Middle Bucks Institute of Technology Executive Council Meeting
Tuesday, October 6, 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, October 6, 2026 at 5:31 PM by Mr. Flemming Godiksen, Chairperson, in Room 101 at Middle Bucks Institute of Technology.

B. Pledge of Allegiance

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

C. Roll Call

Executive Council Members Present
Ms. Katrina Filiatrault, Central Bucks S.D.
Mr. Flemming Godiksen, Centennial S.D.
Ms. Anne Horner, Council Rock S.D. (Via Zoom Video Platform)
Mrs. Karen Krieger, Centennial 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
Ms. Susan Gibson, Central Bucks S.D.

Others in Attendance
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 there was an Executive Session held immediately following the September 1, 2026, Executive Council meeting for legal matters.

G. Announcement of Executive Session

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

H. Middle Bucks Student Representative Report - Christian Pollock, Multimedia Technology

Student Representative, Christian Pollock reported that the first few weeks of school have been filled with enthusiasm as students return to their programs and begin another year of career and technical education. Two new dual enrollment courses, Introduction to Digital Marketing and Introduction to Medical Terminology, are being offered in partnership with Bucks County Community College, allowing students to earn college credits while still in high school.

MBIT's Adult Education program continues to serve the community, offering more than 20 courses this fall. These programs provide adults with opportunities to develop new skills, explore interests, and pursue additional career pathways.

Students across MBIT's programs are also participating in CPR training, gaining potentially life-saving skills and learning how to respond confidently in emergency situations. The Student Influencer Program continues to expand, with more than 40 new students selected, bringing total participation to more than 70 students, including returning members. Students will receive specialized training to lead tours, deliver presentations to stakeholders and sending schools, create social media content, and represent MBIT at various events. The program helps students develop leadership and communication skills while educating the community about their programs, career pathways, and future industries.

Preparations are underway for MBIT's annual Open House, scheduled for Thursday, November 12, from 6:00 to 8:00 p.m. The event will provide families with opportunities to tour programs, meet instructors, and speak with current students. The Occupational Advisory Committee meetings are scheduled for October 28, from 6:00 to 8:00 p.m., bringing industry professionals and instructors together to ensure programs remain aligned with current workforce and industry needs.

The presentation also highlighted October observances connected to MBIT's programs, including Dental Hygiene Month, Careers in Construction Month, Physical Therapy Month, and National First Responders Day. These observances recognize important career fields represented in MBIT's educational programs and the pathways available to students.

The Director congratulated Christian Pollock for being selected as the SkillsUSA Fall Leadership Outstanding Student in recognition of his leadership, commitment, and dedication to the organization. He will represent MBIT at the fall leadership event, where he will participate in leadership development activities.

2. Approval of Minutes & Events/Correspondence

A. Approval of Minutes - Executive Council - September 1, 2026
Motion by Dr. Kathleen Maguire, second by Karen Smith, to approve the minutes of the September 1, 2026 Executive Council meeting.
Final Resolution: Motion carries 8,0,0

B. Approval of Minutes - Executive Council Committee of the Whole - September 28, 2026
Motion by Dr. Kathleen Maguire, second by Karen Smith, to approve the minutes of the September 28, 2026 Executive Council Committee of the Whole meeting.
Final Resolution: Motion carries 8,0,0

C. Activities/Events/Correspondence
Motion by Dr. Kathleen Maguire, second by Karen Smith, to accept MBIT's update including activities/events, correspondence and related matters as attached.
Final Resolution: Motion carries 8,0,0

3. Committee Reports

A. Professional Advisory Council - Dr. Charles W. Lentz, Chairperson
Dr. Lentz reported that the Professional Advisory Council reviewed the meeting agenda, with no changes to the recommendations. The Director provided an update on the 2027–2028 enrollment process, noting that proposed adjustments are under consideration to make the process clearer and more transparent for students and families, support informed program selections, and encourage greater involvement from sending schools in communicating application and enrollment information.

The Superintendents were also informed that MBIT was selected to receive an LSA grant in the amount of $145,334 to pave the walkway on the school grounds. The next meeting, scheduled for October 26, will be held in a hybrid format, with an opportunity for the superintendents to attend in-person or online.

