Business, Facilities & Technology Committee Meeting

Wednesday, October 14, 2026 6:00 PM
Board Room, 3000 Donallen Dr, Bensalem, PA 19020

1.	**Call to Order and Roll Call**	**Speaker(s):** Committee Chairperson
2.	**Announcements to the Audience**	**Speaker(s):** Committee Chairperson
3.	**Public Comment #1**	**Speaker(s):** Committee Chairperson
4.	**Business Affairs**	
4.A.	Frontline Software Presentation	
4.B.	Resolution - Collection of Delinquent Real Estate Taxes	**Speaker(s):** Committee Chairperson
4.C.	C and C Photo Studios	**Speaker(s):** Committee Chairperson
4.D.	Budget Transfers	**Speaker(s):** John Steffy
5.	**Facilities Management**	
6.	**Food Services**	
7.	**Technology**	
7.A.	ClassLink Renewal	**Speaker(s):** Committee Chairperson
7.B.	BHS MacBook New Refresh	**Speaker(s):** Dr. Donna Minnigh
8.	**Discussion Items**	
8.A.	Capital Projects Plan Update	**Speaker(s):** Mike Dumin
8.B.	Capital Reserve Report	**Speaker(s):** John Steffy
8.C.	Real Estate Settlement Agreements	**Speaker(s):** Committee Chairperson
8.D.	Cornwells Environmental Update	**Speaker(s):** Will Roller
8.E.	Bensalem High School Geothermal Update	**Speaker(s):** Mike Dumin
8.F.	Transportation	
8.G.	Senior Tax Rebate Appeal	**Speaker(s):** John Steffy
8.H.	Policy 707 and Facility Rental Form Revisions	**Speaker(s):** Committee Chairperson
8.I.	New Policy - 810.4 Advertising Inside District Vehicles	**Speaker(s):** Committee Chairperson
9.	**Public Comment #2**	**Speaker(s):** Committee Chairperson
10.	**Adjournment**	**Speaker(s):** Committee Chairperson

BENSALEM TOWNSHIP SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
BUCKS COUNTY, PENNSYLVANIA
RESOLUTION NO. _____

A RESOLUTION THE BOARD OF SCHOOL DIRECTORS OF THE BENSALEM TOWNSHIP SCHOOL DISTRICT TO CREATE A PENALTY, INTEREST AND FEE SCHEDULE FOR COLLECTION OF DELINQUENT REAL ESTATE TAXES

CERTIFICATION

I, CAROLYN J. RILEY, BEING DULY SWORN ACCORDING TO LAW, DEPOSE AND SAY THAT I AM THE SCHOOL BOARD SECRETARY OF THE BOARD OF SCHOOL DIRECTORS OF THE BENSALEM TOWNSHIP SCHOOL DISTRICT, BUCKS COUNTY, PA AND THAT ATTACHED HERETO IS A TRUE AND COMPLETE CORRECT COPY OF RESOLUTION NO. _____.

_____

Carolyn J. Riley, Secretary
_____, 2026

ENACTED: _____

BENSALEM TOWNSHIP SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
BUCKS COUNTY, PENNSYLVANIA
RESOLUTION NO. _____

A RESOLUTION THE BOARD OF SCHOOL DIRECTORS OF THE BENSALEM TOWNSHIP SCHOOL DISTRICT TO CREATE A PENALTY, INTEREST AND FEE SCHEDULE FOR COLLECTION OF DELINQUENT REAL ESTATE TAXES

WHEREAS, the Board of School Directors of the Bensalem Township School District is duly empowered by the Public School Code of 1949, 24 P.S. §1-101, et seq., to enact certain regulations relating to the levying of taxes on real estate within the Bensalem Township School District ("District") to fund schools to provide for the education of District students and benefit the District community at large;

WHEREAS, it is necessary and prudent for the Bensalem Township School District to recover promptly its levied and unpaid delinquent real estate taxes, and if necessary, to accomplish such recovery through legal proceedings;

WHEREAS, the Municipal Claims and Tax Liens Act, 53 P.S. §7101, et seq. (the "MCTLA"), authorizes the addition of interest, costs, charges, expenses and fees, including reasonable attorney fees, to the total payable with respect to unpaid taxes;

WHEREAS, the Board of School Directors of the Bensalem Township School District has determined that it is in the best interest of all taxpayers and residents to enforce the payment of delinquent real estate taxes; and

WHEREAS, The Board of School Directors of the Bensalem Township School District has determined that the addition of interest, costs, charges, expenses and fees to the total payable with respect to unpaid taxes is reasonable and just.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of School Directors of the Bensalem Township School District as follows:

SECTION 1. **Appointment of Alternate Collector.**

In addition to the authorization for the collection of taxes pursuant to the Real Estate Tax Sales Law ("RETSL"), 72 P.S. §5860.201 et seq, the Bucks County Tax Claim Bureau is appointed as alternative collector and is authorized and

directed to file liens for existing delinquent real estate taxes with the Prothonotary of Bucks County in accordance with the provisions of the Municipal Claims and Tax Liens Act, 53 P.S. §7101, et seq.

SECTION 2. **Interest Charged.**

In accordance with the MCTLA and RETSL, interest shall be charged on taxes so returned from and after but not before the first day of the month following the return. Interest shall be charged at the rate of nine per centum (9%) per annum.

SECTION 3. **Reasonable Charges, Expenses and Fees.**

Pursuant to Section 7106 of the MCTLA, it is hereby established that the reasonable charges, expenses and fees incurred in the collection of any delinquent account under the MCTLA are hereby fixed at five percent (5%) of the total amount of the delinquent taxes (including interest and penalties), and that additional reasonable attorney's fees incurred in the collection of any delinquent taxes shall be fixed at one percent (1%) of the total amount of the delinquent taxes (including interest and penalties), and that said charges for attorney's fees and for all charges, expenses and fees set forth herein, shall be paid to the County of Bucks through the Bucks County Tax Claim Bureau in lieu of payment of commission pursuant to Section 207 of RETSL.

SECTION 4. **Enabling.**

The proper officials of the Bensalem Township School District are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement this Resolution.

SECTION 5. **Repeal and Ratification.**

All Resolutions or parts of Resolutions inconsistent herewith or in conflict with any of the specific terms enacted hereby, to the extent of said inconsistences or conflicts are hereby specifically repealed. Any other terms and provisions of any other Bensalem Township School District Resolution, Regulation, or Policy unaffected by this Resolution are hereby reaffirmed and ratified.

SECTION 6. **Severability.**

Should any section, paragraph, sentence, clause, or phrase in this Resolution be declared unconstitutional or invalid for any reason, the remainder of the Resolution shall not be affected thereby and shall remain in full force and affect, and for this reason the provisions of this Resolution shall be severable.

SECTION 7. **Effective Date.**

This Resolution shall become effective immediately after enactment.

RESOLVED AND ADOPTED this _____ day of _____ 2026, by the Board of School Directors of the Bensalem Township School District.

BENSALEM TOWNSHIP SCHOOL DISTRICT BOARD OF DIRECTORS
Bucks County, Pennsylvania

[Seal]

_____
Dr. Deborah King, President

Attested by:

_____
Carolyn J. Riley, Secretary

BENSALEM TOWNSHIP SCHOOL DISTRICT
Dorothy D Call Administrative Center 3000
Donallen Drive
Bensalem, PA 19020-1898
(215) 750 – 2800, Ext. 4211 Fax: (215) 359 - 0154
adalessandro@bensalemsd.org

NOTICE

REQUEST FOR QUOTE

The attached specification sheets are for Student Pictures, (Grades "K" thru "8"), for The Bensalem Township School District.

Quotations should be received in an email with a *subject line* marked **"K" thru "8" Photos** and sent to the following:

AJ Dalessandro, Purchasing Department
Bensalem Township School District
Dorothy D Call Administrative Center 3000
Donallen Drive
Bensalem, PA. 19020-1898
adalessandro@bensalemsd.org

Quotations must be received no later than 3:30 PM, on Wednesday, September 9, 2026.

BTSD reserves the right to reject any or all proposals and to waive any informality in any proposal.

This quotation will be for the 2026-2027 School Year and will include the option of renewals for the 2027-2028 and 2028-2029 School Years based on the performance in the first year.

