

Middle Bucks Institute of Technology Executive Council Committee of the Whole Meeting

Monday, August 24, 2026 5:30 PM

Middle Bucks Institute of Technology in Room 101, 2740 York Road, Jamison, PA 18929

1. Opening Items

1.A. Call to Order

1.B. Pledge of Allegiance

1.C. Roll Call

1.D. Introductions and Public Comment

1.E. Executive Council Comments

2. Building, Security and Technology

2.A. Building, Security and Technology Update

2.B. Capital Projects Update

2.B.1. HVAC Project

2.B.2. Walk in Fridge/Freezer

2.B.3. Greenhouse Project

2.C. Public School Facility Improvement Grant

2.D. Summer Work Update

2.E. Upcoming Look-Ahead

2.E.1. Service Agreements for Cleaning Services
Renewal, Mechanical Services Agreement & Snow
Removal Services

2.E.2. Salt MOU with Central Bucks

2.F. Canon Lease

3. Program, Policy and Personnel

3.A. Program, Policy and Personnel Update

3.B. Personnel Items - Resignations, Employment of
Teacher, Instructional Assistant, Status Change,
Adult Education Evening School Staff, Substitute
Staff, Mentor Teachers, Advisors, Leave of
Absence, Act 44 Safety and Security Officer, and
Title IX, Title VI and Section 504 Compliance
Officer

3.C. Administrative Goals and Objectives 2026-2027

3.D. Revised 2026-2027 School Calendar

3.E. Renewal of MOU - Warwick Township Police
Department

3.F. 2026-2027 Student Handbook and Parent Guide
Addendums

3.G. 2026-2027 Occupational Advisory Committee (OAC)
and Local Advisory Council (LAC) Membership

3.H. Penn College of Technology Training Services
Agreement

3.I. Bucks County Community College Dual Enrollment
Agreement

3.J. Local Training Contract - Educational Data
Systems, Inc.

3.K. BCTE Technical Assistance Program MOU

4. **Finance**

4.A. Finance Update

4.B. Grants

- Disability Inclusion Grant
- Perkins Grant

4.C. 27-28 Budget Calendar

4.D. Lil Bucks and Adult Education Updates

5. **Closing Items**

5.A. Adjournment



Canon U.S.A., Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Lease Schedule ("Schedule") - Blended (SER-800)

Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL **CFS App #:** 2143495 **Salesperson:** Kevin Kornuszko
Agreement #: MA14189 **Transaction #:** S21575275 **Order Date:** 06/29/26

Billing Information	Customer Account: 2067357
Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL	
DBA:	
Address: 2740 YORK RD	
Address 2:	
City: JAMISON	County: BUCKS
State: PA Zip: 18929-1046	Phone #: 215-343-2480
Contact: Erik Malmberg	
Email: emalmberg@mbit.org	
Rider A applies (Maintenance for Office Equip/Cut Sheet Production)	

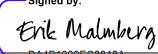
Payment Information		Equipment Maintenance Information
Listed Items Lease Term	# of Lease Payments	Maintenance elected, except where indicated declined
63 Months	63	Excess Per Image Charge invoiced Quarterly by CFS
Payment* (*Plus Applicable Taxes)		New Fleet Plan
Total		Fixed Price Plan
\$2,119.23		
Due at Signing		Other Transaction Details
# of Payments in Advance		Purchase Option: Fair Market Value
Total Due at Signing		Tax Exempt - Cert Incl.
Covered Images Included in Payment		Excess Per Image Maint Charge(s)
B&W: 40,000 Color: 15,000		B&W: \$0.00590 Color: \$0.03900

Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information	
7215C014	IMAGEFORCE C3126 SET [Model: IFC3126]	1	Shipping: 2740 YORK RD	Delivery Date:
6602C002	INNER FINISHER-N1	1	Address 2: GRAPHIC ARTS	
7257C002	CASSETTE FEEDING UNIT-BB1	1	City: JAMISON County: BUCKS State: PA Zip: 18929-1046	
4774V008	IMAGEFORCE C3100 SERIES INSTALL PAK	1	Primary Customer Contact: Erik Malmberg	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Phone #: 215-343-2480 Email: emalmberg@mbit.org	
3575BA60	MICARD PLUS CI	1	IT Contact: Erik Malmberg	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Phone #: 215-343-2480 Email: emalmberg@mbit.org	
			Billing:	
			Address 2:	
			City: County: State: Zip:	
			Billing Contact:	
			Phone #: Email:	
			Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5	

Additional Requirements:	Consumables: Toner, Staples (excludes clear) Auto-Toner Fulfillment**
	Meter Method: Remote Reporting Agent Corporate Advantage
	For CUSA USE ONLY:
	Config: A 57683466

OC: UNIV OF CA AGREEMENT 2020002755

THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"). TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CUSA AND LESSOR AS PROVIDED IN THE LEASE TERMS, INCLUDING CREDIT APPROVAL. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

Customer Authorized Signature: 	Printed Name: Erik Malmberg	Title: Director Of Technology	Date: 06/29/2026 11:41 AM EDT
For Internal Purposes Only:			
CFS Authorized Signature:	Printed Name:	Title:	Date:



Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHC Agreement #: MA14189

Order Date: 06/29/26 Salesperson: Kevin Kornuszko

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Covered Images Included in Payment	Excess Per Image Maint Charge(s)
		See Page 1	See Page 1
Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information
6378C015	IMAGEFORCE C5170 SET [Model: IFC5170]	1	Shipping: 2740 YORK RD Delivery Date:
6596C002	CASSETTE FEEDING UNIT-AY1	1	Address 2: STAFF ROOM
6598C002	STAPLE FINISHER-AB3	1	City: JAMISON County: BUCKS State: PA Zip: 18929-1046
6603C002	BUFFER PASS UNIT-R1	1	Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
0126C001	2/3 HOLE PUNCHER UNIT-A1	1	IT Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
3998C007	SUPER G3 FAX BOARD AX2	1	Billing:
4731V446	IMAGEFORCE C5100 SERIES INSTALL PAK	1	Address 2:
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	City: County: State: Zip:
3575BA60	MICARD PLUS CI	1	Contact: Ph #: Email:
IntSupplies	Pre-Installed Supplies Installed in Machine	1	
			Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:
			Consumables: Toner, Staples (excludes clear) Auto-Toner Fulfillment**
			Meter Method: Remote Reporting Agent Corporate Advantage
			For CUSA USE ONLY:
			Config: B 57683467

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Covered Images Included in Payment	Excess Per Image Maint Charge(s)
		See Page 1	See Page 1
Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information
6378C015	IMAGEFORCE C5170 SET [Model: IFC5170]	1	Shipping: 2740 YORK RD Delivery Date:
6596C002	CASSETTE FEEDING UNIT-AY1	1	Address 2: COPY ROOM
6598C002	STAPLE FINISHER-AB3	1	City: JAMISON County: BUCKS State: PA Zip: 18929-1046
6603C002	BUFFER PASS UNIT-R1	1	Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
0126C001	2/3 HOLE PUNCHER UNIT-A1	1	IT Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
3998C007	SUPER G3 FAX BOARD AX2	1	Billing:
4731V446	IMAGEFORCE C5100 SERIES INSTALL PAK	1	Address 2:
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	City: County: State: Zip:
3575BA60	MICARD PLUS CI	1	Contact: Ph #: Email:
IntSupplies	Pre-Installed Supplies Installed in Machine	1	
			Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:
			Consumables: Toner, Staples (excludes clear) Auto-Toner Fulfillment**
			Meter Method: Remote Reporting Agent Corporate Advantage
			For CUSA USE ONLY:
			Config: C 57683468



Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHC Agreement #: MA14189

Order Date: 06/29/26 Salesperson: Kevin Kornuszko

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)	Covered Images Included in Payment	Excess Per Image Maint Charge(s)
	See Page 1	See Page 1

Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information
7215C014	IMAGEFORCE C3126 SET [Model: IFC3126]	1	Shipping: 2740 YORK RD Delivery Date:
7620C001	CABINET TYPE-Y	1	Address 2: BUSINESS OFFICE
6602C002	INNER FINISHER-N1	1	City: JAMISON County: BUCKS State: PA Zip: 18929-1046
4774V008	IMAGEFORCE C3100 SERIES INSTALL PAK	1	Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	IT Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
3575BA60	MICARD PLUS CI	1	Billing:
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Address 2:
			City: County: State: Zip:
			Contact: Ph #: Email:
			Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:
			Consumables: Toner, Staples (excludes clear) Auto-Toner Fulfillment**
			Meter Method: Remote Reporting Agent Corporate Advantage
			For CUSA USE ONLY:
			Config: F 57687235

Rider D applies (Subscription Support Services)	Covered Images Included in Payment	Excess Per Image Maint Charge(s)

Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information
1630V764	SUBSCRIPTION SUPPORT SERVICES 12 UNIT BLOCK	1	Shipping: 2740 YORK RD Delivery Date:
			Address 2:
			City: JAMISON County: BUCKS State: PA Zip: 18929-1046
			Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
			IT Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org
			Billing:
			Address 2:
			City: County: State: Zip:
			Contact: Ph #: Email:
			Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:
			For CUSA USE ONLY:
			Config: G 57693931

Page 4 of 5

Salesperson: Kevin Kornuszko

Order Date: 06/29/26

Billing Information Customer Account: 2067357 Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL DBA: Address: 2740 YORK RD Address 2: City: JAMISON County: BUCKS State: PA Zip: 18929-1046 Phone #: 215-343-2480 Contact: Erik Malmberg Email: emalmberg@mbit.org Rider E applies (Managed Print Services) MPS# MPS0008748		Payment Information		Equipment Maintenance Information	
		Listed Items Lease Term	# of Lease Payments	Maintenance elected, except where indicated declined	
63 Months		63			
		Payment* (*Plus Applicable Taxes)	CFS Invoicing	Other Transaction Details	
		Total See Page 1	Lease Pmt invoiced Monthly		
		Due at Signing		Purchase Option: Fair Market Value	
		# of Payments in Advance	Total Due at Signing		
		Covered Images Included in Payment		Excess Per Image Maint Charge(s)	

Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information
6173C001	IMAGECLASS X LBP1538C II [Model: ICXLBP1538CII]	4	Shipping: 2740 YORK RD Delivery Date:
2368V991	PRINTER CONNECTIVITY	4	Address 2:
3792V243	INSTALL PAK LBP/IMAGECLASS - INTANGIBLE	4	City: JAMISON County: BUCKS State: PA Zip: 18929-1046
IntSupplies	Pre-Installed Supplies Installed in Machine	4	Primary Customer Contact: Erik Malmberg Phone #: 215-343-2480 Email: emalmberg@mbit.org IT Contact: Erik Malmberg Phone #: 215-343-2480 Email: emalmberg@mbit.org
			Billing: Address 2: City: County: State: Zip: Billing Contact: Phone #: Email:
			Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5

Additional Requirements:

Auto-Toner Fulfillment**

OC: UNIV OF CA AGREEMENT 2020002755

For CUSA USE ONLY:

Config: D | 57683881

THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"), TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CUSA AND LESSOR AS PROVIDED IN THE LEASE TERMS, INCLUDING CREDIT APPROVAL. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

SCHEDULE: _____

Customer Authorized Signature: _____ Signed by: Erik Malmberg

Printed Name: Erik Malmberg

Title: Director Of Technology

Date: 06/29/2026 | 11:41 AM EDT

For Internal Purposes Only:

CFS Authorized Signature:

Printed Name:

Title:

Date:



Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHC Agreement #: MA14189

Order Date: 06/29/26 Salesperson: Kevin Kornuszko

Rider E applies (Managed Print Services) MPS# MPS0008748		Covered Images Included in Payment	Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information
6162C004 2368V991 3792V243 IntSupplies	IMAGECLASS X MF1538C II [Model: ICXMF1538CII] PRINTER CONNECTIVITY INSTALL PAK LBP/IMAGECLASS - INTANGIBLE Pre-Installed Supplies Installed in Machine	3 3 3 3	Shipping: 2740 YORK RD Address 2: City: JAMISON County: BUCKS State: PA Zip: 18929-1046 Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org IT Contact: Erik Malmberg Ph #: 215-343-2480 Email: emalmberg@mbit.org Billing: Address 2: City: County: State: Zip: Contact: Ph #: Email: Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: Auto-Toner Fulfillment** For CUSA USE ONLY: Config: E 57686047

		Covered Images Included in Payment	Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Ship To & Maintenance Billing Information
			Shipping: Delivery Date: Address 2: City: County: State: Zip: Contact: Ph #: Email: IT Contact: Ph #: Email: Billing: Address 2: City: County: State: Zip: Contact: Ph #: Email: Elevator: Loading Dock: # of Steps: Hrs of Operation: For CUSA USE ONLY:



Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Return Schedule, Rider B of Agreement

Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL
Agreement #: MA14189

Salesperson: Kevin Kornuszko
Transaction #: S21575275

Order date: 6/29/2026

Customer ("You")	Customer Account: 2067357	Service Requested:	
Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL		Buyout Reimbursement	
Address: 2740 YORK RD		Lease Information (if applicable)	
City: JAMISON	County: BUCKS	Leasing company name	Lease Number
State: PA	Zip: 18929-1046		
Phone: 215-343-2480			
Contact name: Erik Malmberg			
Email: emalmberg@mbit.org			
Alternate Contact:			
Alternate Phone:			

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ 2,000.00 To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: You Reason for check issuance: Fraser Buyout

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select one:

- ☐ Not Applicable: No Equipment pick up required
- ☐ CUSA will pick up the Equipment
 - ☐ Return Equipment to CFS
 - ☐ Return Equipment to CUSA Original Order Date
- ☐ You will return Equipment to leasing company according to the terms and conditions of your lease agreement
- ☐ You will retain the equipment.
 - Will retained equipment remain under a CUSA Maintenance Agreement?
 - ☐ No
 - ☐ Yes: SELECT ONE: under an Existing Contract ☐ Or New Contract ☐

Trade in Equipment Condition:

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Return code	Item Code	Description	Serial #	Equipment Location	Contact Name & Phone	Email	Alt pick up date

Pick Up /Return Information:

☐ Same Date as Delivery of Listed Items Specified on the Agreement

☐ Other Specified Date: / / (but no longer than 30 days after delivery of Listed Items under Agreement)

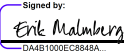
Contact Name: Phone: Email:

Hours of Operation: Number of Steps: Elevator: Loading Dock:

Special Instructions / Additional Requirements:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature


Printed Name Erik Malmberg

Title Director Of Technology

Date 06/29/2026 | 11:41 AM EDT

SLS-900 January 2025



Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Return Schedule, Rider B of Agreement

Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL
Agreement #: MA14189

Salesperson: Kevin Kornuszko
Transaction #: S21575275

Order date: 6/29/2026

Customer ("You")	Customer Account: 2067357	Service Requested:	
Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL		Upgrade	
Address: 2740 YORK RD		Lease Information (if applicable)	
City: JAMISON	County: BUCKS	Leasing company name	Lease Number
State: PA	Zip: 18929-1046	CFS	196142-2
Phone: 215-343-2480			
Contact name: Erik Malmberg			
Email: emalmberg@mbit.org			
Alternate Contact:			
Alternate Phone:			

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ _____ To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: _____ Reason for check issuance: _____

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select one:

☐ Not Applicable: No Equipment pick up required

☒ CUSA will pick up the Equipment

☒ Return Equipment to CFS

☐ Return Equipment to CUSA Original Order Date _____

☐ You will return Equipment to leasing company according to the terms and conditions of your lease agreement

☐ You will retain the equipment.

Will retained equipment remain under a CUSA Maintenance Agreement?

☐ No

☐ Yes: SELECT ONE: under an Existing Contract ☐ Or New Contract ☐

Trade in Equipment Condition:

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Return code	Item Code	Description	Serial #	Equipment Location	Contact Name & Phone	Email	Alt pick up date
UGTR	3826C002	IRADVDC5850I	2XW15657	2740 OLD YORK RD BUSINESS OFFICE SHARED JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTR	5963C002	IRADVDC3926I	4MK08012	2740 OLD YORK RD BUSINESS OFFICE JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	

Pick Up /Return Information:

☒ Same Date as Delivery of Listed Items Specified on the Agreement

☐ Other Specified Date: _____ / _____ / _____ (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name: _____ Phone: _____ Email: _____

Hours of Operation: _____ Number of Steps: _____ Elevator: _____ Loading Dock: _____

Special Instructions / Additional Requirements:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature
Printed Name Erik Malmberg


DA4B1000EC845A

Title Director Of Technology

Date 06/29/2026 | 11:41 AM EDT



Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Return Schedule, Rider B of Agreement

Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL
Agreement #: MA14189

Salesperson: Kevin Kornuszko
Transaction #: S21575275

Order date: 6/29/2026

Customer ("You")	Customer Account: 2067357	Service Requested:	
Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL		Trade In	
Address: 2740 YORK RD		Lease Information (if applicable)	
City: JAMISON	County: BUCKS	Leasing company name	Lease Number
State: PA	Zip: 18929-1046		
Phone: 215-343-2480			
Contact name: Erik Malmberg			
Email: emalmberg@mbit.org			
Alternate Contact:			
Alternate Phone:			

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ _____ To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: _____ Reason for check issuance: _____

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select one:

☐ Not Applicable: No Equipment pick up required

☒ CUSA will pick up the Equipment

☐ Return Equipment to CFS

☒ Return Equipment to CUSA

Original Order Date _____

☐ You will return Equipment to leasing company according to the terms and conditions of your lease agreement

☐ You will retain the equipment.

Will retained equipment remain under a CUSA Maintenance Agreement?

