

Middle Bucks Institute of Technology Executive Council Meeting
Tuesday, September 1, 2026 at 5:30 PM

(Agenda items were taken out of order, however, are reported in the order shown on the agenda)

1. Opening Items

A. Call to Order

The regular meeting of the MBIT Executive Council was convened on Tuesday, September 1, 2026 at 5:40 PM by Mr. Flemming Godiksen, Chairperson, in Room 101 at Middle Bucks Institute of Technology.

B. Pledge of Allegiance

The Executive Council rose and recited the Pledge of Allegiance to the flag.

C. Roll Call

Executive Council Members Present

Ms. Katrina Filiatrault, Central Bucks S.D.

Ms. Susan Gibson, Central Bucks S.D.

Mr. Flemming Godiksen, Centennial S.D.

Ms. Anne Horner, Council Rock S.D.

Dr. Kathleen Maguire, Centennial S.D.

Mrs. Cheryl Rickert, Council Rock S.D.

Mrs. Karen Smith, Central Bucks S.D.

Mrs. Linda Szwedo, New Hope Solebury S.D.

Executive Council Members Absent

Mrs. Karen Krieger, Centennial S.D.

Others in Attendance

Mr. Warren Anders, Facility Manager

Dr. Mark Covelle, Administrative Director

Dr. Lauren Doherty, Assistant Director

Dr. Matthew Gale, Career and Technical Education Supervisor

Mr. Jeffrey Garton, Esq., School Solicitor

Mrs. Roberta Jackiewicz, Assistant Board Secretary

Dr. Charles W. Lentz, Superintendent of Record, New Hope Solebury S.D.

Mr. Erik Malmberg, Information Technology Manager

Mrs. Cynthia Midgett, Career and Technical Education Supervisor - Curriculum & Instruction

Ms. Oksana Pomerlian, Business Manager

D. Introductions and Public Comment

There were no guests or public comment.

E. Executive Council Comments

There were no Executive Council comments.

F. Announcement of Prior Executive Session

Mr. Godiksen announced that an Executive Session was held on June 2, 2026 during the Executive Council meeting for the MBIT School Safety and Security Practices Annual Report in compliance with Act 44; and personnel matters.

There was also an Executive Session held immediately following the August 24, 2026 Executive Council Committee of the Whole Meeting for personnel matters.

G. Announcement of Executive Session (If Needed)

Mr. Godiksen announced there would be an Executive Session immediately following the meeting this evening for legal matters.

2. Approval of Minutes & Events/Correspondence

A. Approval of Minutes - Executive Council - June 2, 2026

Motion by Karen Smith, second by Anne Horner, to approve the minutes of the June 2, 2026 Executive Council meeting.

Final Resolution: Motion carries 7,0,0

B. Approval of Minutes - Committee of the Whole - August 24, 2026

Motion by Karen Smith, second by Anne Horner, to approve the minutes of the August 24, 2026 Executive Council Committee of the Whole meeting.

Final Resolution: Motion carries 7,0,0

C. Activities/Events/Correspondence

Motion by Karen Smith, second by Anne Horner to accept MBIT's update including activities, events, correspondence and related matters as attached. Final Resolution:

Motion carries 7,0,0

3. Committee Reports

A. Professional Advisory Council - Dr. Charles W. Lentz, Chairperson

Dr. Lentz reported that the Superintendents reviewed the Executive Council agenda for the September 1, 2026 meeting and had no recommendations or changes. Summer updates included confirmation that MBIT was fully staffed for all certified positions at the start of the school year, with only one non-certified position open. PDE updates were also shared, including MBIT's ongoing comprehensive planning process and plans to have district representation as a part of that model. The Director shared information about the APTE look-back and noted that the IMS evaluation is expected in fall 2027. They are starting to gather the data necessary for the evaluation, as this school year will be the year reviewed during that visit.

