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

Monday, November 23, 2026 5:30 PM
Room 101 at 5:30 PM at Middle Bucks Institute of Technology, 2740 York Road, Jamison, PA 18929

1. **Call to Order**

1.A. Pledge of Allegiance

1.B. Roll Call

1.C. Introductions and Public Comment

1.D. Executive Council Comments

2. **Building, Security and Technology**

2.A. Building, Security and Technology Update

3. **Program, Policy and Personnel**

3.A. Program, Policy and Personnel Update

3.B. Revised Policy 249 - Bullying/Cyberbullying

3.C. 2027 Executive Council Meeting Dates

4. **Finance**

4.A. Finance Update

4.B. Li'l Bucks and Adult Education Updates

5. **Voting items**

5.A. Substitute Teacher

5.B. Long Term Substitute Teacher

5.C. Part-Time Instructional Assistant - Explorers

5.D. Manufacturing PA Training-to-Career Grant

5.E. Northeast Beef and Veal in the Culinary Classroom Grant

5.F. Authorization to Pay Bills

6. **Closing Items**

6.A. Adjournment

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
"Preparing tomorrow's workforce today"

POLICY PORTAL™ PSBA

BOARD POLICY

249 Bullying/Cyberbullying

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
249	11/10/2008	2/14/2022	3/4/2025
VERSION	**DOCUMENT STATUS**	**PRINTED**	
v1.9	DRAFT	11/20/2026	

Proposed addition Proposed deletion

Purpose

The Executive Council recognizes that bullying and cyberbullying create an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. The Executive Council is committed to providing ~~all students with~~ a safe, positive learning environment for school students that is free from bullying and cyberbullying. ~~where all students are treated with mutual respect, tolerance and dignity. Therefore, it shall be the policy of the school to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.~~

Definitions

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs or platforms. [1]

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

1. Substantially interfering~~ence~~ with a student's education; or
2. Creating~~on of~~ a threatening environment; or
3. Substantially ~~-~~disrupting~~ion of~~ the orderly operation of the school.

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software or online platforms regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence–generated or modified media. Cyberbullying includes bullying conduct which occurs in a school setting and/or outside a school setting. [1]

~~**Bullying**, as defined in this policy, includes cyberbullying, communication delivered through the Internet including social media.~~

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

Authority

The Executive Council prohibits all forms of bullying **and cyberbullying** by students **and requires that this policy be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the school website**.[1]

The Executive Council encourages students who believe they or others have been bullied to promptly report such incidents to ~~an~~ the building administrator or designee.

~~The Executive Council encourages student to use the Safe2Say system or school form to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.~~

The Executive Council directs that ~~verbal and written complaints~~ of bullying and cyberbullying ~~shall~~ be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Executive Council directs that any complaint of bullying or cyberbullying brought pursuant to this policy ~~shall~~to also be reviewed for conduct~~,~~ which may not be proven to by bullying or cyberbullying under this policy but merits review and possible action under ~~the~~other Executive council policies.

~~The Executive Council further directs that any allegations of bullying/cyberbullying, etc. be shared with the sending school district so that the sending school district and the school can coordinate the appropriate investigation and response.~~

~~When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the Threat Assessment Team, in accordance with applicable law and Executive Council policy.[2]~~

~~Title IX Sexual Harassment and Other Discrimination~~

~~Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of the policies addressing potential violations of law against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues~~

~~of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[3]~~

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the school's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying **or cyberbullying** or participation in an investigation ofallegations of bullying **or cyberbullying** is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

~~Every staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.~~

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

The Administrative Director or designee shall develop administrative procedures to support this policy. ~~increase the awareness of problems associated with bullying and shall develop procedures for the prompt investigation of and the corrective action for bullying when verified.~~

The Administrative Director or designee shall ensure that this policy and administrative regulations are ~~is~~ reviewed annually with students ~~and shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the school web site.[1]~~

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

The school ~~A~~administration shall annually provide the following information with the ~~Safe S~~school safety and security incident ~~R~~report:[1]

1. Executive Council's Bullying/Cyberbullying Policy.
2. Report of bullying and cyberbullying incidents.
3. Information on the development and implementation of any bullying and cyberbullying prevention, intervention or education programs.