☐ No

☐ Yes: SELECT ONE: under an Existing Contract

☐ Or New Contract

☐

Trade in Equipment Condition:

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Return code	Item Code	Description	Serial #	Equipment Location	Contact Name & Phone	Email	Alt pick up date
UGTK	4929C001	ICXLBP1538C	NRSA003376	2740 OLD YORK RD BUSINESS OFFICE SHARED JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003383	2740 OLD YORK RD ASSISTANT DIRECTOR JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003384	2740 OLD YORK RD CTE SUPEVISOR JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003385	2740 OLD YORK RD CUA KITCHEN JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003387	2740 OLD YORK RD ACCOUNTING JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	

Pick Up /Return Information:

☐ Same Date as Delivery of Listed Items Specified on the Agreement

☐ Other Specified Date: _____ / _____ / _____ (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name: _____ Phone: _____ Email: _____

Hours of Operation: _____ Number of Steps: _____ Elevator: _____ Loading Dock: _____

Special Instructions / Additional Requirements:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature
Printed Name Erik Malmberg


DA4B1000EC8845A

Title Director Of Technology

Date 06/29/2026 | 11:41 AM EDT



Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Additional Equipment for Trade in, Upgrade, Return, Buyout Schedule (Rider B) (SLS-901)

Page 4 of 5

Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL

Salesperson: Kevin Kornuszko

Agreement #: MA14189

Transaction #: S21575275

Order Date: 6/29/2026

Customer ("you"):

Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL

Contact: Erik Malmberg

Address: 2740 YORK RD

Phone: 215-343-2480

City: JAMISON

State: PA

Zip: 18929-1046

Email: emalmberg@mbit.org

Equipment for Trade-In, Upgrade, or Return

Return code	Item Code	Description	Serial #	Equipment Location, if different than above	Contact Name & Phone	Email	Alt pick up date
UGTK	4929C001	ICXLBP1538C	NRSA003392	2740 OLD YORK RD JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003495	2740 OLD YORK RD ROOM 117 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003496	2740 OLD YORK RD ROOM 122 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003499	2740 OLD YORK RD ROOM 200 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003501	2740 OLD YORK RD ADULT ED JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003502	2740 OLD YORK RD RECEPTIONIST JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003503	2740 OLD YORK RD OFFICE JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003505	2740 OLD YORK RD MAINTENANCE SHOP JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003506	2740 OLD YORK RD ROOM 121 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003508	2740 OLD YORK RD PROGRAMS & SERVICES ADMIN ASST JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003509	2740 OLD YORK RD ROOM 118 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003511	2740 OLD YORK RD ROOM 120 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003515	2740 OLD YORK RD ROOM 119 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003531	2740 OLD YORK RD ROOM 102 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003534	2740 OLD YORK RD ROOM 112 FACULTY ROOM JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	



Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Additional Equipment for Trade in, Upgrade, Return, Buyout Schedule (Rider B) (SLS-901)

Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL
Agreement #: MA14189
Salesperson: Kevin Kornuszko
Transaction #: S21575275

Order Date: 6/29/2026

Customer ("you"):

Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL
Address: 2740 YORK RD
City: JAMISON
State: PA
Zip: 18929-1046
Contact: Erik Malmberg
Phone: 215-343-2480
Email: emalmberg@mbit.org

Equipment for Trade-In, Upgrade, or Return

Return code	Item Code	Description	Serial #	Equipment Location, if different than above	Contact Name & Phone	Email	Alt pick up date
UGTK	4929C001	ICXLBP1538C	NRSA003535	2740 OLD YORK RD ROOM 111 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003536	2740 OLD YORK RD ROOM 103 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003540	2740 OLD YORK RD FACILITY MANAGER JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003554	2740 OLD YORK RD DIRECTOR'S OFFICE JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003561	2740 OLD YORK RD HR JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003562	2740 OLD YORK RD GUIDANCE JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003569	2740 OLD YORK RD ROOM 113 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003574	2740 OLD YORK RD ROOM 114 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003576	2740 OLD YORK RD ROOM 116 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	
UGTK	4929C001	ICXLBP1538C	NRSA003579	2740 OLD YORK RD ROOM 115 JAMISON PA 18929-1046	Erik Malmberg 215-343-2480	emalmberg@mbit.org	

Customer: THE MIDDLE BUCKS AREA VOCA

Salesperson: Kevin Kornuszko

Agreement #: MA14189

Transaction #: S21575275

Order date: 06/29/26

Customer ("You")		Customer Account: 2067357	
Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOO			
Address: 2740 YORK RD, ,			
City: JAMISON		State: PA	Zip: 18929-1046
Contact: Erik, Malmberg		Phone: 215-343-2480	
Email: emalmberg@mbit.org		Alternate Contact: Erik Malmberg	
		Alternate Email: emalmberg@mbit.org	
		Alternate Phone: 215-343-2480	

Subscription Support Services

Schedule Term: ☐ 63 Months or ☒ Lease term ☐ Customer P.O. Reference on invoice: _____

Payment terms: ☐ Net 30 ☒ Bill with my CFS Lease Payment ☐ Credit Card (Requires secure credit card authorization form.)

Ordered Qty	Item Code	Description	Price	Extended Price
1	1630V764	SUBSCRIPTION SUPPORT SERVICES 12 UNIT BLOCK	Included	Included
			Total	Included in Lease
			Sales Tax	TBD at invoicing
			Total Due	Included in Lease

Subscription Support Services Description	Units / Hour	Minimum Hours Per Engagement
Remote Support Services	3	1
On-Site Support Services	3	4

Subscription Support Services Blocks are utilized at a rate of three (3) unit blocks per hour, with a minimum engagement of one (1) hour. On-Site Support Services require a minimum engagement of four (4) hours and utilization of twelve (12) unit blocks.

THIS SUBSCRIPTION SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SUBSCRIPTION SCHEDULE.

Customer's Authorized Signature:

Signed by:

DU481000EC8888A

Printed Name: Erik Malmberg

Title: Director Of Technology

Date: 06/29/2026 | 11:41 AM EDT



Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Software, Cloud, SaaS, and IT Services Subscriptions Order Schedule ("Schedule") (SLS-915)
Order Schedule, Rider C of Agreement

Customer: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL
Agreement #: MA14189
Transaction #: S21575275
Salesperson: Kevin Kornuszko
Order Date: 6/29/2026

Billing Information		Customer Account: 2067357		Payment Terms	
Company: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL DBA: Address: 2740 YORK RD Address 2: City: JAMISON County: BUCKS State: PA Zip: 18929-1046 Primary Contact: Erik Malmberg Tech Contact: Erik Malmberg Contact Phone: 215-343-2480 Tech Phone: 215-343-2480 Contact Email: emalmberg@mbit.org Tech Email: emalmberg@mbit.org				Charges Invoiced by CUSA Invoice Monthly (Net 30)	
				Subscription Details	
				New Subscription	
				SN/Tenant ID: TUSED5F478C	
				Term: 12 Months	
				Auto Renewal	

Software, Cloud, SaaS, Security and IT Services Subscriptions (Subject to Rider C of the Agreement)

Item Code	Subscription Name	Qty	Price Per Qty	Periodic Payment	# of Covered Units	Units
3575B792	UNIFLOW ONE PRINT & SCAN-TYPE 1 - 1 DEVICE/1 MONTH (1-9)	4	\$34.23	\$136.92	4	DEVICE/Month

OC: UNIV OF CA AGREEMENT 2020002755	Software Subscription Subtotal		\$1,643.04
	Sales tax		TBD at invoicing
	Software Subscription Total		\$1,643.04
	Total Periodic Payment		\$136.92

THIS ORDER SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER SCHEDULE.

Customer's Authorized Signature
Printed Name: Erik Malmberg

Signed by:

DA4B1000EC8848A...

Title: Director Of Technology
Date: 06/29/2026 | 11:41 AM EDT

Certificate Of Completion

Envelope Id: 12C50F1B-2BD1-8642-807A-D2853366C6E7

Status: Completed

Subject: THE MIDDLE BUCKS AREA VOCATIONAL-TECHNICAL SCHOOL AUTHORITY – Please sign the following Sales Docume

CSA_SALES_BRANCH: HORSHAM

Source Envelope:

Document Pages: 12

Signatures: 7

Envelope Originator:

Certificate Pages: 3

Initials: 0

Canon U.S.A., Inc. Sales Documents

AutoNav: Enabled

1 Canon Park

Envelopeld Stamping: Enabled

Melville, NY 11747-3036

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

CanonSalesDocuments@cusa.canon.com

IP Address: 146.184.0.84

Record Tracking

Status: Original

Holder: Canon U.S.A., Inc. Sales Documents

Location: DocuSign

6/29/2026 11:08:24 AM

CanonSalesDocuments@cusa.canon.com

Signer Events

Erik Malmberg

emalmberg@mbit.org

Director Of Technology

Middle Bucks Institute Of Technology

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

 Erik Malmberg

DA4B1000EC8848A...

Signature Adoption: Pre-selected Style

Using IP Address: 199.231.180.66

Timestamp

Sent: 6/29/2026 11:08:30 AM

Viewed: 6/29/2026 11:37:49 AM

Signed: 6/29/2026 11:41:55 AM

Electronic Record and Signature Disclosure:

Accepted: 6/29/2026 11:37:49 AM

ID: df79f532-16b4-45d2-97a0-93efd1380943

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

6/29/2026 11:08:30 AM

Certified Delivered

Security Checked

6/29/2026 11:37:49 AM

Signing Complete

Security Checked

6/29/2026 11:41:55 AM

Completed

Security Checked

6/29/2026 11:41:55 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Canon U.S.A., Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: msinanian@csa.canon.com

To advise Canon U.S.A., Inc. of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at msinanian@csa.canon.com and in the body of such request you must state: you

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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- ii. send us an email to msinanian@csa.canon.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Canon U.S.A., Inc. as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Canon U.S.A., Inc. during the course of your relationship with Canon U.S.A., Inc..

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY 2026-2027 SCHOOL CALENDAR

AUGUST/SEPTEMBER 2026						
S	M	T	W	TH	F	SA
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
8/17-8/20 – New Teacher Orientation 8/24-8/27 – No School - Professional Development 8/28 – No School 8/31 – First Day of School for Students 9/7 – No School - Holiday 9/21 – No School – Holiday 9/28 – NOCTI Pre-Test						
S=21 T=25						

OCTOBER 2026						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
S=22 T=22						

NOVEMBER 2026						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
11/3 - No School - Election Day/Professional Development 11/5 – End of MP 1 11/25 – 11/27–No School – Holiday						
S=17 T=17						

DECEMBER 2026						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
12/24 – 12/31 - No School – Holiday						
S=17 T=17						

JANUARY 2027						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
1/1 – No School – Holiday 1/18 – No School – Holiday 1/22 – No School - Professional Development Holiday 1/25 – End of MP2						
S=18 T=19						

FEBRUARY 2027						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
2/12 – No School - Professional Development 2/15 – No School – Holiday						
S=18 T=19						

MARCH 2027						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
3/15 – NOCTI Post Written Test 3/24 – 3/26 - No School – Spring Break/ Holiday						
S=20 T=20						

APRIL 2027						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
4/5 – End of MP3 4/26 – NOCTI Performance Test						
S=22 T=22						

MAY 2027						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
5/18 – No School – Professional Development 5/31 – No School - Holiday						
S=19 T=20						

JUNE 2027						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
6/10 – End of MP4 6/10 – Last Day of School – Students/Teachers						
S=8 T=8						

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

182 Student Days
191 Teacher Days

NOTE: Snow/Inclement weather make-up days will be scheduled beginning June 11

Model Memorandum of Understanding

**Memorandum of Understanding
Between**

Warwick Township Police Department
(Law Enforcement Authority)

and

Middle Bucks Institute of Technology
(School Entity)

June 12, 2026
(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

Warwick Township Police Department

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

Middle Bucks Institute of Technology

- B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.
- C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information from Student Records
 - a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
 - i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*
 - ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.
 - b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
 - i. Comply with the Family Educational Rights and Privacy Act (hereinafter -FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
 - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
 - iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
 - c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. The local law enforcement agency shall have ongoing access to the school's security camera system (live streams). The local law enforcement agency may also access the security camera system to train for an emergency, so long as written notice is provided to the Administrative Director at least one week prior to the training activity.
5. If local law enforcement requires access to footage stored in the school's security system, a request shall be made to the Administrative Director, who shall promptly review the request and approve/deny production of the footage.
6. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity will provide ongoing access to the school's security camera (live streams).
6. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charged may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 908 (relating to prohibited offensive weapons).
 - a. The term offensive weapon is defined by section 908 of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).
 - b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.
 - ii. Section 912 (relating to possession of weapon on school property).
 - a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
 - b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- iii. Chapter 25 (relating to criminal homicide).
 - iv. Section 2702 (relating to aggravated assault)
 - v. Section 2706 (relating to terroristic threats).
 - vi. Section 2709.1 (relating to stalking).
 - vii. Section 2901 (relating to kidnapping).
 - viii. Section 2902 (relating to unlawful restraint).
 - ix. Section 3121 (relating to rape).
 - x. Section 3122.1 (relating to statutory sexual assault).
 - xi. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xii. Section 3124.1 (relating to sexual assault).
 - xiii. Section 3124.2 (relating to institutional sexual assault).
 - xiv. Section 3125 (relating to aggravated indecent assault).
 - xv. Section 3126 (relating to indecent assault).
 - xvi. Section 3127 (relating to indecent exposure).
 - xvii. Section 3301 (relating to arson and related offenses).
 - xviii. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xix. Section 3502 (relating to burglary).
 - xx. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xxi. Section 5501 (relating to riot).
 - xxii. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.

- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).
2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.
- B. Discretionary Notification
1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault)
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2709 (relating to harassment).
 - iv. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - v. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - vi. Chapter 39 (relating to theft and related offenses).
 - vii. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - viii. Section 5503 (relating to disorderly conduct).
 - ix. Section 6305 (relating to sale of tobacco).
 - x. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xi. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
 - b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
 2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
 1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:
 1. Blueprints or floor plans of the school buildings.
 2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
 3. Location(s) of predetermined or prospective command posts.
 4. Current teacher/employee roster.
 5. Current student roster.
 6. School fire-alarm shutoff location and procedures.
 7. School sprinkler system shutoff location and procedures.

8. Gas/utility line layouts and shutoff valve locations.
9. Cable/satellite television shutoff location and procedures.
10. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

G. Threat Assessment Team Coordination

1. The School Entity has established a Threat Assessment Team responsible for assessing and responding to reports of concerning or threatening behavior that may impact school safety. In accordance with 22 Pa. Code § 14.4, the School Entity and the Law Enforcement Agency agree to coordinate regarding the assessment of potential threats to school safety when appropriate.
2. The School Entity will promptly consult with or notify the Law Enforcement Agency when a reported concern indicates a potential criminal violation, a credible threat of violence, or circumstances requiring law enforcement involvement. The parties may also coordinate in response to reports received through the Safe2Say Something Program pursuant to Section 1302-E of the Pennsylvania Public School Code.
3. Information sharing between the School Entity and the Law Enforcement Agency will occur consistently with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), and when necessary to protect the health and safety of students, staff, or the community.

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.

- g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
- 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
- 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

- 1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
- 2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

- 1. Teachers, School Counselors, and School Administrators in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
- 2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the Administrative Director, or designees, informed of the status of pending investigations.

2. Victims

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.

- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, the Administrative Director and the police department having jurisdiction over school property of the School Entity shall do the following:

- a. No later than thirty days prior to the deadline for submitting the annual report, the Administrative Director shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the Administrative Director, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the Administrative Director and the office in writing.
- c. Prior to submitting the annual report, the Administrative Director and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the Administrative Director and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the Administrative Director shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.

- e. Where there are discrepancies between the School Entity's incident data and the police indicate data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

Mark Covello, Ed. D.
Administrative Director

Middle Bucks Institute of Technology
School Entity

Jon Ogborn
Chief Law Enforcement Authority

Warwick Township Police Department
Law Enforcement Authority

Updated, February 1, 2019

Student Handbook and Parent Guide

Addendums

Added to Educational Field Trips and Clinical Experiences Section

Students must follow prescription and non-prescription medication guidelines as provided.

Added to Career and Technical Student Organizations (CTSOs) Section

Middle Bucks Institute of Technology will cover the costs for first-place finishers to attend national competitions (e.g., SkillsUSA Nationals, HOSA Nationals). On occasion, a student who does not earn first place (e.g., second place, third place, etc.) may also be invited or eligible to compete at the national level. In these circumstances, MBIT will not cover the costs associated with participation or travel and will not provide a chaperone for the event. All costs associated with participation and travel, as well as responsibility for the student's supervision and transportation, will be the responsibility of the student's parent/guardian.

Revisions to the Bullying/Cyberbullying section that align with the new Pennsylvania statutory definitions of bullying, cyberbullying, AI-generated or AI-modified media, and references reporting/investigations/parent notifications/disciplinary consequences and interventions.

Middle Bucks Institute of Technology is committed to providing a safe, positive, and respectful learning environment in which all students have the opportunity to learn free from bullying, cyberbullying, harassment, intimidation, and discrimination.

Bullying means an intentional electronic, written, verbal, or physical act, or a series of acts, directed at another student or students that is severe, persistent, or pervasive and has the effect of one or more of the following:

- Substantially interfering with a student's education;
- Creating a threatening or hostile educational environment; or
- Substantially disrupting the orderly operation of the school.

Bullying may involve an imbalance of power based on physical strength, social status, age, ability, gender, or other characteristics. Prohibited behaviors include, but are not limited to,

threats, intimidation, coercion, repeated harassment, abuse, humiliation, social exclusion, or other conduct that causes physical, emotional, psychological, or social harm to another student.

Cyberbullying means bullying that occurs through the use of electronic communication devices, systems, networks, or digital technologies, including, but not limited to, email, text messages, instant messaging, social media, websites, online gaming platforms, applications, or other electronic means. Cyberbullying also includes the use of artificial intelligence (AI)-generated or AI-modified media when used to bully, harass, intimidate, threaten, impersonate, or humiliate another student.

This policy applies to conduct occurring on school property, in school buildings, on school buses or other school vehicles, at designated school bus stops, and at school-sponsored or school-supervised activities. The school may also address off-campus conduct, including cyberbullying, when the conduct substantially interferes with a student's education, creates a threatening school environment, or substantially disrupts the orderly operation of the school.

Students who believe they have been subjected to bullying or cyberbullying, or who witness such conduct, are encouraged to promptly report the incident to a teacher, counselor, administrator, or any trusted staff member. Reports of bullying and cyberbullying will be addressed promptly in accordance with applicable Board policy and administrative procedures. Parents or guardians of students involved will be notified consistent with Board policy and applicable law.

