DRAFT AWAITING APPROVAL OF EXECUTIVE COUNCIL

Middle Bucks Institute of Technology Executive Council Meeting

Tuesday, June 2, 2026

1. Opening Items

Procedural: A. Call to Order

The regular meeting of the MBIT Executive Council was convened on Tuesday, June 2, 2026 at 5:31 PM by Mr. Flemming Godiksen, Chairperson, in Room 101 at Middle Bucks Institute of Technology.

Procedural: B. Pledge of Allegiance

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

Procedural: 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. (Arrived during Executive Session)
Mrs. Karen Krieger, Centennial S.D. (Arrived during Executive Session)
Dr. Kathleen Maguire, Centennial S.D. (Arrived during Executive Session)
Mrs. Cheryl Rickert, Council Rock S.D.
Mrs. Linda Szwedo, New Hope Solebury S.D.

Executive Council Members Absent
Mrs. Karen Smith, Central Bucks S.D.

Information: D. Introductions and Public Comment

Guest: Cynthia Midgett, Dental Occupations Teacher

There was no public comment.

Information: E. Executive Council Comments

There were no Executive Council comments.

Information: F. Announcement of Prior Executive Session

Mr. Godiksen announced there was an Executive Session held during the May 5, 2026 Executive Council meeting for Personnel Matters.

Reports: G. There will be an Executive Session held at this time for personnel matters and the MBIT School Safety and Security Practices Annual Report in compliance with Act 44.

Mr. Godiksen announced there would be an Executive Session held at time during the meeting for personnel matters and the MBIT School Safety and Security Practices Annual Report in compliance with Act 44.

2. Approval of Minutes & Events/Correspondence

Action, Minutes: A. Approval of Minutes - Executive Council - May 5, 2026
Recommended Action: A motion to approve the minutes of the May 5, 2026 Executive Council meeting.

Motion by Linda Szwedo, second by Anne Horner, to approve the minutes of the May 5, 2026 Executive Council meeting.
Final Resolution: Motion carries 8,0,0

Action, Minutes: B. Approval of Minutes - Committee of the Whole - May 27, 2026

Recommended Action: A motion to approve the minutes of the May 27, 2026 Executive Council Committee of the Whole meeting.

Motion by Linda Szwedo, second by Anne Horner, to approve the minutes of the May 27, 2026 Executive Council Committee of the Whole meeting.
Final Resolution: Motion carries 8,0,0

Action: C. Activities/Events/Correspondence
Recommended Action: A motion to accept MBIT's update including activities/events, correspondence and related matters as attached.

Motion by Linda Szwedo, second by Anne Horner, to accept MBIT's update including activities/events, correspondence and related matters as attached.
Final Resolution: Motion carries 8,0,0

3. Committee Reports

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

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

4. Administrative Reports

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

Information, Reports: B. NOCTI Update - Ms. Lauren Doherty, Assistant Administrative Director

5. Financial Reports

Action: A. Cash Payments Report
Recommended Action: A motion to accept Cash Payments Report - May.

Motion by Anne Horner, second by Linda Szwedo, to accept Cash Payments Report - May.
Final Resolution: Motion carries 8,0,0

Action: B. Treasurer's Report
Recommended Action: A motion to accept Treasurer's Report - April.

Motion by Anne Horner, second by Linda Szwedo, to accept Treasurer's Report - April.
Final Resolution: Motion carries 8,0,0

6. Personnel Items

Action: A. Contract - Business Office Rollover
Recommended Action: A motion to contract with Jonna Eiser to conduct the financial rollover for the Business Office at a rate of $20.00/hour, not to exceed $250.00 and other organizational tasks as needed, not to exceed 25 hours.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to contract with Jonna Eiser to conduct the financial rollover for the Business Office at a rate of $20.00/hour, not to exceed $250.00 and other organizational tasks as needed, not to exceed 25 hours.
Final Resolution: Motion carries 8,0,0
Action: B. Employment - 2026 Summer Staff
Recommended Action:
1. A motion to approve the summer employment of Milo McIntyre, student in the Electrical Technology program, as a co-op Student Assistant in the Facilities Department, at a rate of $15.00/hour, with statutory benefits, effective June 29, 2026.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the summer employment of Milo McIntyre, student in the Electrical Technology program, as a co-op Student Assistant in the Facilities Department, at a rate of $15.00/hour, with statutory benefits, effective June 29, 2026.
Final Resolution: Motion carries 8,0,0