Guidelines

~~The Student Handbook and Parent Guide, which shall contain this policy, shall be disseminated annually to students.[1][4][5]~~

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the school website.[1]

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except where made by school staff. Students are encouraged to use the school's reporting form attached to this policy, or to submit a written complaint; however, oral complaints will be accepted, documented and investigated.

Any individual receiving a complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor any person involved.

School staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly provide a summary of the observed or reported conduct to the building administrator or designee.

For purposes of this policy, a reporter is an individual, other than school staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building administrator or designee shall encourage the complainant or reporter to complete the school's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building administrator or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the school reporting form.

As soon as practicable after the receipt of a report of bullying or cyberbullying, the school shall notify the parent(s)/guardian(s) of any student involved in the incident.

If the complainant, school staff, or other professionals with knowledge of the complainant's health and well-being indicate that notifying a parent/guardian could place the complainant or another person at risk of abuse, neglect or other imminent harm, the building administrator, in consultation with the Administrative Director and legal counsel, and as appropriate, law enforcement, child welfare authorities and other qualified professionals, may determine whether parental notification should be delayed as permitted by law. The basis for the delay must be documented, and parent/guardian notification shall occur as soon as legally and safely practicable.[3][4]

Every report of bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken.

Threat Assessment

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, school staff shall make a referral to the school's threat assessment team in accordance with applicable law and Executive Council policy.[5][6]

Discrimination/Harassment

If, at the time of the report or at any time during the investigation of the allegedbullying/cyberbullying, there is reason to believe that the conduct may fall within the provisionsof the school's discrimination/harassment policies, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will

immediately initiate steps to comply with appropriate policies and procedures. The investigation will be handled as a joint and concurrent investigation to address all applicable allegations and legal requirements.[7][8]

Investigation Procedures

After determining that the matter does not require handling under Policy 103, the building administrator shall determine whether the investigation may be conducted by the building administrator or designee or whether the matter must be referred to the Administrative Director or another appropriate administrator.

If law enforcement has been notified, a law enforcement report has been filed, or substantiated allegations could result in expulsion, the building administrator shall consult with the Administrative Director or appropriate administrator, who may seek advice from legal counsel.

Investigations shall be timely, impartial, thorough and comprehensive. The investigation may include:

1. Interviewing the complainant.

2. Interviewing the individual(s) accused of the conduct.

3. Interviewing witnesses.

4. Reviewing physical, electronic or documentary evidence.

5. Reviewing any other relevant information provided during the investigation.

6. Conducting any additional inquiry reasonably necessary to determine the facts and address proven misconduct.

Investigative Findings

The investigator shall prepare findings that summarize the investigation, determine whether the allegations have been substantiated, identify any violation of Executive Council policy or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the center school shall notify the parent(s)/guardian(s) of any student involved in the incident of the determination of the investigation.

The complainant/reporter and the accused shall be informed of the outcome of the investigation within a reasonable period of time, consistent with the Family Educational Rights and Privacy Act(FERPA) and other applicable laws. The accused shall not be informed of any individual remedies provided to the complainant.[9]

Education

The school shall develop, ~~and~~ implement and evaluate bullying prevention and intervention programs and activities. ~~Such p~~Programs and activities shall provide ~~district~~school staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1] **[11][12]**[6]

School Response and Corrective Action

~~Consequences for Violations~~

~~A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Handbook and Parent Guide, which may include:[1]~~ **~~[5][7]~~**

If an investigation results in a finding that bullying or cyberbullying or other misconduct occurred, the school shall take prompt and appropriate corrective action designed to stop the conduct, prevent its recurrence, protect affected students, eliminate any hostile or disruptive environment, and prevent retaliation.[1]

The school shall document corrective actions taken and, when permitted by law, inform the complainant or reporter of responsive measures. School administrators shall monitor the effectiveness of corrective actions and take additional measures when necessary.[1]

If an investigation reveals violations of other Executive Council policies or circumstances requiring additional review, referral, discipline or intervention, the school shall address those matters through the appropriate disciplinary, administrative or support processes.