Students who engage in bullying or cyberbullying are subject to disciplinary action in accordance with the Student Code of Conduct. In addition to disciplinary consequences, the school may implement appropriate remedial measures, educational interventions, counseling, conflict resolution, restorative practices, or other supports designed to address the behavior, promote accountability, and help prevent future incidents.

Middle Bucks Institute of Technology will annually inform students, staff, and parents through the publication of the student and staff handbooks that bullying, cyberbullying, and unlawful harassment will not be tolerated. The school will provide age-appropriate education and training designed to promote respectful behavior, prevent bullying and cyberbullying, encourage reporting of concerns, and foster a safe and inclusive school environment.

Each student is expected to respect the rights and dignity of others and contribute to a learning environment free from bullying, cyberbullying, and unlawful harassment. Each staff member shares responsibility for maintaining a safe educational environment, responding appropriately to reports of bullying, and helping to prevent bullying through supervision, education, and positive intervention.

The complete Board Policy regarding Bullying/Cyberbullying, including reporting and investigation procedures, is available through the school and on the MBIT website.

OAC Program	Last Name	First Name	Company Name	Title
ACE	Brown	Richard	Richard E. Brown Associates	Architect
ACE	Goldman	Evan	Munz Construction	Apprentice Drafter
ACE	Hendrixson	Colin	Munz Construction	Renovation Specialist
ACE	Hendrixson	Judy	Hendrixson Architects	President
ACE	Malinowski	Craig	MBIT	Instructor
ACE	Michener	Edward	Custom Homes, Inc.	Owner
ACE	Sims	Connor	Holmes CunninghamLLC	Drafter
ACE	Sokolowski	Frank	Defense Contract Management Agency	Industrial Engineer/Industrial Base Analyst
ACE	Standeven	Matthew	Farewell Architects	Associate
ACE	Stocklos	Jeffrey	Stocklos Design Group, LLC	Principal/Senior Designer
ACE	Stremme	David	Village Handcrafted Cabinetry	Project Manager
ACE	Woodhead	Evan	Stapfl Associates	Drafter
ACE	Young	Elhan	Tool Brothers / ESE Consultants	Planning Technician 1
AMT	Aldinger	Steve	Steve Aldinger Hunter Part's and Service	Owner
AMT	Belardo	Vince	Vince's Auto Service	Owner
AMT	Ciarlone	Paul	MBIT	Instructor
AMT	Good	Andrew	A G Automotive	Owner
AMT	Guzman	Hector	Auto Dealers Assoc of Greater Phl	Field Director
AMT	Herring	Steven	School District of Philadelphia CTE Division	Transportation Industry Development Specialist
AMT	Marchiori	Matt	Ciocca Automotive	Service Director
AMT	Marquart	Riley	George Zeo Auto and Truck Center	Mechanic
AMT	Martini	Mark	SEPTA	Instructor
AMT	Moss	Bill	Bill Moss Auto Repair Inc.	Owner
AMT	Moss	Brian	Bill Moss Auto Repair, Inc	Auto Technician
AMT	Nikishin	Gregory		Automotive Performance Fabricator
AMT	Painter	Bill	Ford	Regional Technical Talent Placement Specialist
AMT	Pio	Gary	Faulkner Honda	Consultant - Retired SM
AMT	Piperata	Antonio	Republic Services	Technician
AMT	Pressman	Ryan	Stellantis	District Area Manager
AMT	Schlotter	David	B & C Auto & Truck Service	Manager
AMT	Schoenleber	Ian	J.L. Freed Honda	Technician
AMT	Schute	Zak	Plasterer Equipment	Road Technician
AMT	Schwarz	Jason	Thompson Toyota	Automotive Technician
AMT	Schwarz	Robert	MBIT	Instructor
AMT	Stitzinger	Isaac	Omega River Farm Services and Repair	Manager
AMT	Sutchko	Gregg	SEPTA	Technical Training
AMT	Troy	Kevin	SEPTA	Chief Technical Instructor
AMT	Vogel	Brian	Keystone Volvo	Technician
AMT	Wilson	Harry	Faulkner Honda	Auto Technician
AMT	Zeo	George	George Zeo Auto and Truck Center	Owner/Technician
ART	Barden	Sarah	Penn Community Bank	Freelance Artist
ART	Cochran	Jane	J Cochran LLC	Brand Strategist
ART	Dunham	Dylan	Starbucks	Barista
ART	Forst	Kaleigh	Instructor	MBIT
ART	Gurst	Kayla	Freelancer	Graphic Design
ART	Hegna	Ryan	ASAP Tees	Owner
ART	Johnston	Kristina	Lucid US	Account Director
ART	Johnston	Liz	Self Employed	Freelance Artist
ART	Lippencott	Debi	Client Link	Graphic Design - Print Production
ART	McLaughlin	Sean	Moravian Pottery & Tile Works Museum	Graphic Designer
ART	Milnalik	Chanin	Brown Dog Design	Owner
ART	Moore	John	John Moore Design	Illustrator/Graphic Designer/Instructor
ART	Nelson	Paula	Freelance Artist	Fine Artist/Oil Painter
ART	Nugent	Colleen	COMCAST	Senior UX/UI Designer
ART	Rainey	Sue Ann	Self Employed	DTP Artist/Instructor
ART	Rodger	Ashlie	Ashlie Heather Design	Graphic Designer/Social Media Manager
ART	Rosenau	Bradley	Retired Instructor	MBIT
ART	Ross	Nathan	Centennial School District	Communications & Marketing Specialist
ART	Seaman	Jean	Retired	former owner of Ivyland Printers
ART	Stasolla	Wendy	Freelance Art Director/Designer	Art Director/Designer
ART	Truong	Mylin	Muna Luchi Bridal Magazine	Graphic Artist
ART	Wetherby	Jenn	Doylestown Website Design	Website Designer
BTO	Anders	Warren	MBIT	Facility Manager
BTO	Cooney	Brendon	Tague Lumber	Outside Sales
BTO	Edge	Michael	EIC Installation	Job Foreman
BTO	Essig	Justin	PHD Construction	Technician
BTO	Frohlich	Charles	Instructor	MBIT
BTO	Handoe	Elizabeth	Lowe's	Sales Associate
BTO	Jarvis	Chris	Webb Building Group, Inc.	Project Manager
BTO	Malone	Gary	Wehrung's Lumber	Lumber/Millwork Sales

OAC Program	Last Name	First Name	Company Name	Title
BTO	Maruca	Pete	Orion General Contractors	Contractor
BTO	McCarthy	Justin	Lennar	Area Construction Manager
BTO	McGrath	Trevor	Silver Lake Construction	Owner
BTO	O'Brien Hofman	Erin	Finishing Trades Institute	Asst Director of Training/Union Printer
BTO	Pfander	Jim	Klover	Talent Aquisition Mgr
BTO	Pieczynski	Jake	George Pie & Son	Forman/Carpenter
BTO	Rimmer	Dale	Dale Rimmer Siding	Owner
BTO	Scalfaro	Gio	GioMetric Construction LLC	General Contractor
BTO	Titus	Jude	Titus Tileworks LLC	Owner
BTO	Webb	Jim	Webb Building Group, Inc.	Owner
CCR	Berry	Jordan	Twining Construction Inc	Project Manager/Estimator
CCR	Beuerle	Owen	Bucks County Opportunity Council	Weatherization Program Manager
CCR	Bicksler	Scott	Custom Craft	
CCR	Canavan	Christopher	WB Homes	President
CCR	Cataldi	Derek	Ronin Construction	Union Carpenter/Vice President
CCR	Corby	Dan	New Look Home Exteriors	Construction Supervisor
CCR	Crane	Mike	Bucks County Glass	Residential Manager
CCR	Crawford	Kevin	Upper Bucks County Technical School	Instructor
CCR	Donohue	Matt	Gemmi Construction	Carpenter
CCR	Dowling	Cavan	Klover	Apprentice Carpenter
CCR	Eiseman	Melissa	Eiseman Roofing Contractors	Owner
CCR	Ermnett	Robert	Precision Decks	Owner
CCR	Essig	Justin	Gemmi Construction	Carpenter
CCR	Gemmi	John	John Gemmi Construction Inc.	Owner
CCR	Granja	Nathan		
CCR	Happ	Andrew	Happ Contractors	President
CCR	Jorlett	Chris	Philadelphia Police Dept	MBIT Parent
CCR	Kaminski	Nick	Freedom General contracting	Carpenter
CCR	Knoblauch	Christopher	Carpenter's Union 167	Carpenter
CCR	Magazzeni	Joseph	Magazzeni Construction	Owner
CCR	Martier	Nick	Martier Woodworking	Owner/Woodworker
CCR	Mazza	RJ	Eastern Environment Contractors	Carpenter, Foreman
CCR	McSherry	Michael	Philadelphia JAC	Carpenter Instructor
CCR	Mehler	Levi	Precision Decks	Foreman
CCR	Meyer	Garry	Jarrett Vaughan Builders	Foreman
CCR	Molnar	Tim	T.R. Molnar Construction	Owner
CCR	Nichols	Lance	Johnstone Supply	Manager
CCR	Pagano	Steve	Dale Construction	Carpenter Journeyman
CCR	Petrosky	James	Philadelphia School District	Fellow CTE Educator
CCR	Piccioni	Samuel	MBIT Student	Student CCR
CCR	Piccioni Sr.	Samuel	Angelo's Carpet One Floor and Home	Project Manager
CCR	Roach	Malcom	MBIT	Instructor
CCR	Rogers	Leslie	Roofing Logic	Owner
CCR	Reuther	Abe	Redemption Builders	Founder
CCR	Ryan	Gregory	Lockheed Martin Corporation	Lead Member Engineering Staff
CCR	Satalino	Megan	Custom Craft	Vice President of Operations
CCR	Schroeder	Derek	Rolf Schroeder General Contractors, Inc.	General Contractor
CCR	Schroeder	Rolf	Rolf Schroeder General Contractors, Inc.	General Contractor
CCR	Shagen	Tyler	Worthington & Shagen Custom Builder Inc	Estimator
CCR	Steinbach	Ben	Jarrett Vaughan Builders	Carpenter
CCR	Suber	David	SPS Technologies	Machinist
CCR	Suber	Susan	Jr Maxwell Builders	Field Carpenter
CCR	Swann	Andrew	Redemption Builders	Operations Manager
CCR	Swartley	DJ	Swartley Builders	Owner
CCR	Swartley	Jim	Swartley Builders	Owner
CCR	Turbyfill Jr.	Stephen	Freedom General Contracting, Inc.	President
CCR	Wenzel	Christopher	Tauge Lumber of Plumbstedville	Asst Hardware Manager
CCR	Wenzel	Joe	UBC	Carpenters Union Rep/ Carpenter
CCR	White	Daryn	Benner and White	Owner
CCR	Zerbe	Chad	C B Zerbe Builders	Contractor
COS	Aversa	Peg	Hair Cutlery	District Leader
COS	Baker	Brandee	Bucks County Technical High School	Cosmetology Teacher
COS	Beaulieu	Stephanie	Hairs Me Salon	Owner
COS	Beunelli	Kristine	Great Clips	Manager
COS	Bilotto Anderson	Lisa	Southampton Hair Design	Owner
COS	Brint	Maritza	Salon 39	Owner
COS	Choquette	Kim	Hairs Me Salon	Nail Technician
COS	Duncan	Maura	MBIT	Instructor
COS	Foote	Rylie	David Wittchell Salon	Jr. Stylist
COS	Garofalo	Lora	StylistSouthampton Hair Design	Stylist

OAC Program	Last Name	First Name	Company Name	Title
COS	Gross	Noah	Supercuts	Stylist
COS	Hockman	Alyson	Aly B Haie Studio	Owner
COS	Kondyra	Lucy	Brian Chapman Hair Salon	Part Owner
COS	Lucas	Nicole	North Montco Technical Center	Instructor
COS	McGowan	Joanna	Details Salon	Owner
COS	McGowan	Martin	Details Salon	Owner
COS	Mikkelson	Stephanie	MBIT	Instructor
COS	Muscato	Lauren	Hair Cuttery	Stylist
COS	Peralta	Joanne	MBIT	Instructor
COS	Post-Keck	Heather Ann	Lehigh Career & Technical Institute	COS Instructor
COS	Pozadas	Scharle	The Lash Lounge	Lash stylist
COS	Quigley	Jessica	Haircuttery	Hairstylist
COS	Raciti	Jamie	Carmine & Company	Stylist
COS	Roach	Gina	William Jean Salon	Stylist
COS	Ryan	Rebecca	Rebecca Ryan Studio & Med Spa	Owner/Operator
COS	Sauder	Brett	Taire Hair Salon, Inc	Owner
COS	Sauder	Suzanne	Taire Hair Salon, Inc	Owner/Colorist
COS	Sturges	Brianna	MBIT	Instructional Assistant
COS	Witchell	David	David A Witchell	Owner
COS	Yates	Ella	Hair Apropos	Stylist
CRT	Aicher	Steve	Bill Flannery Automotive	Paint Technician PPG Cert Rep
CRT	Bowker	Matthew	Carstar of Newtown	Technician
CRT	Eyer	Jim	Chapman Ford Sales	Shop Foreman
CRT	Feldman	Steve	Chester County Technical College HS	Instructor
CRT	Flannery Jr	Bill	Bill Flannery Automotive	Owner
CRT	Franklin	Keith	Thompson Detail Center	Supervisor
CRT	Harper	William	Thompson Auto Group	Head Painter
CRT	Hercules	Joshua	The Thompson Organization	Detail Transport
CRT	Jacobsen	Dan	Johnson & Johnson	Adult Night Instructor MBIT
CRT	Komeleski	John	Chapman Auto Group	Collision Technician
CRT	Lavin	Scott	Tri-County Collision	President
CRT	Mallon	Brad	Colours Inc.	Sales Representative/Jobber
CRT	Mood	Brian	Keenan Collision Center	Assistant Manager
CRT	Pagano	Rick	Thompson Collision Center	Collision Center Manager
CRT	Parke	Steven	Eastern Center for Art & Technology	Auto Collision - Instructor
CRT	Paterson	Derek	State Farm Insurance	Service First Inspector
CRT	Reimel	Ron	MBIT	Collision Repair Technology Teacher
CRT	Reimel	Tracey	Chapman Auto Group	Payroll Manager
CRT	Reis	John	Chalfont Collision Center	Owner
CRT	Ryan	Justin	Caliber Collision - Chalfont	Service Advisor
CRT	Terrizzi	John	Maaco of Bridgeport / Manayunk	Owner
CRT	Weller	Alan	Del-Val International Trucks	Manager
CUA	Angeline	John	Bucks County Community College	Pastry Chef
CUA	Beaver	James	Chambers 19 Bistro	Head Chef
CUA	Beck	Stuart	School District of Phila.	Chef Instructor
CUA	Lademann	Dave	Blair Mill Inn	Manager
CUA	McCombe	Michael	Oaks Family Restaurant	Owner
CUA	Murphy Jr.	Tom	Sysco	Sales Consultant
CUA	Recinos	Amy	Amy's Creative Cakes	Owner/Cake Artist & Pastry Chef
CUA	Rhodes	Michelle	Chick Fil A	Training Director
CUA	Sacco	Brian	Ann's Choice	HR Recruiter
CUA	Salemno	Kathy	KP Kitchen Crafts	Owner/Operator
CUA	Salemno	Peter	Pete Salemno Distributing Co	Owner/Operator
CUA	Schueller	George	Crossroads	Baker
CUA	Shaffer	Doug	Lehigh Correctional	Chef
CUA	Stafford	Mike	MBIT	Instructor
CUA	Stechert	Ashley	Warrington/Warminster FSR	Chick-Fil-A- Director of Human Resources
CUA	Taylor	Kristen	MBIT	Instructor
CUA	Winans	Marc	BCCC	Chef Instructor
CUA	Zettlemoyer	Richard	Ann's Choice	Executive Chef