2. A motion to approve the summer employment of Jackson Lancaster, student in the Building Trades Occupations program, as a co-op Student Assistant in the Facilities Department, at a rate of $15.00/hour, with statutory benefits, effective June 29, 2026.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the summer employment of Jackson Lancaster, student in the Building Trades Occupations program, as a co-op Student Assistant in the Facilities Department, at a rate of $15.00/hour, with statutory benefits, effective June 29, 2026.
Final Resolution: Motion carries 8,0,0

Action: C. Employment - Co-op Students - Li'l Bucks Partners In Learning
Recommended Action:
1. A motion to approve the part-time employment of Jocelynlee Mango, student in the Early Childhood Education program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of $15.00/hour, with statutory benefits only, effective August 19, 2026.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the part-time employment of Jocelynlee Mango, student in the Early Childhood Education program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of $15.00/hour, with statutory benefits only, effective August 19, 2026.
Final Resolution: Motion carries 8,0,0

2. A motion to approve the part-time employment of Brianna Mehaffey, student in the Early Childhood Education program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of $15.00/hour, with statutory benefits only, effective August 19, 2026.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the part-time employment of Brianna Mehaffey, student in the Early Childhood Education program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of $15.00/hour, with statutory benefits only, effective August 19, 2026.
Final Resolution: Motion carries 8,0,0

Action: D. Employment - Medical & Health Professions Teacher
Recommended Action: A motion to approve the employment of Wendy Magyar, as Medical and Health Professions Teacher, effective August 24, 2026 at Step 13, Column A ($86,020/Year), pending receipt of required documentation.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the employment of Wendy Magyar, as Medical and Health Professions Teacher, effective August 24, 2026 at Step 13, Column A ($86,020/Year), pending receipt of required documentation.
Final Resolution: Motion carries 8,0,0

Action: E. Employment - Electrical Technology Teacher
Recommended Action: A motion to approve the employment of Jerrold Mackreth, as Electrical Technology Teacher, effective August 24, 2026, at Step 15, Column B ($99,167/Year), pending receipt of required documentation.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the employment of Jerrold Mackreth, as Electrical Technology Teacher, effective August 24, 2026, at Step 15, Column B ($99,167/Year), pending receipt of required documentation.
Final Resolution: Motion carries 8,0,0

Action: F. CTE Supervisor - Curriculum and Instruction - Position Description
Recommended Action: A motion to approve the CTE Supervisor - Curriculum and Instruction Position Description.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the CTE Supervisor - Curriculum and Instruction Position Description.
Final Resolution: Motion carries 8,0,0

Action: G. Appointment of CTE Supervisor - Curriculum and Instruction
Recommended Action: A motion to approve the appointment of Cynthia Midgett as CTE Supervisor – Curriculum and Instruction, at a salary of $140,000.00 per year with benefits as per the Act 93 Agreement and based upon a 260 day schedule, effective July 1, 2026. Position is funded by Perkins and General Fund.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the appointment of Cynthia Midgett as CTE Supervisor – Curriculum and Instruction, at a salary of $140,000.00 per year with benefits as per the Act 93 Agreement and based upon a 260 day schedule, effective July 1, 2026. Position is funded by Perkins and General Fund.
Final Resolution: Motion carries 8,0,0

Action: H. Employment Agreement - Lauren Doherty, Assistant Administrative Director
Recommended Action: A motion to approve the agreement between the Middle Bucks Institute of Technology Executive Council and Lauren Doherty, Assistant Administrative Director for the term beginning July 1, 2026 through June 30, 2031.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the agreement between the Middle Bucks Institute of Technology Executive Council and Lauren Doherty, Assistant Administrative Director for the term beginning July 1, 2026 through June 30, 2031.
Final Resolution: Motion carries 8,0,0

Action: I. Salary Increases for Non-Bargaining Unit Personnel
Recommended Action: A motion to approve salary increase for non-bargaining unit personnel, for the 2026-2027 fiscal year with a 2.3% base percentage increase.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve salary increase for non-bargaining unit personnel, for the 2026-2027 fiscal year with a 2.3% base percentage increase.
Final Resolution: Motion carries 8,0,0

Action: J. 2026-2027 School Year Staffing
Recommended Action: A motion to permit the Administrative Director to fill budgeted positions for the effective and efficient operations of school for the 2026-2027 school year. Personnel assignments will be affirmed at the September 1, 2026 Executive Council meeting.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to permit the Administrative Director to fill budgeted positions for the effective and efficient operations of school for the 2026-2027 school year. Personnel assignments will be affirmed at the September 1, 2026 Executive Council meeting.
Final Resolution: Motion carries 8,0,0

Action: K. Additional Substitute
Recommended Action: A motion to approve the addition to the substitute staff list for the 2025-2026 school year.