Any disciplinary action imposed shall be consistent with the Code of Student Conduct, Executive Council policies and administrative regulations, applicable collective bargaining agreements, and state and federal law, and may include:[1][2][13]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually tostudents.[1][2][10]

School Safety and Security Incidents Report

Annually, by July 31, the Administrative Director shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. The report must include the total number of bullying and cyberbullying incidents that occurred during the school year, including the number of cyberbullying incidents suspected to involve artificial intelligence-generated or modified media.[2][14]

Legal Footnotes

[1] 24 P.S. 1303.1-A (Legal) palegis.us

[6] 24 P.S. 1302-A (Legal) palegis.us

DISCRIMINATION/HARASSMENT/BULLYING/
HAZING/DATING VIOLENCE/RETALIATION
REPORT FORM

***Note**: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.*

The Joint Operating Committee declares it to be the policy of this school to provide a safe, positive learning and working environment that is free from bullying, hazing, dating violence, sexual harassment and other discrimination, and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: _____

Address: _____

Email: _____

Phone Number: _____

Retaliation Prohibited

The school, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, Joint Operating Committee policy, procedures, and the school's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the school has an obligation to investigate the information provided.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

I am a:

☐ Student ☐ Parent/Guardian ☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____ (please explain relationship to the school)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: ☐ Your Child ☐ Another Student ☐ An Employee

☐ Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Conduct You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

☐ Student(s) ☐ Employee(s)

☐ Other _____ (please explain relationship to the school)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

□Yes □ No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

Is there anything else you wish the Title IX Coordinator to know at this time?

I affirm that the information reported above is true to the best of my knowledge, information and belief.

_____	_____
Signature of Person Making the Report	Date
_____	_____
Received By	Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under the Code of Student Conduct and/or other Joint Operating Committee policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary and to discuss the availability of supportive measures as described in Policy 103 and Attachment 3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

Reporter is a:

☐ Student ☐ Parent/Guardian ☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____ (please explain relationship to the student or school)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: ☐ Reporter's Child ☐ Another Student ☐ Another Employee

☐ Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please state the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

☐ Student(s) ☐ Employee(s)

☐ Other _____ (please explain relationship to the school)

III. Level of Report:

☐ Informal ☐ Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

☐ Title IX Sexual Harassment ☐ Discrimination ☐ Retaliation ☐ Bullying

☐ Hazing ☐ Dating Violence ☐ Other _____

Nature of the Report (check all that apply):

☐ Race
☐ Color
☐ Religion
☐ Sexual Orientation
☐ National Origin
☐ Marital Status
☐ Handicap/Disability
☐ Hazing
☐ Age
☐ Religious Creed
☐ Sex
☐ Sexual Harassment (Title IX)
☐ Ancestry
☐ Pregnancy or Related Conditions
☐ Bullying
☐ Dating Violence

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Does the complainant believe the conduct will continue? ☐ Yes ☐ No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act? If unsure, contact the Director of Special Education.

☐ No.

☐ Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's academic, programs, activities or school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

Identify additional evidence that may be helpful in the course of the investigation.

VI. Safety Concerns

Are there safety concerns that may require emergency removal of or Administrative Leave for a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of a student or other individual.)

☐ No.

☐ Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

☐ No

☐ Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

☐ Policy 103. Discrimination/Harassment Affecting Students
☐ Policy 104. Discrimination/Harassment Affecting Staff
☐ Policy 234. Pregnant/Parenting/Married Students
☐ Policy 247. Hazing
☐ Policy 249. Bullying
☐ Policy 252. Dating Violence
☐ Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a school education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the school exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a during a school program or activity involving a person in the United States?