OAC Program	Last Name	First Name	Company Name	Title
DEN	Bowen	Julie	Upper Bucks County Technical School	Dental Careers Instructor
DEN	Burke	Joan	Michael Gallagher	CDA, EFDA
DEN	Christiansen	Michael	Family Dentistry	Dentist
DEN	Darby	Ann	Richboro Family Dentistry	Dental Assistant
DEN	Franz D.M.D.	Caren	Pediatric Dentistry & Ortho.	DMD
DEN	Gay	Pam	Yardley Ortho.	Ortho Technician
DEN	Gladstone	Michele	Benjamin Wellness Foundation	Dentist
DEN	Hamilton	Sharon	Hometown Childrens Dentistry	Dentist -Owner
DEN	Irons	Candice	MBIT	Instructor
DEN	Laub	Rachel	Noble Dental	Dental Assistant
DEN	Long	Rose	Mountainview Dental	RDH
DEN	McGinley	Catherine	Retired/Per diem	Dental Hygienist
DEN	Miller	Brittany	Richboro Family Dentistry	Dentist
DEN	Pychinka-Long	Rose	Dr. Sandip Ladani	Dental Hygienist
DEN	Rutherford	Margaret	PA Center forDental Implants	Registered Dental Hygenist
DEN	Simpson	Jaime	Manor College	EFDA Program Director
DEN	Stone	Laurence	Dr. Laurence Stone D.D.S.	Dentist
DEN	Venneri	Doreen	Venneri Dental Group	Dentist
ECE	Adams	Addisyn	MBIT	Student
ECE	Beagle	Noelle	MBIT	Assistant Group Leader
ECE	Beerman	Jane	Child's World	Director
ECE	Brown	Melissa	Central Bucks	Teacher
ECE	Brown	Nikja	District 1199C	ECE Industry Partnership Coordinator
ECE	Burns	Kelly	The Goddard School Jamison	Director
ECE	Cameron	Madelyn	Lil Bucks Learning Center	AGS/Center Aide
ECE	Flynn	Marin	The Goddard School Doylestown	Educational Director
ECE	Franckowiak	Lisa	The Goddard School Jamison	Owner
ECE	Friel	Rachel	College Student	Speech Pathologist Student
ECE	Gehring	Keri	BCTHS	Child Development Teacher
ECE	Grumm	Brianna	Co-Op Student	MBIT
ECE	Haney	Tina	MBIT	Lead Teacher
ECE	Heckman	Lisa	The Goddard School	Owner
ECE	Kahlenberg	Ashlyn	West Chester School District	Elementary ELD Teacher
ECE	Lucas	Kim	District 1199C	ECE Senior Education Manager
ECE	Mitsch	Roseanna	Bucks County IU	Director of Early Childhood Programs
ECE	Moreno	Kristi	United Way of Bucks County	Impact Director of Education
ECE	Lauer	Veronica	First Friends Child Care	Infant Room Teacher
ECE	Morris	Victoria	First Friends	Lead Teacher
ECE	Morrisette	Sharon	Childrens Village	Teacher
ECE	Ozer	Caren	Bucks County IU	Special Ed. Teacher
ECE	Phillips	Melissa	MBIT	Director
ECE	Reilly	Susan	First Friends	Infant Room Teacher
ECE	Rich	Lise	MBIT	Special Needs Teacher
ECE	Rodrigo	Bernadette	Children's Village	Director
ECE	Sinkler	Amanda	The Discovery Preschools	Owner
ECE	Stear	Dawn	First Friends Child Care	Owner/Director
ECE	Thran	Riley	Children's Village	Teacher
ECE	Wilborn	Stean	District 1199C	Subject Matter Expert
ECE	Zinn	Brielle	MBIT	Student
ELT	Arnold	Bruce	Central Panel, Inc.	Owner
ELT	Benson	Marc	Universal Electrical Service	Academy Director
ELT	Calvert	Charles	Universal Electrical Service	VP Sales and Business Development
ELT	Carver	Wes	Wes Carver Electrical Contracting	Owner
ELT	Cox	Royce	Wes Carver Electrical Contracting	Service Manager
ELT	Detweiler	Vern	V. Detweiler Electric LLC	Owner
ELT	Heller	Drake	Heller Electric	President
ELT	Joerger	Leo	PECO Energy Company	Design Consultant
ELT	Kaitz	Alan	Code Inspections	Electrical Inspector
ELT	Kang	Cody	Central Panel, Inc.	Project Manager
ELT	Kienzle	Robert	Honeywell International, Inc.	Field Sale Engineer- Retired
ELT	Mackereth	Jerrold	MBIT	Instructor
ELT	McDowell	Jesse	Powell's Electrical	Mechanic
ELT	McDowell	Randy	MBIT	WBE Coordinator
ELT	Miller	Keith	Thermo Systems	SCSE
ELT	Mirarchi	Gabriella	Liberty and Associates	Assistant
ELT	Murray	Joe	Summit Electrical Construction	Project Manager / Safety Director
ELT	Nyce	Rich	Universal Electrical Service	VP Sales and Business Development
ELT	O'Brien	James	Blair Park Sunesys	Fiber Optic Installer
ELT	Ohntrup	Thomas	PECO Energy Company	DSO Foreman
ELT	Reiber	Justin	Universal Electrical Service	Electrician

OAC Program	Last Name	First Name	Company Name	Title
ELT	Reinert	Josh	Horizon Electric Lighting LLC	Manager/Foreman
ELT	Renk	Dan	Renk Electric	Owner
ELT	Robinson	Evelyn	Wes Carver Electrical Contracting	HR Manager and Recruiter
ELT	Shire	Michelle	E.FE Laboratories	HR Manager
ELT	Stevens	David	Instructor	MBIT
ELT	Strecker	Max	Armour and Sons Electric	Supervisor
ELT	Tobey	Mark	Mark R. Tobey Electrical Contrctor	Owner
ELT	Trail	Mark	Trail Electric, Inc	Owner
ELT	Warnick	Josh	Universal Electrical Service	Apprentice
ERT	Adelmann	Joseph	Harold Beck & Sons Inc.	Manufacturing Engineer
ERT	Bentrim	Brian	Penn Engineering	VP of Process Innovation
ERT	Boguslaw II	Walter	Harold Beck & Sons Inc.	Manufacturing Engineer
ERT	Cicak	Brian	CKS Engineers	Project Engineer
ERT	Colby	Jay	Pro-Cel Mold	Consultant - Engineer
ERT	Feigles	Neal	Stokes Material Handling Systems Inc	Owner/President
ERT	Ferguson	John	John Ferguson Design	Owner
ERT	Flanagan	Shawn	ILAPAK	Operations Manager
ERT	Giampa	Andrew	Strongarm Designs Inc	Director of Engineering
ERT	Gier	Andrew	AAB	Sr. Field Service Engineer/Team Lead
ERT	Lucas	Erin	Flexible Circuits Inc	Process Engineer
ERT	Malone	Kevin	MBIT	Instructor
ERT	Maloney	Mike	Maloney Mechanical	Owner
ERT	Mark	Neill	Neill Contracting Inc	President
ERT	Nordham	David	Naval Surface Warfare Center	Engineer
ERT	Ostrow	Evan	Lockheed Martin Corporation	Senior Systems Engineer
ERT	Pfister, Ph.D.	Bryan	NJ Institute of Technology - Biomedical Eng.	Associate Professor
ERT	Zook	Molly	Stokes Material Handling Systems Inc	Project Manager
HLD	Arcidiacono	Aston	Lucas Greenhouses	Director, Young Plant Production
HLD	Brelsford	Warren	W.D.B Landscaping Inc.	President
HLD	Dando	Robert	Dando Landscapes	Owner
HLD	Farina	Joe	Independence Property Services Inc	Production Manager
HLD	Hunsberger	Brittany	Gro N Sell	Plant Production Manager
HLD	Karr	Jeffrey	Gasper Landscapers Inc.	Vice President
HLD	Reis	Tom	T. W. Reiss Inc	President
HLD	Sanchez - Hamilton	Amy	Bucks County Gardens	Landscape Design / Sales
HLD	Sincovich	Jason	TopHat Lawncare & Landscaping Inc.	President
HLD	Smith	Greg	MBIT	Instructor
HLD	Smith	Joseph	Smith Landscape Solutions LLC	President
HLD	Stachel	Matt	Couture Grounds	Director of Design and Customer Experience
HLD	Tabatabai	Kayvon	LFB Landscape Management	President
MHP	Andress	Alice Ann	Medxpert Healthcare Consulting	CEO
MHP	Appleton	Sherry	MBIT	Instructor
MHP	Babinetz	James	Point Pleasant Plumsteadville EMS	Paramedic
MHP	Bradley	Gina	Doylestown Hospital	Nursing Recruiter
MHP	Buchanan	Amy	Jefferson Health (Lansdale)	RN Nurse
MHP	Bunting	Tammy	Anns Choice	Nurse
MHP	Callahan	Ed	Chester County Hospital & Doylestown Health	Chief Human Resources Officer
MHP	Carson	Kimberly	Doylestown Hospital	Clinical Education Coordinator
MHP	Cavale	Arvind	Diabetes & Endocrinology Consultants of Pennsylvania, LLC	Medical Doctor
MHP	Deily	Amanda	Upper Bucks County Technical School	Health Care Careers Instructor
MHP	Donnelly	Stacy	Collaborative Hearts Consulting	RN & Expert Witness
MHP	Driban	Kaiti	The Wellness Project	Owner/President
MHP	Foley	Patricia	Cancer Treatment Centers of America	Infusion RN
MHP	Forman	Carol	Fox Chase Cancer Center	Staff Nurse Level 4
MHP	Hammond	Yolanda	Jeanes Hospital Temple Health	RN
MHP	Hess	Rheannon	Abington Hospital	RN
MHP	Hinze	Lisa	Jeanes Hospital Temple Health	RN
MHP	Hoy	Suzanne	Doylestown Hospital	RN
MHP	Jefferson	Tracey	Doylestown Hospital	ED Clinical Educator/Manager
MHP	Hussey	Alicia	Childrens Hospital of Philadelphia	Clinical Nurse
MHP	Johnston	Nikki	Nutrition Support Solutions	Owner/Registered Dietitian
MHP	Kamm	Valerie	Marathon Health/DVHT	Certified Clinical Med Assistant
MHP	Keenan	Patricia	Temple Fox Chase	Registered Nurse
MHP	Kelly	Michelle	Jefferson -Abington Hospital	Nurse
MHP	Konecny	Melissa	Upper Bucks County Technical School	Health Care Careers Instructor
MHP	Magyar	Wendy	MBIT	Instructor
MHP	McGrath	Mary	Jefferson-Abington Hospital	Nurse
MHP	Moyer	Lynda	MBIT	Instructor
MHP	Murphy	Shona	District 1199C	Director of Practical Nursing
MHP	Rios	Jacqueline	Pen Centre for Plastic Surgery	Surgical Tech/Scrub Nurse

OAC Program	Last Name	First Name	Company Name	Title
MHP	Stanshine	Ruth	Fox Chase Cancer Center	Medical Oncology RN
MHP	Stevens	Kimberly	Penn Medicine Doylestown Health	Registered Nurse
MHP	Webber-Kuhn	Sarah	MBIT	Nurse
MHP	West	Chelsea	St. Mary Medical Center	Physician Assistant
MHP	West	Steve	St. Mary Medical Center	RN - CCRN
MMT	Adame	Dario	Blue Eye Visual LLC	Co-Owner
MMT	Bound	Montana	Gypsy Rose	VP/Director of Operations
MMT	Daly	Tom	Headhouse Media	Executive Producer
MMT	Davey	James	MBIT	Instructor
MMT	Fluck	Jason	APA Music & Pictures, Inc	Sales and Production Manager
MMT	Hueber	Rachael	Modern Driven Media	Social Content & Engagement Coordinator
MMT	Keith	Doug	Future Research Consulting	President
MMT	Konkel	Jean	Bucks County Community College	Department Chairperson of Multimedia
MMT	Kozlik	Ian	Ian Kozlik	Videographer/Photographer
MMT	Kresz	Alex	MBIT	Instructional Assistant
MMT	Mathews	John	Bucks County Community College	Department Chairperson Arts & Comm
MMT	McGrath	Tanner	Tantronics Productions	CEO Producer
MMT	McHugh	Bud	McHigh Video Services Inc	President
MMT	Pinto	Skylar	The Springhill Company	Lead Asst Editor
MMT	Razzi	Ray	APA Music & Pictures, Inc	Owner / CEO
MMT	Schwartz	Ariel	We Return	Proprietor
MMT	Shaw	Kevin	Headhouse Media	Camera Operator
MMT	Sklar	Ethan	Blue Eye Visual LLC	CEO/Executive Producer
MMT	Upton	Tom	Castle Valley Video	Owner
MMT	Venit	Jonathan	Jonathan Venit Photography	Owner
NOS	Clayton	Robert	Pickering Corts & Summerson	IT Manager
NOS	DeFranco	Jo Anna	Pennsylvania State University	Professor
NOS	Esposito	Michael	Exabeam INC	Lab Solutions Architect
NOS	Fell	Evan	Biocoat	Network Administrator
NOS	Frederick	Tyler	Security Risk	Technician
NOS	Gleeson	Richard	Cerevel Therapeutics	Head of Clinical & R&D Technology
NOS	Hafer	Devon	CoreDial	VoIP Support Tech
NOS	Kuhn	Aaron	Boston Scientific	Principal Cybersecurity Engineering
NOS	Johnson	Creid	US Air Force	Col. A5X Futures Division Chief
NOS	Maloney	Tristen	Micro Solutions Plus	Network Specialist
NOS	Nagele	Chris	Wildbit LLC	Owner
NOS	Novroski	Ryan	Penn State University	Service Desk Supervisor
NOS	Pulyk	Nick	CAES	Information Security Analyst II
NOS	Rossman	William	GHA Technologies	VP Sales
NOS	Ryan	Thomas	Instructor	MBIT
NOS	Salvatico	Greg	Insource Inc	IT Business Development Mngr
NOS	Trout	Mike	University of Penn.	Sr. Network Engineer
NOS	Volpe	Anthony	Pfizer	Digital Forensics and Insider Threat Analyst
NOS	Waldner	Eric	S.I.G.	Client Triage Technical Lead
PLB	Block	Nick	West Chester Mech.	Service Tech HVAC
PLB	Briddes	John	John Briddes Plbg & Htg	Owner
PLB	Britland	Bruce	Christian Heating & Air Conditioning	Service Manager
PLB	Chambers	Ramir	R.3.C Remodel and Repairs LLC	CEO
PLB	Donovan	Bill	William Donovan Plbg & Htg	Owner
PLB	Duck	Donald	Donald Duck Plumbing	Owner
PLB	Eline	Paul	Remco	Branch Trainer
PLB	Evans	Kyle	Wackenhut Company	OIC
PLB	Glass	Jason	BCSWA	Mechanic
PLB	Glasson	Joseph	Instructor	MBIT
PLB	Goodman	Mark	Ferguson	Branch Manager
PLB	Hinkle	Dan	DTB Fire Protection	Owner
PLB	Jordan Jr	James	Boilmakers Local 13	Training Coordinator
PLB	Kenney IV	James	Kenney's Plumbing	Technician
PLB	Kinkade	Bob	B.J. Terroni Co.	Tech Support
PLB	Kniese	Doug	Kniese's Plumbing	Owner
PLB	Krout	Justin	G.Gary Krout & Son	Technician
PLB	Laphen	John	Doylestown Heating & Cooling	Employee
PLB	Lister	Aron	Johnstone Supply	Territory Manager
PLB	Martin	Robert	Prestige Heating & Cooling	Owner
PLB	McGraw	Michael	PA-PHCC	Exect. Director
PLB	Mclvaine	Steve	Blaze Mechanical Solutions	Owner
PLB	Midgett	Ken	Nationwide Insurance	Remote Lead Diagnoser
PLB	Miller	Al	Christian HVAC	Service Technician
PLB	Miller	Matt	IT Landis	Commercial Service
PLB	O'Brien	Gary	Gary O'Brien	HVAC Tech

OAC Program	Last Name	First Name	Company Name	Title
PLB	Peppleman	David	Christian Heating & Air Conditioning, Inc.	President
PLB	Peter	Ed	Wackenhut Company	Plumber
PLB	Quinzi	Jerry	Madsen Inc.	Technician
PLB	Rajkumar	Brian	JBm Mechanical	Sheet Metal
PLB	Reihm	Sean	Weinstein Supply	Plumbing Supply Representative
PLB	Ricci	Frank	Ricci Plumbing	Owner
PLB	Rumpf	Matt	Stephen C. Rumpf Plumbing & Heating	Plumber
PLB	Rumpf	Steve	Stephen C. Rumpf Plumbing & Heating	Owner
PLB	Savkin	Vlad	Affordable Fixes	Master Plumber
PLB	Smith	Jeff	J.A. Smith Htg & Air Conditioning, Inc.	Owner
PLB	Smith	Scott	J. A. Smith	HVAC Sales / Technician
PLB	Stuckert	Bryan	Bryan Stuckert Plumbing Inc	Owner/President
PLB	Waters	Pete	Waters Heating & Cooling, Inc.	President
PSA	Bean	Michael	Newtown Emergency Services	Captain
PSA	Berk	Ryan	MBIT	Instructor
PSA	DiTommasso	Wade	Warwick Township Police Dept.	Sargeant
PSA	Doherty	James	Lower Macungie Fire Dept	Safety Coordinator for Electrochemical
PSA	Doherty	Tyler	South Whitehall Township	Police Officer
PSA	Dorfman	Barbara	Peregine Associates	Director of Marketing
PSA	Dorfman	Robert	Peregine Associates	Owner
PSA	Fetterolf	Jay	Doylestown Fire Company	Vice President
PSA	Freese	Earl	BCCC - Dept. of Public Safety Training	Executive Director
PSA	Greenberg	Lee	Warrington Twp Emergency Services	Director of ER Services and Code Enforcement
PSA	Handoe	Joe	Retired	Retired IA
PSA	Johnson	Bob	BCPSTC	Fire Instructor
PSA	Jones	Lauren	Instructor PSA	North Montco Tech
PSA	Keagy	Gayle	Chalfont Fire Company	PA State Fire Instructor, EMT Instructor, FF,
PSA	Kettler	James	Buckingham Township	Fire Marshal and Emergency Mgt. Coord.
PSA	Kirkner	Lynn	BCESTC	State Fire Instructor
PSA	Liberatore	Ian	Bucks County Emergency Health Services	Training and Recruitment Specialist
PSA	Loose	Larry	Bucks County Emergency Health Services	Director
PSA	Michie	Richard	New Britain Township Police Department	Corporal
PSA	Holmes	Rob	Northampton Township Fire Dept.	Deputy Chief
PSA	Sturgis	Nicholas	Southampton Fire Company	Firefighter / EMT
PSA	Tees	Nicholas	Philadelphia Police Dept.	Training Bureau
PSA	Williams	Alfred	Philadelphia Police Dept.	Police Officer
SEM	Amit	Opher	Concentra	Facility Director, Physical Therapist
SEM	Blum	Jodi	Wesley Enhanced Living	Rehab Manager, Physical Therapist Asst.
SEM	Corradino	Nicole	Corradino Chiropractic	Chiropractor
SEM	DeAngelis	Robert	The Solebury Club	President & Owner
SEM	Dolinger	James	Delaware County IU	Instructor - Exercise Therapy / Sports Science
SEM	Essig	Jackie	ATI Physical Therapy	Physical Therapist Aide
SEM	Frank	Christine	MBIT	Instructor
SEM	Fynes	James	Central Bucks South	Athletic Trainer
SEM	Geisler	Grant		Trainer
SEM	Gross	Carole	DPT School	Student
SEM	Guglielmi, MSPT	Jennifer	At Home Rehab	Owner / Physical Therapist
SEM	Helm	Rochelle	ATI Physical Therapy	Athletic Trainer
SEM	Hennigan	Kate	Cornerstone	General Manager
SEM	Horrox	Jasson	ATI Physical Therapy	Clinic Director, Physical Therapist
SEM	Jones	David	Klinger Middle School	Phys Ed Teacher
SEM	Jones	Terri	Select Medical	Physical Therapist Asst. Athletic Trainer
SEM	Kirts	Colin	The One I Feed / The Solebury Club	Personal Trainer
SEM	Learn	Christopher	Learn Chiropractic	Doctor / Owner
SEM	Loiacono, PTA	Margaret	R Fitness Physical Therapy	Physical Therapist
SEM	O'Connor	Kelly	Occ Therapist, Certified Hand Therapist	NOvaCare
SEM	Paredes, NASM-CPT	Fernando	Fusion Fitness Studio	
SEM	Pileggi	Virginia	Select Medical	Physical Therapist
SEM	Poole	Joslin	Athletic Trainer	William Tennent HS
SEM	Schoenewald	Wendy	WWS Physical Therapy	Physical Tehrapist
SEM	Terrizzi	Christina	Physical Aide	
SEM	VamWagner	Candace	Bucks County YMCA	Personal Trainer
SEM	Vira	Dr. Marci	Back 4 Life Chiropratic	Owner
SEM	Wee	Milia	NovaCare	Center Manager, Physical Therapist
WEB	Abunassar	Christine	ThinkBIG.LearnSmart	CEO
WEB	Ben-Shoshan	Lisa	Apple	Specialist
WEB	Bertman	Elle	New Hope Academy	Photo/Digital Media/Commercial Art Teacher
WEB	DeChurch	Damien	Connor Group	Senior Brand Manager
WEB	Falco	Vincenzo	Graphic Gorilla	Owner/Artist
WEB	Glorioso	Tracey	BCTHS	Teacher
WEB	Guinan	Steve	MBIT	Work Based Ed Coordinator

