

Policy Committee Meeting

Thursday, August 13, 2026 6:00 PM

Board Room: Educational Services Center, 16 Welden Drive, Doylestown, PA 18901

1. **Call to Order**

2. **Public Comment**

3. **Review of Previous Meeting Report**

4. **Discussion and Review**

4.A. School Board Policy 123.3 Athletic Trainers
(NEW)

4.B. School Board Policy 210 Use of Medications

4.C. School Board Policy 249 Bullying/Cyberbullying

4.D. School Board Policy 810 Transportation

4.E. School Board Policy 823 Responsible Contractors
(NEW)

5. **Adjournment**

5.A. Next scheduled Policy Committee Meeting:
September 10, 2026

CBSD **POLICY COMMITTEE MEETING**

PUBLIC SPEAKER SIGN-UP SHEET—PLEASE PRINT



Recognition of Persons Wishing to Address the Board

This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time. The presiding officer will refer questions to the Superintendent for research and response.

August 13, 2026

Please Print

	Name	Municipality	Agenda Item
✓ 1.	Dina Maiben	Buckingham	E
✓ 2.	Gordon Muller	Buckingham	E
✓ 3.	Veronica Morrison	O/b/o Drake	E
4.	Cynthia Briafore	Buckingham	RCP
✓ 5.	DIANE MARSELLIA	Bucks Co. Commish.	RCP
✓ 6.	SHANNON STICKER	Buckingham	RCP
✓ 7.	Steve Santarsiero	Lux Makefield	RCP
✓ 8.	Cynthia Jones	New Britain	RCP
✓ 9.	Chip Taylor	Falls Twp	RCP
✓ 10.	Dan Cornell	Warwick	RCP
✓ 11.	Patricia	Plumstead	RCP
✓ 12.	Candace Briafore	Buckingham	RCP
✓ 13.	James Keener	Bedwinster	RCP
✓ 14.	Matt Heiple	New Britain	RCP
✓ 15.	Peter Gusupit	Plumstead	RCP
16.			

Speakers will be taken in order of sign-in.

CENTRAL BUCKS SCHOOL DISTRICT IS RECORDING THIS MEETING

Veronica morrison
hand-out

8/13/2026



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July 20, 2026

VIA EMAIL

Gregory R. Heleniak, Esquire
Central Bucks School District Solicitor
CGBAG Law
Seven Neshaminy Interplex, Suite 215
Trevose, PA 19053
gheleniak@cgbaglaw.com

Re: Central Bucks School District Responsible Contractor Policy Considerations

Dear Attorney Heleniak:

It was a pleasure meeting you at the June 18, 2026 meeting of the Central Bucks School District ("CBSD") Policy Committee ("Committee"). As you will recall, I attended the meeting on behalf of several local contractors to assist in expressing their concerns regarding the termed Responsible Contractor Policy ("RCP") included in the agenda materials and discussed in the meeting. I am writing to follow up on some matters raised during the meeting and to provide additional insight on behalf of the local contractors and their families.

In my statement to the Committee, I raised concerns about documented negative impacts similar policies have had for public bodies contracting for construction services, primarily in the form of reducing competition, reducing the number of bidders, and increasing costs. Certain Committee members followed up during the discussion of the RCP to request available data in this regard. We agree that aggregating statistical data can be complicated and, depending on the nature of the data, can be gathered and presented in a way to support one position or another. So, I write to provide some insight which is more in the form of anecdotal evidence of the impacts to which I was referring.¹

Looking locally in Bucks County, you may be aware of the responsible contractor policies or ordinances (I'll generally refer to them as "RCOs" for ease of reference) passed by Morrisville Borough, Township of Lower Makefield, and Bristol Borough. These RCOs, after being adopted, were later amended or repealed due to complications with getting enough bids or any bids that were within budget. In October 2018, Morrisville Borough, after adopting an RCO that contained the requirement for bidders to participate in Class A

¹ I am also including, as Attachment A, information that was compiled regarding projects bid by CBSD. This data reveals that: (1) out of the 26 projects reviewed, 118 bids received were from open shop (non-union) contractors whereas only 31 bids received were from union contractors; (2) for 11 projects, no union contractors submitted bids; and (3) for 2 projects there was only 1 bidder and, in each instance, the bidder was an open shop. This data does not bode well for CBSD receiving qualified bids if it adopts the RCP. Also, the data shows that, out of the 14 projects where union contractors bid the job, 10 were awarded to an open shop contractor as the low bidder. This does not bode well for cost containment if CBSD adopts the RCP.

apprenticeship programs, like the requirement at hand, amended the RCO to remove that requirement due to a lack of qualifying bids, see Ordinance No. 1023. Similarly, Township of Lower Makefield amended their RCO in 2010 to remove the Class A apprenticeship program participation requirement, and the RCO is again under reconsideration to increase the threshold amount for the remaining requirements. Just this year in March, Bristol Borough Council voted to eliminate the Borough's previously adopted RCO, which included requirements very similar to the one under consideration here for the same reasons cited by others. Other local municipalities that have adopted RCOs have had to repeatedly amend the RCOs to increase dollar thresholds and have taken to issuing waivers when the municipality cannot get enough bids, within budget, to complete a project.

Contracting authorities in surrounding counties and counties across Pennsylvania have experienced similar negative results after adopting RCOs. For example, in 2019, just one year after adopting an RCP, Colonial School District in Montgomery County found that it had obtained only two bids for a large construction project, both of which were over budget and the lowest by over \$4.5 million, such that it had to waive the policy and rebid the project without the RCO requirements. Similarly, in 2024, Reading City was required to waive its RCO requirements for work on the Pagoda. This arose due to issues getting bids and the possibility of losing critical funding for the project. Like some other municipalities, Reading City has a baked in waiver provision that requires the City to solicit bids under the RCO and then, when the solicitation fails, to seek a waiver and rebid the project. Imagine the amount of time and taxpayer dollars expended on this process!

In just the last few years, Centre County and State College Borough have adopted RCOs. Opponents met with the municipalities in advance of their adopting the RCOs to share their concerns and experience. Neither listened. Now both municipalities have had major issues completing projects under their respective RCOs and have had to seek ways around the requirements. Centre County has begun using COSTARS to qualify bidders and avoid the RCO requirements. State College Borough, which just adopted its RCO in 2024, solicited bids last year for a road project, put the project out for bid twice, and both times bids failed to come within budget. The Borough had to suspend the RCO and put the project out for bid without those requirements. Now again, *just on July 7, 2026*, the Borough voted again to suspend the requirements of the RCO due to the inability, after two rounds of bidding, to get qualified bids for a project. The Borough Manager revealed that, since the RCO went into effect, 5 projects have been put out for bid and the Borough has *not* received a single qualified bid for any of those 5 projects. I would encourage you and the Board to watch the discussion that occurred at the July 7 meeting, linked below², starting at 2:20:59 to 2:38:14.

Just this evening, State College Borough voted to amend their RCO. I'm attaching the proposed amendments as Attachment B. These amendments have now been adopted by the Borough as a corrective

²<https://videoplayer.telvue.com/player/GNduNoua2rBThhw6N4PRP9OCSPf6B2ru/playlists/4822/media/962514?showtabsearch=true&fullscreen=true>

A couple notes. There is a discussion in the linked meeting about having non-qualified bidders submit bids and get awarded only if no qualified bids are received. The amount of time and money contractors put into bidding a project is extraordinary. I would bet that more than 9 times out of 10 no contractor who is "not qualified" under an RCO is going to expend time and money bidding a project where preference will be given to other termed "qualified" contractors and they are not being afforded a fair shot, which is exactly what that is. Also, there is a statement about costs associated with these apprenticeship programs and non-union contractors not investing in the programs due to those costs. That is often not the case. Many times, apprenticeship programs that would qualify are simply not meaningfully available to a particular nonunion company (e.g., the closest qualified program open to non-union workers for a particular trade is over two hours away).

measure to fix the issues about which they had been warned before adopting the RCO. They learned the hard way, but CBSD doesn't have to.

While proponents of the RCP might be inclined to argue that Centre County and State College Borough are in the middle of the State and not around Philadelphia. First, that has not appeared to change the outcome in local municipalities (see discussion above regarding Morrisville Borough, etc.). Secondly, the Philadelphia area admittedly has a larger concentration of union contractors. *If* this were to be the saving grace for an RCP here in CBSD (which by Attachment A it appears it might not be), *should it be?* And even so, if there is less competition, bids are going to be higher—this is basic economics. Do we want taxpayers to pay for District-sponsored discrimination against nonunion contractors?

For all of this anecdotal evidence that these kinds of policies create issues for public bodies attempting to bid construction projects, there is no evidence that such discriminatory policies are necessary to protect the soliciting body or individuals working on a project. Thorough, ordinary vetting of contractors will effectively prevent the vast majority of safety incidents that occur on public projects, whereas the placement of a termed responsible contractor policy will not effectively prevent every conceivable accident. In jurisdictions where there haven't been any recent major safety incidents, these policies have simply created issues that didn't previously exist. Here, CBSD is potentially going to attempt to solve one perceived problem—that, while quite tragic, is a clear outlier and exception—only to create a host of other *known* issues, not the least of which is preventing its own dedicated, hardworking residents from working on CBSD projects.

Additionally, as members of the Policy Committee noted, the proposed RCP goes too far. CBSD can adopt a policy that will help bring attention to safety and responsible payment practices without discriminating in favor of union (Philadelphia-based) contractors over non-union contractors. I am enclosing an alternative proposal for the Committee's consideration (as Attachment C) which can be paired with any variation of other responsible contractor certification requirements contained in the RCP that make sure a firm meets all appropriate, reasonable qualifications. My clients would ask that, if CBSD is inclined to adopt any policy, that it consider something more along these lines.

If I recall correctly, Attorney Heleniak, the one project you referenced as being successfully bid under a responsible contractor policy was a \$13 million project. What happens with the smaller projects, between, say, \$250,000 and \$1 million, when there are only a handful of local contractors who want to bid the project (because of the margins) and the union workforce, who conveniently would qualify under the RCP, is tied up working on a data center or a State project? Or even a project between \$5 million and \$10 million where the contractors who would qualify under this proposed RCP are busy working on and pursuing larger projects across the region? There are a number of these; so many, in fact, that the Commonwealth has claimed there will be a shortage of workers to work on its anticipated \$375 million project happening over the next five years. When no qualifying contractors are available, will CBSD be left to rebid its projects and ultimately waive the RCP requirements anyway? Is this how CBSD wants to answer to its residents?

Further, as testimony during the Policy Committee meeting revealed, the vast majority of CBSD projects fall within the \$500,00 to \$1 million range, which must be completed within 8 to 10 weeks, and those responsible for implementing the projects expressed repeated concerns about the administrative burden of implementing the proposed RCP on those projects. CBSD is not alone. The ongoing certification requirements contained in these trendy RCOs are often not only extremely burdensome to maintain but ultimately lead to violations because it is nearly impossible to keep continuous tabs on who on a project has and hasn't completed a Class A Apprenticeship Program—who are we even relying upon to provide this information?

Gregory R. Heleniak, Esquire
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Importantly, under this proposed RCP, students from this District who graduate with certifications from Middle Bucks Institute of Technology will not qualify toward the 70% journeyman or apprenticeship requirement. A CBSD graduate of 10 years who owns his or her own construction firm but does not participate in a "Class A Apprenticeship Program" will not be qualified to bid on a CBSD project. Is this what CBSD wants to see for its graduates?

CBSD and the Policy Committee should see this proposed RCP for what it is—a political ploy to provide favor to union contractors. It also raises legal concerns. Immediately following my comment in which I indicated these ordinances and policies are illegal *under Pennsylvania law*, you mentioned a Third Circuit case which you argued upheld an ordinance like this. I believe the case you may've been referring to is *Associated Builders and Contractors, Eastern Pennsylvania Chapter Inc. v. County of Northampton*, 808 Fed.Appx. 86 (3d Cir. 2020). If so, I will point out that that case was decided under the Equal Protection Clause ("EPC") of the 14th Amendment to the *U.S. Constitution*, not under Pennsylvania law, which is more robust in its protections of free and open competition. As you know, the test under the EPC is very liberal and inquires only whether a law has any conceivable rational basis. On the other hand, Pennsylvania's Constitution and laws specifically guard against favoritism or discrimination in public bidding. Although many of these protections are afforded to citizens against the Commonwealth as a State actor, the case law that has developed in Pennsylvania, even over the last two years, is particularly skeptical of policies that place Pennsylvania workers on unequal footing with one another, as this policy, if adopted, will do. Many of the cases on this subject which have previously been filed have failed on procedural rather than substantive grounds. With recent challenges to similar policies, ABC, both Eastern and Keystone, have seen greater success in the courts.

Hopefully this situation does not develop in that direction and the Board and those charged with advising the Board will work toward a middle ground solution that does not ultimately harm the goals of everyone involved. The local contractors of this District want nothing more than to serve their community and to be given a fair chance to do so. That is, quite literally, all they are asking for here. I trust that CBSD wants this for them, too.

Please feel free to reach out to me to discuss this matter further in advance of the August 13, 2026 Policy Committee meeting.

Yours truly,



Veronica L. Morrison
MCNEES WALLACE & NURICK LLC

VLM/tw
Attachments

Cc: Central Bucks School District Board Members
A.H. Cornell & Son, Inc.
B. Blair Corporation
T. Schiefer Contractors, Inc.
GoreCon, Inc.

