Millersburg Area School District
Work Session Meeting
Thursday, November 5, 2026 6:00 PM
Millersburg Area High School Susquehannock Center
799 Center Street
Millersburg, PA 17061

1. **Call to Order**
2. **Moment of Silence / Pledge of Allegiance**
3. **Roll Call**
4. **Public Comments**
5. **Board Presentations**
6. **Report of Board Member Liasons**

6.A.	**Capital Area Intermediate Unit**	**Speaker(s):** Vacant
6.B.	**Dauphin County Tax Collection Committee**	**Speaker(s):** Eric S. Petery
6.C.	**Harrisburg Area Community College**	**Speaker(s):** Tim Peterson
6.D.	**Pennsylvania School Boards Association**	**Speaker(s):** Joshua Eggleston

7. **Board Notes**

7.A. **High School Principal - Meghann Deiter** **6**
Attachments:
20261105 High School Principal Board Notes 6

7.B. **Middle School Principal - Charlie Hunsinger** **7**
Attachments:
20261105 Middle School Principal Board Notes 7

7.C. **Elementary School Principal - Matt Cowger** **8**
Attachments:
20261105 Elementary School Principal Board Notes 8

7.D. **Supervisor of Buildings and Grounds / Safety and Security Coordinator - Dan Troutman** **11**
Description: Board Notes
Attachments:

20261105 Supervisor of Buildings and Grounds_Safety and Security Coordinator Board Notes 11

7.E. Systems Administrator / Helpdesk Supervisor - Jonathan Ross **15**

Attachments:

20261105 Systems Administrator Helpdesk Supervisor Board Notes 15

7.F. Director of Educational Engagement & District Initiatives - Jeremias Garcia **17**

Attachments:

20261105 Director of Educational Engagement & District Initiatives Board Notes 17

7.G. Athletic Director and Student Support Engagement Coordinator - Damon Blair-Jones **19**

Attachments:

20261105 Athletic Director and Student Support Engagement Coordinator Board Notes 19

8. Discussion Items

8.A. Extended Coverage Substitute (Informational)

Description: Jamal Washington has been assigned as an extended coverage substitute in the vacant middle school learning support teacher position. His pay rate for extended coverage will be $175 per day, retroactive to his first day of October 19, 2026.

8.B. Foreign Exchange Student (Informational)

Description: The district has received a request for the Student Ambassador Exchange program for a female student from Italy to attend 10th grade in the Millersburg Area School District for the second semester of the 2026-2027 school year on a J1 Visa. Under a J1 Visa, the sponsoring organization is required to maintain responsibility for the student. Becky Hoover is the local coordinator. The host family is Crystal and Jesse Romberger.

8.C. Letter from Millersburg Girls Basketball Booster Club (Informational) **20**

Description: The attached letter was received from the Millersburg Girls Basketball Booster Club to reaffirm their commitment as the official sponsor of the elementary basketball program, which has recently expanded to include grades K-2.

Attachments:

20261021 Letter from Girls Basketball Boosters 20

8.D. Recommendation for Employment - Paraprofessional

Description: It is recommended to employ Nikolas Bigger as a paraprofessional effective November 20, 2026. The hourly rate for this position is $13.00 per

hour + $2.00 per hour while serving in a severe needs setting.

8.E. Approval of Van/Bus Driver

Description: It is recommended to approve Melissa Shutt, an employee of Schlegel Transportation, as a bus/van driver for the 2026–2027 school year, pending necessary paperwork.

8.F. Supplemental Contracts (Musical)

Description: It is recommended the following individuals be approved to work the 2026-2027 school musical (positions and stipends listed below):

Director: Kasey Campbell - $1,650.00
Set Design and Construction - $600.00 (TBD)
Producer/Business Manager - Izzy Fondelier - $600.00
Assistant Director - Lukas Michaels $600.00
Pit Band Director - Sam Clarke - $600.00
Choreographer - Salli Shaffer - $1,200.00
Costuming - Brandi Riland - $350.00
Set Artwork - Ted Book - $250.00
Lighting Design - Jason Custer - $350.00
Volunteer Set Construction - Matt Riland
Volunteer Set Construction - Jim Prince

8.G. Remediation Tutor

Description: It is recommended to approve Kaley Murray as a Remediation Tutor for the 2026-2027 school year at a rate of $27.00 per hour for each hour spent working with students after the workday.

8.H. Volunteer Junior High Girls Basketball Coaches

Description: It is recommended to approve Adam Wilbert and Megan Wallisch as Junior High Volunteer Girls Basketball Coaches for the 2026-2027 season.

8.I. Digital Signage Proposal

Description: The following proposal for Digital Signage and Displays would replace existing Mvix systems due to age and difficulties with software usability. Mvix was originally purchased by the MS/HS Principals almost a decade ago and, through updates over the years, has become increasingly difficult to maintain and use.
Additionally, this replacement would include displays in Gym Lobbies for viewing current event streams from outside the gym. This would be an added benefit for parents/community to continue viewing events while eating.