OAC Program	Last Name	First Name	Company Name	Title
WEB	Harrison	Noah	Heisen Books	General Manager
WEB	Houghton	Katherine	MBIT	Instructor
WEB	Kelter	Joseph	BadCat Design Inc.	President
WEB	Little	Robert	Little Consulting, Inc	Owner/Operator
WEB	Pale Jr	Vince	T Bolt USA	Owner
WEB	Tracy	Kelley	Doylestown Web Design, LLC	Owner
WEB	Truelove	Heather	Throughline, Inc	Senior Design Specialist
WEB	Welniak	James	Deloitte	Senior Product Developer-Workplace Productivity

OAC Program	Last Name	First Name	Company Name	Title
WET	Amador Lainez	Kenneth	MBIT WET Graduate	Former MBIT Students
WET	Anfuso	Savannah	U.S. Navy	Aircrew
WET	Bowers	Steve	Rhodes Industries	Welding and Project Manager
WET	Carney	Paul		Retired Welding Instructor
WET	Cataldo	Joseph	Rhoads Industries	welder
WET	Catherman	Steve	AWS Phila Chapter	Weld Inspector
WET	Cavaliere	Paul	Filter & Water Technologies	Lead Fabricator/Installer & Service Tech
WET	Cicchino	Meghan	Eastern Center for Arts & Technology	Welding Instructor
WET	Dubeck	Lucas	MBIT WET Graduate	Former MBIT Students
WET	Emma	Ryan	Steamfitter Local 420	Steamfitter
WET	Gerbrick	Glenn	SP Industries	Production Supervisor
WET	Glover	Jesse	Schramm Inc	VP Finance & Operations
WET	Haimovitz	James	MBIT	Instructor
WET	Hance	Hayden	Alfair Equipment	Welder
WET	Hennessy	Colin	Martelli's Metal Fabrication	Welder/Fabricator
WET	Hilton	Joseph	Ed Scott	Welder
WET	Hosgood	Matthew	MBIT Graduate	Grad
WET	Hutchings	Ian	Hart Mechanical Contractors	Welder/Fabricator
WET	Karcher	Quinn	Student	Welding Graduate
WET	Kearney, Jr	Ernest	A. H. Cornell Construction	Welder
WET	Kline	Eric	Kone Elevators & Escalators	Elevator Tech, Mechanic in charge
WET	Kosak	Josh	Upper Bucks Technical School	Welding Instructor
WET	Kosmorsky	Alex	Rhodes Industries	Welder
WET	Leicht	Isaiah	MBIT Graduate	Grad
WET	Leirer	Shawn	SEPTA	Welder Specialist
WET	Lucas	Gary	NB+C, LLC	Engineering QC Specialist
WET	Martinelli	Christopher	MBIT	Instructor
WET	McLeod	Guy	McLeod Fabrication & Welding	Owner/President
WET	McMahon	Scott	McMahon Welding Inc.	President
WET	Mumford	William	Penn Pump & Equipment	Fabricator/Mechanic
WET	Munn	Randy	Schramm Inc	Manufacturing Engineer
WET	Opdyke	Nicholas	Rhoads Industries	welder
WET	O'Toole	Thomas	TM Welding Services	Owner
WET	Prodorutti	Ray	Martelli's Metal Fabrication	Foreman
WET	Purcell	Devon	MBIT	Welding Student
WET	Ramey	Zacary	AJ Kane	Welder
WET	Raposo	Luca	Rhoads	Welder
WET	Schaffer	Aaron	Wilson Products	Vice President
WET	Schrope	William	Johnson March Systems	Welder
WET	Spurr	Harrison	MBIT Graduate	Grad
WET	Thomas	Jackson	MBIT Graduate	welder
WET	Walsh	Mike	CHL Systems	Service Technician/Welder

**MBIT LOCAL ADVISORY COUNCIL
(LAC) MEMBERSHIP FOR YEAR 2026-2027**

LAC Member
Richard E. Brown Richard E. Brown Associates, Architects
Alice Colyar Youth and EARN Manager County of Bucks Workforce & Economic Development
Kati Driban The Wellness Project LLC
Michael Errichetti Finance Manager Faulkner Mazda Trevose
Chad Evans Supervisor of Educational Planning Bucks County Intermediate Unit
John Gemmi Owner/President Gemmi Construction Inc.
Joseph A. Giedgowd Community Member
Michael E. Hartline MeH Enterprises LLC
Bernadette Heenan Community Member
Frances J. Londergan Community Member
Ceri Marino, Associate Director High School Initiatives Bucks County Community College
Michael McCombe, Owner The Oaks Family Restaurant

**MBIT LOCAL ADVISORY COUNCIL
(LAC) MEMBERSHIP FOR YEAR 2026-2027**

Susan Meisinger Silhouettes Family Hair Design
Christopher Nagele Founder & CTO, Wildbit
Sandra Petri, Director Perkins Grant Program Bucks County Community College
Leon Poeske, Ed.D. Poeske Consulting, LLC
Jeffrey Smith, Owner J.A. Smith Heating and Air Conditioning
Dr. Janice Solkov Education Consultant
Dr. Ada Staal Senior Clinical Trial Disclosure Specialist Xogene
SCHOOL BOARD MEMBER Flemming Godiksen (Centennial School District)



**Pennsylvania
College of Technology**
A Penn State Affiliate

**Workforce
Development**

Training Services Agreement

for

Middle Bucks Institute of Technology Next Door: Ready to Work Program

**Proposal Date:
August 20, 2026**

**INDUSTRY DRIVEN.
WORKFORCE READY.**

Submitted to:

Cynthia Midgett, M. Ed.
Supervisor of Curriculum & Instruction
215-353-2480 x 123
cmidgett@mbit.org

Submitted by:

Mike McMonigal
Workforce Readiness Program Manager
570.320.2400 x3123
Mlm81@pct.edu

One College Avenue
Williamsport, PA 17701
570-327-4775
pct.edu/wd
workforce@pct.edu

Introduction

Pennsylvania College of Technology (hereafter referred to as “College”) agrees to provide the following described services (hereafter referred to as “Services”) for Middle Bucks Institute of Technology (hereafter referred to as “Client”) in exchange for the commitment to comply with all program requirements, and subject to all terms and conditions of this Agreement.

Training Description

The College provides comprehensive workforce solutions and technical assistance to the building performance industry. Our training aligns with nationally recognized professional credentials from the Building Performance Institute, among others. College is the chief training and technical assistance partner for the PA Weatherization Assistance Program (WAP), administered through the PA Department of Community and Economic Development (PA DCED).

The **Next Door: Ready to Work Program** is a joint initiative between the College and PA DCED for the purpose of providing weatherization training and work-based learning experiences, through educational/employer partnerships, that enlighten students on career opportunities and equip them with technical skills and knowledge to succeed and become workforce-ready upon graduation.

Under this Agreement, Client’s participation in the program entitles it to receive the **Building Science Principles (BSP)** curriculum and access to BSP professional development, which authorizes designated instructors to deliver the curriculum in the classroom. The program also includes the provision of a blower door and an infrared camera, as well as dedicated support to develop partnerships with local building performance employers, including agencies and their contractors. These partnerships are intended to connect Client with local industry experts and to support the creation of paid, work-based learning opportunities for students.

Program Requirements

By enrolling in the Next Door: Ready to Work Program, Client is committing participating teachers to the following minimum requirements:

Phase 1: Instructor Curriculum Orientation

- 1) Participate in a BSP online webinar to gain access to the Next Door BSP curriculum, resources, and implementation strategy.

Phase 2: Maintenance

- 2) Following College training, actively utilize the provided curriculum and supplies within one year of receipt.
 - a. Offer BSP training to students and have them sit for the certificate of knowledge exam.
 - b. Incorporate supply usage (blower door and IR camera) into instruction.
- 3) Invite building performance employer(s) to attend program Occupational Advisory Committee (OAC) meetings.
- 4) Invite building performance employer(s) to present to students.
- 5) Participate in regular communication, including monthly check-in meetings, with Next Door

program administrators.

- 6) Utilize College-provided reporting platform to submit required reporting to Next Door program administrators, including:
 - a. Name and grade level of each student participating in the Next Door program.
 - b. For each participating student:
 - i. Completion status of BSP training.
 - ii. Completion status of BSP certificate of knowledge exam.
 - iii. Status of participation in work-based learning with a building performance employer:
 1. Type (job shadowing, co-op, etc.)
 2. Employer name
 - c. Dates, times, and locations of program OAC meetings.
 - d. Information on career fairs or job recruitment activities held at your school.
- 7) Provide program feedback as requested by Next Door program administrators.
- 8) If instructor turnover occurs, notify Next Door program administrators within 60 days to coordinate next steps for training a replacement.

Optional, but strongly encouraged:

- 1) Provide students with work-based learning opportunities such as job shadowing, cooperative education, and careers, as they become available.
- 2) Introduce students to Pennsylvania College of Technology Workforce Development either through a field trip or other opportunities/resources provided that will inform students of credentials for building performance employment and career development.

Program Outline

Part I: Curriculum Orientation (required once)

- BSP Webinar (see Orientation Schedule below)

Part II: Maintenance (annually)

- Instructional Delivery
 - College-trained instructors will teach BSP content to students within one year of initial onboarding and each year thereafter.
- Credentialing
 - Each new section of students will sit for the BSP certificate of knowledge exam.
- Reporting
 - Instructors will communicate regularly with Next Door program administrators and will provide data and feedback as requested.

Notes

Long-term maintenance of the Next Door: Ready to Work program is contingent upon availability of grant funding. This Agreement may be terminated at any point by the College with a sixty (60) day written

notification. However, all students receiving instruction pursuant to this Agreement may continue receiving such instruction from a College-trained instructor in accordance with the terms of this Agreement until it would have been concluded absent the termination. Failure to comply with program requirements may result in equipment being returned to College.

Thank you for the opportunity to work with your team on this effort!

Terms and Conditions

Term. The Agreement shall automatically renew for subsequent one (1) year terms unless either party provides sixty (60) days prior written notice of its intent to terminate this Agreement.

Responsibility. The relationship between the parties to that of each other shall be that of independent contractors. College performs the Services under this Agreement as an independent contractor and not as a partner or agent of Client. The College will provide the Client with a quality instructor to perform the Services. Overall coordination of the Service will be the joint responsibilities of Client and the College.

Accommodations. College encourages qualified persons with disabilities to participate in its programs and activities. Client agrees that all accessibility needs have been disclosed to College by completing the form at workforce.pct.edu/sd for consideration in preparation and pricing of training.

Nondiscrimination. The parties agree to comply with all applicable nondiscrimination laws based on Title VI of the Civil Rights Act of 1964 regarding sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the Americans with Disabilities Act. College agrees to cooperate with Client in investigations of claims of discrimination or harassment.

FERPA. College may become aware of Client students' personally identifiable information, or an education record, as those records are defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. As such, College shall abide by all provisions of FERPA and ensure that no Client student's education record, or personally identifiable information found therein, is disclosed without the appropriate consent.

Cancellation Policy. This training may be cancelled by Client up to thirty (30) days prior to the start of training at no cost to the Client. If training is cancelled by Client twenty-nine (29) days prior to the start of training to eleven (11) days prior to the conclusion of training, Client will be subject to invoicing for all training delivered as well as any costs incurred by the College in the development and execution of this training. Training cancelled by Client within ten (10) days of the final training date will be invoiced for the full cost of the training.

Intellectual Property. College is, and shall be, the sole and exclusive owner of all right, title and interest in and to all intellectual property rights that are created, invented, made, conceived, memorialized, reduced to practice or authored by or between the parties, individually or collectively, in the course of performing the Services.

Proprietary Information. All information, data, documents, records and other material in whatever form or media, including, without limitation, written, oral or electronic, provided to Client in connection with the training is the exclusive and proprietary property of the College (collectively, the "Proprietary Data"). Upon completion of the training, Client shall delete all Proprietary Data in electronic form. Client is given a limited non-exclusive license to use the Proprietary Data solely in connection with the training provided under this Agreement and not for any other purpose.

Limitation of Liability. Neither party shall be liable to the other for special, incidental, punitive, exemplary or consequential damages, even if advised of the possibility of such damages. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit either party's rights, claims, or defenses, which arise as a matter of law or pursuant to any provisions of this Agreement. This provision shall not be construed to limit the sovereign immunity of either Party pursuant to the Political Subdivision Tort Claims Act. Nothing in this Agreement shall be construed to constitute a waiver of either party's governmental or sovereign immunity, including but not limited to under the Political Subdivision Tort Claims Act.

Notices. All notices required to be given under this Agreement shall be in writing and delivered personally or by courier requiring receipt of delivery and shall be effective upon receipt or refusal of delivery. Either party may change such

party's address as to whom notices are to be sent at any time by giving notice to the other party in the manner specified herein.

College: Alison Diehl
Vice President, Workforce Development
Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Client: Mark Covelle, M. Ed.
Administrative Director
Middle Bucks Institute of Technology
2740 York Rd
Jamison, PA 18929

Forum; Waiver of Jury Trial. Any action, whether claim or counterclaim, arising out of or relating to this Agreement shall be brought in and only in the Court of Common Pleas of Lycoming County, Pennsylvania or the United States District Court for the Middle District of Pennsylvania. The parties agree that such courts shall have in personam jurisdiction over such disputes and waive any defense or objection to the jurisdiction or venue of such courts. Each of the parties hereto expressly waives the right to a jury trial in connection with any such action, claim or proceeding.

Exclusive Terms. The terms of this Agreement and any modifications agreed to in writing by College shall be the exclusive terms governing the training and services and any other transactions contemplated hereby. A purchase order or other writing issued by client or received by College shall operate as an acceptance of these terms, even though such writings state terms which are in addition to or different from those stated herein, objection to which is hereby made. Additional or different terms and conditions, whether or not they materially alter the terms and conditions set forth herein, shall in no event be binding on College, unless College specifically accepts such terms in writing.

Entire Agreement, Amendment, and Acceptance. This document constitutes the entire Agreement between the parties and supersedes any prior oral or written discussions, negotiations, or agreements pertaining to the services described herein. Any changes or modifications to this Agreement must be in writing and executed by authorized agents of the College and Client to ensure they are addressed by the College. This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its choice of law rules, and shall be interpreted as a whole, in accordance with its fair meaning, and not against either party hereto. If any provision of this Agreement is found to be an invalid, illegal or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provision had been severed or deleted. Headings used herein are for ease of reference and shall not be taken into account or affect the interpretation of this Agreement. Signatures as provided below constitute acceptance of all terms and conditions as stated herein.

PENNSYLVANIA COLLEGE OF TECHNOLOGY

Middle Bucks Institute of Technology

Signed By _____

Signed By _____

Date _____

Date _____

Alison Diehl
Vice President, Workforce Development
570-327-4775
aad1@pct.edu

Mark Covelle, M. Ed.
Administrative Director
215-353-3480
mcovelle@mbit.org

Click or tap here to enter text.

Please sign and return. A fully executed Agreement will be sent to you for your records.

BUCKS

Memorandum of Understanding

Dual Enrollment Program

Prepared for:

Bucks County Community College &

Partner School District

Created by:

Bucks County Community College
Division of Enrollment Management

1964

This Partnership Agreement (herein referred to as the “Agreement”) is made and entered into on this:

Date _____

between Bucks County Community College (“Bucks”), 275 Swamp Road, Newtown, PA 18940 and:

Partner High School Name _____

Partner High School Address _____

each, an individual “Partner High School” and collectively known as “Partner High Schools.”

1. Background and Intent

This Memorandum of Understanding (MOU) establishes a shared commitment between Bucks County Community College and its Partner High Schools to expand access to college-level coursework for qualified high school students through dual enrollment and high school enrichment opportunities.

Together, Bucks and its Partner High Schools agree to provide students with flexible, personalized pathways to graduation, including competency-based learning environments. Partner High Schools support this goal by integrating dual enrollment into students' academic planning, while Bucks supports it by offering rigorous, credit-bearing courses that fulfill both high school and college requirements.

The purpose of this MOU is to outline the roles, responsibilities, and expectations of both parties in supporting student participation in dual enrollment and enrichment courses offered by Bucks County Community College.