☐ Yes

☐ No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

□ A school employee implicitly or explicitly conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

□ Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a school education program or activity.

□ Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.

2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

☐ No further action at this time. Reason:

☐ Policy 247. Hazing
☐ Policy 249. Bullying
☐ Policy 252. Dating Violence
☐ Policy 317.1. Educator Midconduct
☐ Policy 806. Child Abuse
☐ Other _____

☐ Policy 103 Discrimination/Harassment Affecting Students: Attachment 2

Discrimination Complaint Procedures

□ Policy 104 Discrimination/Harassment Affecting Staff: Attachment 2
Discrimination Complaint Procedures

□ Policy 103. Discrimination/Harassment Affecting Students: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
□ Policy 104. Discrimination/Harassment Affecting Staff: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.

2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.

3. The Title IX Coordinator shall contact a student complainant's parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

   If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals including the Superintendent and upon advice of legal counsel and upon the request of law enforcement or child welfare agency, whether to withhold or delay notification of the report from the complainant's parents/guardians.

4. Determine what supportive measures may be offered to the respondent.

5. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint pursuant to Title IX.

☐ Yes ☐ No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other school officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____

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MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL REGULAR MEETING SCHEDULE 2027

The regular public meetings will be held on the third Wednesday of the month in Room 101 at 5:30 PM at Middle Bucks Institute of Technology, 2740 York Road, Jamison, PA 18929 unless noted otherwise.

MEETING DATES

WEDNESDAY, JANUARY 20, 2027

WEDNESDAY, FEBRUARY 17, 2027

WEDNESDAY, MARCH 17, 2027

***WEDNESDAY, APRIL 14, 2027**
***(Second Wednesday)**

WEDNESDAY, MAY 19, 2027

WEDNESDAY, JUNE 16, 2027

WEDNESDAY, JULY 21, 2027

WEDNESDAY, AUGUST 18, 2027

WEDNESDAY, SEPTEMBER 15, 2027

WEDNESDAY, OCTOBER 20, 2027

WEDNESDAY, NOVEMBER 17, 2027

WEDNESDAY, DECEMBER 15, 2027

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL COMMITTEE OF THE WHOLE
MEETING SCHEDULE 2027

All meetings will be held on the first Wednesday of the month in Room 101 at 5:30 PM at Middle Bucks Institute of Technology, 2740 York Road, Jamison, PA 18929 unless otherwise noted.