AJ Dalessandro

Purchasing Department

SPECIFICATIONS
K thru 8 STUDENT PICTURES and I.D. BADGES
PHOTO/QUOTE

SECTION "A"

PART 1

The requested quotations will be for the following packages under the above heading in accordance with the following requirements. There are two groups with each having four package plans for choice.

GROUP 1: **KINDERGARTEN thru SIXTH - ELEMENTARY SCHOOLS**

Quotation prices on the following picture packets based and guaranteed on a "pre-pay" plan.

PACKAGE 1-A

- 1- 8 x 10 Portrait
- 2- 5 x 7 Gift Size
- 4- 3 x 5 Desk Size
- 8- 2 x 3 Wallets
- 16- 1 x 2 Exchange
- 1- Class Composite

	2026/2027	2027/2028	2028/2029
Price per individual packet:	$25	$25	$27

PACKAGE 1-B

- 1- 8 x 10 Portrait
- 2- 5 x 7 Gift Size
- 3- 3 x 5 Desk Size
- 8- 2 x 3 Wallets
- 8- 1 x 2 Exchange
- 1- Class Composite

Price per individual packet:	$24	$24	$26

PACKAGE 1-C

- 2- 5 x 7 Gift Size
- 2- 3 x 5 Desk Size
- 8- 2 x 3 Wallets
- 8- 1 x 2 Exchange
- 1- Class Composite

Price per individual packet:	$20	$20	$22

PACKAGE 1-D

- 1- 5 x 7 Gift Size
- 8- 2 x 3 Wallets
- 8- 1 x 2 Exchange
- 1- Class Composite

Price per individual packet:	$18	$18	$20

ALL PICTURES TO BE IN NATURAL COLOR, KODAK SILK FINISH or EQUAL.

GROUP 2: **SEVENTH thru EIGHTH - SECONDARY SCHOOLS**

Quotation prices on the following picture packets based and guaranteed on a "pre-pay" plan.

	2026/2027	2027/2028	2028/2029
PACKAGE 2-A 1- 8 x 10 Portrait 2- 5 x 7 Gift Size 4- 3 x 5 Desk Size 8- 2 x 3 Wallets 24- 1 x 2 Exchange 1- Grade Level Composite			
Price per individual packet:	**$26**	**$26**	**$28**
PACKAGE 2-B 1- 8 x 10 Portrait 1- 5 x 7 Gift Size 2- 3 x 5 Desk Size 8- 2 x 3 Wallets 16- 1 x 2 Exchange 1- Grade Level Composite			
Price per individual packet:	**$25**	**$25**	**$27**
PACKAGE 2-C 2- 5 x 7 Gift Size 2- 3 x 5 Desk Size 8- 2 x 3 Wallets 16- 1 x 2 Exchange 1- Grade Level Composite			
Price per individual packet:	**$23**	**$23**	**$25**
PACKAGE 2-D 1- 5 x 7 Gift Size 16- 2 x 3 Wallets 16- 1 x 2 Exchange 1- Grade Level Composite			
Price per individual packet:	**$20**	**$20**	**$22**

ALL PICTURES TO BE IN NATURAL COLOR, KODAK SILK FINISH or EQUAL.

Option to be made available for including in Group 1 and Group 2 packages:

1- 8 x 10 Portrait, Natural Color, Mounted (available online only) **$25**

All photographs in packages in both groups are to be in natural color and all prices must include taxes.

PART 2 cont.

1. **BLACK and WHITE PHOTO** – two (2) for each student, 2 ¼" x 1 ½" to be used for:
   a. Cumulative folder (sturdy stock)
   b. Packaged alphabetically by name, by grade, and homeroom for the yearbook.

2. **"K" thru "6"** A color class composite picture will be distributed to each student regardless of purchase.

3. **Middle School (only)** One (1) grade level composite (7 & 8) for each middle school principal.

PART 3 I. D. BADGES FOR GRADES "K through 8"

1. Each student shall be photographed to have an I.D. Badge made up. This portion of the quotation must be accomplished whether a student is purchasing any package in Parts 1 or 2. The I.D. Badges are to be carried by students each day while attending classes.
2. The I.D. Badges are to be hard-stock PVC stock material. **A bar code is required for these badges.** The information to accompany the photo on each badge will be developed from the Superintendent's office.
3. The cost of the I.D. badges will be deducted from the Administration Fees paid to School District, see Part 4, #'s 3 and 3a. The awardee will provide a complete listing to each school to be verified by the principal. Principals and vendor will jointly confirm results to the Superintendent when final agreement is reached.
4. Each principal and the awardee shall review listing of each student photographed to ensure each student's photograph has been taken.
5. Principals may contact awardee during the year to arrange to have a badge produced for all new students. The awardee agrees to arrange photo shoot and quick turnaround of 1-2 weeks required.
6. Principals may contact awardee during the year to arrange to have lost or stolen badges replaced. The awardee may apply a surcharge of 50% above stated quoted price for replacements.

	2026/2027	2027/2028	2028/2029
Pricing per I.D. Badge	$0.45	$0.45	$0.49

PART 4 GENERAL QUOTATION AGREEMENT TERMS

1. The successful vendor will be awarded agreement for one (1), two (2), or three (3) School Years as approved by the Bensalem Township School District's Board of Directors. School Years 2026/2027, 2027/2028 and 2028/2029. The second and third year will be contingent on school principals' performance evaluation of the awarded vendor.
2. The quoted prices per package shall include all state and federal taxes.
3. The Administration Fee to the School District shall be 20% of gross sales after I.D. Badges and taxes. The information shall be sent directly to the Superintendent with information as spelled out in 3a.

3a. The successful vendor shall submit, BY SCHOOL, a full recap of how the commission was calculated based on gross sales after taxes. This recap should include students' names and dollar amount purchased.

4. The Vendor is required to provide an online ordering portal for parents and guardians to purchase student photographs and related products. The portal must be user-friendly, secure, and available throughout the duration of the contract.
5. The Vendor shall provide parents and legal guardians with an easy-to-reference schedule listing all student photography dates, times, and locations for the school year.
6. The Vendor shall be solely responsible for all order processing, payment collection, product distribution, and customer service. School personnel shall not be responsible for handling payments, processing orders, or resolving customer inquiries.
7. The students to be photographed are in kindergarten through eighth grade. The approximate number of ("k" through "8") students is 4500.
8. The Vendor shall demonstrate experience working with young children and students with disabilities.
9. The students, parents, or legal guardians are under no obligation to buy portraits, or other pictures from the successful vendor.
10. Reorders for additional pictures, and/or portraits by any student shall be handled directly between the parent/legal guardian and the successful vendor. School employees will have no involvement and responsibilities in this area.
11. School staff and faculty pictures are to be provided at no cost to the School District or individuals.
12. The successful vendor shall make the necessary number of trips to each school, scheduled at the convenience of each school with no added expense to the school; to provide full services described above.
13. The Vendor shall schedule and complete all student photography sessions to ensure delivery of photographs prior to Christmas. School Principals reserve the right to modify scheduled dates and times. Final products shall be delivered within **four (4) weeks** of each photography session.
14. A second visit is required to each school for the purpose of absentee coverage, plus whose picture(s) will be added to the class composite. The vendor shall provide ample notices for the students missing the initial photo shoot. The vendor is not obliged to provide an additional visit should a student miss both photo shoots.
15. Most schools have pictures taken without lunch interruptions, and the Vendor should bring sufficient staff to provide seamless continuation of picture taking.
16. The Vendor shall provide each Principal with electronic copies of student photographs for yearbook production. Files shall be organized and labeled with the student's name and corresponding classroom or teacher to facilitate yearbook preparation.
17. The Vendor shall provide the Superintendent's Office with electronic copies of all student photographs, including student names, grade levels, and classroom or teacher assignments, within **one (1) to two (2) weeks** of each photography session.
18. The successful vendor shall be responsible for and provide to each principal a concise crosscheck status report of student pictures returned against student pictures taken.
19. Principal composite books of classes should have appropriately sized photos done on a sturdy paper.
20. The Vendor shall provide advertising materials to each school two weeks prior to Picture Day(s) including posters to be displayed throughout the school.
21. Should the vendor desire to have combs for hair grooming it will be required a new comb be supplied for each student. No student shall be allowed to use a comb already used by another student.
22. The School District reserves the right to cancel the agreement in the event services are not satisfactory after the first year, see #1. Should this occur a new request for quotations would be drafted and issued.