Budget planning has also begun, with the goal of completing the budget by March or April to assist the sending districts with their budget decisions. There was discussion regarding enrollment for the 27-28 school year, including the occupational and enrollment processes to enhance the process of selecting students efficiently and effectively. Finally, the Director shared an idea for a twilight program or 12th-grade capstone opportunity to engage graduating seniors who have not had the opportunity to participate with MBIT and earn industry credentials prior to graduation. The Director is seeking funding and industry partners before launching next steps.

B. Executive Council Committee of the Whole - Mrs. Karen Smith, Chairperson

Mrs. Smith reported that the committee received an update from the Facility Manager regarding summer building projects. The HVAC project is nearing completion, with remote access now operational. Minor issues with the refrigerator/freezer project have been resolved, and the greenhouse project is progressing. Of the 54 summer work requests, 49 were completed, along with program relocations and preparations for the start of the school year. A grant application was also submitted for elevator modernization.

The Information Technology Manager provided a technology update, noting that the three-year server project is nearing completion and that a new lease with Canon has been established for copiers and related equipment.

The Assistant Director provided an update on professional development and staffing, including the addition of a new Supervisor of Curriculum and Instruction and three new teachers. MBIT received a \$12,500 grant to support numeracy and literacy initiatives and is exploring additional grant opportunities. Minor revisions to the student handbook were reviewed and are included on the agenda this evening.

A review of the \$340,000 Perkins grant allocation for the current year was provided. A revised school calendar was also reviewed, including the designation of Election Day as a professional development day and the relocation of the day off to February. Professional

Development with other Career and Technical Education schools in the county is being planned for Election Day. Under finance, preparations for the annual audits were completed and audit materials were submitted. Numerous instructional items were also ordered and received in preparation for the start of the school year.

4. Administrative Reports

A. Director's Update - Dr. Mark Covelle, Administrative Director

The Director reported that the Culinary Arts program received three-year accreditation from the American Culinary Federation following a comprehensive review of its curriculum, facilities, equipment, and compliance with certification standards, restoring its accredited status. The Committee also recognized the success of a former MBIT student now working with Sceptre IT, including completing a first installation using Verkada equipment after participating in Verkada training provided at MBIT.

The Culinary Arts program also organized a 12-day educational trip to Italy for 32 students, providing opportunities to experience Italian culture, history, and culinary traditions through site visits and hands-on activities. The trip was described as a successful educational and community-building experience, and planning is underway for a future international trip to Spain.

The Director provided an update on MBIT's branding and logo refresh, which originated through the comprehensive planning process. A branding firm developed three preliminary concepts following staff input, and feedback will be sought from students, faculty, and the Executive Council before further development. Commercial Arts students will also have an opportunity to participate in the process. Opening activities for the school year included staff collaboration on comprehensive planning, with the theme "Think Big" incorporated into professional development activities. A parent also shared positive experiences with MBIT during the opening in-service. The new student orientation was well attended despite severe weather, with an estimated 600-700 students and family members participating.

The Director discussed continued growth in applications and efforts to improve the student enrollment and program selection process. With 682 applications and 436 available seats, the administration is exploring objective tools such as YouScience to help identify students' interests, strengths, and potential career pathways. The administration also discussed a proposed capstone program for high school seniors who develop an interest in career and technical education later in high school or were unable to enroll at MBIT earlier. The proposed program could combine online coursework with hands-on training in high-demand occupations and provide opportunities to earn industry-recognized certifications. The concept remains under development, with potential business, technology, workforce development, and funding partners being explored, and will also be presented to the Local Advisory Committee for consideration.