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Harris Blacktopping
Associated Paving Contractors
A. Giuliani & Co.
Giuliani & Sons
Twining Construction Co., Inc.
Maggie Rose Baldwin, Esquire

School Board Bidder Impact Analysis

Purpose:

Show how many recent school construction/public work bidders may be excluded if an RCO requirement limits eligible contractors.

How to use:

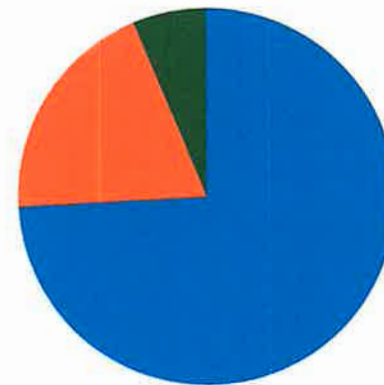
1) Enter contractors in Contractor Lookup. 2) Enter bid tab rows in Bid Data. 3) Add each project name once in Project Summary. This dashboard updates from formulas.

Metric	Value
Projects Reviewed	26
Total Bidder Entries	159
Open Shop Bidder Entries	118
Union Bidder Entries	31
Unknown/Mixed Bidder Entries	10
% Open Shop / Potentially Excluded	74.2%
% Union / Potentially Remaining	19.5%
Lowest Bids by Open Shop	22
Lowest Bids by Union	4

Category	Count
Open Shop / Potentially Excluded	118
Union / Potentially Remaining	31
Unknown/Mixed	10

RCO Impact Statement		
Current Total Bidders	159	Formula
Potential Eligible Bidders After RCO	31	Union bidders only, unless verified otherwise
Potential Bidders Lost	118	Open shop bidders
% Bid Pool Lost	74.2%	Open shop / total bidders
Suggested Talking Point	Based on the bid tabs entered, an 74.2% of the current bidder pool fr	

Current Bidder Pool



■ Open Shop / Potentially Excluded
 ■ Union / Potentially Remaining
 ■ Unknown/Mixed

Project Name	Bid Date	Project Type	Contractor Name	Unserv/Open Shop	Bid Amount	Bid Rank	Warranty Bidder?	Local to District?	Source / Bid Tab Link	Notes
Pine Run Water Line	4/2/2026	Utility	A.H. Cornell & Son Inc.	Open Shop	\$175,450	1	Yes	Yes		
Pine Run Water Line	4/2/2026	Utility	Passenti & Sons Inc.	Open Shop	\$198,300	2	No	Yes		
Pine Run Water Line	4/2/2026	Utility	Donohed Est. Inc.	Open Shop	\$206,172	3	No	No		
Pine Run Water Line	4/2/2026	Utility	J.D. Fedale	Union	\$202,710	4	No	No		
Pine Run Water Line	4/2/2026	Utility	AKC Mechanical LLC	Open Shop	\$210,300	5	No	Yes		
Pine Run Water Line	4/2/2026	Utility	Doll Construction	Open Shop	\$224,884	6	No	Yes		
2026 Paving Program	3/4/2026	Paving	Harris Blacktopping	Open Shop	\$416,309	1	Yes	Yes		
2026 Paving Program	3/4/2026	Paving	MSB Construction	Mixed/Verify	\$425,762	2	No	No		
2026 Paving Program	3/4/2026	Paving	James D. Monissey	Union	\$431,295	3	No	No		
2026 Paving Program	3/4/2026	Paving	Sacks & Sons	Open Shop	\$452,430	4	No	No		
2026 Paving Program	3/4/2026	Paving	Barker & Barker	Open Shop	\$479,075	5	No	No		
2026 Paving Program	3/4/2026	Paving	Gulliani & Sons	Open Shop	\$480,981	6	No	Yes		
2026 Paving Program	3/4/2026	Paving	Heideberg Materials	Union	\$481,312	7	No	No		
2026 Paving Program	3/4/2026	Paving	Land-Tech	Open Shop	\$494,470	8	No	Yes		
2026 Paving Program	3/4/2026	Paving	Gorocon	Open Shop	\$518,401	9	No	Yes		
2026 Paving Program	3/4/2026	Paving	A.H. Cornell & Son Inc.	Open Shop	\$519,341	10	No	Yes		
2026 Paving Program	3/4/2026	Paving	T. Schiefer	Open Shop	\$524,817	11	No	Yes		
2026 Paving Program	3/4/2026	Paving	Associated Paving Contractors	Open Shop	\$530,745	12	No	No		
2026 Paving Program	3/4/2026	Paving	Construction Masters Services	Open Shop	\$575,650	13	No	No		
2026 Paving Program	3/4/2026	Paving	Blooming Glen Contractors	Open Shop	\$605,298	14	No	Yes		
Warwick Elem - Exterior Repairs	5/7/2026	Building	Watts Restoration	Union	\$97,840	1	Yes	Yes		
Warwick Elem - Exterior Repairs	5/7/2026	Building	Dust Building Restoration Inc.	Open Shop	\$111,325	2	No	No		
Warwick Elem - Exterior Repairs	5/7/2026	Building	Palmer Waterproofing Inc.	Union	\$133,645	3	No	No		
Warwick Elem - Exterior Repairs	5/7/2026	Building	Dilemma Construction	Open Shop	\$141,425	4	No	No		
Warwick Elem - Exterior Repairs	5/7/2026	Building	Restoration Corporation	Unknown	\$186,000	5	No	No		
Warwick Elem - Exterior Repairs	5/7/2026	Building	Mert Project Solutions	Open Shop	\$199,244	6	No	No		
Warwick Elem - Exterior Repairs	5/7/2026	Building	Dugan Restoration	Union	\$221,475	7	No	No		
2026 Summer Flooring	5/6/2026	Building	Bar-Lin Carpet One	Open Shop	\$166,150	1	Yes	No		
2026 Summer Flooring	5/6/2026	Building	Continental Flooring Company	Open Shop	\$198,245	2	No	No		
2026 Summer Flooring	5/6/2026	Building	Crowd Field Services	Open Shop	\$242,500	3	No	No		
2026 Summer Flooring	5/6/2026	Building	Dilemma Construction	Open Shop	\$296,223	4	No	No		
CB East UST Closure	4/30/2026	Demolition	Associated Paving Contractors	Open Shop	\$67,750	1	Yes	Yes		
CB East UST Closure	4/30/2026	Demolition	The Ambient Group	Open Shop	\$109,735	2	No	No		
CB East UST Closure	4/30/2026	Demolition	Brighfield, INC	Open Shop	\$121,600	3	No	No		
CB East UST Closure	4/30/2026	Demolition	Busstone Environmental	Open Shop	\$127,476	4	No	No		
CB East UST Closure	4/30/2026	Demolition	Empire Services	Union	\$155,897	5	No	No		
CB East UST Closure	4/30/2026	Demolition	Pine Run Construction Corp	Open Shop	\$175,400	6	No	Yes		
CB East UST Closure	4/30/2026	Demolition	Dilemma Construction	Open Shop	\$185,685	7	No	No		
CB East UST Closure	4/30/2026	Demolition	Buckeye Elm Contracting	Union	\$191,180	8	No	No		
Generator & ATS - Barclay, Pine Run, CB East	4/2/2026	Other	Blooming Glen Contractors	Open Shop	\$419,567	1	Yes	Yes		
Generator & ATS - Barclay, Pine Run, CB East	4/2/2026	Other	Yates Electrical Service	Mixed/Verify	\$621,750	2	No	No		
2026 Playground Renovations	5/31/2026	Other	Gocon Inc.	Open Shop	\$697,900	1	Yes	No		
2026 Playground Renovations	5/31/2026	Other	Premier Builders Inc.	Open Shop	\$712,560	2	No	No		
2026 Playground Renovations	5/31/2026	Other	T. Schiefer	Open Shop	\$737,260	3	No	Yes		
2026 Playground Renovations	5/31/2026	Other	SLC Excavating LLC	Open Shop	\$792,004	4	No	No		
2026 Playground Renovations	5/31/2026	Other	G&B Construction	Mixed/Verify	\$879,250	5	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Harbin Contracting	Open Shop	\$487,900	1	Yes	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Six General Construction	Open Shop	\$559,960	2	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Winchester Roofing Corp	Open Shop	\$636,567	3	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Alan Kunzman Roofing and Siding	Open Shop	\$638,990	4	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Mum Roofing Corp	Open Shop	\$644,290	5	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Union Roofing Contractors, Inc.	Union	\$702,840	6	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Mike Koblhen Roofing & Insulation	Open Shop	\$704,772	7	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	United States Roofing Corporation	Mixed/Verify	\$794,800	8	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	Noble Roofing	Unknown	\$898,745	9	No	No		
Kutz & Linden Roof Replacement	2/5/2026	Building	D.A. Not, Inc.	Mixed/Verify	\$1,063,914	10	No	No		
Holcoing Chiller	2/3/2026	Building	Albates Mechanical LTD	Union	\$1,290,000	1	Yes	No		
Holcoing Chiller	2/3/2026	Building	Tri-County Mechanical, Inc.	Open Shop	\$1,484,799	2	No	No		
Holcoing Chiller	2/3/2026	Building	LGB Mechanical Inc.	Open Shop	\$1,562,000	3	No	No		
Holcoing Chiller	2/3/2026	Building	JEM Mechanical Inc.	Open Shop	\$1,582,000	4	No	No		
Holcoing Chiller	2/3/2026	Building	GEM Mechanical Services Inc.	Union	\$1,593,616	5	No	No		
Holcoing Chiller	2/3/2026	Building	Myco Mechanical Inc.	Open Shop	\$1,617,000	6	No	No		
Holcoing Chiller	2/3/2026	Building	Dolan Mechanical	Union	\$1,888,750	7	No	No		
Holcoing Chiller	2/3/2026	Building	General Asphalt Paving Co.	Union	\$2,061,250	8	No	No		
2026 Elevator Modernization	1/6/2026	Building	Elite Elevator Services LLC	Union	\$554,640	1	Yes	No		
2026 Elevator Modernization	1/6/2026	Building	Cap Elevator, LLC	Open Shop	\$570,000	2	No	No		
Holcoing UST Closure	5/1/2026	Demolition	The Ambient Group	Open Shop	\$42,750	1	Yes	No		
Holcoing UST Closure	5/1/2026	Demolition	Busstone Environmental	Open Shop	\$68,233	2	No	No		
Holcoing UST Closure	5/1/2026	Demolition	TTI Environmental Inc.	Open Shop	\$70,875	3	No	No		
Holcoing UST Closure	5/1/2026	Demolition	Pine Run Construction Corp	Open Shop	\$71,500	4	No	Yes		
Holcoing UST Closure	5/1/2026	Demolition	Worshler Environmental Services	Open Shop	\$86,465	5	No	No		
2025 Playground Renovation	4/3/2025	Other	T. Schiefer	Open Shop	\$772,500	1	Yes	Yes		
2025 Playground Renovation	4/3/2025	Other	Premier Builders Inc.	Open Shop	\$682,268	2	No	No		
2025 Playground Renovation	4/3/2025	Other	Rhy-Mar Construction Co., Inc.	Open Shop	\$930,750	3	No	No		
2025 Paving Program	3/6/2025	Paving	A.H. Cornell & Son Inc.	Open Shop	\$1,019,160	1	Yes	Yes		
2025 Paving Program	3/6/2025	Paving	B. Blair Corp	Open Shop	\$1,129,602	2	No	Yes		
2025 Paving Program	3/6/2025	Paving	AKC Mechanical	Mixed/Verify	\$1,206,745	3	No	No		
2025 Paving Program	3/6/2025	Paving	Construction Masters Services	Open Shop	\$1,324,563	4	No	No		
2025 Paving Program	3/6/2025	Paving	Harris Blacktopping	Open Shop	\$1,334,719	5	No	Yes		
2025 Paving Program	3/6/2025	Paving	Gaver Industries Inc.	Open Shop	\$1,436,229	6	No	No		
2025 Paving Program	3/6/2025	Paving	Gorocon	Open Shop	\$1,480,901	7	No	Yes		
2025 Paving Program	3/6/2025	Paving	James D. Monissey	Union	\$1,537,769	8	No	No		
2025 Paving Program	3/6/2025	Paving	T. Schiefer	Open Shop	\$1,540,677	9	No	No		
2025 Paving Program	3/6/2025	Paving	Associated Paving Contractors	Open Shop	\$1,704,026	10	No	No		
2025 Paving Program	3/6/2025	Paving	Donald E. Reisinger, Inc.	Open Shop	\$1,735,779	11	No	No		
Generator Upgrade Ops/Transport Bldg	3/5/2025	Building	Apollo Group Inc.	Open Shop	\$194,449	1	Yes	No		
Generator Upgrade Ops/Transport Bldg	3/5/2025	Building	AJM Electric, Inc.	Union	\$215,215	2	No	No		
Generator Upgrade Ops/Transport Bldg	3/5/2025	Building	C. Bentz Electrical Contractor, Inc.	Open Shop	\$241,425	3	No	No		
Generator Upgrade Ops/Transport Bldg	3/5/2025	Building	S & S Electrical Services	Open Shop	\$268,800	4	No	No		
Generator Upgrade Ops/Transport Bldg	3/5/2025	Building	Palman Electric, Inc.	Union	\$291,510	5	No	No		
Generator Upgrade Ops/Transport Bldg	3/5/2025	Building	Hobbs & Company, Inc.	Union	\$362,429	6	No	No		
Facade Repairs and Roofing at Holcoing	3/4/2025	Building	Island Contracting, Inc.	Open Shop	\$1,483,000	1	Yes	No		
Facade Repairs and Roofing at Holcoing	3/4/2025	Building	Pro Com Roofing and Construction	Open Shop	\$1,876,057	2	No	Yes		
Facade Repairs and Roofing at Holcoing	3/4/2025	Building	Finishing Contracting Inc.	Open Shop	\$1,888,139	3	No	No		
Facade Repairs and Roofing at Holcoing	3/4/2025	Building	JONES MADONRY RESTORATION	Open Shop	\$2,496,000	4	No	No		
Facade Repairs and Roofing at Holcoing	3/4/2025	Building	D.A. Not, Inc.	Mixed/Verify	\$2,808,029	5	No	No		
2025 Summer Flooring	3/6/2025	Building	Bar-Lin Carpet One	Open Shop	\$171,197	1	Yes	Yes		
HVAC Equipment Replacement	12/10/2024	Building	Integrity Mechanical Inc.	Union	\$496,450	1	Yes	No		
HVAC Equipment Replacement	12/10/2024	Building	General Asphalt Paving Co.	Union	\$514,200	2	No	No		
HVAC Equipment Replacement	12/10/2024	Building	LGB Mechanical, Inc.	Open Shop	\$522,630	3	No	No		
HVAC Equipment Replacement	12/10/2024	Building	GEM Mechanical Services Inc.	Union	\$593,729	4	No	No		
HVAC Equipment Replacement	12/10/2024	Building	Guy M Cooper, Inc.	Open Shop	\$598,650	5	No	No		
HVAC Equipment Replacement	12/10/2024	Building	Dolan Mechanical	Union	\$671,150	6	No	No		
HVAC Equipment Replacement	12/10/2024	Building	Myco Mechanical Inc.	Open Shop	\$576,000	7	No	No		
HVAC Equipment Replacement	12/10/2024	Building	Gaudelli Bros., Inc.	Open Shop	\$605,994	8	No	No		
HVAC Equipment Replacement	12/10/2024	Building	Mcloskey mechanical Contractors Inc.	Union	\$678,200	9	No	No		
Exterior Envelope Repairs	5/20/2024	Building	Preferred Masonry Restoration inc.	Open Shop	\$611,440	1	Yes	Yes		
Kutz Foremain replacement	5/14/2024	Utility	Barraso Excavation Inc.	Open Shop	\$204,400	1	Yes	No		
Kutz Foremain replacement	5/14/2024	Utility	Doll Construction	Open Shop	\$218,500	2	No	Yes		
2024 Paving	4/16/2024	Paving	A.H. Cornell & Son Inc.	Open Shop	\$694,405	1	Yes	Yes		
2024 Paving	4/16/2024	Paving	Union	Open Shop	\$877,245	2	No	No		
2024 Paving	4/16/2024	Paving	Sacks & Sons	Open Shop	\$1,027,868	3	No	No		
2024 Paving	4/16/2024	Paving	Gorocon	Open Shop	\$1,060,392	4	No	Yes		
2024 Paving	4/16/2024	Paving	T. Schiefer	Open Shop	\$1,090,502	5	No	Yes		
2024 Paving	4/16/2024	Paving	Gaver Industries Inc.	Open Shop	\$1,130,118	6	No	No		
2024 Paving	4/16/2024	Paving	Construction Masters Services	Open Shop	\$1,254,106	7	No	No		
2024 Paving	4/16/2024	Paving	Associated Paving Contractors	Open Shop	\$1,500,004	8	No	Yes		
2024 Paving	4/16/2024	Paving	Harris Blacktopping	Open Shop	\$1,626,736.00	9	No	Yes		
Interior Renovations -MULI PRIME	4/16/2024	Building	Chris Wolff Plumbing, Inc.	Open Shop	\$68,904	1	Yes	Yes		
Interior Renovations -MULI PRIME	4/16/2024	Building	LGB Mechanical, Inc.	Open Shop	\$131,525	2	No	No		
Interior Renovations -MULI PRIME	4/16/2024	Building	Procede Electrical Construction	Open Shop	\$168,810	3	No	No		
Interior Renovations -MULI PRIME	4/16/2024	Building	Wise Electrical Contractors LLC	Mixed/Verify	\$172,975	4	No	No		
Interior Renovations -MULI PRIME	4/16/2024	Building	AJM Electric, Inc.	Union	\$208,000	5	No	No		
Interior Renovations -MULI PRIME	4/16/2024	Building	Hirschberg Mechanical	Open Shop	\$275,700	6	No	No		
Interior Renovations -MULI PRIME	4/16/2024	Building	Craftsource, Inc.	Open Shop	\$309,000	7	No	No		