23. **Barcode Testing Requirement:** Prior to scheduling student photography sessions, the Vendor shall provide sample I.D. badges and barcode samples for testing with the School District's existing software systems. Photography sessions shall not be scheduled until barcode compatibility is verified by the School District.

24. The Vendor shall provide all photos in JPEG format, appropriately named using the student or staff ID number (e.g., **1000001234.jpeg**), to facilitate upload into the District's internal systems.

Section "A" continued: **PHOTO/QUOTE**

CERTIFICATION OF SIGNATURE

This is to certify that the person signing and / or submitting the attached quote to the BENSALEM TOWNSHIP SCHOOL DISTRICT for:

C and C Photo Studios
(Company Name)

is the OWNER **X** / OFFICER_____/ AUTHORIZED BIDDING AGENT_____
and is fully authorized to submit such quote on behalf of said company.

C and C Photo Studios (Company)	September 9, 2026 (Date)
302 West Butler Ave, Doylestown 18901 (Address)	215-345-1851 (Phone w/area code)
Mark Chiavon (Printed Full Name)	N/A (Fax w/area code)
Mark Chiavon (Signature)	Owner (Title)
	_____ (Company Seal or Notary) or
_____ (Notary, if utilized)	_____ (Notary expiration date)

The above "Certification of Signature" must be executed, and must be returned with your quotation.

Student Pictures (Grades "K" thru "8")
With I.D. Badges
(Bid Identification)

(Date of Quote Opening)

Option information: E-Mail address candcphotostudios@verizon.net

Web Site www.candcphotostudios.com

Budget Transfers							Requester
FROM		**TO**		**Amount**		**REASON**	
10-1120-510-14-00		10-2790-510-04-00		$333.49		To cover the cost of a bus for a field trip	Richey
10-1100-390-23-00		10-1100-650-23-00		$1,663.75		To purchase Navigate 360 (PBIS) order	Bourque
101150-550-31-00		10-1150-430-31-00		$1,000.00		For maintenance and repairs	Per
10-1158-610-04-00		10-1158-430-04-00		$3,000.00		Funds needed for instruments	Minnigh
10-1158-610-04-00		10-1158-430-04-00		$2,000.00		Funds needed for instruments	Minnigh

Quote

Contact Name	Anthony Wilkus
Account Name	Bensalem Township SD (PA, 19020)
Bill To	3000 Donallen Dr Bensalem, PA 19020 United States

Please note that the ClassLink user count is the combined total of students and full-time teachers.

Quote Number	00038228
Created Date	9/9/2026
Prepared By	Nicole Holehan
Email	nicole.holehan@classlink.com
Phone	(518) 284-3019
Expiration Date	1/1/2027
Subscription Term	1/1/2027 - 12/31/2027
Grand Total	$25,930.11

Product Code	Product	Sales Price	Quantity	Total Price
CL-USER-LP-2	ClassLink Annual License - per user (5,001-10,000 users)	$3.90	7,161.00	$27,927.90
CL-USER-LP-2-DISCOUNT-10%-IU22	ClassLink Annual License - per user (5,001-10,000 users) - IU 22 Bucks_PA 10% Discount	-$0.39	7,161.00	-$2,792.79
CL-HOST-OR2	ClassLink Roster Server Annual Hosting (5,001-10,000 users)	$795.00	1.00	$795.00

Total Price	$25,930.11

Proposal supersedes all other proposals. Email purchase order to billing@classlink.com
Remittance Address: ClassLink Inc. P.O.Box 51100 Newark, NJ, 07101

Providing excellent products and services at great cost value to our customers continues to be a key goal at ClassLink. Due to increased costs and our intent to continue to provide quality services, pricing changes have become necessary. The quote above includes the price changes, which are effective 01/01/2025.

Proposal

Proposal Number

2112689914

Account Number/Name

45847

BENSALEM TWP SCHOOL DIST

Created On

10/09/2026

Created By

Accounts Payable

Thank you for creating your proposal, details are provided below. You can access this proposal from your Apple Store for Education Institution by searching proposal number 2112689914.

Item	Product / Description	Total Quantity	Unit Price	Total Price
1	MHFK4LL/A 13-inch MacBook Neo: Apple A18 Pro chip with 6-core CPU and 5-core GPU, 8GB, 256GB SSD - Silver (Packaged in a 5-pack) Specifications • Chip (Processor): A18 Pro • Unified Memory: 8GB unified memory • SSD Storage: 256GB SSD storage • Power Adapter: 20W USB-C Power Adapter • Keyboard Language: Magic Keyboard - US English • Accessory Kit: Accessory Kit	100	594.00	59,400.00 USD
2	SEHN3LL/A 4-Year AppleCare+ for Schools 13-inch MacBook Neo (A18 Pro) (no service fees)	100	175.00	17,500.00 USD

Subtotal	76,900.00 USD
Estimated Tax	0.00 USD
Total	76,900.00 USD

Please note that your order subtotal does not include sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed. Your order total may include estimated sales tax that is subject to change at the time your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into your Apple Store for Education Institution and select ‘Proposal’ from the pull-down menu. Search for this Proposal by entering the Proposal Number referenced above.

Note: A Purchaser login is required to order. Visit your Apple Store for Education Institution to login or create your Purchaser Apple Account.

The prices and specifications above correspond to those valid at the time the Proposal was created and are subject to change. Purchases are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

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School	Discription	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	
BHS	Carrier Unit, teacher's lunchroom			37,500									
BHS	Mill & Repave Asphalt						310,000						
BHS	Mill & Repave Asphalt							410,000					
BHS	Replace Pool Scoreboard		62,118										
BHS	Repare Auditorium Stormpipe and Ceiling		23,000										
BHS	Renovate Generator		11,855										
BHS	Repair Pool Starting Blocks Timing System		10,467										
BHS	Repair Parking Lot Catch Basins		11,370										
BHS	Gym HVAC Replacement	3,542,000											
BHS	Façade & Column Project	2,483,687											
BHS	Sound System	69,332											
BHS	Auditorium AV System	38,054											
BHS	Baseball Backstop	22,000											
BHS	Doors & entrance, 2 new classrooms			52,068									
BHS	Geothermal repair			3,122,349									
BHS	Replace Hot Water Tanks			68,471									
BHS	Pool HVAC Repair			18,000									
BHS	Roof Replacement (north section)									4,000,000			
BHS	Roof Replacement (middle section)										3,750,000		
BHS	Roof Replacement (SW section)											3,225,000	
BHS	Baseball/Softball Scoreboards								100,000				
BHS	New Tennis/Pickleball Courts								2,500,000				
BHS	Synthetic Turf Field with Bleachers									5,000,000			
BHS	Wrestling Mats			29,400									
BHS	Choir Room Water infiltration remediation			13,770									
Faust	Roof Replacement							3,500,000					
Faust	Abandoned Oil Tank Investigation	11,000											
Faust	Complete abandoned oil tank project		13,396										
Faust	Demo old abandoned boiler		12,595										
Faust	HVAC Replacement Project		3,523,600										
Faust	Mill & Repave Asphalt			82,430									
Faust	Mill & Repave Asphalt				37,570								
Struble	Divider curtain, lunchroom/gym			25,587									
Struble	Mill & Repave Asphalt			192,840									
Struble	Mill & Repave Asphalt						49,480						
Snyder	Roof Replacement								3,750,000				
Snyder	HVAC Controls				62,150								
Rush	Roof extended warranty work				1,595,051								
Rush	Roof Repairs		80,530										
Rush	Boiler Replacement				491,441								
Rush	HVAC Replacement				8,855,300								
Valley	Mill & Repave Asphalt						225,000						
Valley	Rplace Kitchen watercooled condencers		51,257										
Valley	Exterior Masonry Repairs		78,240										
Valley	Replace Switchgear									400,000			
Valley	Replace Electric Distribution Panels				482,000								
Valley	New Carpet in Library				16,520								
Stadium	Replace Lights & Lightpole rehab	406,405											
Stadium	Replace Electric Distribution Panels				240,000								
Stadium	Replace Hot Water Heaters								102,133				
Stadium	Replace Air Handling Units								85,427				
Cornwells	Roof Replacement						1,900,000						
Cornwells	Repair Exterior Doors & Windows							240,000					
Cornwells	Replace Classroom UV's/Radiant Heat						1,300,000						
Cornwells	Mill & Repave Asphalt							130,000					
Belmont	Heat Exchange Unit	88,656											
Belmont	Mill & Repave Asphalt							155,000					
Belmont	HVAC Replacement					3,000,000							
Belmont	Roof Replacement					1,900,000							
Belmont	Replace Electric Distribution Panels					476,000							
Belmont	Replace Switchgear									400,000			
DO	Roof Restoration								225,000				
DO	Replace Electric Distribution Panels								220,000				
DO	Chiller Replacement	228,900											
Districtwide	Security Cameras	280,000											
Districtwide	Investigation to Develop Roof Plan		25,900										
Districtwide	Asphalt Repair and Sealcoat		86,607										
Districtwide	Masonry repointing							450,000					
Total		7,170,034	3,990,935	3,642,415	11,780,032	5,376,000	3,784,480	4,885,000	6,982,560	9,800,000	3,750,000	3,225,000	64,386,456