2. Course Delivery and Instructional Standards

Pursuant to this agreement, students may enroll in college-level courses delivered in the following formats:

- On a Bucks County Community College campus (Newtown, Bristol, or Upper Bucks)
- Online, either synchronously or asynchronously via Bucks Online
- On the Partner High School's campus, when mutually agreed upon by both parties

All courses will adhere to Bucks County Community College's approved master course outlines and will be taught by faculty approved by the College. High school instructors who wish to teach dual enrollment courses must be approved through Bucks' official course nomination and faculty credentialing process (see Section 8).

Only standard, credit-bearing college courses are eligible under this agreement. Remedial or developmental courses are not permitted unless explicitly approved in writing by both the Partner High School and Bucks County Community College.

3. Tuition, Fees, and Payment Terms

The following outlines the financial responsibilities and payment expectations associated with student participation in dual enrollment courses through Bucks County Community College:

- Discounted Tuition Rate: \$130 per credit for the **2026–2027** academic year.
- Waived Fees: Bucks will waive the New Student, College Services, Technology, and Student Activity fees for all dual enrollment students.
- Course Fees: Students and/or their parents/guardians may be held responsible for any additional course-specific fees, such as laboratory, studio, or supply fees.
- Textbooks and Materials: Students and/or their parents/guardians are responsible for purchasing required textbooks and course materials as outlined in the course syllabus.

Payment Terms (Choose One)

Partner High Schools must select one of the following tuition and fees billing arrangements for students participating under this agreement:

- ☐ Direct-to-Student Billing:
Students will be billed directly by Bucks County Community College. Students and/or their parents or guardians are responsible for submitting payment in accordance with the College's published billing policies and deadlines.
- ☐ Partner High School Billing:
Bucks will invoice the Partner High School for participating students after the course withdrawal period each semester. The Partner High School agrees to remit payment in full within 30 days of invoice receipt.

4. Eligibility and Placement

Partner High Schools will identify eligible students in alignment with Bucks County Community College's minimum criteria. Students must be enrolled and in good standing at the Partner High School, complete Bucks' High School Enrollment Application, and demonstrate college readiness through placement testing or approved alternatives such as a GPA of 3.25 or higher for juniors, 3.0 or higher for seniors, or other college-recognized assessments.

To maintain enrollment, students must register for at least one 3-credit course per academic year, attend regularly, remain in academic good standing (minimum grade of C), and have no disciplinary violations. The Partner High School is responsible for confirming student eligibility prior to registration.

5. Credits and Transcripts

Bucks County Community College will award college credit upon successful completion of a course, with official grades recorded on the student's college transcript, while the Partner High School agrees to grant high school credit for courses that satisfy graduation requirements in accordance with Pennsylvania's Chapter 4 regulations and local board policies.

6. Drop/Add/Withdrawal and Refund Policy

Students must adhere to all Bucks County Community College policies and deadlines regarding course add, drop, or withdrawal. Before initiating a withdrawal, students are required to inform their high school liaison. The Partner High School is responsible for monitoring student attendance and promptly communicating all add, drop, or withdrawal requests to High School Initiatives Assistant Director. Tuition refunds for dropped or withdrawn courses will be processed according to Bucks' refund policy in effect at the time of withdrawal.

7. Program Administration and Contacts

Each Signatory Party will designate personnel responsible for the coordination, communication, and oversight of the dual enrollment partnership.

Partner High School Point of Contact

The Partner High School shall designate a primary liaison who will serve as the official point of contact for matters related to dual enrollment and related enrichment programming. The liaison shall coordinate communication among the Partner High School, students, families, and Bucks County Community College regarding student eligibility, registration, scheduling, academic concerns, withdrawals, and program administration.

Responsibilities of the Partner High School Liaison may include:

1. Serving as the primary communication contact between the Partner High School and Bucks County Community College
2. Coordinating student eligibility verification and registration support
3. Communicating add, drop, withdrawal, and scheduling requests in accordance with College procedures and timelines
4. Supporting students and families throughout the dual enrollment process
5. Assisting with dissemination of program information, deadlines, and academic expectations
6. Coordinating communication among school counselors, administrators, instructors, students, and Bucks personnel to support program operations and student success.

High School	HS Contact	Title	Email	Phone

If additional high school buildings participate under this agreement, additional liaison information may be attached and incorporated into this Agreement.

Bucks County Community College Point of Contact

Name: Leah Cobette

Title: Bucks Liaison: Assistant Director, High School Initiatives

Email: Leah.Cobette@bucks.edu or DualEnroll@bucks.edu

The designated points of contact from both parties agree to maintain timely communication and collaborate to support student success, compliance, and program operations.

8. Course Nomination Process

High school courses and instructors proposed for dual credit must be evaluated through Bucks County Community College's course nomination process. This review includes ensuring alignment with the Master Course Outline, verifying that instructors meet Bucks' adjunct faculty credential standards, and assessing the course syllabus and evaluation methods. All proposed courses are subject to approval by the appropriate Bucks faculty and deans, and the Partner High School agrees to incorporate any academic feedback provided by Bucks as a condition of approval.

9. Faculty Liaison Engagement Expectations

To support academic alignment, instructional quality, student success, and accreditation best practices, Bucks County Community College faculty liaisons and Partner High School instructors will participate in documented engagement activities during each term in which dual enrollment coursework is offered.

At minimum, engagement activities shall include the following:

1. **Enrollment Verification**

Confirmation of enrolled dual enrollment students and verification of course alignment and instructional expectations at the beginning of the term.

2. **Midterm Progress Reporting**

Submission of midterm academic progress reporting (satisfactory/unsatisfactory) in accordance with College timelines and procedures.

3. **Final Grade Submission**

Submission of final grades in accordance with College timelines and procedures.

Engagement activities and communication may occur in person, virtually, through professional development sessions, and/or through documented electronic communication.

Bucks County Community College may provide professional development opportunities for Partner High School instructors and liaisons to support instructional alignment, accreditation expectations, student success initiatives, and concurrent enrollment best practices. Professional development opportunities may include August training sessions and other workshops eligible for ACT 48 continuing professional education credit.

10. Faculty Clearances for Minors

In compliance with Pennsylvania state law, any faculty member teaching a course that includes students under the age of 18 must obtain the following clearances prior to the course start date: Pennsylvania Criminal Record Check, Pennsylvania Child Abuse Clearance, and FBI Criminal Background Check. All faculty members who hold valid clearances (within the past five years) must be able to provide documentation for verification upon request.

11. Accreditation and Compliance

Bucks County Community College maintains institutional accreditation through the Middle States Commission on Higher Education (MSCHE) and supports the standards and best practices established by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

The Partner High School acknowledges that all dual enrollment courses offered under this agreement must align with applicable accreditation expectations, including faculty credentialing, academic rigor, assessment standards, and student support practices consistent with college-level instruction.

The parties further acknowledge that, under MSCHE substantive change requirements, any Partner High School location at which students may complete fifty percent (50%) or more of an eligible general education certificate or academic program may constitute an additional instructional location requiring formal MSCHE review and approval prior to implementation.

Bucks County Community College reserves the right to review course offerings and enrollment structures to ensure ongoing compliance with MSCHE accreditation and substantive change policies.

12. Outreach and Communication

Bucks County Community College and the Partner High School agree to collaborate on outreach, communication, enrollment, and student support efforts designed to promote awareness of dual enrollment opportunities and ensure that students and families understand program benefits, expectations, timelines, costs, academic responsibilities, and available support resources.

Collaborative efforts may include student and parent/guardian information sessions, enrollment and onboarding activities, dissemination of program materials and deadlines through school and college communication channels, promotion of academic pathways and college readiness opportunities, and coordination among Bucks personnel, high school administrators, counselors, instructors, students, and families to support student success.

The Partner High School agrees to designate appropriate personnel to support communication and dissemination of dual enrollment information throughout the academic year. Bucks County Community College may provide outreach materials, informational resources, presentations, advising support, and enrollment assistance to support consistent promotion and administration of dual enrollment opportunities across participating districts.

13. Term and Termination

This MOU becomes effective upon execution by both the Superintendent of Schools of the Partner High School District and the President & CEO of Bucks County Community College. It shall be binding upon the signatures of the Signatory Parties and their respective successors as of the date of signature. The term of this agreement shall run from August 15, 2026, through August 14, 2027. The agreement will be reviewed by both parties at the conclusion of each academic year to evaluate processes and overall success. Either party may terminate the agreement with ninety (90) days' prior written notice. Any amendments to this MOU must be made in writing and signed by both parties. If any provision of this MOU is found to be unenforceable, that provision shall be severed, and the remainder of the MOU shall remain in full force and effect.

14. Nondiscrimination Clause

The Signatory Parties agree not to unlawfully discriminate on the basis of race, color, national origin, ethnicity, religion, gender, age, disability, sexual orientation, or any other legally protected classification in any program activity pursuant to this agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the Effective Date and signed below.

Dr. Patrick M. Jones

President & CEO, Bucks County Community College

Date

and

Partner High School Representative

Date

Title

LOCAL TRAINING CONTRACT

Fiscal Agent

Educational Data Systems, Inc.

15300 Commerce Drive N #200
Dearborn, MI 48120
Phone: (313) 271-2660

Contact: Jessica Peterson
Email: jpeterson@buckscounty.org
Phone: 267-580-3501

Training Provider:

Name: Middle Bucks Institute of Technology

Address: 2740 York Road Jamison PA 18929

Phone: 2153432480
Contact: Mark Covelle
E-Mail: mcovelle@mbit.org
Operations Contact: Mark Covelle
E-Mail: mcovelle@mbit.org

This Local Training Contract (“Contract”) is effective on July 1, 2026, by and between Educational Data Systems, Inc. (EDSI), hereinafter referred to as “WIOA Service Provider”, and Training Provider, with reference to the following facts:

A. WIOA Service Provider

In partnership with the Bucks County Workforce and Economic Development Department (WED), WIOA Service Provider provides Title I services through the PA CareerLink® Bucks County pursuant to the Workforce Innovation and Opportunity Act (WIOA).

B. Training Provider

The Training Provider hereby represents that it is (i) an “Eligible Provider of Training Services” pursuant to policies and procedures established by the State in cooperation with the WED and County, and (ii) qualified under federal and state regulations and rules to offer training services to individuals whose related costs are subsidized by WIOA and/or TANF funding, both of which representation apply to each course of study.

C. Contract Agreement

WIOA Service Provider and the Training Provider intend by this Contract to cooperate in offering training and related services to Participants who are authorized to receive such services and referred by PA CareerLink® Bucks County to the Training Provider through an approved “Individual Training Account (ITA)” [described in WIOA Section 134(d)(4)(G)] in compliance with ITA policies and procedures established by the WED.

NOW, THEREFORE, in reliance upon the above facts and representations, WIOA Service Provider and Training Provider agree as follows:

1. Participant Referral and Acceptance

The PA CareerLink® Bucks County staff shall be responsible for screening and evaluating each Participant’s compliance with prerequisites for enrollment into subsidized training. Should the Training Provider conduct entry requirements, the submission of the file will be requested. Upon approval of eligibility, the PA CareerLink® Bucks County staff shall furnish an *Individual Training Account (ITA)*

Referral (Exhibit A attached hereto and incorporated herein by this reference) to the Participant certifying such eligibility.

The Participant shall utilize the *ITA Referral* to:

- select the course of study which s/he wishes to pursue, and
- verify to the entity the Participant's ability to access the appropriate funds to pay for the training in its entirety or in portion that s/he selects. Appropriate funds payment may include WIOA, TANF, WED discretionary, or any combination thereof as and at the discretion and direction of WIOA Service Provider in collaboration with the WED.

Upon WIOA Service Provider's receipt of a fully-executed *ITA Referral* and Training Provider's admissions requirement documentation, if applicable, WIOA Service Provider shall issue an *ITA Authorization (Exhibit B)* to the Training Provider. This authorization shall function as WIOA Service Provider's promise to pay the costs identified therein directly to the Training Provider, subject to the terms and conditions of this Contract and ITA.

2. Commencement of Training

Following proper and timely activation of an ITA, the Participant shall commence full participation in the Approved Course activities on the approved start date and shall thereafter participate continuously in the Approved Course pursuant to the Training Provider's standard attendance policies. Upon commencement of a Participant's participation in the Approved Course, the respective ITA shall become fully a part of this Contract without the need for its physical attachment hereto.

Training Providers acknowledge and agree that the Participant is not considered enrolled, and no funds will be disbursed for that Participant until the Participant has reached the commencement date. Commencement date is defined as completion of five (5) full days of instructional or live training. Training Providers that deliver services/curriculum through student self-paced or recorded coursework acknowledge and agree that a Participant must complete a minimum 24 hours of training for initial funds to be disbursed.

The *Commencement Letter (Exhibit C)* evidencing the Training Provider's enrollment of the Participant and attendance in the Approved Course must be emailed after the completion of five days or 24 hours, depending on the Approved Course training type, to the PA CareerLink® Bucks County Representative as a condition to activation of WIOA Service Provider's duty to compensate the Training Provider for its training costs. Any ITA which is not activated in this manner could result in the contract being null and void. The *Commencement Letter* is to be emailed to jcheng@buckscounty.org.

Upon commencement of training, each Participant shall have full access to all of the Training Provider's facilities, resources, personnel and supplies, to the same extent as the Training Provider's other students, and there shall be no reduction in services to a Participant due to subsidization of his/her training under WIOA/WED administered funds.

3. Course Content

The Approved Course curriculum and related materials provided to WIOA Service Provider and/or the WED in the process of certifying the Training Provider as an Eligible Provider of Training Services shall be diligently followed and applied by the Training Provider in its instruction and training of each Participant

and shall not be substantially amended. As used herein, “substantially amended” shall mean any change in course objectives; any reduction in expected student competency achievement; any reduction in minimum attendance requirement; and for any exception to minimum education or experience standards for instructors.

4. Financial Provisions

Subject to issuance and activation of an *ITA Authorization (Exhibit B)* and timely commencement of the Participant’s participation in the Approved Course as provided above, WIOA Service Provider shall be responsible for payment to the Training Provider 100% of the amount specified in the ITA, on the terms and upon completion of the objectives specified below:

- Provided that Training Provider shall assist the Participant to apply for all available financial aid grants for which the Participant may be qualified. Immediately upon receipt of notice of any such financial aid grant received by or for the benefit of the Participant, the Training Provider shall notify WIOA Service Provider in writing of such aid. The amount of the aid shall be deducted from the face value of the ITA and shall be credited against all subsequent payments owing to the Training Provider under the ITA until the financial aid grant is exhausted.

Should the amount of such aid exceed the balance then owing to the Training Provider under the ITA, such excess amount shall be repaid to WIOA Service Provider within thirty (30) days after the Training Provider receives notice of the aid, which repayment shall not exceed the amounts previously paid by WIOA Service Provider to the Training Provider under the financial aid recipient’s ITA. Notwithstanding any other provision of this Section, if the financial aid is either (a) in the form of a loan to the Participant which must be repaid, or (b) payable solely to the Participant for expenses other than Approved Course registration, books and other materials or tuition, then no credit shall be applied to the ITA’s face value and no repayment shall be owing to WIOA Service Provider. Should the cost of the Approved Course or other services provided by the Training Provider to the Participant exceed the face value of the ITA, the excess amount shall be paid as the Training Provider and the Participant may determine, and WIOA Service Provider shall in no event bear any responsibility therefore.

- Provided that Training Provider shall submit the required reports as outlined in the Required Reporting Section.
- Training Provider acknowledges and agrees that the cost(s) listed on the approved State Provider List are the total cost(s) for the approved courses for any Participant. This cost is all inclusive and includes books, tools, any necessary equipment, testing fees and certification fees given by the Training Provider. Neither the Participant nor WIOA Service Provider will be required to pay any additional funds or obtain additional supplies that would result in incurring any additional cost.

Subject to issuance and activation of an *ITA Authorization (Exhibit B)* and timely commencement of the Participant’s participation in the Approved Course as provided above, WIOA Service Provider shall be responsible for payment to the Training Provider.

5. Invoicing

The Training Provider is required to submit an invoice to WIOA Service Provider for 50% of the agreed upon costs, *Commencement Letter (Exhibit C)* and *Weekly Attendance Form(s) (Exhibit D.1)*, if applicable, in one submission file only after a full calendar week's completion of the training. The Training Provider will then submit an invoice to WIOA Service Provider for the remaining 50% upon completion in one submission file of the full training period **along with** submission of the required documentation referenced in Section 7 below, including *Monthly Attendance Forms (Exhibit D.2)* and *Monthly Progress Reports (Exhibit E)*, or equivalent, completed in their entirety, Program Outcomes (Exhibit F), **and a copy of the earned certificate, license, diploma, etc. (for those who complete the training) in order for final payment to be released.** Invoices that are not received by WIOA Service Provider within the required submittal guidelines and/or not received within 45 calendar days of a Participant's completion of a course and with the supporting documentation are subject to non-payment. Should a Participant not successfully complete the training program and terminates, the Training Provider may submit an invoice to the WIOA Service Provider for the remaining balance of the approved program cost, so long as 75% of the program course is achieved. WIOA Service Provider shall make the appropriate payment to the Training Provider within sixty (60) days after receipt of the invoice and all required documentation, subject to adjustment by WIOA Service Provider and based on verification of the information in the invoice or due to prior overpayments to Training Provider. The cost per trainee shall not exceed \$6,500, unless upon receipt of an appropriate grant, the parties agree in writing to a higher amount.

6. Site Conditions; Indemnity and Insurance

The Training Provider hereby represents and assures that all facilities and equipment used in the course of delivering an Approved Course to a Participant shall at all times comply with all applicable accessibility and safety standards, whether contained in Federal or State laws or regulations or local governmental ordinances.

Each Party hereby agrees to defend, indemnify, and hold harmless the other party and its officers, employees, agents and representatives, from and against any and all liability, damages, claims, actions, losses, liens, judgments, costs and expenses (including reasonable attorneys' fees), of whatever nature, including injuries to or death of any person or persons, or damage to property, arising from or related to the performance of this Contract and directly resulting from the indemnifying party's negligence, intentional acts, malfeasance, omissions, noncompliance with applicable laws or breach of any provision herein.