B. Executive Council Committee of the Whole - Mrs. Karen Smith, Vice-Chairperson
Mrs. Smith reported that the meeting, held during the week of September 28, included updates from the Technology and Facilities departments. Both departments were commended for their work preparing the building for the start of the school year. The refrigerator/freezer and HVAC projects were nearing completion, the snow removal RFP has been issued, and the custodial services contract was included on the meeting agenda. Work was also beginning on the front entrance security project, and the intercom project was nearly complete.

The Assistant Director provided updates on the comprehensive planning process, including gathering stakeholder feedback, with several surveys pending, and organizing student focus groups. The CTE Supervisor noted that pre-NOCTI exams were administered to establish baseline scores, helping identify areas of focus before students take the spring exams. The Supervisor of Curriculum and Instruction reported on meetings with teachers to establish instructional goals for the new school year. She also shared updates on the opening of the student-run salon on October 1 and the anticipated opening of the student-run restaurant in October.

The Executive Council discussed the renewal of the Bucks County Community College Articulation agreement, revisions to the school calendar previously reviewed the prior month, and various grants that were being pursued.

The Business Manager reported that the annual audits were in their final stages and that preparations for the upcoming budget process were underway.

4. Administrative Reports

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

The Director reported that the student-run restaurant is scheduled to open the week of October 12, with plans to gradually expand service as students gain experience. Culinary students prepared pumpkin bread and vegetable trays for the meeting, highlighting their work and the opportunities available through the program.

The Director highlighted the success of MBIT's Student Influencer Program, including a medical and health student video explaining medical terminology that received more than 11 million views. The program provides students with training in school practices, expectations, and branding before they create content under teacher supervision. Student influencers may lead tours, participate in school visits, and develop social media content to showcase MBIT's programs and career pathways. The Director noted the importance of using these opportunities to share the school's story with a broader audience while monitoring online engagement appropriately.

An update was provided on the Local Share Account (LSA) grant, which will provide $145,334 to pave the walkway on the school grounds. The project has been under discussion for several years. The Director acknowledged the support of local officials and the Bucks County Redevelopment Authority in helping secure the funding.

MBIT hosted a regional work-based education group, during which the Assistant Director shared research from her doctoral work on new teacher development in career and technical education settings. The research has helped inform the school's approach to opening-day activities, professional development, and in-service programming.

The Director also reported on MBIT's participation in the Home Builders Association's annual job fair for career and technical students. Students attended with resumes, prepared questions, and professional attire, allowing them to engage with employers, learn about career opportunities, and meet local lawmakers. Feedback from participating businesses and the Home Builders Association was positive, with students praised for their preparation, professionalism, and ability to represent their programs. The Director recognized the teachers' additional work in maintaining relationships with the association and ensuring that programs meet industry standards.

A new mural featuring keywords associated with MBIT's "Ambition" theme was installed in a main hallway by a local artist. The project was completed over a long weekend and was intended to create a more welcoming and energetic environment for students and staff. The Director noted that the design uses paint and can be modified in the future as needed.

The Director reported that comprehensive planning continues, with teachers and stakeholder groups participating in committee meetings. Discussions have included MBIT's role in the

evolving use of artificial intelligence, future infrastructure and professional development needs, and the school's long-term direction over the next five to ten years. More than 500 survey responses have been received from students, families, business and industry partners, and representative groups. The planning committee is reviewing the results to identify common themes and priorities.

An update was also provided on MBIT's branding initiative. Feedback favored the third proposed design, although additional refinements were still underway. The Director expressed satisfaction with the progress on colors, fonts, and overall design and anticipated that the refreshed branding would be completed within the coming weeks.

Finally, the Director noted that preparations are underway for the upcoming budget and student application processes. MBIT is working to increase engagement with sending districts and ensure that the application and enrollment process is clear, transparent, consistent, and equitable, while remaining consistent with the school's Articles of Agreement.