Interior Renovations -MULI PRIME	4/16/2024	Building	Myco Mechanical Inc	Open Shop	\$316,330		
Interior Renovations -MULI PRIME	4/16/2024	Building	Dane and Son Construction Inc	Open Shop	\$318,234		
Interior Renovations -MULI PRIME	4/16/2024	Building	L.J. Paolillo Construction	Open Shop	\$350,255		
Interior Renovations -MULI PRIME	4/16/2024	Building	Premier Builders Inc	Open Shop	\$360,000		
Interior Renovations -MULI PRIME	4/16/2024	Building	PARKOROURKE Associate Inc	Open Shop	\$367,025		
Interior Renovations -MULI PRIME	4/16/2024	Building	Twining Construction Co., Inc.	Open Shop	\$378,418		
Interior Renovations -MULI PRIME	4/16/2024	Building	Donald E. Resinger, Inc.	Open Shop	\$454,230		
2024 Summer Flooring	4/6/2024	Building	Barb-Lin Carpet One	Open Shop	\$207,994	1	Yes
2024 Playground Renovation	3/18/2024	Other	T. Schiefer	Open Shop	\$1,175,000	1	Yes
2024 Playground Renovation	3/18/2024	Other	Premier Builders Inc	Open Shop	\$1,421,718	2	No
2024 Playground Renovation	3/18/2024	Other	DEPAUL AND COMPANY INC.	Union	\$1,001,021	3	No
Boiler Replacement at Butler	3/12/2024	Building	Tri-County Mechanical, Inc	Open Shop	\$364,000	1	Yes
Boiler Replacement at Butler	3/12/2024	Building	Five Star Inc.	Union	\$404,000		
Boiler Replacement at Butler	3/12/2024	Building	Guy M Cooper, Inc.	Open Shop	\$413,000		
Boiler Replacement at Butler	3/12/2024	Building	GEM Mechanical Services Inc	Union	\$418,067		
Boiler Replacement at Butler	3/12/2024	Building	Worth and Company	Open Shop	\$423,000		
Boiler Replacement at Butler	3/12/2024	Building	Myco Mechanical Inc	Open Shop	\$438,000		
Boiler Replacement at Butler	3/12/2024	Building	Alatates Mechanical LTD	Union	\$443,812		
Boiler Replacement at Butler	3/12/2024	Building	Chadwick Service Company	Union	\$485,000		
Boiler Replacement at Butler	3/12/2024	Building	LOB Mechanical, Inc.	Open Shop	\$503,450		
Boiler Replacement at Butler	3/12/2024	Building	McCloskey mechanical Contractors Inc	Union	\$766,000		
Cold Spring Outdoor Classroom	2/22/2024	Building	T. Schiefer	Open Shop	\$89,500	1	Yes
Cold Spring Outdoor Classroom	2/22/2024	Building	Premier Builders Inc	Open Shop	\$90,900	2	No
Cold Spring Outdoor Classroom	2/22/2024	Building	John G. Moser & Son, Inc.	Open Shop	\$103,699	3	No
Cold Spring Outdoor Classroom	2/22/2024	Building	Dane and Son Construction Inc	Open Shop	\$106,707	4	No
Cold Spring Outdoor Classroom	2/22/2024	Building	A.H. Cornwell & Son Inc	Open Shop	\$108,744	5	No
Cold Spring Outdoor Classroom	2/22/2024	Building	Twining Construction Co., Inc.	Open Shop	\$140,867	6	No
Paving and Running Track Improvements - Cb South	12/7/2023	Paving	A.H. Cornwell & Son Inc	Open Shop	\$639,628	1	No
Paving and Running Track Improvements - Cb South	12/7/2023	Paving	Construction Masters Services	Open Shop	\$941,237	2	Yes
Paving and Running Track Improvements - Cb South	12/7/2023	Paving	Schlouch Inc.	Open Shop	\$1,034,221	3	No
Paving and Running Track Improvements - Cb South	12/7/2023	Paving	T. Schiefer	Open Shop	\$1,061,878	4	No
Paving and Running Track Improvements - Cb South	12/7/2023	Paving	Over Industries Inc	Open Shop	\$1,067,950	5	No
Paving and Running Track Improvements - Cb South	12/7/2023	Paving	Grace Industries	Open Shop	\$1,082,628	6	No
Paving and Running Track Improvements - Cb South	12/7/2023	Paving	Gorecon	Open Shop	\$1,120,473	7	No

Project Name	Bid Date	Total Bidders	Open Shop	Union Bidders	Unknown/Mixe	% Open Shop	% Union	Lowest Bidder	Lowest Bid Amount	Projected Bidders
Pine Run Water Line	4/2/2026	6	5	1	0	83.3%	16.7%			5
2026 Paving Program	3/4/2026	14	11	2	1	78.6%	14.3%			11
Warwick Elem - Exterior Repairs	5/7/2026	7	3	3	1	42.9%	42.9%			3
2026 Summer Flooring	5/6/2026	4	4	0	0	100.0%	0.0%			4
CB East UST Closure	4/30/2026	8	6	2	0	75.0%	25.0%			6
Generator & ATS - Barclay, Pine Run, CB East	4/2/2026	2	1	0	1	50.0%	0.0%			1
2026 Playground Renovations	5/31/2026	5	4	0	1	80.0%	0.0%			4
Kutz & Linden Roof Replacement	2/5/2026	10	6	1	3	60.0%	10.0%			6
Holicong Chiller	2/3/2026	8	4	4	0	50.0%	50.0%			4
2026 Elevator Modernization	1/6/2026	2	1	1	0	50.0%	50.0%			1
Holicong UST Closure	5/1/2025	5	5	0	0	100.0%	0.0%			5
2025 Playground Renovation	4/3/2025	3	3	0	0	100.0%	0.0%			3
2025 Paving Program	3/6/2025	11	9	1	1	81.8%	9.1%			9
Generator Upgrade Ops/Transport Bldg	3/5/2025	6	3	3	0	50.0%	50.0%			3
Facade Repairs and Roofing at Holicong	3/4/2025	5	4	0	1	80.0%	0.0%			4
2025 Summer Flooring	3/4/2025	1	1	0	0	100.0%	0.0%			1
HVAC Equipment Replacement	12/10/2024	9	4	5	0	44.4%	55.6%			4
Kutz Forcemain replacement	5/14/2024	2	2	0	0	100.0%	0.0%			2
2024 Paving	4/16/2024	9	8	1	0	88.9%	11.1%			8
Interior Renovations	4/16/2024	0	0	0	0					0
Interior Renovations -MULTI PRIME	4/16/2024	14	12	1	1	85.7%	7.1%			12
2024 Summer Flooring	4/9/2024	1	1	0	0	100.0%	0.0%			1
2024 Playground Renovation	3/18/2024	3	2	1	0	66.7%	33.3%			2
Boiler Replacement at Butler	3/12/2024	10	5	5	0	50.0%	50.0%			5
Cold Spring Outdoor Classroom	2/22/2024	6	6	0	0	100.0%	0.0%			6
Paving and Running Track Improvements - Cb South	12/7/2023	7	7	0	0	100.0%	0.0%			7

Affiliation		Yes/No	Bid Result	Project Type
Open Shop	Yes		Low Bid	Sitework
Union	No		2nd	Paving
Unknown			3rd	Utility
Mixed/Verify			Other	Building
				Demolition
				Athletic Fields
				Other

§ 1-1502. Responsible Contractor Requirements. [Ord. No. 2226, 10/21/2024]

- a. This Part shall apply to public works projects undertaken directly by the Borough (but not municipal or other authorities) for construction, demolition, alteration, renovation, modernization, service or maintenance of buildings, structures or facilities valued at ~~\$250,000~~ \$500,000 or more in total that are subject to competitive bidding under the State College Purchasing Code but does not include road maintenance paving work that is limited to milling, patching, paving, and nominal related road repairs, as well as any culvert maintenance and repair work, roadway drainage piping or earthwork for stormwater management or stream restoration. All contractors and subcontractors of any tier that perform work on such projects, regardless of value of individual contract or subcontract packages shall meet the requirements of this Part.
- b. All firms engaged in public works contracts subject to this Part, including general contractors, construction managers, other lead or prime contractors, and subcontractors at any level, shall be qualified, responsible contracting firms that have sufficient capabilities in all respects to successfully perform contracts on which they are engaged, including the necessary experience, equipment, technical skills and qualifications and organizational, financial and personnel resources. Firms bidding or otherwise participating in public works contracts shall also be required to have a satisfactory past performance record and a satisfactory record of law compliance, integrity and business ethics.
- ~~c. The firm will pay all craft employees on the project, at a minimum, the applicable wage and fringe benefit rates, as established for the classification in which the worker is employed, in accordance with the Pennsylvania Prevailing Wage Act, 43 P.S. § 165-1 et seq. These wages shall also be paid to employees performing any custom fabrication work for the project. For purposes of this subsection, custom fabrication shall mean the fabrication, assembly, modification or other production of non-standard goods, or materials, including components, fixtures, or parts thereof, that are fabricated, assembled or modified offsite, but produced specifically for a project covered by this Part. Fabrication shall include items specific for a project covered by this Part and not standard building materials that are typically purchased for unspecified projects. Fabrication shall also include the fabrication, assembly or other production of components or structures prefabricated to specifications for a particular project covered by this Part.~~

