumbing & HVAC programs at Middle Bucks.

YEAR	PLB	HVAC
2020-21	29	3 – All Seniors
2019-20	37	0
2018-19	27	0
2017-18	23	5
2016-17	16	9
2015-16	17	11
2014-15	19	16
2013-14	15	16
2012-13	23	3

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT For the Period 09/01/2020 through 09/30/2020

Fiscal Year: 2020-2021

	09/01/2020 - 09/30/2020	Year To Date
INCOME		
TUITION & FEES		
PRE SCHOOL TUITION (+)	\$26,278.32	\$26,997.00
FEES & DEPOSITS (+)	\$1,400.00	\$1,400.00
Sub-total : TUITION & FEES	\$27,678.32	\$28,397.00
Total : INCOME	\$27,678.32	\$28,397.00
EXPENSES		
OPERATING EXPENSES		
WAGES (-)	\$11,165.60	\$11,165.60
BENEFITS (-)	\$5,953.96	\$9,663.98
PROF SERVICES (-)	(\$337.50)	(\$327.50)
PROPERTY SERVICES (-)	\$0.00	\$1,950.00
OTHER PURCHASED SERVICES (-)	\$0.00	\$139.50
SUPPLIES (-)	\$582.80	\$1,166.95
EQUIPMENT (-)	\$73.13	\$0.01
DUES & FEES (-)	\$89.95	\$162.76
Sub-total : OPERATING EXPENSES	(\$17,527.94)	(\$23,921.30)
Total : EXPENSES	(\$17,527.94)	(\$23,921.30)
OTHER		
OTHER INCOME		
CARES GRANT (+)	\$0.00	\$10,900.00
SUBSIDIES - SS & RETIREMENT (+)	\$2,307.89	\$2,307.89
Sub-total : OTHER INCOME	\$2,307.89	\$13,207.89
Total : OTHER	\$2,307.89	\$13,207.89
NET ADDITION/(DEFICIT)	\$12,458.27	\$17,683.59

End of Report

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT As of 09/30/2020

Fiscal Year: 2020-2021

ASSETS

CURRENT ASSETS

CASH (+) \$25,544.49

ACCOUNTS RECEIVABLE (+) \$294.06

Sub-total : CURRENT ASSETS \$25,838.55

CAPITAL ASSETS, NET ACCUM
DEPREC

EQUIPMENT (+) \$10,530.39

Sub-total : CAPITAL ASSETS, NET
ACCUM DEPREC \$10,530.39

Total : ASSETS \$36,368.94

LIABILITIES

EMPLOYMENT TAX WITHHOLDINGS

PAYROLL WITHHOLDINGS (+) \$3,766.98

Sub-total : EMPLOYMENT TAX
WITHHOLDINGS \$3,766.98

Total : LIABILITIES \$3,766.98

EQUITY

FUND BALANCE

NET ASSETS (+) \$14,918.37

Sub-total : FUND BALANCE \$14,918.37

NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) \$17,683.59

Sub-total : NET ADDITION/(DEFICIT) \$17,683.59

Total : EQUITY \$32,601.96

Total LIABILITIES + EQUITY \$36,368.94

End of Report

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT For the Period 09/01/2019 through 09/30/2019

Fiscal Year: 2019-2020

	09/01/2019 - 09/30/2019	Year To Date
INCOME		
TUITION & FEES		
PRE SCHOOL TUITION (+)	\$24,324.87	\$25,085.35
Sub-total : TUITION & FEES	\$24,324.87	\$25,085.35
Total : INCOME	\$24,324.87	\$25,085.35
EXPENSES		
OPERATING EXPENSES		
WAGES (-)	\$9,353.66	\$9,353.66
BENEFITS (-)	\$5,609.36	\$10,959.65
PROF SERVICES (-)	\$0.00	\$330.25
OTHER PURCHASED SERVICES (-)	\$166.50	\$243.00
SUPPLIES (-)	\$1,476.83	\$2,140.15
DUES & FEES (-)	\$89.95	\$373.37
Sub-total : OPERATING EXPENSES	(\$16,696.30)	(\$23,400.08)
Total : EXPENSES	(\$16,696.30)	(\$23,400.08)
OTHER		
OTHER INCOME		
SUBSIDIES - SS & RETIREMENT (+)	\$1,810.65	\$1,810.65
Sub-total : OTHER INCOME	\$1,810.65	\$1,810.65
Total : OTHER	\$1,810.65	\$1,810.65
NET ADDITION/(DEFICIT)	\$9,439.22	\$3,495.92