Completed Capital Reserve Funded
Completed Bond Funded
To Be completed - Bond Funded
Future Projects - Funding TBD

Total Bond Spend Target $20,403,909

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	
Completed Capital Reserve Funded	7,170,034	3,990,935	394,238	0								11,555,207
Completed Bond Funded	0	0	3,234,407	0								3,234,407
To Be Completed - Bond Funded	0	0	13,770	11,780,032	5,376,000							17,169,802
Future Projects - Funding TBD	0	0	0	0		3,784,480	4,885,000	6,982,560	9,800,000	3,750,000	3,225,000	32,427,040
	7,170,034	3,990,935	3,642,415	11,780,032	5,376,000	0	0	0	0	0	0	64,386,456

HILL WALLACK LLP

1000 Floral Vale Boulevard
Suite 300
Yardley, PA 19067
main 215.579.7700
fax 215.579.9248

October 5, 2026

Via Email (shyahrling@buckscounty.org
Sue Yahrling, Office Manager
Bucks County Board of Assessment
55 East Court Street
Doylestown, PA 18901

Re: In re: Tax Assessment Appeal of Bensalem Township School District
Property Owner: Kings Landing Properties LLC
Property Address: 600 Center Avenue
Tax Map Pacel Numbers: 02-066-084-006-001 & 02-066-086-006-002

Dear Sue:

Please be advised that the above-referenced tax assessment appeal matter has been settled by the parties by enclosed stipulation for the following terms.

Parcel Number	Proposed Assessed Value
02-066-084-006-001	**$139,360.00**
02-066-086-006-002	**$263,850.00**

As such, please cancel the hearings scheduled for October 22, 2026 at 10:35 and 10:40 AM respectively. If you have any questions, please do not hesitate to contact this office.

Thank you.

Very truly yours,

John C. Bobber, Esquire

JCB/sp

Enclosure

cc: Guy Bianchini/Managing Partner (Via E-mail)

BEFORE THE BUCKS COUNTY BOARD OF ASSESSMENT APPEALS
BUCKS COUNTY, PENNSYLVANIA

Appeal of Bensalem Township School District

Tax Parcel Numbers: 02-066-086-006-001 & 02-066-086-006-002

Property Owner: KING'S LANDING PROPERTIES LLC

Property Address: 600 Center Ave, Bensalem, PA & 600 Center Ave, Bensalem, PA

STIPULATION

WHEREAS, the subject properties are identified on the Bucks County Board of Assessment records as tax parcel numbers 02-066-086-006-001 and 02-066-086-006-002 and are both located at 600 Center Ave., Bensalem Township, Bucks County, Pennsylvania (the "Properties");

WHEREAS, the Properties are located within the geographic boundaries of Bensalem Township School District; and

WHEREAS, the Properties are owned by **KING'S LANDING PROPERTIES LLC;** and

WHEREAS, the current 2026 assessment for the Property at Tax Parcel No. 02-066-086-006-001 is $42,000 and the current 2026 assessment for the Property at Tax Parcel No. 02-066-086-006-002 is $79,520; and

WHEREAS, Bensalem Township School District filed a timely assessment appeal of the Properties for tax year 2027; and

WHEREAS, Property Owner, **KING'S LANDING PROPERTIES LLC,** and Bensalem Township School District have agreed to a negotiated resolution of these appeals and hereby present this Stipulation to the Bucks County Board of Assessment Appeals requesting that

the negotiated assessment be accepted and the assessment for the Property be increased as set forth below.

It is hereby **STIPULATED** and **AGREED** by and among the Property Owner, **KING'S LANDING PROPERTIES LLC,** and Bensalem Township School District that the 2027 assessment of the for the Property at Tax Parcel No. 02-066-086-006-001 shall be set at **$139,360** and the 2027 assessment for the Property at Tax Parcel No. 02-066-086-006-002 shall be set at **$263,850**, effective January 1, 2027.

Hill Wallack, LLP

John C. Bobber, Esquire
Attorney for Bensalem Township School District

Date: October 2, 2026

KING'S LANDING PROPERTIES LLC

Guy Bianchini
Managing Partner

Date: September 30, 2026

HILL WALLACK LLP

1000 Floral Vale Boulevard
Suite 300
Yardley, PA 19067
main 215.579.7700
fax 215.579.9248

October 5, 2026

Via Email (shyahrling@buckscounty.org)
Sue Yahrling, Office Manager
Bucks County Board of Assessment
55 East Court Street
Doylestown, PA 18901

Re: In re: Tax Assessment Appeal of Bensalem Township School District
Property Owner: VK 625 Winks LLC
Property Address: 625 Winks Lane
Tax Map Pacel Number: 02-075-090

Dear Sue:

Please be advised that the above-referenced tax assessment appeal matter has been settled by the parties by enclosed stipulation to the following terms.

Parcel Number	Proposed Assessed Value
02-075-090	**$306,500**

As such, please cancel the hearing scheduled for October 22, 2026 at 11:00 AM. If you have any questions, please do not hesitate to contact this office.

Thank you.

Very truly yours,

Morgan A. Pace, Esquire

MAP/sp

Enclosure

cc: Henry LaCap, Esquire

BEFORE THE BUCKS COUNTY BOARD OF ASSESSMENT APPEALS
BUCKS COUNTY, PENNSYLVANIA

Appeal of Bensalem Township School District

Tax Parcel Number: 02-075-090

Property Owner: VK 625 WINKS LLC

Property Address: 625 Winks Lane, Bensalem, PA

STIPULATION

WHEREAS, the subject property is identified on the Bucks County Board of Assessment records as tax parcel number 02-075-090 and is located at 625 Winks Lane, Bensalem Township, Bucks County, Pennsylvania (the "Property");

WHEREAS, the Property is located within the geographic boundaries of

Bensalem Township School District; and

WHEREAS, the Property is owned by **VK 625 WINKS LLC**; and

WHEREAS, the current 2026 assessment for the Property at Tax Parcel No. 02-075-090 is $242,720; and

WHEREAS, Bensalem Township School District filed a timely assessment appeal of the Properties for tax year 2027; and

WHEREAS, Property Owner, **VK 625 WINKS LLC,** and Bensalem Township School District have agreed to a negotiated resolution of this appeal and hereby present this Stipulation to the Bucks County Board of Assessment Appeals requesting that the negotiated assessment be accepted and the assessment for the Property be increased as set forth below.

It is hereby **STIPULATED** and **AGREED** by and among the Property Owner, **VK 625 WINKS LLC,** and Bensalem Township School District that the 2027 assessment of the Property at Tax Parcel No. 02-075-090 shall be set at **$306,500,** effective January 1, 2027.

Hill Wallack, LLP

Morgan A. Pace, Esquire
Attorneys for Bensalem Township School District

Date: 9/29/26

Skoloff & Wolfe P.C.