B. Opening of School 26-27 - Administrative Team

The Career and Technical Education Supervisor reported that students returned for the first two days of the school year with excitement and anticipation. The initial days focused on helping students become settled and familiar with expectations, rules, procedures, and, most importantly, safety practices associated with the unique CTE environment. Students also participated in program tours throughout the building to familiarize themselves with the various programs, offices, common areas, and other important locations. The administrative team balanced providing teachers with time to establish classroom routines while also being visible and available to support staff and students. A strong emphasis was placed on building relationships among students and teachers, with classes participating in a variety of icebreakers and collaborative activities. One meaningful activity included students receiving letters written by former MBIT students offering advice, encouragement, and perspective as they began their MBIT experience. The school will also hold a Welcome Back Assembly to discuss what it means to be an MBIT student and introduce students to opportunities to participate in Career and Technical Student Organizations. Overall, the school year is off to a positive start.

5. Financial Reports

A. Cash Payments Report - June, July and August

Motion by Linda Szwedo, second by Karen Smith, to accept Cash Payments Report - June, July, and August.

Final Resolution: Motion carries 7,0,0

B. Treasurer's Report - May, June and July

Motion by Linda Szwedo, second by Karen Smith, to accept Treasurer's Report - May, June and July.

Final Resolution: Motion carries 7,0,0

6. Personnel Items

A. Resignation - Instructional Assistant

Motion by Cheryl Rickert, second by Karen Smith, to ratify the resignation of Lynn Kirkner, Instructional Assistant / Resource Specialist, effective June 16, 2026.

Final Resolution: Motion carries 7,0,0

- B. Resignation - Instructional Assistant
Motion by Cheryl Rickert, second by Karen Smith, to ratify the resignation of Michael Viviano, Instructional Assistant, effective June 16, 2026.
Final Resolution: Motion carries 7,0,0
- C. Rescind Sabbatical Leave Approval
Motion by Cheryl Rickert, second by Karen Smith, to rescind the prior approval granted by the Executive Council on February 3, 2026, for the professional development sabbatical leave of James Davey, Multimedia Technology Teacher, during the second semester of the 2026-2027 school year, following the employee's formal withdrawal of the request.
Final Resolution: Motion carries 7,0,0
- D. Employment - Dental Occupations Teacher
Motion by Cheryl Rickert, second by Karen Smith, to ratify the employment of Candice Irons, as Dental Occupations Teacher, effective August 24, 2026 at Step 15, Column A (\$90,690/Year).
Final Resolution: Motion carries 7,0,0
- E. Change in Status
Motion by Cheryl Rickert, second by Karen Smith, to ratify the status change of Beth Kaminski, from part-time Instructional Assistant for the Explorers program, to full-time Instructional Assistant, at the current rate of pay, effective August 25, 2026, to be funded 70% Perkins and 30% local.
Final Resolution: Motion carries 7,0,0
- F. Employment - Instructional Assistant
Motion by Cheryl Rickert, second by Karen Smith, to ratify the employment of Jennifer Zerweck, as full-time Instructional Assistant, at a rate of \$18.50/hour, with full benefits, effective August 25, 2026, to be funded 70% Perkins and 30% local.
Final Resolution: Motion carries 7,0,0
- G. Family and Medical Leave of Absence and Personal Necessity Leave of Absence **Motion by Cheryl Rickert, second by Karen Smith, to ratify the qualifying leave of absence consistent with Policy #335 - Family and Medical Leaves for Brianna Sturges, Instructional Assistant, effective August 25, 2026 and approve a leave of absence consistent with Policy #336 - Personal Necessity Leave, beginning November 21, 2026.**
Final Resolution: Motion carries 7,0,0
- H. Resignation - Facility Manager
Motion by Cheryl Rickert, second by Karen Smith, to approve the resignation of Warren Anders, Facility Manager, effective September 4, 2026.
Final Resolution: Motion carries 7,0,0

The Director recognized and thanked Mr. Anders for his time, effort, and the energy he put into the position.

I. Advisors

Motion by Cheryl Rickert, second by Karen Smith, to approve the teachers as attached to serve in the role of Advisors in accordance with the teachers' contract for the 2026-2027 school year at the annual rate indicated.