§ 1-1503. Contractor Responsibility Certifications. [Ord. No. 2226, 10/21/2024]

- a. As a condition of performing work on a public works contract subject to this Part, a general contractor, construction manager or other lead or prime contractor seeking award of a contract shall submit a Contractor Responsibility Certification as specified herein.
- b. The Contractor Responsibility Certification shall be completed on a form provided by the Borough and reference the project for which a bid is being submitted by name and contract or project number.
- c. In the Contractor Responsibility Certification, the construction manager, general contractor or other lead or prime contractor shall confirm the following facts regarding its past performance and work history and its current qualifications and performance capabilities:
 - (1) The firm and its employees have all licenses, registrations, certificates or other credentials required by federal and state law and the laws of the Borough with respect to the contract work it seeks to self-perform.
 - (2) The firm meets the bonding requirements for the contract required by law or contract specifications, as well as applicable insurance requirements for the contract, including general liability, workers compensation, and unemployment insurance.
 - (3) The firm has not been debarred or suspended by any federal, state or local government agency or authority in the past three years.
 - (4) The firm has not defaulted on any project in the past three years.
 - (5) The firm has not had any type of business, contracting or trade license, registration, or certification revoked or suspended in the past three years.
 - (6) The firm and its principals/owners have not been convicted of any crime relating to its contracting business in the past 10 years.
 - (7) Within the past three years, the firm has not been found in violation of any law applicable to its contracting business, including, but not limited, to licensing laws, tax laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$5,000 or more.
 - (8) The firm will employ a sufficient number of craft labor personnel required to successfully perform any project work it self-performs or shall use qualified subcontractors to meet this requirement.
 - (9) The firm shall ensure that all craft labor it employs on the project will have completed, prior to working on the project the OSHA 10-hour training course for safety established by the U.S. Department of Labor and at least one person with OSHA 30 training.
 - (10) The construction manager, general contractor, or other lead or prime contractor responsible for the project shall ensure that at least 70% of the craft labor workforce employed on the project workforce shall be comprised of either journeyman, workers who have successfully completed an apprenticeship training program registered with

and approved by the U.S. Department of Labor or a state apprenticeship agency or registered apprentices currently enrolled in such programs.

- (a) The intent of these craft labor requirements is that the great majority of the craft labor personnel employed on the project have the requisite skills and qualifications to perform the project work as they will be participants in or graduates of bona fide apprenticeship training programs in each trade or craft in which their services are utilized.
- (b) For purposes of this subsection, apprenticeship training programs may include those which are subject to the Employee Retirement Income Security Act of 1974, 29 U.S.C. § 1001 et seq. ("ERISA"), or non-ERISA programs.
- (c) To demonstrate compliance with this section, the firm shall provide, with this certification, a list of all trades or classifications of craft employees it will employ on the project and the names and addresses of all applicable apprenticeship programs relating to craft personnel utilized on the project.
- (d) An exemption to the requirements of this Section 1510.10, shall be approved under one of the following conditions:
 - (1) Submission of Experienced Modified Rate (EMR) of 1.0 or less. This rate is an experience modification rating calculation used by insurance firms to price the cost of workers' compensation premiums and is recognized as an industry standard for safety; or
 - (2) A majority of workers on job site is able to demonstrate sufficient training and/or continuing education in worker classification, including, but not limited to, completion or participation in a Class A registered apprenticeship program; completion of a relevant post-secondary education degree or certificate; evidence of completion of relevant curriculum from the National Center for Construction Education & Research; or evidence of more than ten (10) years of relevant job experience; or
 - (3) Evidence of successful completion of a relevant public works project in the Borough.
- (11) The firm shall assign workers to perform only work in their respective craft or trade for which they have sufficient skills and training or shall use qualified subcontractors to meet this requirement.
- (12) The firm shall comply with the wage requirements set forth in § 1-1502, Subsection c of this Part. The minimum wage for custom fabrication work shall be the same as the wage paid for project work in accordance with each applicable trade or classification.
- (13) The firm has all other technical qualifications and resources, including equipment, personnel and financial resources, to successfully perform the referenced contract and shall maintain such capabilities throughout the duration of the project, or will obtain same through the use of qualified, responsible subcontractors, or vendors.
- (14) The firm will maintain all qualifications, resources and capabilities referenced in this certification throughout the duration of the project.

- (15) The firm shall notify the Borough within seven days of any material changes in its operation that relates to any matter attested to in this certification.
- (16) The firm understands that the Contractor Responsibility Certification required by this section shall be executed by a person who has sufficient knowledge to address all matters in the certification and shall include an attestation stating, under the penalty of perjury, that the information submitted is true, complete and accurate.
- d. Execution of the Contractor Responsibility Certification required by this Part shall not establish a presumption of contractor responsibility, and the Borough may require any additional information it deems necessary to evaluate a firm's status as a responsible contractor, including information regarding the firm's technical qualifications, financial capacity or other resources and performance capabilities. The Borough may require that such information be included in a separate Statement of Qualifications and Experience or as an attachment to the Contractor Responsibility Certification.

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- e. The submitting firm shall stipulate in the Contractor Responsibility Certification that, if it receives a Notice of Intent to Award Contract, it will provide a Subcontractor List and required subcontractor information as specified in § 1-1505 of this Part.
- f. If the submitting firm has ever operated under another name or is controlled by another company or business entity or in the past five years controlled or was controlled by another company or business entity, whether as a parent company, subsidiary or in any other business relation, it shall attach an appendix to its Contractor Responsibility Certification that explains in detail the nature of any such relationship. Additional information may be required from such an entity if the relationship in question could potentially impact contract performance.
- g. If a firm fails to provide a Contractor Responsibility Certification required by this section, it shall be disqualified from bidding. No action of any nature shall lie against the Borough because of its refusal to accept a bid for this reason.

Proposal to Amend Language in Draft RCP – CBSD

1. Remove Paragraph 9 and replace with the following:

(a) The firm maintains OSHA-10 certifications for all of craft employees and shall maintain onsite, at all times while work is being performed under the contract, a foreman, project manager, project superintendent or the equivalent who is OSHA-30 certified; and (b) the firm maintains an Experience Modified Rate (EMR) of 1.0 or less, or is able to demonstrate that 70% of its workforce has sufficient training or continuing education for their craft employee classification, which may include one or any combination of the following: (i) completion or participation in a Class A Apprenticeship Program; (ii) a technical college degree or participation in a technical college degree program; (iii) graduation and certification from a State-certified vocational-technical school such as Middle Bucks Institute of Technology or the equivalent; (iv) participation in National Center for Construction Education & Research curriculum; (v) participation in a certified training program provided by an industry provider relevant to the equipment/material that craft employees will use on the site; or (vi) no less than 10 years of experience in the relevant trade.

2. Insert the following commitment:

The firm working on any project shall engage a third party safety inspector approved by the district to perform weekly safety inspections of the work and shall report to the district and correct, within twenty-four (24) hours, any deficiency identified by such safety inspector.

Edit for clarity: Remove 70% requirement related to Class A Apprenticeship Program on page 4 of the proposed policy.

Central Bucks School District Policy Committee Meeting Report

Thursday, June 18, 2026

Meeting location: CBSD Educational Services Center, 16 Welden Drive, Doylestown, PA 18901

In Attendance:

Karen Smith, Chairperson
 Katrina Filiatrault, Committee Member
 Susan Gibson, Committee Member
 David Comalli, Board Member
 Daniel Kimicata, Board Member
 Heather Reynolds, Board President
 Charles Malone, Ed.D., Interim Superintendent
 Jason Jaffe, Director of Technology and Innovation
 Kevin Spencer, Director of Operations
 Tom Hanna, Capital Projects Manager
 Margaret Baldwin, Solicitor
 Greg Heleniak, Solicitor
 Stephanie Radcliffe, School Board Secretary

1. Meeting Opening

A. Call To Order: The meeting was called to order at 6:00 p.m.

B. Public Comment: 1. Alyson Zimmer, Buckingham Township, spoke in opposition to a Responsible Contractor Policy.

2. Nick Saunders, Doylestown Township, spoke in opposition to a Responsible Contractor Policy.

3. Jordan Berry, Newtown, spoke in opposition to a Responsible Contractor Policy.

4. Veronica Morrison, Jamison Township, said that she is speaking on behalf of companies AH Cornell, T. Schieffer, B. Black, Harris Blacktopping, and Guiliani & Sons in opposition to a Responsible Contractor Policy.

C. Review of Previous Meeting Report: The previous Policy Committee Meeting Report was reviewed.

2. Policies to Review

A. School Board Policy 815.1 and 819 for Second Read

POLICY	FOLLOW-UP
Policy 815.1 Artificial Intelligence	The Committee agrees to move this First Read Policy to the full Board for Second Read and approval.
Policy 819 Suicide Awareness, Prevention, and Response	The Committee agrees to move this First Read Policy to the full Board for Second Read and approval.

3. Discussion Items

A. Responsible Contractor Policy: The Committee discussed RCPs, including discussion around bid amount thresholds, Apprenticeship programs and requirements, safety and OSHA, alternate pathways to qualify, contractors, and reductions in Bids. The Committee hopes to receive and explore more details on Bids and alternate pathways to becoming a responsible contractor.

4. Adjournment

A. Adjournment: The meeting was adjourned at 7:02 p.m.

B. Next Scheduled Meeting: August 13, 2026

Book Policy Manual

Section 800

Title Athletic Trainers

Code 123.3

Status Red-Line Copy/DRAFT

~~Adopted~~

~~Last Revised~~

~~Prior Revised Dates~~

Purpose

The Board is committed to protecting and enhancing the health and welfare of the District's student athletes by providing the highest quality and most expedient health care.

The Board recognizes that athletic trainers are part of a team of healthcare professionals to work with student athletes to prevent, treat, and rehabilitate injuries and medical conditions with the ultimate goal of returning student-athletes to the activity they enjoy as safely and quickly as possible.

Definitions

Athletic training services are the management and provision of healthcare services under the direction of a licensed physician. Services shall include: [\[1\]](#)[\[2\]](#)

1. The rendering of emergency care, development of injury prevention programs and providing appropriate preventative and supportive devices for the student athlete.
2. The assessment, management, treatment, rehabilitation and reconditioning of the student athlete whose conditions are within the professional preparation and education of a licensed athletic trainer.
3. The use of modalities, such as: mechanical stimulation, heat, cold, light, air, water, electricity, sound, massage and the use of therapeutic exercise, reconditioning exercise and fitness programs.
4. Services do not include surgery, invasive procedures or prescription of any medication or controlled substance.

Licensed athletic trainer shall mean a person who is licensed to perform athletic training services by the Board or the State Board of Medicine. [\[1\]](#)[\[2\]](#)

Written Protocol shall mean: [\[1\]](#)[\[2\]](#)

A written agreement or other document developed in conjunction with one or more supervising physicians, which identifies and is signed by the supervising physician and the licensed athletic trainer, and describes the manner and frequency in which the licensed athletic trainer regularly communicates with the supervising physician and includes standard operating procedures, developed in agreement with the supervising physician and licensed athletic trainer, that the licensed athletic trainer follows when not directly supervised onsite by the supervising physician.

Guidelines

Requirements for Athletic Trainers

All athletic trainers either employed or contracted by the District ~~will~~must hold an active athletic trainer license through the Pennsylvania Board of Medicine and maintain athletic trainer certification through the Board of Certification for the Athletic Trainer (BOC).

The athletic trainers will keep current on all continuing education requirements and must maintain CPR/AED certification to maintain certification and licensure.

Athletic trainers ~~must comply will follow with~~ all applicable ~~up-to-date governing documents state laws and regulations and adhere to professional standards and best practices~~, including, but not limited to, the following:

1. The State of Pennsylvania Board of Athletic Training Statutes in the Commonwealth of Pennsylvania State, including the Osteopathic Medical Practice Act, as amended by Act 123 of 2011, and the Medical Practice Act, as amended by Act 124 of 2011 [3][4];
2. The Board of Certification, Inc. Standards of Professional Practice, and
3. The National Athletic Trainers' Association Code of Ethics.

Compliance with the P.I.A.A.

As all district secondary ~~school~~ (grades 7-12) interscholastic sports programs are governed by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), athletic trainers ~~will~~must follow the current P.I.A.A. practices and procedures outlined in the P.I.A.A. Sports Medicine Guidelines. [5]

Injury/Illness Management

Student athletes that report to the licensed athletic trainers with an injury or illness will be evaluated and assessed to determine the appropriate medical plan of action. Based on the athletic trainer's reliance on the guidelines and practices listed in this policy, clinical judgement, and severity of medical condition, the student may be required to consult with a licensed physician for further evaluation.

If a student-athlete is required to see a licensed physician for an injury or illness that affects their athletic participation or physical activity, written medical clearance from the licensed physician must be obtained before returning to the activity.