Henry LaCap, Esquire
Attorneys for VK 625 WINKS LLC

Date: 9/24/2026

BOARD POLICY

707 Use of School Facilities

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
707	9/22/2004	6/29/2026	9/11/2026
VERSION	**DOCUMENT STATUS**	**PRINTED**	
v4.10	DRAFT	10/9/2026	

Proposed addition Proposed deletion

PER V.V. BC

PURPOSE

The School Board recognizes that although the primary purpose of the school buildings, facilities and property (the school facilities) is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

AUTHORITY

The School Board shall establish a schedule of fees for the use of school facilities by approved groups, with such use to be identified in this policy as a school facility use.[1]

DELEGATION OF RESPONSIBILITY

The Superintendent or his/her designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.

The Superintendent or his/her designee may approve a school facility use as long as the school facility use complies 100% with School Board policy.

GUIDELINES

User Group Classifications

Eligibility to use school facilities is limited to the following categories or classes of users.

CLASS I -

All Bensalem Township School District teams, clubs and activities, including the Boy Scouts and Girl Scouts.

CLASS II -

All Bensalem Township School District-related groups, including, but not limited to:

1. Bensalem Township School District Alumni Associations.
2. PTOs, PTGs, and/or School Board-approved booster and/or parent/teacher groups.
3. Bensalem Education Foundation.
4. Just for the Kids.
5. Bensalem Township School District Employee groups.
6. PSERS.
7. Bensalem Township Based Service Organizations including, but not limited to, the Bensalem Lions Club, Kiwanis Club, Rotary, etc.

CLASS III -

Bensalem Township community and non-profit organizations that provide programs for the benefit of local youth residents and youth, including, but not limited to:

1. Bensalem non-profit youth organizations [501(c)(3) designation required].
2. Bensalem Township parochial schools and CYO organizations.
3. YWCA.

CLASS IV -

Bensalem residents, business groups and organizations not included in Classes I, II or III.

CLASS IV(A) -

Bensalem events that provide positive services to the township as approved by the School Board. Such events currently approved by the School Board at the time of the adoption of this policy are Indian Cultural Association of Pennsylvania (ICAP) events, Celtic Christmas, and the Bensalem Kollel and Outreach Center Challah Bake.

CLASS V -

1. PIAA, District One or Suburban One sanctioned events.
2. First Mid Atlantic Robotics.

CLASS VI -

Other governmental organizations or agencies not included in Classes I, II, III, IV or IV(A).

1. Bensalem Township Government including, but not limited to, the Township Police Department, Fire Companies, and Park & Recreation Department.
2. Bucks County Government.

CLASS VII -

Any and all school facility use requests not identified in and/or covered under Classes I, II, III, IV, IV(A), V & VI.

1.Political Events and Activities.-Political meetings, candidate forums, campaign events, town halls, issue advocacy events, and similar political activities may be permitted in District facilities in accordance with this policy and all applicable laws.Permission to use District facilities shall not constitute District sponsorship, endorsement, or opposition to any candidate, political party, ballot measure, political action committee, organization, or viewpoint.Approval or denial of a facility-use request shall be based solely upon the requirements of this policy and content-neutral operational considerations, including safety, security, capacity, staffing availability, scheduling conflicts, and facility suitability.

Fee Structure by Classification

CLASS I -

Class I groups may use school facilities without charge for rental or service fees. Application fees and security deposit will be waived.

CLASS II -

Class II groups may use school facilities without charge for rental or service fees during normal business hours. Application fees and security deposit will be waived. Service fees will be required for uses of buildings during off hours.

Class II requested school facility uses proposed to occur during off hours (weekends) must have prior School Board approval. The Facilities Department will provide to the School Board a breakdown of custodial fees and utility fees absorbed by the school district prior to the time the school facility use is approved.

CLASS III -

Class III groups will be required to pay an application fee, and an utility rate fee, and will be required to deposit a security deposit in order to use school facilities.

Class III groups may use school facilities without charge for rental fees.

Class III groups may use school facilities without charge for custodial fees and/or service fees during normal business hours. For usage during off hours (weekends), Class III groups will be required to pay custodial fees, together with any/all applicable service fees.

CLASS IV -

Class IV groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS IV(A) -

Class IV(A) groups will be required to pay an application fee, a reduced rental fee in an amount equal to sixty-five percent (65%) of the then current school facility rental fee, and a custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS V -

Class V.1 groups will be required to pay fees as determined by PIAA, District 1, and/or Suburban One League guidelines then in effect. Class V.2 groups will be required to pay a custodial fee, together with any/all applicable service fees.

CLASS VI -

Class VI groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS VII -

Class VII groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

List of Available Facilities

A list of available school facilities will be prepared by the Superintendent or his/her designee and approved by the School Board. The list of available school facilities is a part of, and incorporated into, this policy, and may be amended, from time to time, as may be necessary, without the need to amend this policy.

Fees and Fee Schedule

A schedule of all school facility use fees will be prepared by the Superintendent or his/her designee and approved by the School Board. The schedule of school facility use fees may include, but shall not be limited to:

1. Application fees.
2. Rental fees.
3. Utility Rate fees.
4. Custodial fees.
5. Service fees.

The schedule of school facility use fees is a part of, and incorporated into, this policy, and may be amended, from time to time, as may be necessary, without the need to amend this policy.

The following fees shall be included within the school facility use fee schedule:

1. Application fee - a non-refundable fee to accompany an application to use any school facilities. A separate application will be required for each school facility sought to be used by a user group per occasion or season, as applicable.
2. Rental fee - a non-refundable fee for the use of a school facility. A separate rental fee may be required for each school facility sought to be used by a user group per occasion or season, as applicable.

3. Utility Rate fee - a non-refundable fee for the utility costs for the use of a school facility.
4. Custodial fee - a non-refundable fee for the custodial employee and/or grounds employee costs for the use of a school facility.
5. Service fee - a non-refundable fee for the following employee costs:
    a. Facility or Site Supervisor.
    b. Rental Coordinator.
    c. Security Guard.
    d. Cafeteria or Food Services employee.
    e. Audio/Visual Coordinator.
    f. Audio/Visual Assistant.
    g. Lifeguard.
6. Security deposit.
7. Costs.

For the purpose of this policy, **regular work hours** or **normal business hours** are those hours for each building when custodial staff are regularly on duty.

A building administrator, a facility or site supervisor, and/or a custodian shall be present and responsible whenever any user group is using a school facility. As part of its review of a school facility use application, the school district shall determine which supervisory personnel [building administrator, facility/site supervisor, rental coordinator, and/or custodial employee(s)] will be required for each and every approved school facility use.

The various school facility use fees may be increased and/or decreased, from time to time, as deemed necessary in the sole discretion of the school district. Notwithstanding the generality of the foregoing, school facility use fees that are based, in whole or in part, upon school district employee salaries and/or costs, may be increased annually based upon increases in school district employee salaries and/or costs. Similarly, school facility use fees that are based, in whole or in part, upon the school district's Act 1 Index (such as rental fees and utility rate fees), may be adjusted annually based on changes in and/or to the District's Act 1 Index.

Security deposits will be held in escrow by the school district until such time as school district personnel evaluate the condition of the school facility or facilities used in a school facility use after such school facility use event and/or season has ended. All expenses and/or costs incurred by the school district as the result of a school facility use shall be deducted from the security deposit, and thereafter the remaining balance of the security deposit shall be returned to the user group within ten (10) days of the end of the school facility use event or season, whichever is later. A written notification and description shall be provided to the user group by the school district at the time of the return of the security deposit if any security deposit funds have been withheld by the school district, for theft, damage, and/or destruction of school district property, or otherwise, pursuant to this policy.

Application Process

All applications for school facility use must be completed and submitted to the school district using forms as provided by the school district. An application fee must be submitted with the school facility use application form(s), unless the user group classification of the applicant is not subject to the payment of an application fee.

A Certificate of Insurance, naming the School District of Bensalem Township as an additional insured on all policies identified thereupon, and covering the school facilities sought to be used, must accompany the application at the time of submission. The Certificate of Insurance must include policies of insurance of the kind and in the policy amounts as required by this policy and as may be required by the school district from time to time. A Hold Harmless Agreement, in a form provided by the school district, must also accompany the application at the time of submission.