End of Report

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT As of 09/30/2019

Fiscal Year: 2019-2020

ASSETS		
CURRENT ASSETS		
CASH (+)		\$39,770.62
ACCOUNTS RECEIVABLE (+)		(\$1,030.28)
Sub-total : CURRENT ASSETS		<u>\$38,740.34</u>
CAPITAL ASSETS, NET ACCUM DEPREC		
EQUIPMENT (+)		\$11,846.69
Sub-total : CAPITAL ASSETS, NET ACCUM DEPREC		<u>\$11,846.69</u>
Total : ASSETS		\$50,587.03
LIABILITIES		
EMPLOYMENT TAX WITHHOLDINGS		
PAYROLL WITHHOLDINGS (+)		\$2,932.74
Sub-total : EMPLOYMENT TAX WITHHOLDINGS		<u>\$2,932.74</u>
DEFERRED REVENUE		
DEPOSITS (+)		\$888.44
Sub-total : DEFERRED REVENUE		<u>\$888.44</u>
Total : LIABILITIES		<u>\$3,821.18</u>
EQUITY		
FUND BALANCE		
NET ASSETS (+)		\$43,269.93
Sub-total : FUND BALANCE		<u>\$43,269.93</u>
NET ADDITION/(DEFICIT)		
NET ADDITION/(DEFICIT) (+)		\$3,495.92
Sub-total : NET ADDITION/(DEFICIT)		<u>\$3,495.92</u>
Total : EQUITY		<u>\$46,765.85</u>
Total LIABILITIES + EQUITY		\$50,587.03

End of Report

Balance Sheet

Middle Bucks Institute of Technology

Adult Education For the Period 09/01/2020 through 09/30/2020

Fiscal Year: 2020-2021

	09/01/2020 - 09/30/2020	Year To Date
INCOME		
Local Revenue		
Registration Fees & Tuition (+)	\$7,355.00	\$14,170.00
Sub-total : Local Revenue	\$7,355.00	\$14,170.00
State Subsidies		
Social Security Subsidy (+)	\$315.08	\$315.08
Retirement Subsidy (+)	\$1,421.39	\$1,421.39
Sub-total : State Subsidies	\$1,736.47	\$1,736.47
Total : INCOME	\$9,091.47	\$15,906.47
EXPENSES		
Salaries		
Administrative (-)	\$2,353.60	\$8,237.60
Sub-total : Salaries	(\$2,353.60)	(\$8,237.60)
Benefits		
Statutory (-)	\$985.50	\$3,856.16
Sub-total : Benefits	(\$985.50)	(\$3,856.16)
Property Services		
Repairs & Maintenance (-)	\$4.95	\$14.85
Sub-total : Property Services	(\$4.95)	(\$14.85)
Other		
Dues & Fees (-)	\$254.66	\$518.46
Sub-total : Other	(\$254.66)	(\$518.46)
Total : EXPENSES	(\$3,598.71)	(\$12,627.07)
NET ADDITION/(DEFICIT)	\$5,492.76	\$3,279.40