MEETING DATES

WEDNESDAY, JANUARY 6, 2027

WEDNESDAY, FEBRUARY 3, 2027

WEDNESDAY, MARCH 3, 2027

No Meeting Scheduled April 2027

WEDNESDAY, MAY 5, 2027

WEDNESDAY, JUNE 2, 2027

WEDNESDAY, JULY 7, 2027

WEDNESDAY, AUGUST 4, 2027

WEDNESDAY, SEPTEMBER 1, 2027

WEDNESDAY, OCTOBER 6, 2027

WEDNESDAY, NOVEMBER 3, 2027

WEDNESDAY, DECEMBER 1, 2027

Middle Bucks Institute of Technology

Li L Bucks Preschool at MBIT For the Period 10/01/2026 through 10/31/2026

Fiscal Year: 2026-2027

	10/01/2026 - 10/31/2026	Year To Date	Budget	Budget Balance	
INCOME					
TUITION & FEES					
PRE SCHOOL TUITION (+)	$19,845.32	$54,210.80	$276,000.00	$221,789.20	19.6%
Sub-total : TUITION & FEES	$19,845.32	$54,210.80	$276,000.00	$221,789.20	19.6%
Total : INCOME	$19,845.32	$54,210.80	$276,000.00	$221,789.20	19.6%
EXPENSES					
OPERATING EXPENSES					
WAGES (-)	$23,024.60	$42,953.70	$181,000.00	$138,046.30	23.7%
BENEFITS (-)	$9,051.83	$18,468.78	$94,150.00	$75,681.22	19.6%
PROF SERVICES (-)	$0.00	$0.00	$500.00	$500.00	0.0%
PROPERTY SERVICES (-)	$0.00	$29.99	$3,000.00	$2,970.01	1.0%
OTHER PURCHASED SERVICES (-)	$0.00	$0.00	$2,500.00	$2,500.00	0.0%
SUPPLIES (-)	$72.00	$1,289.40	$16,850.00	$15,560.60	7.7%
EQUIPMENT (-)	$0.00	$0.00	$4,000.00	$4,000.00	0.0%
DUES & FEES (-)	$420.71	$663.77	$8,500.00	$7,836.23	7.8%
Sub-total : OPERATING EXPENSES	($32,569.14)	($63,405.64)	($310,500.00)	($247,094.36)	20.4%
Total : EXPENSES	($32,569.14)	($63,405.64)	($310,500.00)	($247,094.36)	20.4%
OTHER					
OTHER INCOME					
GRANTS (+)	$0.00	$0.00	$6,000.00	$6,000.00	0.0%
SUBSIDIES - SS & RETIREMENT (+)	$0.00	$0.00	$38,500.00	$38,500.00	0.0%
Sub-total : OTHER INCOME	$0.00	$0.00	$44,500.00	$44,500.00	0.0%
Total : OTHER	$0.00	$0.00	$44,500.00	$44,500.00	0.0%
NET ADDITION/(DEFICIT)	($12,723.82)	($9,194.84)	$10,000.00	$19,194.84	91.9%

End of Report

Middle Bucks Institute of Technology

Adult Education For the Period 10/01/2026 through 10/31/2026

Fiscal Year: 2026-2027

	10/01/2026 - 10/31/2026	Year To Date	Budget	Budget Balance	
INCOME					
Local Revenue					
Registration Fees & Tuition (+)	$8,192.50	$72,793.03	$149,700.00	$76,906.97	48.6%
Sub-total : Local Revenue	$8,192.50	$72,793.03	$149,700.00	$76,906.97	48.6%
State Subsidies					
Social Security Subsidy (+)	$0.00	$0.00	$4,800.00	$4,800.00	0.0%
Retirement Subsidy (+)	$0.00	$0.00	$16,100.00	$16,100.00	0.0%
Sub-total : State Subsidies	$0.00	$0.00	$20,900.00	$20,900.00	0.0%
Total : INCOME	$8,192.50	$72,793.03	$170,600.00	$97,806.97	42.7%
EXPENSES					
Salaries					
Administrative (-)	$4,202.43	$12,954.36	$37,640.00	$24,685.64	34.4%
Instructors (-)	$10,275.00	$11,172.50	$45,000.00	$33,827.50	24.8%
Support (-)	$168.50	$168.50	$3,000.00	$2,831.50	5.6%
Sub-total : Salaries	($14,645.93)	($24,295.36)	($85,640.00)	($61,344.64)	28.4%
Benefits					
Statutory (-)	$4,437.66	$8,985.17	$34,015.00	$25,029.83	26.4%
Sub-total : Benefits	($4,437.66)	($8,985.17)	($34,015.00)	($25,029.83)	26.4%
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	$7,495.00	$7,495.00	0.0%
Advertising (-)	$0.00	$2,592.00	$6,000.00	$3,408.00	43.2%
Printing & Binding (-)	$0.00	$0.00	$4,500.00	$4,500.00	0.0%
Travel & Prof. Development (-)	$288.80	$288.80	$550.00	$261.20	52.5%
Miscellaneous (-)	$0.00	$0.00	$2,500.00	$2,500.00	0.0%
Sub-total : Other Purchased Services	($288.80)	($2,880.80)	($21,045.00)	($18,164.20)	13.7%
Supplies					
Consumable Supplies (-)	$2,631.87	$4,256.81	$15,000.00	$10,743.19	28.4%
Books & Periodicals (-)	$0.00	$2,124.46	$0.00	($2,124.46)	0.0%
Software & Audio Visual (-)	$0.00	$0.00	$2,500.00	$2,500.00	0.0%
Utilities (-)	$0.00	$0.00	$4,500.00	$4,500.00	0.0%
Sub-total : Supplies	($2,631.87)	($6,381.27)	($22,000.00)	($15,618.73)	29.0%
Other					
Dues & Fees (-)	$327.97	$2,812.05	$7,000.00	$4,187.95	40.2%
Sub-total : Other	($327.97)	($2,812.05)	($7,000.00)	($4,187.95)	40.2%
Total : EXPENSES	($22,332.23)	($45,354.65)	($170,900.00)	($125,545.35)	26.5%
OTHER					
Other Income					
Interest Income (+)	$0.00	$0.00	$300.00	$300.00	0.0%