Applications should be made at least forty-five (45) days in advance of the scheduled event, and no applications will be accepted prior to ~~nine~~ twelve (~~9~~12) months of the event. Weekend or summer rental applications should be made at least forty-five (45) days prior to a School Board action meeting in order to be considered at that School Board action meeting. There typically is no July School Board action meeting. An application must be completed by an authorized officer, member, or agent of the user group who is at least twenty-one (21) years of age.

All applications are subject to the required approval process. The School Board reserves the right to refuse the use of any school facility at any time.

A twenty-five percent (25%) deposit of the total of all of the estimated school facility rental fees and costs must be paid to the school district. Rental cost is required no later than fourteen (14) days prior to the date of, or starting date of, the school facility rental.

The payment of any and all school facility use fees as required and/or otherwise set forth in this policy shall be paid by check, payable to the order of the Bensalem Township School District only, and shall be presented to the Superintendent or his/her designee. No cash or electronic payment will be accepted by the school district, and no cash or electronic payments should be made to any school district employees.

Cancellation Process

It is the responsibility of the applicant to contact the school district facility rental office should it be necessary for a user group to cancel its school facility use. A school facility use must be cancelled no fewer than seven (7) days prior to the scheduled date of the school facility use. If a school facility use is cancelled fewer than seven (7) days prior to the scheduled date of the school facility use, then rental fees will be still be charged by the school district and will not be refunded to the user group, and all other school facility use fees and costs already incurred by the school district for the school facility use will similarly be charged by the school district and will not be refunded to the user group.

If weather conditions prohibit a school facility use from taking place as scheduled, any building administrator, facility/site supervisor, rental coordinator or other designated school district employee may cancel the event. The school district shall not be liable to the applicant/user group for any loss due to the cancellation caused by weather conditions.

District Cancellation Rights

Notwithstanding any prior approval, permit issuance, or payment of fees, the District reserves the right to cancel, revoke, modify, relocate, or reschedule any facility use at any time when, in the sole judgment of the District, the facility is needed for educational purposes, student activities, District operations, emergency situations, construction or maintenance activities, public safety concerns, or any other District purpose. The District shall make reasonable efforts to provide notice of such cancellation and, when feasible, offer an alternative facility or date. The District shall not be liable for any costs, damages, expenses, lost revenues, or consequential damages incurred by a user group as a result of such cancellation. In the event of a District-initiated cancellation, any prepaid rental fees not associated with costs already incurred by the District shall be refunded.

Liability/Insurance Requirements

As a condition for each and every school facility use, every non-school district user group shall submit to the school district two (2) copies of its Certificate of Insurance with its application for school facility use. The certificate(s) are to be issued by the user group's insurance carrier(s) and signed by an authorized agent(s) of the insurance carrier(s). The insurance carrier(s) must be licensed to do business in the Commonwealth of Pennsylvania and must hold a rating of "A" or better from A.M. Best. The certificate(s) must name Bensalem Township School District as an additional insured on all policies identified thereupon, and shall cover all of the school facilities sought to be used as part of the school facility use, as well as any claims arising out of activities to be performed on school district property as part of the school facility use.

The user group shall carry the comprehensive form of general liability insurance and the limits shall be not less than $1,000,000.00 for each: bodily injury, property damage, and fire.

If a user group utilizes or employs workers or employees, the organization shall carry Workers' Compensation insurance to insure their statutory liability to their employees, and the user group will provide Bensalem Township School District with a copy of their Workers' Compensation insurance documentation.

All user groups are responsible for leaving the facilities/fields in proper condition, and, as set forth above, will be responsible for all costs incurred for repairs and/or replacement of any stolen, damaged, and/or destroyed school district property in amounts in excess of the security deposit.[2]

As a condition of use of any and all school facilities, all user groups are required to agree, on the form(s) provided by the school district, to indemnify and hold harmless the Bensalem Township School District, its officers, officials, agents and employees, from and against all

loss or expense (including costs and attorneys' fees) by reason of liability imposed by law upon the school district for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of the Bensalem Township School District Facilities, whether such injuries to persons or damage to property is due or claimed to be due to the negligence, in whole or in part, of the user group, its subcontractors, the Bensalem Township School District, and/or its officers, officials, agents and employees.

General Rules for Use

In addition to any rule described herein for the use of school district facilities, the school district reserves the right to make any rules or enforce any regulations that it deems necessary in order to promote and protect the health, safety and welfare of the community and the school district facilities.[3]

Availability of School District Facilities and Obligations of Applicant/User Groups

1. The use of the school district facilities, subject to restrictions, is available to organizations within the school district, as classified in the 'User Group Classification' section of this policy, above.
2. All users and user groups, their members, guests and invitees must comply with school district policies at all times.
3. All school facility uses must end, and all users and user groups, their members, guests and invitees must vacate school district facilities by 9:30 p.m., Monday through Thursday, and by 12:00 a.m. Friday, Saturday and Sunday, unless otherwise approved by the Superintendent or his/her designee.
4. The school district reserves the right to assign the various school district facilities at its discretion. For energy savings or other relevant reasons, the school district may consolidate various activities to certain schools or locations.
5. All school district student-related activities shall take preference over all community requests for the use of school district facilities as determined by the Superintendent or Facilities Department in their discretion.
6. Any user group that does not comply with the rules and regulations of the school district will be banned from continued use of any and all school district facilities.
7. Only school-related or school sponsored activities of the school district may use school district facilities during normal school hours.
8. During school hours, no school facility use by a non-school district user group can take place on or in a school district facility prior to 6:00 p.m., Monday through Friday, unless approved by the Superintendent or his/her designee.
9. If admission fees are charged at an event held in a school district facility, the user group must pay all taxes required by law; evidence of payment may be required by the school district.

10. Members and agents of the School Board shall not be refused admission to an event being held on or at school district facilities.
11. All user groups must be able to present an approved school district facility use permit when requested. Any user group who cannot present an approved school district Use Permit will be denied access to, and use of, any and all school district facilities.
12. Any user group and/or school facility use that requires the use of microphones, projectors, sound system, lighting, and/or other audio/visual equipment, facilities, and/or services of the school district must submit a prior written request to utilize these services. Such audio/visual services must be installed, operated, and/or otherwise performed by an approved school district employee. All such audio/visual related fees and costs will be billed and paid by the user group as set forth in the 'Fee Structure by Classification' section of this policy, above, and in the school facility use Fee schedule incorporated herein.
13. The school district will schedule meetings with Class III user groups as deemed necessary.
14. Use of school district swimming pools requires school district-employed lifeguards at all times unless determined otherwise by the school district. The number of lifeguards necessary for a school facility use will be determined by the school district-based factors including, but not limited to, the age, number, and skill level of the persons proposed to be in and/or around the swimming pool(s). In such cases where the school district lifeguards are not available, the user group will be required to provide certified lifeguards for the entire duration of the school facility use rental and also provide to the school district a completed Swimming Pool Usage Application/Lifeguard Verification form.
15. Unless otherwise approved by the school district prior to the school facility use, concessions for the duration of the school facility use will be operated by the school district.
16. All and every school facility use is subject to the availability of school district employees, including, but not limited to, a building administrator, a facility or site supervisor, and/or custodial staff, at the time the user group is using, or proposes to use, a school facility.
17.

18. Political events shall be subject to the following requirements:
    a. Political events shall be conducted only within approved indoor District facilities. Use of athletic fields, stadiums, playgrounds, parking lots, courtyards, and other outdoor District property for political events is prohibited unless specifically authorized by Board action.
    b. All campaign signs, banners, posters, literature, displays, tables, decorations, and other political materials must be removed immediately upon conclusion of the event.
    c. No political signage, literature, or campaign materials may be affixed to District property, buildings, fences, scoreboards, sidewalks, walls, doors, windows, or equipment.
    d. Event organizers shall be responsible for ensuring that participants remain within areas identified on the facility-use permit and do not interfere with District operations or activities.
    e. Distribution of literature shall be limited to the approved rental space and shall not impede access, ingress, egress, or pedestrian traffic.
    f. Political events shall comply with all Board policies governing discrimination, harassment, bullying, threats, intimidation, disorderly conduct, and disruption of the educational environment.
    g. The District may require security personnel, law-enforcement presence, traffic controls, or additional supervisory personnel when deemed necessary for public safety. Associated costs shall be the responsibility of the renter.
    h. Political fundraising activities are permitted only when otherwise lawful and specifically identified in the facility-use application
    i. Speech occurring during a rented facility use may not include conduct that constitutes unlawful harassment, true threats, incitement to imminent unlawful conduct, or speech otherwise unprotected under applicable law. Event organizers shall be responsible for maintaining orderly conduct throughout the event.
    j. No political event shall be scheduled during the student instructional day while students are present in the building unless specifically approved by the Superintendent.
    k. No campaign materials may be left on District property after the event. Costs incurred by the District for cleanup or removal shall be charged to the renter and may be deducted from the security deposit.
    l. Candidate forums sponsored by community organizations must provide all legally required notifications and opportunities for participation consistent with applicable election laws.
19. a.