The Training Provider shall purchase and maintain in effect forms and amounts of insurance coverage applicable to its activities hereunder, including workers' compensation self-insurance or insurance for its employees engaged in providing services described herein; and commercial general liability insurance including premises liability coverage covering associated activities of the Training Provider and its directors and employees.

Each such policy of insurance or self-insurance shall be deemed primary with respect to any similar insurance carried by WIOA Service Provider, and shall prove that it may not be reduced or cancelled except upon thirty (30) days advance notice from the insurer directly to WIOA Service Provider. Each such policy of insurance shall be maintained continuously in full force and effect, and shall list WIOA Service Provider as an Additional Insured party. The Training Provider shall provide WIOA Service Provider a written certificate of insurance evidencing coverage upon request.

7. Required Reporting and Access to Records

The Training Provider is responsible for submitting the following documents in a timely manner to jcheng@buckscounty.org as outlined below:

- **Attendance Forms:** Should the Training Provider have their own system of attendance tracking and reporting, with signatories, those documents are to be accepted in lieu of the attendance forms outlined in *Exhibits D.1 and D.2*. Should the Training Provider not have a system of attendance tracking and reporting, the Training Provider shall submit *Weekly Attendance Forms (Exhibit D.1)* once commencement date is achieved. Following the commencement date, the Training Provider will then transition from the *Weekly Attendance Form (Exhibit D.1)* to the *Monthly Attendance Form (Exhibit D.2)* as referenced. The Training Provider is solely responsible for submitting signed and verified Attendance Forms attesting to Participant's attendance in the course funded through the ITA. Signatories are authorized staff from Training Providers. Original attendance forms are to be submitted directly to WIOA Service Provider on a monthly basis, regardless of the length of the course.
- **Progress Reports:** Should the Training Provider have their own records of progress reporting, with signatories, those documents are to be accepted in lieu of the *Monthly Progress Report* outlined in (*Exhibit E*). Should the Training Provider not have records of progress reporting, the Training Provider shall submit *Monthly Progress Report (Exhibit E)* referenced below. The Training Provider is solely responsible for submitting signed and verified progress report(s) attesting to Participant's advancement in the course funded through the ITA. Signatories are authorized staff from Training Providers. Original progress report(s) are to be submitted directly to WIOA Service Provider on a monthly basis, regardless of the length of the course.
- **Program Outcomes:** The Training Provider shall submit a Program Outcomes (*Exhibit F*) upon the Participant's completion of or early termination from the Approved Course. This report shall be submitted within ten (10) days after the Participants' completion / termination or with the final invoice, whichever occurs first.
- **Record Retention:** The Training Provider shall maintain all Participant records in a secure location at the Training Provider's sole cost and expense, for no less than seven (7) years after expiration of the Term of this Contract. This period shall be extended if the Training Provider is notified by WIOA Service Provider or the WED in a timely manner that there exists any issue as to which such records are relevant, in which case the Training Provider shall maintain the records until resolution of the issue. From commencement of the Term throughout such periods of records maintenance, WIOA Service Provider, the WED or any Federal or State official authorized by law shall have full and free access to such records upon giving reasonable advance notice to the Training Provider. If the Training Provider goes out of business, all records pertaining to this contract will be returned to WIOA Service Provider for holding for the remainder of the time left in the seven-year period.
- **Copy of Certificate/License/Diploma/Etc. Earned:** The Training Provider shall provide WIOA Service Provider with a copy, for those who complete the training, of documentation that outlines any certificate, license, diploma, or the like, that have been earned through entering into ITA contracts in order to receive final payment. If Participant fails to complete the class or does not receive certification, diploma, or the like, final payment to Training Provider will not be withheld.

8. Term; Termination; Amendment

This Contract shall be in effect for the period of time (“Term”) beginning on the date stated on the first page of this contract until June 30, 2027, subject to earlier termination or extension only as provided herein. This Contract may be terminated by either party hereto before expiration of the Term for “cause” (defined to be substantial or repeated breach of the other party’s obligations hereunder) and only upon giving to the other party thirty (30) days advance written notice of the proposed termination specifying the cause therefore. If during the first ten (10) days of the 30-day notice period the party claimed to be in breach (“Breaching Party”) gives notice to the other party of the Breaching Party’s intent to cure the breach, and if the Breaching Party fully does so within the 30-day notice period (or, for a breach which cannot reasonably be fully cured within such period, promptly commences and continues in good faith to implement the cure), this Contract shall not be terminated. Notwithstanding the prior two sentences, WIOA Service Provider reserves the right to terminate this Contract, with or without notice in the following circumstances: upon proper termination of the Training Provider’s status as an Eligible Provider of Training Services; upon the lack or loss of federal funds or continued federal authorization for program activities under WIOA; due to serious issues such as, but not limited to, theft, unallowable use of funds, unsafe acts, breach of confidentiality and/or HIPAA violations; or as may otherwise be required by Federal or State law or regulation.

Upon termination, the Training Provider may no longer be eligible for referral of Participants by WIOA Service Provider under the ITA procedure. This Contract may be amended (including without limitation to extend its Term) only by written agreement signed by authorized official of both parties hereto.

The terms and conditions of this Agreement, including all attached and incorporated Attachments and Exhibits, may be changed only by written agreement signed by both parties.

9. Miscellaneous

This Contract fully expresses all agreements and understanding of the parties hereto relating to its subject matter, and there exists no prior or contemporaneous agreement or understanding regarding this subject which is not stated herein. The parties to this Contract are each an independent contractor of the other and neither shall be considered or construed to be the agent or employee of the other. Neither party has any rights as agent, employee, joint venture or partner in the business of the other.

Participants’ PII shall be limited to authorized personnel and only for purposes of carrying out the activities described herein. The sharing of PII with unauthorized persons or beyond the scope of this Contract is considered a breach, which must be immediately communicated to the Parties herein and may result in termination of this Contract, with or without notice.

This Contract is personal as between the parties hereto and shall not be assignable in whole or in part; any attempt to assign any right or obligation hereunder shall be void at its inception. Any notice permitted or required hereunder shall be given in writing and shall only be effective (a) immediately upon delivery in person or by email with appropriate receipt, or (b) three (3) days after mailing by U.S. Mail properly addressed and with sufficient postage affixed. For notice purposes, the address and email of the parties are listed on the first page of this Contract.

This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, and venue for all legal actions shall be in the Commonwealth of Pennsylvania.

All parties hereto agree that should any provision of this Contract be determined to be invalid or unenforceable, under present or future laws effective during the term of this Contract, such determination shall not affect the legality, validity, and enforceability of the remaining provisions and/or terms of this Contract, which shall continue in full force and effect.

Headings in this Agreement are inserted solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction, or interpretation.

This Contract may be executed in counterparts, each of which is an original and all of which together constitute one and the same instrument.

- *Attachment A: Non-Discrimination Assurance*
- *Attachment B: Certification Regarding Lobbying*
- *Attachment C: Certification Regarding Debarment, Suspension and Ineligibility*
- *Attachment D: Certification Regarding Drug-Free Workplace Requirements*
- *Attachment E: ADA Accessibility / Monitoring Provisions*
- *Attachment F: Compliance with Audit Requirements*

10. Exhibits

- *Exhibit A: Individual Training Account (ITA) Referral*
- *Exhibit B: Individual Training Account (ITA) Authorization*
- *Exhibit C: Commencement Letter*
- *Exhibit D.1: Weekly Attendance Form*
- *Exhibit D.2: Monthly Attendance Form*
- *Exhibit E: Monthly Progress Report*
- *Exhibit F: Program Outcomes*

CONTRACT AUTHORIZATION

Training Provider:

Mark Covelle

Authorized Signature	Date
Mark Covelle	07/30/26
Printed Name of Authorized Signatory	Title

WIOA Service Provider:

Jessica Peterson

Jessica Peterson (Jul 31, 2026 08:01:45 EDT)

Authorized Signature	Date
Jessica Peterson	Site Administrator
Printed Name of Authorized Signatory	Title

Attachment A

NON-DISCRIMINATION ASSURANCE

**Department of Workforce & Economic Development
NON-DISCRIMINATION POLICY**

- A. Training Provider will not, on the grounds of race, color, sex, age, religious creed, disability, ancestry or natural origin:
1. Deny an individual any services or other benefits;
 2. Provide any services or other benefits to an individual which is different or is provided in a different manner from that provided to others;
 3. Subject any individual to segregation or separate treatment in any manner related to his/her receipt of any services or other benefits provided;
 4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or other benefits provided;
 5. Treat an individual differently from others in determining whether he/she satisfies any eligibility or other requirements or conditions which individuals must meet in order to receive any aid, care, service or other benefits provided;
 6. Deny any individual an opportunity to participate through the provision of services as otherwise afforded others.
- B. Training Provider, in determining (a) the types of services or other benefits to be provided; (b) the class of individuals to whom, or the situation in which, such services or other benefits will be provided; or (c) the opportunity to participate: Will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of race, color, sex, age, religious creed, disability, ancestry, or national origin. Training Provider also will not utilize criteria that may have the effect of defeating or substantially impairing accomplishment of the objective or the program in respect to an individual's race, color, sex, age, religious creed, disability, ancestry or national origin.
- C. Training Provider will have in place or establish a client grievance procedure that sets forth a protocol to handle client complaints regarding aspects of the client's treatment.

I certify that I am an official of the agency/organization authorized to sign this assurance.

Middle Bucks Institute of Technology

Printed Name of Training Provider

Mark Covelle

Authorized Signature

Mark Covelle

Date

07/30/26

Printed Name of Authorized Signatory

Title

Attachment B

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Middle Bucks Institute of Technology

Printed Name of Training Provider

Mark Covelle

Authorized Signature

Mark Covelle

Date

07/30/26

Printed Name of Authorized Signatory

Title

Attachment C (Instructions Only)

Instructions for Certification

1. By signing this certification and submitting it with this Contract, the prospective recipient of State and/or Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of State and or Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the State and/or Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of State and/or Federal assistance funds shall provide immediate written notice to the person to whom this Contract is submitted if at any time the prospective recipient of State and/or Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this Contract is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this Contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department.
6. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this Contract that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. For contracts involving Federal funds, each participant may but is not required to check the List of Parties Excluded from Procurement of Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally processed by a prudent person in the ordinary course of business dealings.

Attachment C

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY

Printed Name of Training Provider: Middle Bucks Institute of Technology

Federal Employer Identification Number: 23-1701582

For your contract to be finalized, this form must be completed in full.

- ☒ The contract you are entering into involves the payment of State funds. Complete and sign the State-funded Contract Certification.
- ☒ The contract you are entering into involves the payment of Federal funds. Complete and sign the Federal-funded Contract Certification.
- ☒ The contract you are entering into involves both Federal and State funds. Please complete and sign both verifications.

STATE-FUNDED CONTRACT CERTIFICATION

This certification is required by Management Directive 215.9, which implements Executive Order 1990-3. The prospective recipient of State funds certifies, by submission of this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible from participation in this transaction by any State or Federal department or agency.

Mark Covelle

Authorized Signature

Date

Mark Covelle

07/30/26

Printed Name of Authorized Signatory

Title

FEDERALLY- FUNDED CONTRACT CERTIFICATION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this Contract, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this certification.

Mark Covelle

Authorized Signature

Date

Mark Covelle

07/30/26

Printed Name of Authorized Signatory

Title

Attachment D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Contractor certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a Condition of employment under the Contract, the employee will –
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
5. Notifying the PA CareerLink® Bucks County Representative in writing, within ten (10) calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted –
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State or Local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

The Contractor should insert in the space provided below the site(s) for the performance of work done in connection with this Contract, if other than that address stipulated on the front of this Contract.

Middle Bucks Institute of Technology

2740 York Road

Place of Performance - Name & Street Address

Jamison, PA 18929

City, State, Zip Code

Mark Covelle

Mark Covelle

07/30/26

Name, <Signature>, Title, Date

Attachment E

ADA Accessibility

Training Providers must ensure equal opportunity to persons with disabilities participating in programs or activities who are receiving Federal or State funding. All goods and services must be provided to people with disabilities on an equal basis with the rest of the general public. Physical and programmatic accessibility is required under Section 504 of the Rehabilitation Act of 1973, as amended; the American with Disabilities Act of 1990, as amended; and Section 188 of the Workforce Innovation & Opportunity Act and implementing regulations (29 CFR Part 37) pertaining to persons with disabilities.

Monitoring Provisions

The Department of Workforce & Economic Development (WED) and/or WIOA Service Provider may conduct monitoring, oversight and evaluation of Training Providers to ensure necessary compliance with the Workforce Innovation and Opportunity Act of 2014, Federal Regulations and State policies. This monitoring/oversight may take place with no less than 72 hours' notice to the Training Provider and may consist of on-site review of program operations and inspection of various program reports, records and activities. The WED or WIOA Service Provider monitor shall have the authority to examine all forms and documents used, including, but not limited to, purchase requisitions, purchase orders, supply requisitions, invoices, journal entries, travel expenditures, payroll register, and other checks used by the Training Provider in the performance of this Contract.

Middle Bucks Institute of Technology

Printed Name of Training Provider

Mark Covelle

Authorized Signature

Mark Covelle

Date

07/30/26

Printed Name of Authorized Signatory

Title

Attachment F

Compliance with Audit Requirements Department of Workforce & Economic Development

Reference: 2 CFR Part 200, Subpart F – Audit Requirements

All providers, including local governments, non-profit, and commercial for-profit organizations receiving \$750,000 or more in Federal financial assistance during their fiscal year, either directly from the Federal government or indirectly from a receipt of Federal funds, shall have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements and PA Management Directive 325.9.

Additionally, contracting for these audit services must comply with an open and competitive procurement process. In order to ensure maximum competition, the length of multi-year contracts is limited to five years. No multi-year contracts may be extended past the five-year period without being re-bid through the normal competitive procurement process.

Each Contractor will be responsible for complying with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements and 29 CFR 99.225.

The WED and/or WIOA Service Provider will monitor the Contractor's operation of the program. Such monitoring may consist of on-site review of Program operations and inspections of Program reports, documents, records and activities with no less than 72 hours' notice to the Contractor. The WED and/or WIOA Service Provider shall have the authority to examine the books and records used by the Contractor in accounting for expenses incurred under the contract. The WED and/or WIOA Service Provider shall have the authority to examine all forms and documents used, including, but not limited to: purchase requisitions, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks and other checks used by the Contractor in the performance of this Contract.

Middle Bucks Institute of Technology

Printed Name of Contractor

Mark Covelle

Authorized Signature

Date

Mark Covelle

07/30/26

Printed Name of Authorized Signatory

Title

Exhibit A

Individual Training Account (ITA) Referral

Section I - Completed by PA CareerLink® Bucks County Counselor

Participant and PID			
Course Title (from CWDS)			
Training Provider			
Training Provider Address			
City, State, Zip			
Contact Person		Phone:	
Email Address:			
Appointment Date		Time:	

PA CareerLink® Bucks County Counselor: _____

Section II - Completed by Training Provider & Returned to Participant

Date of Interview: _____ Accepted ☐ Not Accepted ☐

Start Date: _____ Anticipated Completion Date: * _____

Preapproved Extension Date: _____

Location of Training (if different from address above): _____

Number of Training Hours per week: _____

How many courses are listed in the Program of Study? _____

Are any of these courses online? ☐ Yes ☐ No If so, how many? _____

Is the Program Eligible for Financial Aid? ☐ Yes ☐ No (If yes, attach documentation)

ETPL Total Cost Listed on CWDS	
Financial Aid/ Loans/ Self Funds	
PA CareerLink® Reimbursable Total Cost	

**This training will not be extended beyond the Anticipated Completion Date without written notification directly to WIOA Service Provider within five (5) days in advance of the Completion Date. Receipt of a request does not guarantee an extension.*

Section II – Continued

Have all entrance requirements been met? ☐ Yes ☐ No If no, explain:

Attach the current course schedule and the list of instructors currently scheduled to teach these courses.

The above listed course of study will qualify the Participant for the following jobs:

1. _____
2. _____
3. _____

Does the Training Provider have a Job Placement Officer? ☐ Yes ☐ No

If yes, please provide contact information.

Job Placement Officer Name: _____

Phone Number: _____ Email: _____

Authorized Signature for the Training Provider _____ Date _____

Printed Name of Authorized Signatory _____ Title _____

**This training will not be extended beyond the Anticipated Completion Date without written notification directly to WIOA Service Provider within five (5) days in advance of the Completion Date. Receipt of a request does not guarantee an extension.*

Exhibit B

Individual Training Account (ITA) Authorization

Participant Name:		Participant ID:	
Program/Course		Cost:	\$
Program Start Date:		End Date:	
Training Provider:			
Industry:			

Funding Stream:

☐ WIOA Adult	☐ WIOA Dislocated Worker	☐ Other
-------------------------------------	---	--------------------------------

Potential Job Opportunities upon completion of Training

(as recorded on current Bucks County HPO and CWDS for Bucks County):

SOC Code	Occupation Name	Education Level Required	# of job openings posted in HWOL	# of job openings listed in CWDS*

**for previous month in Bucks County area*

The following documentation is attached to support this request:

☒ Individual Training Account (ITA) Referral				
☒ Participant's Application for ITA				
☒ CWDS ETPL Printout of Participant Selected Training Provider				
☒ Resume				
☒ Individual Employment Plan				
☒ Participant Case Notes				
Assessment	Date	Summary of Results		
eSkills		Math Level:	Reading Level:	Total Score:
TABE		Math Level:	Reading Level:	
CareerScope		See summary in case notes		
O*NET		See summary in case notes		

PA CareerLink® Bucks County Counselor: _____

Date: _____

Revised: June 2026

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PA CareerLink® Bucks County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For program funding details in compliance with the Stevens Amendment, please visit www.buckscounty.gov/1825/stevens-amendment.

