

Memorandum of Understanding (MOU) between

Bucks County Intermediate Unit #22 and Central Bucks School District

This Memorandum of Understanding (MOU) is entered on **September 15, 2026** by and between the **Bucks County Intermediate Unit #22**, 705 N. Shady Retreat Road, Doylestown, PA 18901, hereinafter referred to as the “Bucks IU” and **Central Bucks School District** located at 20 Welden Dr, Doylestown, PA 18901 hereinafter referred to as the “School Entity”.

WHEREAS, the Bucks IU has been awarded a Pennsylvania Department of Education Job Training and Education Programs Grant to provide funding for the Chief Science Officers (CSO) Program. Bucks IU serves as the fiscal agent and program coordinator for this grant. Funding is accountability-based and contingent upon fulfillment of program requirements.

AND, WHEREAS, the CSO Program is an international program that aims to elevate student voice through leadership opportunities with a focus on science, technology, engineering, and mathematics (STEM). CSOs are students in grades 6 to 12 who serve as liaisons for STEM and innovation in their schools and community.

NOW, THEREFORE, the parties, intending to be legally bound, agree to the following terms.

1. The term of this MOU is September 1, 2026 through June 30, 2027.
2. Individual Entity Responsibilities:
 - a. It is mutually agreed and understood that the Bucks IU is responsible for:
 - i. Directly reimbursing the School Entity-designated CSO Advisor(s) through a separate agreement with the CSO Advisor(s) for a total amount of \$3,000.
 - ii. Funding student project mini-grants for an amount of \$2,000. All expenditures must be pre-approved. If additional grant funds become available, the Bucks IU may advise the school entity of an additional amount not to exceed \$2,000.
 - iii. Purchasing student project mini-grant items wherever possible and requested.
 - iv. Reimbursing pre-approved student project mini-grant expenditures upon receipt of invoices, copy of payment, and completion of the student project timeline.

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- v. Countywide coordination of CSO activities.
- vi. Advisor guidance and coaching support.
- vii. Developing and submitting an impact report that includes information about the School Entity project.
- b. It is mutually agreed and understood that the School Entity is responsible for:
 - i. Designating a teacher advisor or co-advisory team. The IU will serve as the fiscal agent and pay advisor stipends directly.
 - ii. Designating at least one participating school and supporting execution of a school-level Program Participation Agreement (PPA).
 - iii. Establishing or affiliating with a student club to broaden the CSO's reach within the school.
 - iv. Ensuring advisors participate in all aspects of the CSO program (leadership training institute, advisor training, fall cabinet, spring cabinet, and end-of-year celebration).
 - v. Hosting at least one STEM engagement event open to multiple grade levels within the school entity (e.g., elementary and middle, or middle and high), such as, STEM Night, tree planting, environmental or community engagement projects.
 - vi. Completing required beginning-, mid-, and end-of-year reflections to document impact.
 - vii. Requesting pre-approval for all student mini-grant expenditures. Pre-approved funds may be used for student project materials and supplies, transportation related to projects or events, and/or food and logistical costs for STEM engagement events.
 - viii. Submitting invoices or itemized requests for pre-approved, eligible expenses (e.g., student project materials, transportation, food, or event logistics).
 - ix. Complying with all applicable PDE grant terms and conditions.
- c. It is mutually agreed and understood that the School Entity's designated teacher advisor or co-advisory team is responsible for:
 - i. Attending required CSO advisor training
 - ii. Participating with CSOs in:
 - 1. Leadership Training Institute
 - 2. Fall CSO Cabinet Meeting
 - 3. Spring CSO Cabinet Meeting
 - 4. End-of-year Celebration
 - iii. Supporting student CSOs in designing and implementing a student-led STEM project
 - iv. Facilitating or supporting an affiliated student club to ensure sustainability

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- v. Guiding students in collaborating with school staff and community partners
 - vi. Supporting planning and implementation of one STEM engagement event per year that is open to multiple grade levels within the school entity (e.g., elementary–middle or middle–high)
 - vii. Completing beginning-, mid-, and end-of-year reflections
 - viii. Assisting with submission of invoices or itemized requests for eligible expenses
- d. The School Entity acknowledges that failure to complete the above requirements by the School Entity or by the School Entity’s designated teacher advisor or co-advisory team will result in non-disbursement of funds for the School Entity and the teacher advisor or co-advisory team.
- 3. The School Entity agrees that participation data, reflections, and outcomes may be aggregated by the Bucks IU for reporting to PDE and for inclusion in a countywide impact report. No personally identifiable student information will be publicly disclosed.
 - 4. School Entity agrees to indemnify and hold harmless the Bucks IU, its Directors, officers, agents, workers, servants, contractors, subcontractors or employees from any and all claims, demands, causes of action, suits, damages, costs, expenses, including attorneys’ fees, which arise directly or indirectly, in whole or in part, as a result of any willful or negligent act or omission of the Bucks IU.
 - 5. Bucks IU shall not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, gender or handicap/disability in performing the duties and/or services required by this Agreement.
 - 6. School Entity acknowledges and agrees that Bucks IU has developed writings, drawings, designs and other works of authorship that Bucks IU may use in the course of performance of this Agreement. School Entity agrees that all such materials developed by and/or used by Bucks IU are not works for hire and that Bucks IU is the sole and exclusive owner of all such materials and any copyrights therein.
 - 7. Any change in this Agreement may be accomplished only by a written amendment executed by both School Entity and Bucks IU.
 - 8. This Agreement may be terminated upon 90 days written notice by either party. If the Agreement is terminated, the School Entity understands that it will not be partially reimbursed for any costs incurred for student project mini-grants.
 - 9. Neither the Bucks IU nor School Entity may assign or transfer any interest in this Agreement without prior written consent of both parties.
 - 10. Any notice permitted or required under this Agreement shall be in writing and signed by the party giving or serving the same, and shall be served by either by personal delivery or certified mail to the following persons and at the following addresses:

Bucks County Intermediate Unit

Bucks County Intermediate Unit #22
Attn: Rachel Holler, Ed.D.
705 N. Shady Retreat Road
Doylestown, PA 18901

Central Bucks School District
Attn: Dr. Joanna Wexler, Superintendent
20 Welden Dr
Doylestown, PA 18901

11. This Agreement includes the terms and conditions set forth in this document. This Agreement constitutes the entire understanding and agreement between the parties.

(Signatures on a separate page)

Bucks County Intermediate Unit

THIS AGREEMENT is signed below by the duly authorized representatives of the parties:

Central Bucks School District

Bucks County Intermediate Unit #22

Approved By:

Approved By:

Heather Reynolds, President
Central Bucks School District
Board of School Directors

John D'Angelo, President
Bucks IU Board of School Directors

Attest:

Attest:

Stephanie Radcliffe, Secretary
Central Bucks School District
Board of School Directors

Michele Ruggiero, Secretary
Bucks IU Board of School Directors

(Date)

(Date)