Prohibited Activities[3]

1. Possession, use, or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or local, state or federal laws, ordinances, and/or regulations.

4. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, including activities requiring a Bingo License, unless such activity has been expressly authorized by the School Board.[4][5]
5. Use of tobacco products in any form.[6][7][8][9]
6. Any activity that may be destructive to any School district Facility or equipment.[2]
7. Anything which conflicts with school activities.
8. ~~Partisan political meetings.~~
9. Commercial advertising.
10. Fundraising campaigns, except as permitted by School Board policy or special action by the School Board.
11. Transfer of a School Use Facility Permit. The right and approval to use any school district facility may not be sublet or transferred to any other individual or group.
12. Installation of equipment and/or alterations to school district facilities or equipment, in any manner whatsoever, without prior, express written approval by the school district.
13. Use of any open flame without the prior, express approval of the Superintendent or his/her designee.
14. The use of cold spark machines, cold sparklers, spark-producing devices, pyrotechnic or simulated pyrotechnic effects, and similar special-effects equipment is strictly prohibited in or on District property as part of any facility rental or use. LED special-effects lighting devices, including portable, temporary, programmable, flashing, strobing, laser, or event-style LED lighting, are also prohibited unless specifically provided and operated by the District.

    Renters may not bring, install, operate, or permit a vendor or third party to use such equipment, regardless of whether the device is marketed as “cold,” “flameless,” “smokeless,” or otherwise represented as safe for indoor use.

    This prohibition is intended to protect students, staff, visitors, District facilities and equipment, and fire/life-safety systems. No renter, vendor, event organizer, or District employee may waive this prohibition without prior written authorization from the Superintendent or designee , with Board approval, and when applicable, approval from the appropriate fire or code official.
15. Any activity that violates any school district policy or administrative regulations.

Safety and Security

A school facility use shall be conditioned upon proper security measures being arranged, in advance, for the school facility use. A user group is required to maintain control over all members, guests, invitees, and/or all other persons present at a school facility use.

The costs of any and all security measures, including, but not limited to, security guards, are the responsibility of the user group of the duration of the school facility use. The school district reserves the right to modify or increase the security measures required at any time, and to consult with, and utilize the services of, the Bensalem Township Department of Public Safety in determining the security measures needed for a school facility use.

Any and all security costs incurred by the school district shall be paid in advance of a school facility use, with any additional security costs incurred by the school district before or during a school facility use to be immediately paid to the school district by the user group. All such security costs are set forth in the school facility use Fee schedule incorporated herein.

All required security measures and procedures, and all other safety regulations and procedures, shall be strictly adhered to by the user group, its members, guests, invitees, and any other persons present at at school facility use. School district officials have the authority to engage additional security personnel and/or to call police before or for the duration of any part of a school facility use when, in their judgment, it becomes necessary.

Decorations

Decorations used during a school facility use must be fireproof and are subject to prior review and approval by school district officials. Approved decorations cannot be fastened to the walls or ceiling of any buildings with nails, screws, scotch tape, or other fasteners that will damage the finish of the wall or ceiling.

Decorations may be fastened to walls and ceilings with painters tape or fun tack only. Any decoration deemed to be offensive or inappropriate will be removed at the sole discretion of the school district. All decorations, furnishings, and equipment intended for use by the user group are to be delivered and put in place under the supervision of school district staff at a time as previously approved by the school district.

Debris must be removed at the end of the school facility use.

Decorations to be used in any auditorium, multi-purpose room(s), or foyer(s) of any school building(s) are to be limited to floral or flag decorations, or those of a free standing, informative display type, and are subject to prior review and approval by school district officials.

Food, Drink or Refreshments

Food, drinks or refreshments of any kind are prohibited from gymnasiums, auditoriums, classrooms, natatoriums, swimming pools, and/or areas not designated within the school facility use permit. Unless otherwise approved by the school district prior to the school facility use, any concessions for the duration of the school facility use will be operated by the school district.

Rules Specific to Designated Facilities

Kitchen -

At least one (1) member of the Bensalem Food Services staff shall be employed during the time a kitchen is in use, and an applicable service fee for all such personnel will be charged. The school district will determine the number of Food Services employees necessary for the duration of a school facility use.

Parking -

Parking for a school facility use is limited to designated parking areas located on school facilities. No vehicles are permitted to park on grass or any other non-designated parking areas at any School Facility.

Use of District Facilities on Weekends and Holidays

All school district facilities will be closed to all school facility uses on the holidays listed below unless approved by the School Board forty-five (45) days prior to said holiday. Consideration for use of school facilities on holidays will be given only in special situations upon request by Class I user groups.

1. July 4.
2. Labor Day holiday (Friday).
3. Labor Day.
4. Rosh Hashanah.
5. Yom Kippur.
6. Diwali.
7. Veteran's Day.
8. Thanksgiving Day.
9. Thanksgiving Day holiday (Friday).
10. Christmas Eve/Christmas Day.
11. New Year's Eve/New Year's Day.
12. Martin Luther King's Birthday.
13. President's Day.
14. Holy Thursday.
15. Good Friday.
16. Easter Monday.
17. Memorial Day.
18. Summer months (when in conflict with summer cleaning or during construction).
19. Election Day.

The Superintendent or the Director of Business Operations may grant approval for facility usage on holidays and Sundays only in special circumstances. The Board of School Directors will ratify usage at the next School Board meeting.

School district facilities may be used by Class II, III, IV, IV(a), V, VI, and VII user groups on Sundays in accordance with this policy. All Sunday school facility uses must be preapproved by the Superintendent or his/her designee.

Bensalem High School will be available on Saturdays for sports teams, the band, and other student activity school groups from 7:00 a.m. to 1:00 p.m. only. The sponsors or coaches must provide their Saturday practice needs in writing, no later than ten (10) days in advance, to the Facilities office and high school principal.

Violations

Any violations of rules and regulations for use of school district facilities will be subject to corrective actions up to and including barring the user group from the future use of school district facilities. The school district, at its discretion, may impose progressive corrective actions, including a verbal warning, written warning, and suspension of use rights, prior to permanently rescinding an entity's use of school district facilities.[3]

The designated school district employee is required to report all violations of rules and regulations to the building principal and to a facility or site supervisor.