Final Resolution: Motion carries 7,0,0

Advisor	Organization	Annual Rate
Sherry Appleton	HOSA	\$1,800
Stacey Flood	National Technical Honor Society	\$1,800
Tina Haney	SkillsUSA	\$1,800
Randall McDowell	SkillsUSA	\$1,800
Randall McDowell	Pennsylvania Builder's Association	\$1,800
Pamela Swoyer	Philanthropy Today	\$1,800
Kristen Taylor	MBIT School Store	\$1,800

J. Mentor Teachers

Motion by Cheryl Rickert, second by Karen Smith, to approve the teachers as attached to serve in the role of Mentor Teachers in accordance with the teachers' contract for the 2026-2027 school year at the annual rate indicated. Final Resolution: Motion carries 7,0,0

Mentor Name	Annual Rate
Lise Rich - Lead Mentor	\$1,500
Randall McDowell - Lead Mentor	\$1,500
Tina Haney	\$1,000
Sherry Appleton	\$1,000
Lynda Moyer	\$1,000
Robert Schwarz	\$1,000
Kristen Taylor	\$1,000
Pamela Swoyer	\$1,000

K. Act 44 Safety and Security Officer

Motion by Cheryl Rickert, second by Karen Smith, to approve Dr. Matthew Gale, Career and Technical Education Supervisor, as the Act 44 Safety and Security Coordinator for the 2026-2027 school year.

Final Resolution: Motion carries 7,0,0

L. Title IX, Title VI and Section 504 Compliance Officer

Motion by Cheryl Rickert, second by Karen Smith, to approve Dr. Lauren Doherty, Assistant Administrative Director, as the Title IX, Title VI and Section 504 Compliance Officer for the 2026-2027 school year.

Final Resolution: Motion carries 7,0,0

M. Additional Adult Education Evening School Programs and Staff - Fall 2026

Motion by Cheryl Rickert, second by Karen Smith, to approve the additional fall 2026 Adult Education Evening School program and the employment of the Adult Education Evening School staff.

Final Resolution: Motion carries 7,0,0

N. Substitute Staff List

Motion by Cheryl Rickert, second by Karen Smith, to approve the substitute staff list for the 2026-2027 school year.

Final Resolution: Motion carries 7,0,0

7. **Other Matters for Consideration**

A. Revised 2026-2027 School Calendar

Motion by Karen Smith, second by Kathleen Maguire, to approve the revised 2026-2027 MBIT school calendar.

Final Resolution: Motion carries 7,0,0

B. 2026-2027 Student Handbook and Parent Guide Addendums

Motion by Karen Smith, second by Kathleen Maguire, to approve the 2026-2027 Student Handbook and Parent Guide addendums.

Final Resolution: Motion carries 7,0,0

C. Renewal of MOU - Warwick Township Police Department

Motion by Karen Smith, second by Kathleen Maguire, to ratify the renewal of the Memorandum of Understanding between Warwick Township Police Department and Middle Bucks Institute of Technology.

Final Resolution: Motion carries 7,0,0

D. 2026-2027 Occupational Advisory Committee (OAC) Members

Motion by Karen Smith, second by Kathleen Maguire, to approve the Occupational Advisory Committee (OAC) members for the 2026-2027 school year.

Final Resolution: Motion carries 7,0,0

E. 2026-2027 Local Advisory Council Members

Motion by Karen Smith, second by Kathleen Maguire, to approve the 2026-2027 Middle Bucks Local Advisory Council.

Final Resolution: Motion carries 7,0,0

F. Middle Bucks Area Vocational Technical School Authority Meeting Minutes

Motion by Karen Smith, second by Kathleen Maguire, to receive and file the June 18, 2026 Middle Bucks Area Vocational Technical School Authority meeting minutes

Final Resolution: Motion carries 7,0,0

G. Penn College of Technology Training Services Agreement

Motion by Karen Smith, second by Kathleen Maguire, to approve the Training Services Agreement between Pennsylvania College of Technology and Middle Bucks Institute of Technology

Final Resolution: Motion carries 7,0,0

H. BCCC Dual Enrollment Agreement

Motion by Karen Smith, second by Kathleen Maguire, to approve the Partnership Agreement with Bucks County Community College for Dual Enrollment and High School Enrichment Program.