Athletic trainers shall supervise ~~the~~ rehabilitation and treatment of student-athletes following an injury in accordance with ~~the~~ physician orders ~~prescribed by the student's physician and guidelines and practices in~~ and this policy. Trainers may communicate with physicians, coaches, school nurses, academic staff, and administrators to ensure all parties involved in the care or physical wellness of the student have accurate information.

Practice Standards

Athletic trainers shall comply with the following practices: [1][2]

1. Ensure that the student-athlete has secured a written referral or prescription from a licensed physician, dentist or podiatrist or is subject to a written protocol for treatment from a licensed physician.
2. Comply strictly with conditions or restrictions by the referring physician, dentist or podiatrist that may be placed on the athletic training services rendered by the licensed athletic trainer.
3. Ensure that the student-athlete has undergone a medical diagnostic examination or has had the results of a recently performed medical diagnostic examination reviewed by the referring physician, dentist or podiatrist.
4. Keep a copy of the referral or prescription and the results of the medical diagnostic examination in the student's file.
5. Consult promptly with the referring physician, dentist or podiatrist regarding a new ailment or condition or a worsened ailment or condition of the student-athlete.
6. Consult with the referring physician, dentist or podiatrist upon request of either the referring physician, dentist or podiatrist or the student-athlete.
7. Refer student-athletes with conditions outside the scope of athletic training services to a licensed physician, dentist or podiatrist.
8. In the event of more significant injuries, such as Concussion, the athletic trainer will report each incident to the school Athletic Director.
9. When a student-athlete requires immobilization devices, medical treatment, or activity restrictions that affect participation during the school day and require school-based accommodations, written medical documentation shall be provided to the school health team. Any documentation originating from the licensed athletic trainers that includes school-day, medical-related restrictions shall be issued in accordance with the athletic trainer's written protocols and standing orders under the supervision of district's contracted sports medicine physician and shall include the physician's signature. The documentation shall specify the student's condition, restrictions, and anticipated duration. A written medical clearance releasing the

student from such restrictions shall be provided to the school nursing team before the student returns to unrestricted participation.

Records Management

Trainers will keep up-to-date documentation of all student-athlete injuries, illnesses, and treatments. The retention of said documents shall be dictated by board policy and state law.

Legal

1. 49 Pa. Code § 18.501 et. seq.
2. 49 Pa. Code § 25.701 et. seq.
3. Act 123 of 2011
4. Act 124 of 2011
5. District Coaches' Code of Ethics and Coaches' Handbook/Resource Guide

Red line working copy for Policy 210 Use of Medications

Purpose

The district shall not be responsible for diagnosis ~~and treatment~~ of student illness. The administration of prescribed medication in accordance with the direction of a parent/guardian ~~or~~ **and** licensed prescriber to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Definitions

For purposes of this policy, **medication** shall include all prescription medicines as well as over the counter medications and will also include but not limited to minerals, **supplements** and herbal medications.

Licensed prescriber shall include a licensed physician, dentist, nurse practitioner, or other health care provider who is legally authorized to prescribe either prescription or nonprescription (OTC) medications.

Authority

Before any medication may be administered to or by any student during school hours, the Board shall require the proper completion of the Medication Dispensing Form. Failure of a parent/guardian to provide the documentation will require the parent/guardian to make himself/herself available in the schools to personally dispense the medication.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee, in conjunction with nurses, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by a licensed nurse, ~~the Certified School Nurse, or licensed personnel (RN, LPN)~~ **trained and certified nursing assistant**, or shall be self-administered as set forth in this policy.

Any district employee involved in administering or supervising ~~of~~ the self-administration of emergency medication ~~only~~ (i.e. an EpiPen) shall receive appropriate training from the ~~licensed nurse~~ ~~Certified School Nurse~~ before engaging in this activity.

Building administrators and nurses shall review regularly the procedures for administration and self-administration of medications and communicate and evaluate recordkeeping, efficacy and safety practices.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

Any medication to be administered by ~~school personnel must be delivered directly to the Certified School Nurse or licensed personnel (RN, LPN)~~ ~~licensed nursing staff,~~ including both prescription and over-the-counter medications, must be delivered directly to the school health office by an adult. Only a 30-day supply of medication will be accepted at a time. ~~All controlled medications must be delivered to the nurse by an adult. The~~ All controlled ~~drug~~ medications must be counted between nursing staff and the parent/guardian and recorded on the student's medication log. ~~The~~ All medication must be brought to school in the original and properly labeled container. Prescription medication will be kept locked in the nurse's office.

In cases where the Medication Dispensing Form is not available and administration of the medication is necessary, ~~registered~~ ~~licensed~~ nurses may obtain verbal orders from the attending physician by phone. Such verbal orders must be documented by the ~~registered~~ ~~licensed~~ nurse on a verbal order form and uploaded to the student's health record ~~the Medication Dispensing Form~~. In order for the medication to be administered the following day, a ~~completed~~ ~~signed~~ Medication Dispensing Form must be made available by the parent/~~guardian~~.

Student Self-Administration

In accordance with Act 187 of the School Code and CBSD procedures, students requiring rescue inhalers and Epi-Pens may be permitted to carry and self-administer medications with a signed physician's order, parental permission and adherence to the district medication policy.

To self-administer medication, the student must meet the following criteria:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.

3. Recognize and verbalize the signs & symptoms of an emergent episode.
4. Demonstrate the proper technique for self-administration of the emergency medications.
5. Students who self-administer emergency medications are required to notify the nurse immediately following each use of an emergency medication.
6. Demonstrate a responsible and cooperative attitude in all aspects of medication self-administration.

~~A nurse will not be routinely available to administer medications on field trips. If the parent/guardian of the child needing medication is a chaperone, the parent/guardian will administer the medication. No student shall be prevented from participating in a field trip due to a need for medications during the school outing. If parents choose to have medication administered, the parent should indicate this on the field trip permission form. Parents must package medications at home and deliver to the teacher in a sealed envelope. Controlled drugs must be handed to the teacher by an adult. Parents should indicate on the envelope the child's name, teacher, name of medication, dosage, and time to be administered. The child will self-administer medication under the supervision of the teacher.~~

The nurse will evaluate each request **for medication administration** ~~exceptions to this policy~~ based upon medical need, receipt of written orders and documentation of student's correct procedure/technique by the student's licensed prescriber and receipt of parent request. Specific plans may be developed considering individual student health care needs and school implementation.



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active Red-Line Version
Adopted	July 27, 2004
Last Revised	May 15, 2025
Prior Revised Dates	November 13, 2012; July 28, 2015; August 28, 2018; June 13, 2023; October 23, 2024

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying **and cyberbullying** creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying **and cyberbullying** by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying means bullying through electronic technology or communication, including but not limited to electronic devices, networks, email, text messaging, social media, online platforms or other digital means, when the conduct:

- Is directed at another student;
- Is severe, persistent or pervasive; and
- Has the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

Cyberbullying may include conduct occurring outside a school setting when the conduct meets the definition of "bullying" above and has the required impact on a student's education, the school environment, or the orderly operation of the school.

Artificial intelligence-generated or modified media means text, code, images, audio, video or other digital content created or modified through the use of artificial intelligence. Cyberbullying may include conduct involving artificial intelligence-generated or modified media.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.^[1]

Authority

The Board prohibits all forms of bullying and cyberbullying by district students.^[1]

The Board encourages students who have been bullied or cyberbullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying and cyberbullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.^{[2][3]}

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Such regulations shall include procedures for reporting, investigating, documenting, and responding to allegations of bullying and cyberbullying, parent/guardian notification, and compliance with applicable confidentiality requirements.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.^[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.^[1]

District administration shall annually provide the following information with the Safe School Report:^[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.
4. Information required by law regarding bullying and cyberbullying incidents, including incidents suspected to involve artificial intelligence-generated or modified media.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[2\]](#)[\[3\]](#).

This policy shall be **readily accessible**. The policy shall be posted in a prominent location within each school building and on the district website, if available.[\[1\]](#)

Upon learning about a bullying incident, the principal or designee will refer to the administrative regulations accompanying this policy which address district reporting procedures. Confidentiality of all parties shall be maintained consistent with the district's legal and investigative obligations.

Reports of bullying or cyberbullying may be made by students, parents/guardians, employees, or other individuals with knowledge of the alleged conduct. Such reports should be made to [“the policy shall identify the appropriate school staff person to receive reports of incidents of alleged bullying”]. Other school staff who receive reports shall forward them to [person identified].

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Such programs may also include instruction and training related to cyberbullying, responsible use of technology, and the misuse of artificial intelligence-generated or modified media.

Interventions

It is the policy of the District to implement appropriate supports and interventions to prevent and/or address student conduct that could lead to bullying or cyberbullying. Interventions and supports might include counseling, mentoring, conflict resolution, skill-building, behavioral supports, increased supervision, classroom seating changes, parent conferences, and any other effective and age-appropriate action or program. The superintendent or designee shall develop administrative regulations to guide teachers and administrators in implementing such interventions.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[2\]](#)[\[7\]](#)

1. Counseling within the school.
2. Parental conference.
3. **Restorative or educational interventions, where appropriate.**
4. Loss of school privileges.
5. Transfer to another school building, classroom or school bus.
6. Exclusion from school-sponsored activities.
7. Detention.

8. Suspension.
9. Expulsion.
10. Referral to law enforcement officials.
11. Other actions deemed appropriate by the district and consistent with the Code of Student Conduct, Board policy and applicable law.

False Reports

~~A student who knowingly makes a false report of bullying or cyberbullying may be subject to appropriate corrective or disciplinary action consistent with the Code of Student Conduct and applicable law.~~

~~This provision shall not be used to discourage good faith reports.~~

Legal

1. [24 P.S. 1303.1-A](#)

2. Pol. 218

3. [22 PA Code 12.3](#)

4. [20 U.S.C. 7118](#)

5. [24 P.S. 1302-A](#)

6. Pol. 236

7. Pol. 233

[24 P.S. 1302-E](#)

Pol. 103

Pol. 113.1

Pol. 236.1



249 Report Form.pdf (351 KB)

AR 249-A
Bullying/Cyberbullying Report Form

Date Report Received: _____

School: _____

Individual Submitting Report

☐ Student

☐ Parent/Guardian

☐ Employee

☐ Anonymous

☐ Other: _____

Name: _____

Phone/Email: _____

Student(s) Allegedly Targeted:

Student(s) Allegedly Engaged in Conduct:

Date(s) of Incident:

Location of Incident

☐ Classroom

☐ Hallway

☐ Cafeteria

☐ Athletic/Event Activity

☐ School Bus

☐ School Grounds

☐ Online/Electronic Communication

☐ Off-Campus

☐ Other _____

Type of Alleged Conduct

☐ Physical

☐ Verbal

☐ Written

☐ Social/Relational

☐ Electronic/Digital

- ☐ Cyberbullying
- ☐ Retaliation
- ☐ Other _____

Did the incident involve electronic technology?

- ☐ Yes
- ☐ No

If yes, identify:

- ☐ Text Messages
- ☐ Social Media
- ☐ Email
- ☐ Messaging App
- ☐ Online Gaming
- ☐ Website
- ☐ Other _____

Is AI-Generated or Modified Media Suspected?

- ☐ Yes
- ☐ No
- ☐ Unknown

If yes, describe:

Witnesses:

Description of Incident:

Supporting Documentation Attached

- ☐ Screenshots
- ☐ Photos
- ☐ Videos
- ☐ Messages
- ☐ Witness Statements
- ☐ Other _____

Submitted By: _____

Date: _____

AR 249-B

Investigation Summary Report

School

Case Number

Date Received

Investigator

Students Involved

Target(s):

Alleged Aggressor(s):

Investigation Activities

- ☐ Student Interviews
- ☐ Parent Interviews
- ☐ Staff Interviews
- ☐ Witness Interviews
- ☐ Electronic Evidence Review
- ☐ Social Media Review
- ☐ AI-Generated Media Review
- ☐ Other _____

Findings

Does the conduct meet the definition of:

Bullying?

☐ Yes

☐ No

Cyberbullying?

☐ Yes

☐ No

Retaliation?

☐ Yes

☐ No

AI Component

Was AI-generated or modified media involved?

☐ Confirmed

☐ Suspected

☐ Not Present

Description:

Determination

☐ Substantiated

☐ Unsubstantiated

☐ Inconclusive

Summary of Findings:

Corrective Actions

☐ Counseling

☐ Parent Conference

☐ Safety Plan

☐ Schedule Adjustment

☐ Restorative Action

☐ Loss of Privileges

☐ Suspension

☐ Law Enforcement Referral

☐ Other _____

Investigator Signature: _____

Date: _____

AR 249-C
Parent Notification Letter Template

Date: _____

Dear Parent/Guardian:

The Central Bucks School District has completed an investigation regarding a reported incident involving your student.

Following a review of the information available, the district has determined that:

- ☐ Bullying occurred.
- ☐ Cyberbullying occurred.
- ☐ The report could not be substantiated.

Appropriate action has been taken in accordance with Board Policy 249, district procedures, and the Code of Student Conduct.

Consistent with federal and state student privacy laws, the district cannot disclose personally identifiable information regarding other students or any disciplinary consequences that may have been imposed.

The district remains committed to maintaining a safe and supportive learning environment and will continue to monitor the situation as appropriate.