End of Report

Middle Bucks Institute of Technology

Adult Education As of 09/30/2020

Fiscal Year: 2020-2021

ASSETS

CURRENT ASSETS

CASH & INVESTMENTS (+) \$220,863.85

Sub-total : CURRENT ASSETS \$220,863.85

Total : ASSETS

\$220,863.85

LIABILITIES

CURRENT LIABILITIES

ACCRUED BENEFITS (+) \$2,842.77

Sub-total : CURRENT LIABILITIES \$2,842.77

Total : LIABILITIES

\$2,842.77

EQUITY

FUND BALANCE

BEGINNING FUND BALANCE (+) \$214,741.68

Sub-total : FUND BALANCE \$214,741.68

NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) \$3,279.40

Sub-total : NET ADDITION/(DEFICIT) \$3,279.40

Total : EQUITY

\$218,021.08

Total LIABILITIES + EQUITY

\$220,863.85

End of Report

Middle Bucks Institute of Technology

Adult Education For the Period 09/01/2019 through 09/30/2019

Fiscal Year: 2019-2020

	09/01/2019 - 09/30/2019	Year To Date
INCOME		
Local Revenue		
Registration Fees & Tuition (+)	\$25,080.00	\$54,475.00
Sub-total : Local Revenue	\$25,080.00	\$54,475.00
State Subsidies		
Social Security Subsidy (+)	\$323.98	\$323.98
Retirement Subsidy (+)	\$1,435.00	\$1,435.00
Sub-total : State Subsidies	\$1,758.98	\$1,758.98
Total : INCOME	\$26,838.98	\$56,233.98
EXPENSES		
Salaries		
Administrative (-)	\$2,312.80	\$8,094.80
Instructors (-)	\$380.00	\$380.00
Support (-)	\$275.00	\$275.00
Sub-total : Salaries	(\$2,967.80)	(\$8,749.80)
Benefits		
Statutory (-)	\$1,092.97	\$4,044.97
Sub-total : Benefits	(\$1,092.97)	(\$4,044.97)
Property Services		
Repairs & Maintenance (-)	\$4.95	\$14.85
Sub-total : Property Services	(\$4.95)	(\$14.85)
Other Purchased Services		
Postage (-)	\$0.00	\$4,815.24
Advertising (-)	\$467.75	\$467.75
Printing & Binding (-)	\$0.00	\$5,225.70
Travel & Prof. Development (-)	\$450.84	\$450.84
Sub-total : Other Purchased Services	(\$918.59)	(\$10,959.53)
Supplies		
Consumable Supplies (-)	\$1,374.93	\$1,486.13
Books & Periodicals (-)	\$3,178.82	\$3,178.82
Utilities (-)	\$285.13	\$285.13
Sub-total : Supplies	(\$4,838.88)	(\$4,950.08)
Dues & Fees		
Dues & Fees (-)	\$575.38	\$971.58
Sub-total : Dues & Fees	(\$575.38)	(\$971.58)
Total : EXPENSES	(\$10,398.57)	(\$29,690.81)
NET ADDITION/(DEFICIT)	\$16,440.41	\$26,543.17

End of Report

Operating Statement

Middle Bucks Institute of Technology

Adult Education As of 09/30/2019

Fiscal Year: 2019-2020

ASSETS

CURRENT ASSETS

CASH & INVESTMENTS (+) \$255,592.24

ACCOUNTS RECEIVABLE (+) \$44.00

Sub-total : CURRENT ASSETS \$255,636.24

Total : ASSETS

\$255,636.24

LIABILITIES

CURRENT LIABILITIES

ACCRUED BENEFITS (+) \$2,870.01

Sub-total : CURRENT LIABILITIES \$2,870.01

Total : LIABILITIES

\$2,870.01

EQUITY

FUND BALANCE

BEGINNING FUND BALANCE (+) \$226,223.06

Sub-total : FUND BALANCE \$226,223.06

NET ADDITION/(DEFICIT)

NET ADDITION/(DEFICIT) (+) \$26,543.17

Sub-total : NET ADDITION/(DEFICIT) \$26,543.17

Total : EQUITY

\$252,766.23

Total LIABILITIES + EQUITY

\$255,636.24

End of Report