Adult Education For the Period 10/01/2026 through 10/31/2026

Fiscal Year: 2026-2027

	10/01/2026 - 10/31/2026	Year To Date	Budget	Budget Balance	
Sub-total : Other Income	$0.00	$0.00	$300.00	$300.00	0.0%
Total : OTHER	$0.00	$0.00	$300.00	$300.00	0.0%
NET ADDITION/(DEFICIT)	($14,139.73)	$27,438.38	$0.00	($27,438.38)	0.0%

End of Report

From: Kaitlyn Swope <kswope@pabeef.org>
Sent: Friday, November 20, 2026 10:05 AM
To: Mike Stafford <MStafford@mbit.org>

Subject: Northeast Beef & Veal in the Culinary Classroom Grant Award

Good Morning Mike,

I am pleased to inform you that your Northeast Beef & Veal in the Culinary Classroom application for Middle Bucks Institute of Technology has been reviewed and you have been approved for a grant in the amount of **$1,000.**

The program guidelines are outlined below, and can also be found, here.

Program Guidelines:

1. Instructors will have from **November 2026 – June 2027** to implement and complete the program.
2. Only fresh or frozen beef and/or veal may be purchased with program funds.
3. After receiving the completed **Instructor Evaluation** and **Reimbursement Request Form** and **receipts** (which are uploaded in the evaluation form), the NEBPI will issue a reimbursement check. The check will be made out to the culinary institution. No checks will be issued to individuals.
4. Please be **judicious** with your funding request and take into consideration your class size, lesson objectives and desired outcomes.
5. Funds can only be used in a classroom or lab setting, not for school BBQ, banquets or meals. The goal is not to feed people or offset the cost of a semester's worth of beef and/or veal expenses; it is to teach future chefs the art of cutting and/or cooking beef through an above and beyond educational lesson/experience.
6. Failure to comply with these guidelines will affect the school's ability to receive funds in the future. If you have any questions at all, please contact **Kaitlyn Swope** kswope@pabeef.org

As a reminder, please have your students complete the online questionnaires. See details below:

Have **ALL** students participating in the 'Beef in the Classroom' program lesson/educational experience complete an online student questionnaire **BEFORE** and **AFTER** the lesson.

1. **Pre-Lesson Student Questionnaire** to be completed before the 'Beef in the Classroom' lesson
2. **Post-Lesson Student Questionnaire** to be completed after the lesson and before **June 30, 2027**

Attached in the digital toolkit for the program – don't hesitate to reach out if there is any way we can further support your lesson objectives. We are working to update the Beef and Veal PowerPoint presentations, and will be sure to share out the updated files, when they are ready.

I will work to get your requested classroom materials sent out within the next week or two.

Please reply to this email to confirm your intent to participate in the grant program.

Thank you!

Kaitlyn Swope
Northeast Beef Promotion Initiative/PA Beef Council, Director of Marketing
205 South Juliana Street | Bedford, PA 15522 | 570-994-7226
kswope@pabeef.org | www.NortheastBeef.org

BEEF. IT'S WHAT'S FOR DINNER.