If you have questions or wish to discuss support services available for your student, please contact:

Name: _____

Title: _____

Phone: _____

Sincerely,

Principal/Assistant

AR 249-D
AI-Related Cyberbullying Documentation Worksheet

Case:

School

Date

Type of AI-Generated or Modified Media	Evidence Reviewed
☐ Image	☐ Screenshots
☐ Video	☐ Original File
☐ Audio	☐ Metadata
☐ Text	☐ Student Statement
☐ Deepfake Content	☐ Witness Statement
☐ Voice Replication	☐ Parent Information
☐ Other _____	☐ Other _____

Description of Suspected AI Use:

Impact on Student

- ☐ Educational Interference
- ☐ Threatening Environment
- ☐ School Disruption
- ☐ Emotional Distress Reported
- ☐ Reputational Harm Reported

Determination

- ☐ AI Use Confirmed
- ☐ AI Use Suspected
- ☐ Unable to Determine

Included in Safe Schools Reporting?

- ☐ Yes
- ☐ No

Administrator Signature:

Date:

AR 249-E

Parent Conference & Safety Planning Form

Bullying/Cyberbullying

Related Policy: Policy 249 Bullying/Cyberbullying

Related Administrative Regulation: AR 249 Bullying/Cyberbullying Investigation Procedures

Student Information

Student Name: _____

Grade: _____

School: _____

Date of Conference: _____

Conference Location/Format:

☐ In Person

☐ Phone

☐ Virtual

☐ Other: _____

Parent/Guardian Information

Parent/Guardian Name(s): _____

Phone: _____

Email: _____

District/School Participants

☐ Principal

☐ Assistant Principal

☐ School Counselor

☐ School Psychologist

☐ Social Worker

☐ Teacher

☐ School Resource Officer

☐ Other: _____

Names of Participants:

Purpose of Conference

This conference is being held to:

- ☐ Discuss a reported bullying/cyberbullying concern.
- ☐ Review the outcome of a bullying/cyberbullying investigation.
- ☐ Develop or review a safety/support plan.
- ☐ Discuss corrective action or intervention.
- ☐ Monitor ongoing student safety or school climate concerns.
- ☐ Other: _____

Incident Type

- ☐ Alleged bullying
- ☐ Substantiated bullying
- ☐ Alleged cyberbullying
- ☐ Substantiated cyberbullying
- ☐ Retaliation concern
- ☐ Off-campus cyberbullying concern
- ☐ Cyberbullying involving suspected AI-generated or modified media
- ☐ Other: _____

Summary of Concern

Briefly summarize the concern discussed during the conference. Do not include personally identifiable information about other students unless disclosure is permitted by law.

Investigation/Determination Summary

- ☐ Investigation pending
- ☐ Investigation completed
- ☐ Allegation substantiated
- ☐ Allegation unsubstantiated
- ☐ Allegation inconclusive
- ☐ Safety/support measures recommended regardless of finding

Summary shared with parent/guardian:

Confidentiality Notice

The district will communicate with parents/guardians in a manner consistent with applicable student privacy laws. Information regarding another student, including personally identifiable information or specific disciplinary consequences, shall not be disclosed except as permitted by law.

Reviewed with parent/guardian:

- ☐ Yes
- ☐ No
- ☐ Not applicable

Safety and Support Plan**Immediate Safety Measures**

The following measures will be implemented or continued:

- ☐ Increased adult supervision
- ☐ Check-in/check-out with designated staff member
- ☐ Seating change
- ☐ Schedule adjustment
- ☐ Locker/location adjustment
- ☐ Hallway transition support
- ☐ Bus supervision or seating change
- ☐ Lunch/recess/activity supervision
- ☐ No-contact directive
- ☐ Counseling support
- ☐ Referral to student support team
- ☐ Other: _____

Details:**Student Support Contact**

Designated Staff Contact: _____

Title: _____

Check-In Frequency:

- ☐ Daily
- ☐ Weekly
- ☐ As needed

☐ Other: _____

Preferred Method:

☐ In person

☐ Email

☐ Phone

☐ Other: _____

Parent/Guardian Communication Plan

Primary School Contact: _____

Communication Method:

☐ Phone

☐ Email

☐ Scheduled meeting

☐ Other: _____

Communication Frequency:

☐ One-time follow-up

☐ Weekly follow-up

☐ As needed

☐ Other: _____

Student Expectations Reviewed

The following expectations were reviewed with the student, as applicable:

☐ Respectful conduct toward others

☐ No retaliation

☐ Reporting concerns promptly

☐ Responsible use of technology

☐ Compliance with no-contact directive

☐ Compliance with Code of Student Conduct

☐ Other: _____

Parent/Guardian Input

Parent/guardian concerns, suggestions, or requested supports:

Student Input

Student concerns, requests, or preferred supports, if applicable:

Follow-Up Plan

Follow-Up Date: _____

Responsible Staff Member: _____

Purpose of Follow-Up:

- ☐ Review safety plan effectiveness
- ☐ Monitor student adjustment
- ☐ Review additional concerns
- ☐ Update parent/guardian
- ☐ Other: _____

Additional Referrals or Actions

- ☐ School counselor referral
- ☐ School psychologist referral
- ☐ Student support team referral
- ☐ Threat assessment referral, if applicable
- ☐ SAP referral, if applicable
- ☐ Law enforcement consultation/referral
- ☐ Special education/504 team consultation, if applicable
- ☐ Other: _____

Notes:**Documentation Checklist**

- ☐ Parent/guardian notification completed
- ☐ Safety/support plan developed or reviewed
- ☐ Confidentiality expectations reviewed
- ☐ Retaliation prohibition reviewed
- ☐ Student expectations reviewed
- ☐ Follow-up date established

- ☐ Form placed in appropriate confidential record
- ☐ Incident tracking system updated, if applicable
- ☐ AI-related cyberbullying field completed, if applicable

Signatures

Administrator/Designee: _____

Date: _____

Parent/Guardian: _____

Date: _____

Student, if appropriate: _____

Date: _____

Other Participant: _____

Date: _____

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE REGULATION No. 249**

APPROVED:
REVISED:

Bullying/Cyberbullying Investigation Procedures

Related Policy: 249 Bullying/Cyberbullying

Responsible Administrator: Superintendent or Designee

Applies To: All District Schools, Programs, Activities and Student Conduct Subject to Pol 249

1. Purpose

These administrative regulations establish procedures for receiving, investigating, documenting, and responding to reports of bullying and cyberbullying in accordance with Board Policy 249. The district shall promptly investigate all allegations of bullying and cyberbullying and take appropriate action when conduct is substantiated. Policy 249 prohibits bullying and cyberbullying and requires administrative procedures for investigations, parent notification, and reporting.

Parent/Guardian and Student Responsibility to Report

Students and parents/guardians play an important role in maintaining a safe school environment. Students who believe they have been subjected to bullying or cyberbullying, students who witness bullying or cyberbullying, and parents/guardians who become aware of possible bullying or cyberbullying are expected to promptly report the concern to a teacher, counselor, principal, assistant principal, or other appropriate school employee. Timely reporting allows the district to investigate allegations, implement appropriate safety measures, and provide support to students as quickly as possible.

2. Reporting Procedures

A. Who May Report

Reports may be made by:

- Students
- Parents/guardians
- Employees
- Community members
- Witnesses
- Anonymous reporters

B. Reporting Methods

Reports may be submitted to _____:

- In person
- By email
- By phone
- In Safe2Say

- Through district reporting forms
- Through any other district-approved reporting mechanism

A report may not be dismissed solely because it was submitted informally or anonymously.

C. Employee Duty to Report

Any employee who receives information regarding possible bullying or cyberbullying shall notify the building principal or designee as soon as practicable and no later than the next school day.

3. Immediate Administrative Response

Upon receipt of a report, the principal or designee shall:

A. Conduct Initial Safety Assessment

Determine whether:

- A student is in immediate danger.
- Threats of violence exist.
- Self-harm concerns are present.
- Harassment is ongoing.
- Temporary protective measures are needed.

B. Implement Interim Measures When Appropriate

Such measures may include:

- Increased supervision.
- Seating changes.
- Schedule modifications.
- No-contact directives.
- Counseling support.
- Other reasonable steps necessary to maintain student safety.

Implementation of interim measures shall not be interpreted as a finding that bullying or cyberbullying occurred.

C. Notify and confer with the Title IX Coordinator if the bullying report includes allegations of discrimination or sexual harassment.

D. Notify and confer with the [special education designee] if either party is a student with an IEP.

4. Investigation Timelines

A. Initiation

An investigation shall begin promptly upon receipt of a report.

B. Investigation Goal

The district should make reasonable efforts to complete investigations within ten (10) school days whenever practicable.

Complex investigations involving:

- Multiple students,

- Law enforcement involvement,
- Digital evidence,
- Extensive witness interviews, or
- Significant safety concerns

may require additional time.

5. Investigation Procedures

The principal or designee shall:

Step 1: Review Complaint

Review:

- The initial report.
- Supporting information.
- Available documentation.

Step 2: Identify Students Involved

Determine:

- Alleged target(s).
- Alleged aggressor(s).
- Witnesses.
- Other students directly involved.

Step 3: Conduct Interviews

Interview as appropriate:

- Reporting party.
- Targeted student.
- Alleged aggressor.
- Witnesses.
- Staff with relevant information.

Written statements may be obtained.

Step 4: Review Evidence

Evidence may include:

- Written communications.
- Emails.
- Text messages.
- Social media posts.
- Photographs.
- Videos.
- Audio recordings.
- School records.
- Surveillance footage.
- Artificial intelligence-generated or modified media.

Step 5: Evaluate Applicable Definitions

The investigator shall determine whether the conduct meets the definitions contained in Policy 249 for:

- Bullying
- Cyberbullying
- Retaliation
- False reporting

Step 6: Determine Findings

Each allegation shall be classified as:

- Substantiated
- Unsubstantiated
- Inconclusive

6. Off-Campus Cyberbullying Review

When alleged conduct occurred outside school, administrators shall evaluate:

- Whether conduct was directed toward a student.
- Whether conduct was severe, persistent, or pervasive.
- Whether conduct substantially interfered with education.
- Whether conduct created a threatening environment.
- Whether conduct substantially disrupted school operations.

Administrators shall consider the district's obligations under student speech protections and applicable law when responding to off-campus conduct.

7. Artificial Intelligence-Generated or Modified Media

When electronic content is involved, investigators shall determine whether there is reason to believe the incident involved:

- AI-generated images;
- Deepfake photos or videos;
- AI-generated voice recordings;
- AI-generated text;
- Other AI-generated or modified media.

Where suspected, the district shall document:

- Nature of suspected AI involvement.
- Type of media involved.
- Whether AI use contributed to the cyberbullying determination.

This information shall be maintained for reporting purposes.

8. Documentation Requirements

The principal or designee shall maintain documentation including:

Case Information

- Report date.
- Incident date.
- Building.
- Students involved.

Investigation Information

- Witnesses interviewed.
- Evidence reviewed.
- Investigation timeline.
- Findings.

Notification Information

- Parent notification dates.
- Safety measures implemented.
- Corrective actions taken.

Reporting Information

- Bullying determination.
- Cyberbullying determination.
- Suspected AI involvement.
- Safe Schools reporting fields.

Records shall be maintained in accordance with district record retention procedures and applicable law.

9. Parent/Guardian Notification**A. Substantiated Incidents**

When bullying or cyberbullying is determined to have occurred, the principal or designee shall notify the parent/guardian of each student involved as soon as practicable consistent with Policy 249.

B. Notification Content

Notification may include:

- Confirmation that an investigation occurred.
- Confirmation that a determination was made.
- Safety measures implemented.
- Available support resources.

C. FERPA Compliance

Parent notification shall not disclose:

- Personally identifiable information of another student.
- Specific disciplinary consequences imposed upon another student.
- Confidential educational records.

Questions regarding disclosure shall be reviewed with the district solicitor as appropriate.

10. Corrective Action

~~When bullying or cyberbullying is substantiated~~At the conclusion of the investigation, administrators shall determine appropriate interventions which may include:

Educational Responses

- Counseling.
- Conflict resolution.
- Skill-building interventions.
- Behavioral supports.

Disciplinary Responses

Consistent with:

- Policy 218
- Policy 233
- Student Code of Conduct

Responses may include:

- Detention.
- Loss of privileges.
- Suspension.
- Exclusion from activities.
- Expulsion recommendations.
- Law enforcement referral.

Safety Responses

The district may implement safety plans, supervision plans, or other protective measures as appropriate.

Administrators or delegates will follow up with all parties to confirm that corrective actions have been implemented and are effective, and will adjust remedies as needed.

11. Retaliation

Any retaliation against an individual who:

- Reports bullying or cyberbullying;
- Participates in an investigation; or
- Provides information during an investigation

shall be investigated as a separate violation and may result in disciplinary action.

12. False Reports

~~Knowingly making a false report may result in corrective or disciplinary action.~~

~~A report that is not substantiated shall not automatically be considered a false report.~~

13. Annual Reporting

District administration shall maintain data necessary for state reporting requirements, including:

- Total substantiated bullying incidents.
- Total substantiated cyberbullying incidents.
- Total cyberbullying incidents suspected to involve AI-generated or modified media.
- Prevention and intervention efforts required for Safe Schools reporting.