Motion by Susan Gibson, second by Dr. Kathleen Maguire, to approve the addition to the substitute staff list for the 2025-2026 school year.
Final Resolution: Motion carries 8,0,0

7. Other Matters for Consideration

Action: A. Field Trips/Non-Paid Work-Based Experiences and Professional Conferences 2026-2027
Recommended Action: A motion to approve the field trips/non-paid work-based experiences and Professional Conferences for the 2026-2027 school year.

Motion by Linda Szwedo, second by Anne Horner, to approve the field trips/non-paid work-based experiences and Professional Conferences for the 2026-2027 school year.
Final Resolution: Motion carries 8,0,0

Action: B. 2026-2027 Student Handbook and Parent Guide
Recommended Action: A motion to approve the 2026-2027 Student Handbook and Parent Guide.

Motion by Linda Szwedo, second by Anne Horner, to approve the 2026-2027 Student Handbook and Parent Guide.
Final Resolution: Motion carries 8,0,0

Action: C. Additional Field Trip
Recommended Action: A motion to approve the additional field trip for the 2025-2026 school year.

Motion by Linda Szwedo, second by Anne Horner, to approve the additional field trip for the 2025-2026 school year.
Final Resolution: Motion carries 8,0,0

Action: D. Agreements - PSBA Policy Services, Keystone Agenda, and Data Access & Migration
Recommended Action: A motion to approve the agreements with Pennsylvania School Boards Association (PSBA) for Policy Services, Keystone Agenda and Data Access & Migration.

Motion by Linda Szwedo, second by Anne Horner, to approve the agreements with Pennsylvania School Boards Association (PSBA) for Policy Services, Keystone Agenda and Data Access & Migration.
Final Resolution: Motion carries 8,0,0

Action: E. Technology Pool Consortium Agreement
Recommended Action: A motion to approve the agreement between Middle Bucks Institute of Technology and Bucks County Intermediate Unit #22, to participate in the consortium for the Technology Pool Counsel Legal Service Consultation.

Motion by Linda Szwedo, second by Anne Horner, to approve the agreement between Middle Bucks Institute of Technology and Bucks County Intermediate Unit #22, to participate in the consortium for the Technology Pool Counsel Legal Service Consultation.
Final Resolution: Motion carries 8,0,0

Action: F. PowerSchool SIS Hosting and Support Agreement
Recommended Action: A motion to approve the PowerSchool SIS Hosting and Support Agreement with Carbon Lehigh Intermediate Unit 21.

Motion by Linda Szwedo, second by Anne Horner, to approve the PowerSchool SIS Hosting and Support Agreement with Carbon Lehigh Intermediate Unit 21.
Final Resolution: Motion carries 8,0,0

Action: G. Rhodes Branding LLC Agreements
Recommended Action: A motion to approve the Phase 1 agreement with Rhodes Branding LLC to provide strategic branding and marketing services for a fee of $8,695.00, paid from the General Fund, and authorize the Administrative Director to engage in Phase 2 as funding allows.

Motion by Linda Szwedo, second by Anne Horner, to approve the Phase 1 agreement with Rhodes Branding LLC to provide strategic branding and marketing services for a fee of $8,695.00, paid from the General Fund, and authorize the Administrative Director to engage in Phase 2 as funding allows.
Final Resolution: Motion carries 8,0,0

Action: H. PaTTAN Stipend
Recommended Action: A motion to accept the PaTTAN stipend in the amount of $12,500.00 to support the planning of the math/literacy integration strategy in the 2026-2027 school year.

Motion by Linda Szwedo, second by Anne Horner, to accept the PaTTAN stipend in the amount of $12,500.00 to support the planning of the math/literacy integration strategy in the 2026-2027 school year.
Final Resolution: Motion carries 8,0,0

Action: I. Perkins Grant
Recommended Action: A motion to approve and implement the Perkins Grant (Federal) contract in the amount of $340,534.00 for the 2026-2027 school year.

Motion by Linda Szwedo, second by Anne Horner, to approve and implement the Perkins Grant (Federal) contract in the amount of $340,534.00 for the 2026-2027 school year.
Final Resolution: Motion carries 8,0,0

Action: J. Insurance Broker
Recommended Action: A motion to appoint Willis Towers Watson of Northeast, Inc. as Insurance Broker of Record and to approve their renewal proposal with recommendations effective July 1, 2026, to June 30, 2027, at the cost of $103,230.00.