Program Review/Approval

I have reviewed the placement statistics as reported by the Training Provider for this program/course of study and consider this an appropriate investment of WIOA funding:

☐ Approved ☐ Declined Reason:

WIOA Manager Signature: _____ Date: _____

☐ Approved ☐ Declined Reason:

PA CareerLink® Director: _____ Date: _____

☐ Approved ☐ Declined Reason:

EDSI Chief Financial Officer: _____ Date: _____

☐ Approved ☐ Declined Reason:

Authorized Bucks County WED Representative: _____ Date: _____

Exhibit C

**PA CareerLink® Bucks County
Commencement Letter**

For initial invoice use only

Date: _____

Please email completed document to: Jeffrey Cheng at jcheng@buckscounty.org

Participant: _____

Training Provider: _____

Course of Study: _____

Start Date:_____ Commencement Date:_____

By affixing my signature below, I am attesting that the above Participant has officially reached the commencement date, as defined as five (5) days completed in instructional/live training or 24 hours completed in self-paced or recorded training.

Signature

Date

Printed Name

Title

Exhibit D.1

PA CareerLink® Bucks County Weekly Attendance Form

For initial invoice use only

Participant Name: _____

Week Ending: _____

	Scheduled Hours	Hours Attended	Comments
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours:			

The Training Provider has reviewed this form with the Participant and agrees that it accurately reflects their attendance for the week.

Instructor Signature _____

Date _____

Revised: June 2026

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Exhibit D.2

PA CareerLink® Bucks County Monthly Attendance Form

****Use only if Training Provider does not track and record student attendance with own system. Please fill in the monthly attendance table with the date of the month and number of hours attended.****

Participant Name:

Provider/Course:

Month of Participation:

Training Course Type (*Circle Option*): Instructional / Recorded

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Monthly Hours:

Last Date Attended, if applicable:

Training Provider Signature:

Date:

Instructional: Live Training Program; **Recorded:** Self-Paced Training Program

Revised: June 2026

Page 22 of 24

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Exhibit E

PA CareerLink® Bucks County
Monthly Progress Report for the Month Of _____

Participant Name: _____

Training Provider: _____

Course of Study: _____

Start Date: _____ Anticipated Completion Date: _____

COURSE PROGRESS / CONCERNS:

- Is the participant progressing satisfactorily? Yes ☐ No ☐
- Skills gained this month: _____
- Was an exam given? Yes ☐ No ☐ If yes, subject: _____
- Grade: _____
- Current course grade: _____
- Any risk of not completing on time? Yes ☐ No ☐
 - If yes, Explain the Issue: _____
 - Has Support / Tutor / Advisor been offered to participant? Yes ☐ No ☐

CERTIFICATIONS:

- Certification exam taken? Yes ☐ No ☐
- Passed certification exam? Yes ☐ No ☐
- Certification earned: _____

ATTENDANCE

- Any attendance issues? Yes ☐ No ☐
 - If yes, explain: _____

Additional comments: _____

Instructor Signature

Date

Printed Name

Title

Exhibit F

PA CareerLink® Bucks County Program Outcomes

Please use this form to document the Participant's training outcome(s) including successful completion or early termination from the Approved Course of Study.

Participant Name: _____

Training Provider: _____

Course of Study: _____

Did the Participant successfully complete the approved training program? ☐ Yes ☐ No

Start Date: _____ Actual End Date: _____

Final Grade: _____

Certificate(s) Achieved: _____

Competencies Achieved: _____

If the participant did not complete the course, please provide a reason, percentage completed and the last date attended:

Last Date Attended: _____

Authorized Signature

Date

Printed Name of Authorized Signatory

Title

Revised: 6/2026

Page 24 of 24

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Middle Bucks Institute of Technology Bucks ITA Local Contract PY26

Final Audit Report

2026-07-31

Created:	2026-07-23
By:	Jeffrey Cheng WEDCL1300 (jcheng@buckscounty.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsdzwePa2Qk0MjycC7tdzpovoQICAcMf4

"Middle Bucks Institute of Technology Bucks ITA Local Contract PY26" History

-  Document created by Jeffrey Cheng WEDCL1300 (jcheng@buckscounty.org)
2026-07-23 - 6:05:10 PM GMT
-  Document emailed to Mark Covelle (mcovelle@mbit.org) for signature
2026-07-23 - 6:05:22 PM GMT
-  Email viewed by Mark Covelle (mcovelle@mbit.org)
2026-07-30 - 11:27:58 PM GMT
-  Document e-signed by Mark Covelle (mcovelle@mbit.org)
Signature Date: 2026-07-30 - 11:35:20 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document emailed to Jessica Peterson WEDCL1300 (JPeterson@buckscounty.org) for signature
2026-07-30 - 11:35:24 PM GMT
-  Email viewed by Jessica Peterson WEDCL1300 (JPeterson@buckscounty.org)
2026-07-31 - 12:00:14 PM GMT
-  Signer Jessica Peterson WEDCL1300 (JPeterson@buckscounty.org) entered name at signing as Jessica Peterson
2026-07-31 - 12:01:43 PM GMT
-  Document e-signed by Jessica Peterson (JPeterson@buckscounty.org)
Signature Date: 2026-07-31 - 12:01:45 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-07-31 - 12:01:45 PM GMT

2026-2027

BCTE Technical Assistance Program

MEMORANDUM of UNDERSTANDING

**between Career and Technical Centers or School Districts and the
Bureau of Career and Technical Education (BCTE)**

Purpose

The purpose of the Technical Assistance Program (TAP) is to significantly raise the academic and technical achievement of all students enrolled in approved CTE programs at a career and technical center (CTC) or high school. The TAP activities will assist CTCs and schools with CTE programs with increasing student performance as measured on academic assessments and occupational end-of-program assessments by providing job-embedded professional learning and other resources for educators and administrators. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP offerings along with participating in relevant professional development activities provided by the Bureau of Career and Technical Education (BCTE).

TAP Activities

Your school has indicated participation in the TAP services and activities listed below for the 2026-2027 school year. Schools have been chosen to participate in TAP services and activities based on the BCTE review of your Intent to Participate Survey responses, the school's ability to most benefit from each of the TAP services, and by the data from the Perkins performance indicators.

By signing and returning the Memorandum of Understanding (MOU), your school agrees to participate in all TAP activities listed on the MOU. **The BCTE staff expects each school to commit to the training and coaching days for each TAP service and activity.** TAP consultants will contact each school's administrator to schedule training and coaching days after the MOU is signed and returned. In the future, if you are unable to participate in a TAP activity listed on the signed MOU, contact Karlie Haywood, Assistant Director, Education Resource Center at Penn State Greater Allegheny, at kqh5844@psu.edu. BCTE will be made aware of these changes to the MOU.

Memorandum of Understanding
with
Middle Bucks Institute of Technology
2026 – 2027

Technical Assistance Program (TAP) Activities

By signing this Memorandum of Understanding, you are assuring BCTE of your school's participation in the TAP activity or activities listed below.

- **CTDSL**
- **Thaddeus Stevens Automation and Robotic Welding Professional Development**
- **SREB Leadership Development and Strategic Planning Services**

Career and Technology Center Director Date

Superintendent of Record Signature or School District Superintendent Date

 8/13/26
Director, Bureau of Career and Technical Education Date
Pennsylvania Department of Education



MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

2027/2028 BUDGET CALENDAR

<u>DATE</u>	<u>DESCRIPTION</u>
September 1, 2026	2027/2028 Budget Calendar adopted by Executive Council
Week of September 7	Budget packet distributed to Management Team & professional staff
September 21	Budget packets gathered from professional staff and reviewed by Asst. Director & CTE Supervisor of Curriculum and Instruction
September 30	Budget packets due to Business Manager
Month of October	Administrative team reviews budget requests, develops preliminary budget summary
October 26	Preliminary budget summary presented to Professional Advisory Council (PAC) and Chief Financial Officers
October 26	Preliminary budget summary presented to Committee of the Whole
November - January	Committee of the Whole budget work sessions (if needed)
January 25, 2027	Preliminary budget presentation to Professional Advisory Council (PAC) and Chief Financial Officers
January 25	Preliminary budget summary presented to Committee of the Whole
February 22	Preliminary budget presentation to Professional Advisory Council (PAC) and Chief Financial Officers
February 22	Committee of the Whole review proposed budget
March 22	Professional Advisory Council (PAC) and Chief Financial Officers review proposed budget
March 22	Committee of the Whole review proposed budget
April 6	Budget presentation to Executive Council 2027/2028 Budget adopted by Executive Council
April 6 – 16	Recommended budgets sent to member district Superintendents with copies for individual School Directors
May– June	Member School Boards approve recommended budget Approved budget submitted to PDE

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT For the Period 06/01/2026 through 06/30/2026

Fiscal Year: 2025-2026

	<u>06/01/2026 - 06/30/2026</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
TUITION & FEES					
PRE SCHOOL TUITION (+)	\$13,665.10	\$264,591.55	\$270,000.00	\$5,408.45	98.0%
Sub-total : TUITION & FEES	\$13,665.10	\$264,591.55	\$270,000.00	\$5,408.45	98.0%
Total : INCOME	\$13,665.10	\$264,591.55	\$270,000.00	\$5,408.45	98.0%
EXPENSES					
OPERATING EXPENSES					
WAGES (-)	\$14,265.55	\$158,754.04	\$175,000.00	\$16,245.96	90.7%
BENEFITS (-)	\$12,210.05	\$84,874.99	\$105,000.00	\$20,125.01	80.8%
PROF SERVICES (-)	\$0.00	\$820.00	\$700.00	(\$120.00)	117.1%
PROPERTY SERVICES (-)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
OTHER PURCHASED SERVICES (-)	\$0.00	\$1,282.48	\$1,500.00	\$217.52	85.5%
SUPPLIES (-)	\$10,080.89	\$15,972.22	\$17,218.00	\$1,245.78	92.8%
EQUIPMENT (-)	\$878.00	\$878.00	\$4,000.00	\$3,122.00	22.0%
DUES & FEES (-)	\$552.46	\$5,363.51	\$7,500.00	\$2,136.49	71.5%
Sub-total : OPERATING EXPENSES	(\$37,986.95)	(\$267,945.24)	(\$313,918.00)	(\$45,972.76)	85.4%
Total : EXPENSES	(\$37,986.95)	(\$267,945.24)	(\$313,918.00)	(\$45,972.76)	85.4%
OTHER					
OTHER INCOME					
GRANTS (+)	\$0.00	\$5,000.00	\$6,000.00	\$1,000.00	83.3%
SUBSIDIES - SS & RETIREMENT (+)	\$27,056.50	\$27,056.50	\$37,568.00	\$10,511.50	72.0%
Sub-total : OTHER INCOME	\$27,056.50	\$32,056.50	\$43,568.00	\$11,511.50	73.6%
Total : OTHER	\$27,056.50	\$32,056.50	\$43,568.00	\$11,511.50	73.6%
NET ADDITION/(DEFICIT)	\$2,734.65	\$28,702.81	(\$350.00)	(\$29,052.81)	8200.8%

End of Report

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT For the Period 07/01/2026 through 07/31/2026

Fiscal Year: 2026-2027

	<u>07/01/2026 - 07/31/2026</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
TUITION & FEES					
PRE SCHOOL TUITION (+)	\$5,064.80	\$5,064.80	\$0.00	(\$5,064.80)	0.0%
Sub-total : TUITION & FEES	\$5,064.80	\$5,064.80	\$0.00	(\$5,064.80)	0.0%
Total : INCOME	\$5,064.80	\$5,064.80	\$0.00	(\$5,064.80)	0.0%
EXPENSES					
OPERATING EXPENSES					
WAGES (-)	\$4,539.28	\$4,539.28	\$0.00	(\$4,539.28)	0.0%
BENEFITS (-)	\$2,589.20	\$2,589.20	\$0.00	(\$2,589.20)	0.0%
DUES & FEES (-)	\$209.81	\$209.81	\$0.00	(\$209.81)	0.0%
Sub-total : OPERATING EXPENSES	(\$7,338.29)	(\$7,338.29)	\$0.00	\$7,338.29	0.0%
Total : EXPENSES	(\$7,338.29)	(\$7,338.29)	\$0.00	\$7,338.29	0.0%
NET ADDITION/(DEFICIT)	(\$2,273.49)	(\$2,273.49)	\$0.00	\$2,273.49	0.0%

End of Report

Middle Bucks Institute of Technology

Adult Education For the Period 06/01/2026 through 06/30/2026

Fiscal Year: 2025-2026

	06/01/2026 - 06/30/2026	Year To Date	Budget	Budget Balance	
INCOME					
Local Revenue					
Registration Fees & Tuition (+)	(\$1,700.00)	\$148,446.00	\$145,419.00	(\$3,027.00)	102.1%
Sub-total : Local Revenue	(\$1,700.00)	\$148,446.00	\$145,419.00	(\$3,027.00)	102.1%
State Subsidies					
Vocational Ed Subsidy - Adults (+)	\$0.00	\$6,143.84	\$0.00	(\$6,143.84)	0.0%
Social Security Subsidy (+)	\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.0%
Retirement Subsidy (+)	\$0.00	\$0.00	\$15,728.00	\$15,728.00	0.0%
Sub-total : State Subsidies	\$0.00	\$6,143.84	\$20,328.00	\$14,184.16	30.2%
Total : INCOME	(\$1,700.00)	\$154,589.84	\$165,747.00	\$11,157.16	93.3%
EXPENSES					
Salaries					
Administrative (-)	\$2,708.80	\$35,459.20	\$36,190.00	\$730.80	98.0%
Instructors (-)	\$0.00	\$43,466.25	\$40,200.00	(\$3,266.25)	108.1%
Support (-)	\$0.00	\$1,206.85	\$4,630.00	\$3,423.15	26.1%
Sub-total : Salaries	(\$2,708.80)	(\$80,132.30)	(\$81,020.00)	(\$887.70)	98.9%
Benefits					
Statutory (-)	\$638.50	\$26,718.79	\$32,777.00	\$6,058.21	81.5%
Sub-total : Benefits	(\$638.50)	(\$26,718.79)	(\$32,777.00)	(\$6,058.21)	81.5%
Property Services					
Repairs & Maintenance (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Office Equipment Rental (-)	\$0.00	\$0.00	\$200.00	\$200.00	0.0%
Sub-total : Property Services	\$0.00	\$0.00	(\$1,200.00)	(\$1,200.00)	0.0%
Other Purchased Services					
Postage (-)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
Advertising (-)	\$0.00	\$4,536.00	\$7,000.00	\$2,464.00	64.8%
Printing & Binding (-)	\$0.00	\$0.00	\$4,250.00	\$4,250.00	0.0%
Travel & Prof. Development (-)	\$0.00	\$455.89	\$550.00	\$94.11	82.9%
Miscellaneous (-)	\$0.00	\$2,300.00	\$150.00	(\$2,150.00)	1533.3%
Other Professional Services (-)	\$0.00	\$2,851.00	\$0.00	(\$2,851.00)	0.0%
Sub-total : Other Purchased Services	\$0.00	(\$10,142.89)	(\$21,950.00)	(\$11,807.11)	46.2%
Supplies					
Consumable Supplies (-)	\$0.00	\$12,760.43	\$15,000.00	\$2,239.57	85.1%
Books & Periodicals (-)	\$0.00	\$2,564.60	\$0.00	(\$2,564.60)	0.0%
Software & Audio Visual (-)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Utilities (-)	\$0.00	\$4,500.00	\$2,500.00	(\$2,000.00)	180.0%
Sub-total : Supplies	\$0.00	(\$19,825.03)	(\$20,000.00)	(\$174.97)	99.1%
Equipment					
Equipment (-)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
Sub-total : Equipment	\$0.00	\$0.00	(\$3,000.00)	(\$3,000.00)	0.0%
Other					
Dues & Fees (-)	\$93.22	\$6,590.42	\$6,000.00	(\$590.42)	109.8%

Operating Statement with Budget

Middle Bucks Institute of Technology

Adult Education For the Period 06/01/2026 through 06/30/2026

Fiscal Year: 2025-2026

	<u>06/01/2026 - 06/30/2026</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Other	(\$93.22)	(\$6,590.42)	(\$6,000.00)	\$590.42	109.8%
Total : EXPENSES	(\$3,440.52)	(\$143,409.43)	(\$165,947.00)	(\$22,537.57)	86.4%
OTHER					
Other Income					
Interest Income (+)	\$243.81	\$450.45	\$200.00	(\$250.45)	225.2%
Sub-total : Other Income	\$243.81	\$450.45	\$200.00	(\$250.45)	225.2%
Total : OTHER	\$243.81	\$450.45	\$200.00	(\$250.45)	225.2%
NET ADDITION/(DEFICIT)	(\$4,896.71)	\$11,630.86	\$0.00	(\$11,630.86)	0.0%

End of Report

Operating Statement with Budget

Middle Bucks Institute of Technology

Adult Education For the Period 07/01/2026 through 07/31/2026

Fiscal Year: 2026-2027

	<u>07/01/2026 - 07/31/2026</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Local Revenue					
Registration Fees & Tuition (+)	\$35,570.00	\$35,570.00	\$0.00	(\$35,570.00)	0.0%
Sub-total : Local Revenue	\$35,570.00	\$35,570.00	\$0.00	(\$35,570.00)	0.0%
Total : INCOME	\$35,570.00	\$35,570.00	\$0.00	(\$35,570.00)	0.0%
EXPENSES					
Salaries					
Administrative (-)	\$3,148.69	\$3,148.69	\$0.00	(\$3,148.69)	0.0%
Sub-total : Salaries	(\$3,148.69)	(\$3,148.69)	\$0.00	\$3,148.69	0.0%
Benefits					
Statutory (-)	\$1,840.67	\$1,840.67	\$0.00	(\$1,840.67)	0.0%
Sub-total : Benefits	(\$1,840.67)	(\$1,840.67)	\$0.00	\$1,840.67	0.0%
Other					
Dues & Fees (-)	\$74.11	\$74.11	\$0.00	(\$74.11)	0.0%
Sub-total : Other	(\$74.11)	(\$74.11)	\$0.00	\$74.11	0.0%
Total : EXPENSES	(\$5,063.47)	(\$5,063.47)	\$0.00	\$5,063.47	0.0%
NET ADDITION/(DEFICIT)	\$30,506.53	\$30,506.53	\$0.00	(\$30,506.53)	0.0%

End of Report