Final Resolution: Motion carries 7,0,0

- I. CareerLink Local Training Contract - Educational Data Systems, Inc.
Motion by Karen Smith, second by Kathleen Maguire, to approve the CareerLink Local Training Contract between Educational Data Systems, Inc. (EDSI) and Middle Bucks Institute of Technology.
Final Resolution: Motion carries 7,0,0
- J. Memorandum of Understanding - The Bureau of Career and Technical Education
Motion by Karen Smith, second by Kathleen Maguire, to approve the 2026-2027 Memorandum of Understanding between Middle Bucks Institute of Technology and The Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program (TAP).
Final Resolution: Motion carries 7,0,0
- K. Montgomery County Economic & Workforce Development Contract
Motion by Karen Smith, second by Kathleen Maguire, to approve the contract between Montgomery County Economic and Workforce Development and Middle Bucks Institute of Technology.
Final Resolution: Motion carries 7,0,0
- L. 26-27 YouScience Agreement
Motion by Karen Smith, second by Kathleen Maguire, to approve the agreement with YouScience for the 26-27 school year.
Final Resolution: Motion carries 7,0,0
- M. Canon Copier and Printer Leases
Motion by Karen Smith, second by Kathleen Maguire, to approve the copier and printer agreements as presented.
Final Resolution: Motion carries 7,0,0
- N. 2026-2027 Administrative Goals and Objectives
Motion by Karen Smith, second by Kathleen Maguire, to receive and file the 2026-2027 Administrative Goals and Objectives.
Final Resolution: Motion carries 7,0,0
- O. Public School Facility Improvement Grant Application and Resolution - Elevator Replacement Project
Motion by Karen Smith, second by Kathleen Maguire, to approve the Public School Facility Improvement Grant Application and Resolution as attached for the Middle Bucks Institute of Technology Elevator Replacement Project and a matching funds commitment of \$303,875.00 to complete the project.**Final Resolution: Motion carries 7,0,0**
- P. Pennsylvania Disability Inclusive Curriculum Pilot Program Grant
Motion by Karen Smith, second by Kathleen Maguire, to accept the Pennsylvania Disability Inclusive Curriculum Pilot Program Grant FA-PDI-25-0000 in the amount of \$10,000.
Final Resolution: Motion carries 7,0,0

Q. Budget Calendar

Motion by Karen Smith, second by Kathleen Maguire, to approve the proposed 2027-2028 Budget Calendar.

Final Resolution: Motion carries 7,0,0

R. PSBA 2027 Officer Elections

Motion by Karen Smith, second by Kathleen Maguire, to approve submission of the Middle Bucks Institute of Technology vote for the 2027 PSBA officer candidates as follows: President-Elect: Matt Vannoy; Vice President: Kristy Bolte; 2027-2029 Treasurer: David Hein; 2027 Eastern Zone Representative: Jason Mell; 2027 E-4 Sectional Advisor: Dr. Taslym Morales and PSBA Insurance Trustees: Marianne L. Neel and Dr. Michael Faccinetto

Final Resolution: Motion carries 7,0,0

8. **Closing Items**

A. Adjournment

Motion by Karen Smith, second by Linda Szwedo, to adjourn the September 1, 2026 meeting of the MBIT Executive Council at 6:36 PM.

Final Resolution: Motion carries 7,0,0

There was an Executive Session held immediately following the adjournment of the September 1, 2026 MBIT Executive Council meeting for legal matters.

9. **Information and Announcements**

A. Press Coverage and Correspondence – Attached to Agenda

Respectfully Submitted,

Linda Szwedo
Secretary

Roberta Jackiewicz
Assistant Secretary