Policy 810 — Transportation

Printed 8/10/2026

Policy Number 810
Title Transportation
Version v1 · 6/25/2026 · DRAFT

Transportation

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall purchase, lease, equip and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#) [\[9\]](#) [\[10\]](#) [\[11\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.
[3][12]

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement. [13][14] [15] [16] [17]

The Board shall provide **free** transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law. **Transportation provided to charter school students need not be identical to transportation provided to traditional public school students.** [2][4] [18] [19]

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan. [20][21]

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations. [21][22]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law. [23]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles. [24][25]

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.^[7]

Recognizing that very young children need more supervision for their safety, a parent/guardian/responsible adult or older sibling of a kindergarten or first grade student must be present at a bus stop to receive the child from the bus.

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.^{[5][7]}
2. Distribute rules **expectations** governing student conduct during transport; such ~~rules~~ **expectations** shall be binding on all students transported by the district.^[7]
3. Provide each school bus/school vehicle driver with:
 - a. The Pennsylvania School Bus Driver's Manual;
 - b. The written ~~rules~~ **expectations** for student conduct on buses/vehicles;
 - c. The procedures for evacuation drills; and
 - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. Prepare a district map or schedule indicating each bus stop and bus route.^[7]

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information. ^{[16] [17] [27] [28] [29] [30]}

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law. ^{[31] [32]}

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.^{[33][34][35]}

NOTES:

Title 22, Sec. 23.4 - discipline, field trips, contracted negotiations, records

Title 22, Sec. 23.6 - authorized passengers

Computation of distance - 1366

Field Trips – 24 P.S. Sec. 517 (farm show), 1361 (nonpublic); Title 22, Sec. 23.4

Ten-mile boundaries - 1361

Other boundaries - 1 ½ miles - 1362

Payments/reimbursements - 2541, 2542, Title 22 Sec. 23.31-23.40

Transportation - Title 22, Chapter 23

School Buses/Vehicles - Title 67, Chapter 171

Bus Drivers Minor Children – Title 22 Sec. 23.6

Definitions of motor vehicle – Vehicle Code – 75 Pa. C.S.A. Sec. 102

If the district has existing language in policy on transportation routes and stops, which addresses students being limited to a single bus stop or single residence, recommend reviewing the language with the solicitor based on recent court cases regarding student transportation and residency (*Watts v Manheim Township SD*, *Wyland v West Shore SD*). Consult Legal with questions.

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Footnotes

[1] 75 Pa. C.S.A. 102

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Legal Reference

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[2] 24 P.S. 1361

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Legal Reference

[View source](#) 

[3] 24 P.S. 1362

palegis.us

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Legal Reference

[View source](#) 

[4] **24 P.S. 1726-A**

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Legal Reference

[5] **22 PA Code 23.1**

pacodeandbulletin.gov

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pacodeandbulletin.gov

Legal Reference

[6] **22 PA Code 23.2**

pacodeandbulletin.gov

[View source](#)

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Legal Reference

[7] **22 PA Code 23.4**

pacodeandbulletin.gov

[View source](#)

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Legal Reference

[8] **Pol. 610**

Policy Reference

[Open policy](#)[9] **Pol. 611**

Policy Reference

[Open policy](#)[10] **Citation details unavailable**[11] **75 Pa. C.S.A. 3345.1**

palegis.us

[View source](#)

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Legal Reference

[12] **67 PA Code 447.1**

pacodeandbulletin.gov

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Legal Reference

[13] **22 PA Code 23.3**

pacodeandbulletin.gov

[View source](#)

pacodeandbulletin.gov

Legal Reference

[14] **24 P.S. 1374**

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[View source](#)

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Legal Reference

[15] **Pol. 103**
Policy Reference [Open policy](#) 

[16] **Pol. 103.1**
Policy Reference [Open policy](#) 

[17] **Pol. 113**
Policy Reference [Open policy](#) 

[18] **Pol. 140**
Policy Reference [Open policy](#) 

[19] **Bell v. Wilkinsburg Sch. Dist., No. 23 WAP 2024, 2026 WL 152043 (Pa. Jan. 21, 2026)**

[20] **20 U.S.C. 6312**
uscode.house.gov
uscode.house.gov
Legal Reference [View source](#) 

[21] **Pol. 251**
Policy Reference [Open policy](#) 

[22] **42 U.S.C. 11432**
uscode.house.gov
uscode.house.gov
Legal Reference [View source](#) 

[23] **35 P.S. 4601**
palegis.us
palegis.us
Legal Reference [View source](#) 

[24] **24 P.S. 1362**
palegis.us
palegis.us
Legal Reference [View source](#) 

[25] **67 PA Code 212.101**
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference [View source](#) 

[26] **Pol. 121**
Policy Reference [Open policy](#) 

[27]	Pol. 209.1 Policy Reference	Open policy 
[28]	20 U.S.C. 6312 uscode.house.gov uscode.house.gov Legal Reference	View source 
[29]	Pol. 210 Policy Reference	Open policy 
[30]	Pol. 210.1 Policy Reference	Open policy 
[31]	Pol. 113.4 Policy Reference	Open policy 
[32]	Pol. 216 Policy Reference	Open policy 
[33]	24 P.S. 1517 palegis.us palegis.us Legal Reference	View source 
[34]	75 Pa. C.S.A. 4552 palegis.us palegis.us Legal Reference	View source 
[35]	Pol. 805 Policy Reference	Open policy 

Legal References

CITED REFERENCES

- [18] 24 P.S. 1361
- [24] 24 P.S. 1362
- [26] 22 PA Code 23.3
- [28] 20 U.S.C. 6312
- [29] 42 U.S.C. 11432
- [30] 35 P.S. 4601 et seq
- [31] 35 P.S. 4608
- [33] 22 PA Code 23.4
- [34] 22 PA Code 23.1
- [35] 24 P.S. 1517

ADDITIONAL REFERENCES

CENTRAL BUCKS SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

COMMENCED:

CENTRAL BUCKS SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Student Transportation Safety and Bus Rider Expectations

I. Purpose

This Administrative Regulation establishes expectations and procedures for student conduct, safety, and responsibility while using Central Bucks School District-provided transportation. The regulation is intended to promote safe, orderly, and efficient transportation services by clearly defining expectations for students and families at bus stops, while boarding and riding the bus, and when transporting personal items or equipment.

II. Scope and Applicability

This Administrative Regulation applies to all students assigned to District-provided transportation, including transportation to and from school, school-sponsored activities, and other authorized transportation services. These expectations apply at assigned bus stops, while approaching or boarding the bus, while riding the bus, when exiting the bus, and when crossing the roadway where applicable.

Nothing in this Administrative Regulation changes a student's eligibility for transportation under applicable law, Board policy, or any student-specific transportation requirements established through an Individualized Education Program, Section 504 plan, or other legally required accommodation.

III. Bus Stop Expectations

Students are expected to arrive at their assigned bus stop and be waiting at least five minutes prior to the scheduled stop time. Students should be positioned at the designated bus stop location and should not wait inside a home, in a vehicle, or in another location that may prevent the driver from seeing that the student is present and ready to board.

Students shall remain out of the roadway while waiting for the bus. Students should wait in a safe location until the bus has come to a complete stop and the entrance door is open before approaching the bus.

When crossing the roadway is required, students must cross at least ten feet in front of the bus and follow the driver's direction and applicable safety procedures before crossing.

IV. Boarding, Riding, and Exiting the Bus

Students shall board and exit the bus in an orderly manner and shall follow the directions of the bus driver or other authorized District or contracted transportation personnel.

Students are expected to remain seated as directed, keep the aisle clear, and conduct themselves in a manner that supports the safe operation of the vehicle.

Students may not approach the bus until the entrance door is open. Students must follow all applicable loading, unloading, and crossing procedures intended to protect student safety at bus stops and around the vehicle.

V. Items Permitted on the Bus

Students may bring school-related items onto the bus only when those items can be safely carried and stored without obstructing the aisle, limiting seating capacity, or creating a safety concern. All bags and belongings must fit completely under the seat or on the student's lap in a manner that allows another student to sit on the same seat when needed.

Gym bags, musical instruments, school projects, sports equipment, and similar items are permitted only when they fit on the student's lap or underneath the seat. Items that cannot be safely stored in this manner may not be transported on the bus.

VI. Prohibited Items

Live animals, glass containers, firearms, explosives, weapons, look-alike weapons, toy guns, knives, razors, or any item that could reasonably be considered dangerous, disruptive, or objectionable may not be brought onto the bus.

Balls and other sports equipment are not permitted on the bus unless they fit entirely within the student's school bag and remain secured in the bag at all times while on the bus.

VII. Parent/Guardian Responsibilities

Parents and guardians are responsible for reviewing transportation expectations with their student and ensuring that the student is prepared to follow bus stop, boarding, riding, and exiting procedures. Parents and guardians are also responsible for ensuring that students arrive at the assigned bus stop on time and with only those items that may be safely transported.

Families should understand that bus drivers are responsible for maintaining a safe environment for all riders and may deny transport of items that cannot be safely accommodated or that present a safety concern.

VIII. Transportation Department Responsibilities

The Transportation Department is responsible for communicating transportation expectations, supporting safe and efficient transportation operations, and coordinating with school administration, families, contracted transportation providers, and other District personnel as needed to address transportation-related concerns.

The Transportation Department may review concerns related to student conduct, bus stop safety, prohibited items, or unsafe boarding and exiting practices and may recommend or implement appropriate corrective steps consistent with District procedures and applicable law.

IX. General Provisions

This Administrative Regulation shall be implemented in a manner consistent with applicable law, Board policy, student transportation eligibility requirements, and any legally required student-specific transportation services or accommodations.

Nothing in this Administrative Regulation shall be interpreted to limit the District's ability to make transportation decisions necessary to promote student safety, operational efficiency, compliance, or responsible stewardship of District resources.

CENTRAL BUCKS SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

COMMENCED:

CENTRAL BUCKS SCHOOL DISTRICT ADMINISTRATIVE REGULATION Student Transportation Opt-Out Procedures

I. Purpose

This Administrative Regulation establishes procedures for families who elect to opt their student(s) out of Central Bucks School District-provided transportation. It also establishes procedures for the District to temporarily cease transportation services when assigned transportation is not utilized for an extended period of time.

II. Scope and Eligibility

Families may elect to opt their student(s) out of District-provided transportation when transportation is not needed for an extended period of time, including but not limited to alternative school schedules, family-provided transportation arrangements, temporary schedule changes, or other circumstances in which the need for District transportation does not exist. Opting out of transportation does not change a student's school assignment, attendance obligations, eligibility for transportation under applicable law or District policy, or any services required through an Individualized Education Program, Section 504 plan, or other legally required accommodation.

III. Parent/Guardian Opt-Out Request Process

A parent/guardian may request to opt their student(s) out of District-provided transportation by submitting a written request to the Transportation Department. The request should include the student's name, school, grade, effective date of the opt-out, anticipated duration, and parent/guardian contact information. Requests to opt out of transportation shall be submitted by email to transportation@cbsd.org. The Transportation Department will review the request, update transportation records as appropriate, and communicate confirmation to the parent/guardian. Families remain responsible for ensuring the student's regular and timely attendance at school during any period in which District-provided transportation is not being used.

IV. District-Initiated Temporary Discontinuation of Transportation

The District reserves the right to temporarily cease transportation services for students who do not utilize assigned District transportation for a period of ten consecutive school days. Prior to or following the temporary discontinuation of service, the Transportation Department may update routing records, remove the student from active route assignments, and adjust bus stop information as needed to support operational efficiency, route accuracy, and responsible use of District resources. Temporary discontinuation of transportation due to non-use does not

eliminate the student's underlying eligibility for transportation, when otherwise applicable. It places the service in an inactive status until reinstatement is requested and processed.

V. Reinstatement of Transportation Services

If a family wishes to resume District-provided transportation after opting out or after transportation has been temporarily discontinued due to non-use, the parent/guardian shall submit a written request by email to transportation@cbsd.org. Families should understand that reinstatement of transportation may take a minimum of five business days from the time the request is received by the Transportation Department. Additional time may be required depending on route capacity, routing adjustments, school calendar considerations, staffing, or other operational factors. Once service has been reinstated, the Transportation Department will communicate the effective date of resumed transportation service to the parent/guardian.

VI. Parent/Guardian Responsibilities

During any period in which transportation is inactive, the parent/guardian is responsible for transporting the student to and from school or otherwise ensuring the student's timely arrival and dismissal in accordance with school procedures. The parent/guardian is responsible for notifying the Transportation Department in writing when transportation is no longer needed or when transportation services need to resume. Families should not place a student at a bus stop or expect transportation to resume until the Transportation Department has confirmed the reinstatement date.

VII. Transportation Department Responsibilities

The Transportation Department is responsible for maintaining accurate transportation records, processing opt-out and reinstatement requests, communicating service changes to families, and coordinating route adjustments consistent with operational needs and applicable District procedures. The Transportation Department may coordinate with school administration, registration staff, special education staff, or other District personnel when needed to verify student eligibility, service requirements, or transportation-related accommodations.

VIII. General Provisions

This Administrative Regulation shall be implemented in a manner consistent with applicable law, Board policy, student transportation eligibility requirements, and any legally required student-specific transportation services. Nothing in this Administrative Regulation shall be interpreted to limit the District's ability to make transportation decisions necessary to promote student safety, operational efficiency, compliance, or responsible stewardship of District resources.