Motion by Linda Szwedo, second by Anne Horner, to appoint Willis Towers Watson of Northeast, Inc. as Insurance Broker of Record and to approve their renewal proposal with recommendations effective July 1, 2026, to June 30, 2027, at the cost of $103,230.00.
Final Resolution: Motion carries 8,0,0

Action: K. Cyber Insurance
Recommended Action: A motion to approve the Cyber Insurance agreement with Gallagher Insurance effective 07/01/2026 to 07/01/2027 at the cost of $6,610.00.

Motion by Linda Szwedo, second by Anne Horner, to approve the Cyber Insurance agreement with Gallagher Insurance effective 07/01/2026 to 07/01/2027 at the cost of $6,610.00.
Final Resolution: Motion carries 8,0,0

Action: L. Change Order - Refrigerator/Freezer Project
Recommended Action: A motion to approve the Change Order Request from TE Construction Services LLC, in the amount of $4,089.18. Cost to be paid from the Capital Reserve Fund.

Motion by Linda Szwedo, second by Anne Horner, to approve the Change Order Request from TE Construction Services LLC, in the amount of $4,089.18. Cost to be paid from the Capital Reserve Fund.
Final Resolution: Motion carries 8,0,0

Action: M. Student Financial Aid Fund
Recommended Action: A motion to authorize the Business Manager to transfer up to $20,000 to the Student Financial Aid fund from MBIT General Fund unspent 2025-2026 budget balance.

Motion by Linda Szwedo, second by Anne Horner, to authorize the Business Manager to transfer up to $20,000 to the Student Financial Aid fund from MBIT General Fund unspent 2025-2026 budget balance.
Final Resolution: Motion carries 8,0,0

Action: N. Transfer to Capital Reserve Fund
Recommended Action: A motion to approve the transfer any remaining excess revenue to the Capital Reserve Fund from MBIT General Fund unspent 2025-2026 budget balance.

Motion by Linda Szwedo, second by Anne Horner, to approve the transfer any remaining excess revenue to the Capital Reserve Fund from MBIT General Fund unspent 2025-2026 budget balance.
Final Resolution: Motion carries 8,0,0

Action: O. Unassigned Fund Balance
Recommended Action: A motion to hold as Unassigned Fund Balance an amount up to $150,000.00 from net secondary expenditures for fiscal year ending June 30, 2026 with intention to incrementally grow fund balance to improve future bond ratings and match grant purchases as required.

Motion by Linda Szwedo, second by Anne Horner, to hold as Unassigned Fund Balance an amount up to $150,000.00 from net secondary expenditures for fiscal year ending June 30, 2026 with intention to incrementally grow fund balance to improve future bond ratings and match grant purchases as required.
Final Resolution: Motion carries 8,0,0

Action: P. Fiscal Year 2025-2026 Closeout
Recommended Action: A motion to authorize the Business Manager to complete appropriation account transfers and to initiate other bookkeeping functions as needed for the 2025-2026 fiscal year closeout with subsequent ratification at the September 1, 2026 Executive Council meeting.

Motion by Linda Szwedo, second by Anne Horner, to authorize the Business Manager to complete appropriation account transfers and to initiate other bookkeeping functions as needed for the 2025-2026 fiscal year closeout with subsequent ratification at the September 1, 2026 Executive Council meeting.
Final Resolution: Motion carries 8,0,0

Action: Q. Cancel June/July Committee of the Whole Meetings and July/August Regular Executive Council Meetings
Recommended Action: A motion to cancel the June 22, 2026 Executive Council Committee of the Whole meeting, July 7, 2026 Executive Council meeting, the July 27, 2026 Executive Council Committee of the Whole meeting, and the August 4, 2026 Executive Council meeting and Authorize the Administration to pay bills to be ratified in September.

Motion by Linda Szwedo, second by Anne Horner, to cancel the June 22, 2026 Executive Council Committee of the Whole meeting, July 7, 2026 Executive Council meeting, the July 27, 2026 Executive Council Committee of the Whole meeting, and the August 4, 2026 Executive Council meeting and Authorize the Administration to pay bills to be ratified in September.
Final Resolution: Motion carries 8,0,0

<u>8. Closing Items</u>

Action: A. Adjournment
Recommended Action: A motion to adjourn the June 2, 2026 meeting of the MBIT Executive Council.

Motion by Susan Gibson, second by Cheryl Rickert, to adjourn the June 2, 2026 meeting of the MBIT Executive Council.
Motion carries 8,0,0

<u>9. Information and Announcements</u>

Information: A. Press Coverage and Correspondence - Attached to Agenda.

Respectfully Submitted,

Linda Szwedo
Secretary

Roberta Jackiewicz
Assistant Secretary