Legal Footnotes

[1] 24 P.S. 775
LEGAL REFERENCE

[2] 24 P.S. 777
LEGAL REFERENCE

[3] 24 P.S. 511
LEGAL REFERENCE

[4] 10 P.S. 328.101 et seq
LEGAL REFERENCE

[5] 61 PA Code 901.701
LEGAL REFERENCE

[6] 18 Pa. C.S.A. 6306.1
LEGAL REFERENCE

[7] Pol. 904 — Public Attendance at School Events
POLICY REFERENCE

[8] 20 U.S.C. 7972
LEGAL REFERENCE

[9] 20 U.S.C. 7973
LEGAL REFERENCE

Legal References

Additional References

24 P.S. 510.2
LEGAL REFERENCE

BENSALEM TOWNSHIP SCHOOL DISTRICT
BENSALEM, PA 19020
FACILITIES RENTAL FORM

NAME OF REQUESTING ORGANIZATION:_____ _____
DATE

ORGANIZATION ADDRESS: _____

_____ _____
PHONE (BUSINESS)

CONTACT PERSON: _____

CONTACT PERSON ADDRESS:_____

CONTACT E-MAIL: _____ _____
PHONE (CELL)

FACILITIES REQUESTED

- ☐ BENSALEM HS
- ☐ SHAFER MS
- ☐ SNYDER MS
- ☐ BELMONT ES
- ☐ CORNWELLS ES
- ☐ FAUST ES
- ☐ RUSH ES
- ☐ STRUBLE ES
- ☐ VALLEY ES
- ☐ ADMINISTRATIVE CENTER

PURPOSE:_____

DATE(S) REQUESTED:_____ TO: _____
TIME(S) REQUESTED:_____ TO: _____
DATE(S) AVAILABLE:_____ TO:_____CODE# _____

NUMBER OF ANTICIPATED PARTICIPANTS: _____ ADULTS:_____ STUDENTS: _____

ROOMS REQUESTED

- ☐ GYMNASIUM
- ☐ CAFE/MULTI-PURPOSE RM
- ☐ KITCHEN
- ☐ INTERNET CAFÉ
- ☐ LIBRARY
- ☐ CLASSROOM
- ☐ AUDION
- ☐ ATHLETIC FIELD
  LOCATION: _____
- ☐ AUDITORIUM
- ☐ NATATORIUM/POOL
- ☐ STADIUM

ADDITIONAL NEEDS (EQUIPMENT, # OF CHAIRS, # OF TABLES, QTY, ETC.)_____

_____

A/V NEEDS (MICROPHONES, PROJECTORS, SOUND SYSTEM,ETC :) _____

_____

**Applicant is responsible for obtaining and or determining the need for any necessary permits required by any local or state agencies that may have any jurisdiction over the requested facility rental or facility usage.

**Additionally, the user has been provided with and has read the Rules and Regulations for using School Facilities and the policies of the Board of School Directors of the Bensalem Township School District concerning the use of its buildings and agrees to follow them in letter and spirit.

**The District reserves the right to cancel or reschedule any facility use at any time when the facility is needed for educational purposes, student activities, District operations, emergency situations, construction or maintenance activities, public safety concerns, or any other District purpose in accordance with School Board Policy 707. In the event of a District-initiated cancellation, any prepaid rental fees not associated with costs already incurred by the District shall be refunded.

****UNDER NO CIRCUMSTANCES WILL THE RENTER HAVE ANY FIRE, PYROTCHNICS, LED FIREWORK LIGHTS, COLD SPLARKLERS, COLD SPARK MACHINES OR ANY ITEM THAT COULD POSSIBLY BE A FIRE HAZARD ON SCHOOL DISTRICT PROPERTY. VIOLATION OF THIS DIRECTIVE WILL CAUSE IMMEDIATE TERMINATION OF THE FACILITY RENTAL. NO FUNDS WILL BE REIMBURSED DUE TO RENTER VIOLATION OF THIS DIRECTIVE.**

Authorized Signature:_____Date: _____

Principal's Signature: _____Date: _____

OFFICE USE ONLY

CERTIFICATE OF INSURANCE RECEIVED: _____ (YES/NO) BTSD INDEMNIFICATION: YES NO (IF "NO" REJECT, NOTIFY & RETURN)

CLASSIFICATION: I II III IV **IV(a)** V VI (CIRCLE ONE)

APPROX. BASIC CHARGES:

$_____ A/V FEE

$_____ RENTAL FEE

$_____ CUSTODIAL FEE

$_____ SECURITY EVENT STAFF FEE

$_____ OTHER FEES (Tables/Chairs, etc. – 50 cents per chair, $2.00 per table)

$_____ RENTAL COORDINATOR ($50.00 PER HOUR)

$_____ TOTAL BASIC CHARGES

Board Action:

ACCEPTED: ☐ REJECTED: ☐ DATE APPROVED/REJECTED: _____

FEES RECEIVED: SECURITY DEPOSIT AMOUNT: $_____ CHECK NO.: _____

DATE ESCROWED: _____

DATE RETURNED: _____

APPROX. BASIC CHARGES AMOUNT: $_____ CHECK NO.: _____

DATE: _____

COPIES TO: DISTRICT OFFICE
BUILDING CUSTODIAN
BUILDING PRINCIPAL
ATHLETIC DIRECTOR
APPLICANT
COORDINATOR OF CUSTODIAL SERVICES

BENSALEM TOWNSHIP SCHOOL DISTRICT
BENSALEM, PA 19020

INDEMNITIES HOLD HARMLESS AGREEMENT:

_____ agrees to indemnify and hold harmless the Bensalem
(Organization)
Township School District, their agents or employees from and against all loss or expense (including costs and attorneys' fees) by reason of liability imposed by law upon the School District for damages because of bodily injury, including death, at any time, resulting therefrom sustained by any person or persons or on account of damage to property including loss of use thereof, arising out of or in consequence of the use of Bensalem Township School District's facilities whether such injuries to persons or damage to property is due or claimed to be due to the negligence in whole or in part of the organization, their subcontractors, the Bensalem Township School District, their agents and employees, except only such injury or damage that shall have been occasioned by the sole negligence of the Bensalem Township School District, their agents and employees.

_____
(Authorized Signature)

_____
(Printed Signature – Title)

_____
(Date)

RECEIPT (BTSD Copy)

The receipt of the following is hereby acknowledged:

_____ Application Fee (Non-Refundable)

_____ Security Deposit (Refundable)

_____ Hold Harmless Agreement

_____ Certificate of Insurance

Received by:_____ Date: _____

RECEIPT (Applicant Copy)

The receipt of the following is hereby acknowledged:

_____ Application Fee (Non-Refundable)

_____ Security Deposit (Refundable)

_____ Hold Harmless Agreement

_____ Certificate of Insurance

Received by:_____ Date: _____

BOARD POLICY

810.4 Advertising Inside District Vehicles

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
810.4	v1.3	DRAFT	9/18/2026

Proposed addition Proposed deletion

Purpose BC edit post Policy Cmte Mtg Sept 15.

The Board recognizes that the sale of advertising space on the inside of district vehicles can serve as an important source of revenue enhancement. Further, the Board recognizes the importance of informing students of products, services, and opportunities that may advance their educational pursuits. It is the objective of this policy to establish parameters for such advertising.

Authority

Any and all advertising signs and/or the content thereof are subject to the approval of the district in accordance with the requirements of this policy and any administrative procedures and practices established pursuant thereto.[1][2][3]

The district reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the district from any suits or actions of every nature and description brought against it by reason of the advertisement.

The district will approve the specifications for advertisements on school buses that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other specifications for advertisements the district deems appropriate.

The products and services advertised under this policy must be directly related to student's educational pursuits. Therefore, the district will not accept advertisements to be displayed or maintained on school buses if the advertisement or information contained in the advertisement:

1. Is false, misleading, deceptive, disrespectful, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, or vulgar;

3. Promotes unlawful or illegal goods, services, or activities;
4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products designed for use in connection with sexual activity;
6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
7. Declares or implies an endorsement by the district; or
8. Is controversial in nature, or not age appropriate.

The district will not allow any of its school buses to become a public forum for dissemination, debate, or discussion of public issues. The district has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the school district or its students.

Guidelines

Ads may be posted only in publications, e-publications, and inside vehicles approved by the district. All ads must conform to specifications established by the school district.

Advertising fees shall be subject to the approval of the Superintendent. All proceeds from the sale of advertising in district publications shall be used for the benefit of the district.

Advertisements permitted in district publications do not represent the district's endorsement or approval of the matters presented in the advertisements, and an advertiser may be required to include a statement to that effect in the advertisement.

Procedures

All persons and organizations wishing to use publications to advertise in accordance with this policy must submit a written application and be approved by the ~~Advertising~~ Business Affairs Committee.

The request to advertise must include a description of the location requested, an accurate color representation of the advertisement with size and materials indicated, and the period during which the advertising will remain in place.

Approval for advertising shall be evidenced by the issuance of a written invoice to the applicant.

Delegation of Responsibility

The ~~Advertising~~ Business Affairs Committee shall approve or deny all applications for advertising under this policy and may establish additional administrative regulations and procedures related thereto.

Legal

1. 24 P.S. 510

2. 24 P.S. 511

3. 24 P.S. 775

Legal References

No additional references listed.