Book	Policy Manual
Section	800 Operations
Title	Responsible Contractors
Code	823
Status	
Adopted	_____, 2026

Purpose

This policy is intended to ensure that all work on public construction and maintenance contracts is performed by responsible, qualified firms that maintain the capacity, expertise, personnel and other qualifications and resources necessary to successfully perform district contracts in a timely, reliable and cost-effective manner by establishing clearly defined, minimum standards relating to contractor responsibility, including requirements and criteria concerning technical qualifications, competency, experience, adequacy of resources, including equipment, financial and personnel, and satisfactory records regarding past performance, safety, legal compliance and business integrity, in selecting responsible contractors for district contracts, as hereinafter more specifically set forth.

Definitions

Firm – all general contractors, construction managers, other lead or prime contractors, and subcontractors, regardless of incorporation, of any tier that perform work on any district property and facilities.

Class A Apprenticeship Program - an apprenticeship program that is currently registered with and approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journey person status for three (3) of the past five (5) years. To permit development of recently registered programs, the graduation requirement shall not apply to an apprenticeship program registered within the past ten (10) years if the program provides apprenticeship training for a craft or trade by the U.S. Department of Labor or a state apprenticeship agency at the time the program was registered. Any program not required to meet the graduation requirements may, in addition to providing proof that it is currently registered with federal or state government, be required to provide evidence that the program is actively engaged in bona fide apprenticeship training activity.

Craft Employees - manual workers of high skill who have a thorough and comprehensive knowledge of the processes involved in their work including, but are not limited to, the building trades.

Guidelines

Requirements

All firms that perform work valued at over \$250,000.00 on any district property and facilities, including construction, demolition, alteration, renovation, repair, service, or maintenance work, shall meet the requirements of this policy.

All firms engaged in contracts covered by this policy shall be qualified, responsible contractors or subcontractors that have sufficient capabilities in all respects to successfully perform contracts on which they are engaged, including the necessary experience, equipment, technical skills, and qualifications and organizational, financial and personnel resources. Qualified, responsible firms shall also have a satisfactory past performance record and a satisfactory record of law compliance, integrity, and business ethics.

This policy shall not apply to the installation of district-purchased items through purchasing networks and programs, the installation of furniture, fixtures, and equipment (FF&E), the installation of security systems, and the installation of information technology systems provided it maintains the manufacturer warranty.

Contractor Responsibility Certification and Prequalification Requirements

As a condition of performing work on a district contract subject to this policy, a firm seeking award of a contract shall submit a Contractor Responsibility Certification at least fourteen (14) calendar days before the proposed bid submission deadline. Failure to submit a Contractor Responsibility Certification by the aforesaid deadline will automatically disqualify any firm from submitting a bid or proposal for a contract.

The Contractor Responsibility Certification shall be completed on a form provided by the district, and the applicable departments within, and shall reference the project for which a bid is being submitted by name and contract or project number.

Upon receipt of the Contractor Responsibility Certification, the district shall determine whether the firm meets the requirements of this policy. Notice of the district's determination shall be sent to the firm within seven (7) days after the receipt of the submitted Contractor Responsibility Certification prequalification form. All firms that are determined by the district to meet the qualification requirements of this policy shall be entitled to submit a bid or proposal for the project.

In the Contractor Responsibility Certification, the firm shall confirm the following facts regarding its past performance and work history and its current qualifications and performance capabilities:

1. The firm has all valid, effective licenses, registrations or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations, or certificates required to: do business in the designated locale; and, perform the contract work it seeks to perform including, but not limited to, licenses, registrations, or

certificates for any type of trade work or specialty work which the firm proposes to self-perform;

2. The firm meets the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance requirements;
3. The firm has not been debarred or defaulted on any project by any federal, state, or local government agency or authority in the past three (3) years;
4. The firm has not had any type of business, contracting or trade license, registration or other certification suspended or revoked in the past three (3) years;
5. The firm has not committed a willful violation of federal or state safety laws as determined by a final decision of a court or government agency in the past three (3) years;
6. The firm and its owners have not been convicted of any crime relating to the contracting business by a final decision of a court or government agency for the past ten (10) years;
7. The firm has not within the past three (3) years been found by a final decision of court or government agency in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, prevailing wage laws, environment laws or others, where the result of such violation was the imposition of a fine, back pay damages or any other type of penalty in the amount of \$25,000.00 or more for any single incident or penalties amounting to \$50,000.00 or more for the previous three (3) years prior to submission of the certification form;
8. The firm will pay all craft employees that it employs on the project the current wage rates and benefits as required under the Pennsylvania Prevailing Wage Act for the duration of the referenced project;
9. The firm participates in the Class A Apprenticeship Program, as defined by this policy, for each separate trade or classification in which it employs craft employees and shall continue to participate in such program or programs for the duration of the project, and to demonstrate compliance with this requirement, will supply with its certification, a list of all trades or classifications of craft employees it will employ on the project verifying it participates in a Class A apprenticeship program for each trade or classification listed; and,

10. The firm has all other technical qualifications and resources, including equipment, personnel, and financial resources, to perform the referenced contract, or will obtain same through the use of qualified, responsible subcontractors.

All craft labor that will be employed by the firm for the project shall have completed, prior to working on the project, at least the OSHA 10-hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration.

The firm, construction manager, general contractor or other lead or prime contractor responsible for the project shall ensure that at least seventy percent (70%) of the craft labor workforce employed on the project shall be comprised of either journeypersons, workers who have successfully completed a Class A Apprenticeship Program as defined by this policy, or apprentices currently enrolled or registered in such programs. The apprenticeship participation must be in the same trade or craft for which the workers are employed on the project.

The firm shall notify the district within seven (7) calendar days of any material changes to all matters attested to in its certification.

Execution of the Contractor Responsibility Certification required by this policy shall not establish a presumption of contractor responsibility. The district may require any other additional information it deems necessary to evaluate a firm's technical qualifications, financial capacity or other resources and performance capabilities. The district may require that such information be included in a separate Statement of Qualifications and Experience or as an attachment to the Contractor Responsibility Certification.

In the Contractor Responsibility Certification, the submitting firm shall stipulate that if it receives a Notice of Intent to Award Contract, it will provide a Subcontractor List and required subcontractor information as specified in this policy.

If the submitting firm has ever operated under another name or controls, is controlled by another company or business entity or in the past five (5) years controlled or was controlled by another company or business entity, whether as a parent company, subsidiary or in any other business relation, it shall attach a separate statement to its Contractor Responsibility Certification that explains in detail the nature of any such relationship. Additional information may be required from such an entity if the relationship in question could potentially impact contract performance.

Contractor Responsibility Certifications shall be executed by a person who has sufficient knowledge to address all matters in the certification and shall include an attestation stating, under the penalty of perjury, that all information submitted is true, complete, and accurate.

If a firm fails to provide a Contractor Responsibility Certification required by this section, it shall be disqualified from bidding. No action of any nature shall lie against the district because of its refusal to accept a bid for failing to provide information required by this section.

Notice of Intent to Award Contract

After it has received bids for a project, the district shall review the bids and firms submitting the bids and, upon conditional approval of the Board of School Directors ("Board"), shall issue a Notice of Intent to Award Contract to the firm offering the lowest responsive bid. Extensions of the date for the award may be made by mutual written consent of the district and the lowest responsive bidder.

Such notice shall be issued immediately or as soon as practicable after bids are submitted and shall stipulate that the contract award will be conditioned on the issuance of a written Contractor Responsibility Determination, as required by this policy, and any other conditions determined appropriate by the district. A contract subject to this policy shall not be executed until all requirements of the policy have been fulfilled. The district reserves the right to reject any defective bid, to waive any nonmaterial defect in a bid, to reject all bids, as the district determines such actions to be in its best interest.

Subcontractor Lists, Subcontractor Responsibility Certifications

Within seven (7) days from the date of Notice of Intent to Award Contract, a prospective awardee shall submit to the district a Subcontractor List containing the names of all subcontractors that will be used for the referenced project, their addresses, and a description of the work each listed subcontractor will perform on the project.

At the time a prospective awardee submits the Subcontractor List it shall also submit Subcontractor Responsibility Certifications for all listed subcontractors to the district. Subcontractor Responsibility Certifications shall be executed by the respective subcontractors on forms prepared by the district and shall contain the same information and representations required in the Contractor Responsibility Certification.

Subcontractor Responsibility Certifications shall be executed by persons having sufficient knowledge to address all matters in the certification and shall include an attestation stating, under the penalty of perjury, that all information submitted is true, complete, and accurate.

Contractor Responsibility Review and Determination

Notwithstanding the prequalification procedure set forth in this policy, after a Notice of Intent to Award Contract has been issued, the district shall undertake a review process for a period of no more than thirty (30) days, from the date the Notice of Intent to Award Contract is issued, to determine whether the prospective awardee is a qualified, responsible contractor in accordance with the requirements of this policy and other applicable law and regulations and has the resources and capabilities to successfully perform the contract.

As part of this review process, the district shall ensure that the Contractor Responsibility Certification, the Subcontractor List and Subcontractor Responsibility Certifications, as required by this policy, have been submitted and properly executed.

The district may conduct any additional inquiries to verify the prospective awardee and its subcontractors have the technical qualifications and performance capabilities necessary to successfully perform the contract and that the firms have a sufficient record of law compliance and business integrity to justify the award of a public contract. In conducting such inquiries, the district may seek relevant information from the firm, its prior clients or customers, its subcontractors, or any other relevant source.

If at the conclusion of its internal review, the district determines a firm does not meet policy or district requirements, the district shall advise the firm of its finding in writing and proceed to conduct a responsibility review of the next lowest, responsive bidder or, if necessary, re-bid the project.

If at the conclusion of its internal review, the district determines that a Contractor or Subcontractor's Responsibility Certification contains false or misleading material information that was provided knowingly or with reckless disregard for the truth, or omits material information that was omitted knowingly or with reckless disregard of the truth, the firm for which the certification was submitted shall be prohibited from performing work for the district for a period of three (3) years and shall be subject to any other penalties and sanctions, including contract termination, available to the district under law. A contract terminated under these circumstances shall further entitle the district to withhold payment of any monies due to the firm as damages.

If at the conclusion of its internal review, the district determines that all Contractor and Subcontractor Responsibility Certifications have been properly completed and executed and if it concludes that the qualifications, background and responsibility of the prospective awardee and the firms on its subcontractor list are satisfactory, it shall issue a written contractor responsibility determination verifying that the prospective awardee is a qualified, responsible contractor. The contractor responsibility determination shall be issued not more than thirty (30) days after the date that the Notice of Intent to Award Contract was issued. This responsibility determination may be revoked or revised in any manner at any time if the district obtains relevant information warranting such revocation or revisions.

Execution of Final Contract

A contract subject to this policy shall not be executed until all requirements of this policy have been fulfilled and until a written contractor responsibility determination has been issued. Upon completion of all requirements under this policy, the district may execute a final contract based upon the Notice of Intent to Award Contract. The district reserves the right to reject any defective

bid, the right to waive any non-material defect in a bid and the right to reject all bids, as it determines such actions are in the district's best interests.

Subcontractor Responsibility Review Requirements

A firm shall not be permitted to use a subcontractor on any work performed for the district unless it has identified the subcontractor on its Subcontractor List and provided a Subcontractor Responsibility Certification in accordance with the requirements of this policy.

A subcontractor listed on a firm's Subcontractor List shall not be substituted unless written authorization is obtained from the district and a Subcontractor Responsibility Certification is provided for the substitute subcontractor.

In the event that the district determines that a prospective subcontractor listed by the apparent low bidder does not meet the responsibility standards of this policy, it may, after informing the prospective awardee, exercise one of the following options:

1. Permit the awardee to substitute a qualified, responsible subcontractor in accordance with the requirements of this policy;
2. Require the awardee to self-perform the work in question if the firm has the required experience, licenses, and other qualifications to perform the work in question; or
3. Disqualify the prospective awardee.

In the event that a subcontractor is disqualified under this policy, the firm shall not be permitted to make any type of contractual claim against the district on the basis of a subcontractor disqualification.

Public Review Process

The Contractor Responsibility Certification for a firm identified in a Notice of Intent to Award Contract, Subcontractor List and Subcontractor Responsibility Certifications shall be made immediately available to the public for inspection through a publicly accessible website or other comparable means and shall remain available for public inspection for a period of at least ten (10) days.

During the public review period, any person or organization may protest a firm or subcontractor for failing to meet applicable requirements of this policy or on any other relevant grounds by submitting a letter with supporting evidence to the district and its designated departments.

If the district then determines that a Contractor Responsibility Certification or Subcontractor Responsibility Certification contains false or misleading material information that was provided knowingly or with reckless disregard for the truth, or omits material information that was omitted knowingly or with reckless disregard of the truth, the firm for which the certification was submitted shall be prohibited from performing work for the district for a period of three (3) years

and shall be subject to any other penalties and sanctions, including contract termination, available to the district under law. A contract terminated under these circumstances shall further entitle the district to withhold payment of any monies due to the firm as damages.

The public review period shall be concluded no later than thirty (30) days after the date that the Notice of Intent to Award Contract was issued.

Severability and Effective Date

If any provision of this policy shall be held to be invalid or unenforceable by a court of competent jurisdiction, any such holding shall not invalidate any other provision of this policy and all remaining provisions shall remain in full force and effect.

This policy shall become effective upon Board adoption. The requirements of this policy shall not apply to contracts executed prior to the adoption of this policy, except that the exercise of an option on a contract covered by this policy shall be deemed to create a new contract for purposes of this policy.

Authority

The district has final determination as to whether all requirements of this policy are met. The Board may elect to waive this policy where a qualified Responsible Contractor as defined by this policy cannot be determined.