5. Financial Reports

A. Cash Payments Report
Motion by Linda Szwedo, second by Dr. Kathleen Maguire, to accept Cash Payments Report - September
Final Resolution: Motion carries 8,0,0

B. Treasurer's Report
Motion by Linda Szwedo, second by Dr. Kathleen Maguire, to accept Treasurer's Report - August
Final Resolution: Motion carries 8,0,0

6. Personnel Items

A. Employment - Co-op Student
Motion by Cheryl Rickert, second by Karen Smith, to approve the part-time employment of Whitney Talbot, student in the Commercial Art & Advertising Design program, as a co-op Media Associate, to assist with marketing, at a rate of $15.00/hour, with statutory benefits only, effective October 7, 2026.
Motion carries 8,0,0

B. Employment - Co-op Students
Motion by Cheryl Rickert, second by Karen Smith, to approve the part-time employment of Winnie Chan, student in the Commercial Art & Advertising Design program, as a co-op Media Associate, to assist with marketing, at a rate of $15.00/hour, with statutory benefits only, effective October 7, 2026.
Motion carries 8,0,0

C. 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 programs and the employment of the Adult Education Evening School staff.
Motion carries 8,0,0

7. Other Matters for Consideration

A. Conference Attendance
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to approve the presenters / attendees for the Association for Career & Technical Education (ACTE) CareerTech VISION 2026 conference to be held in New Orleans, Louisiana on December 2-5, 2026.
Final Resolution: Motion carries 8,0,0

B. Out of State Professional Development
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to approve the out of state professional development.
Final Resolution: Motion carries 8,0,0

C. Additional Field Trips
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to approve the additional field trip for the 2026-2027 school year.
Final Resolution: Motion carries 8,0,0

D. Local Advisory Council Meeting Minutes
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to receive and file the May 22, 2026 Local Advisory Council meeting minutes.
Final Resolution: Motion carries 8,0,0

E. Global Compliance Network Online Training Renewal
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to approve the renewal of the Global Compliance Network online training 11/1/26 - 10/31/27, at a cost of $756.00.
Final Resolution: Motion carries 8,0,0

F. Corrected Revised 2026-2027 School Calendar
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to approve the corrected revised MBIT 2026-2027 school calendar as attached.
Final Resolution: Motion carries 8,0,0

G. Articulation Agreement - Bucks County Community College
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to reapprove the Articulation Agreement between Middle Bucks Institute of Technology and Bucks County Community College - Commercial Art & Advertising Design, Culinary Arts & Science, Early Childhood Education, Engineering Related Technology, Medical & Health Professions, Multimedia Technology, Networking & Operating Systems Security, Public Safety, Sports Therapy & Exercise Management, and Web Design & Interactive Media.
Final Resolution: Motion carries 8,0,0

H. MOU - Special Education Services - MBIT and Districts
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to reapprove the Memorandum of Understanding regarding special education services between Middle Bucks Institute of Technology and Central Bucks School District, Centennial School District, Council Rock School District, and New Hope Solebury School District.
Final Resolution: Motion carries 8,0,0

I. LSA Grant
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to accept the Local Share Account (LSA) Statewide Grant in the amount of $145,335 from the Department of Community and Economic Development (DCED) in cooperation with the Bucks County Industrial Development Authority for the MBIT Walking Path.
Final Resolution: Motion carries 8,0,0

J. Microsoft Products
Motion by Cheryl Rickert, second by Dr. Kathleen Maguire, to approve the purchase of services through the Bucks County Intermediate Unit #22 for Microsoft products as per the Microsoft Enrollment for Education Solutions Agreement at a cost of $7,166.88 for 2026-2027.
Final Resolution: Motion carries 8,0,0

8. Closing Items

A. Adjournment
Motion by Linda Szwedo, second by Dr. Kathleen Maguire to adjourn the October 6, 2026 meeting of the MBIT Executive Council at 6:06 PM.
Final Resolution: Motion carries, 8,0,0

There was an Executive Session immediately following the adjournment of the meeting this evening for legal matters.

9. Information and Announcements

A. Press Coverage and Correspondence — Attached to Agenda

Respectfully Submitted

Linda Szwedo
Secretary

Roberta Jackiewicz
Assistant Secretary