Principals have met with and demoed offerings from Mvix, ClearTouch, and Rise Vision for functionality,

ease of use, and cost. From this, Admin has found Rise Vision to be the best value and is recommending the following

OPTION 1 - Recommended to ensure full adoption across the district and ease of use.
Includes Signage and Displays for the following locations: ES Office Lobby, MS Office Lobby, HS Office Lobby, Cafeteria, Johnson Gym Lobby, Manning Gym Lobby

- 2x Players
  - $95 x 2 = $190
  - TVs for Cafeteria & HS Lobby purchased within last 2 years. Switch to Displays after first 5 years.
- 4x Displays
  - $190 x 4 = $760
- 6x Licenses
  - $138 x 6 = $828
- Total cost: $1,778/year for the first 5 years
- Total cost: $1,968/year after year 5

OPTION 2 - Lower price but may reduce adoption due to mixed systems throughout the district
Includes Signage and Displays for the following locations: ES Office Lobby, Johnson Gym Lobby, Manning Gym Lobby

- 3x Displays
  - $190 x 3 = $570
- 3x Licenses
  - $138 x 3 = $414
- Total cost: $984/year

Rise Vision Pricing:
License:

- $138 per year per Display/Player

Hardware:

- $190 per 55" Display per year
  - Includes built-in Player
- $95 per Player per year
  - Standalone Player that works with any TV/Display

8.J. Municibid Item **21**

Description: Permission is requested to list an unused safe for sale on Municibid. This item is currently located in the Lenkerville School building.

Attachments:

20261029_082219 21
20261029_082239 22
20261029_082226 23

9. Time Sensitive Voting Items

9.A. Resignation of Paraprofessional

Description: It is recommended to accept the resignation of Cheyenne Myers as a paraprofessional, effective November 13, 2026.

9.B. Substitute Paraprofessionals

Description: It is recommended to approve Drake Kulp, Cheyenne Myers, and Claire Oldt as substitute paraprofessionals for the 2026-2027 school year pending all necessary paperwork.

9.C. Appointment of Board Member

Description: Appointment of a new board member to fill the vacant seat.

10. Board Member Sharing

11. President's Report — **Speaker(s):** Jason Minnich

12. Adjournment

HS Board Notes for 11/5/26 Meeting

1. TRIBE Activities continue to build camaraderie among students and staff
    a. Connecting SMART goals to their individual personalities
    b. Launching PBIS reward system and app
    c. Academic check-in
    d. Control – Pause – Choose – Respond
    e. Thanks to Mrs. Mongold for coordinating TRIBE activities at the HS
2. Renaissance Faire
    a. Honors ELA and AP Lit students were able to take a trip to the PA Ren Faire to experience history and literature coming to life. Thanks to Mrs. Barcavage for coordinating this trip.
3. Window Painting
    a. HS students assisted our MS students with the annual window painting contest. Thank you to Mrs. Barcavage for helping to arrange the HS students.
4. Gettysburg Field Trip
    a. American History Through Film students traveled to Gettysburg to visit the museum and go on a personalized guided tour. They were also able to eat lunch at the Dobbin House Tavern (part of the Underground Railroad). Thanks to Mrs. Klinger for arranging.
5. Red Ribbon Week
    a. Supports drug and violence awareness/prevention
    b. Spirit days had high participation with students and staff.
    c. Thanks to Mrs. Everhart and Ms. Murray for advising SADD
6. Halloween Parade
    a. The Marching Indians led the annual Halloween parade through town and came back to the stadium for a performance of this year's show Fears and Phobias
    b. BBBS Bigs walked with their Littles in the parade if they were able
    c. Elementary interns walked with their classrooms
    d. HS students who chose to dressed up and joined the parade
    e. Thanks to Mr. Garcia, and Mrs. Campbell for helping to arrange the HS students and band.
7. Students of the Month
    a. Congratulations to Calleigh Hooper and Landyn Lukunich for being named October Students of the Month. Thanks to Mrs. Hepler for organizing this monthly selection.

Description: Middle School Principal - November 2026

Student Recognition

We are proud to recognize our November Students of the Month -Roman Bellis and Amelia Mills-Latshaw. These students have demonstrated outstanding character, leadership, academic effort, and commitment to our school community. We congratulate each of them on this well-deserved recognition.

School Climate and Student Well-Being

I am pleased to share that we are continuing our partnership with the Pennsylvania Attorney General's Office to provide additional middle school assemblies focused on Creating a Bully-Free School. These assemblies support our ongoing efforts to promote a positive school culture, strengthen student relationships, and reinforce expectations for respectful behavior.

Middle School Apparel Fundraiser

Our recent Middle School Apparel Sale was a tremendous success. Students sold more than $4,000 in merchandise, generating nearly $500 in profit to support future middle school activities and events. Thank you to our students, families, and staff members whose participation made this fundraiser so successful.

Halloween Parade and Band Performance

The annual Halloween Parade held last Friday was a wonderful event for our school community. Students showcased a variety of creative and impressive costumes, and our band delivered a phenomenal performance that was enjoyed by all in attendance. Thank you to everyone who helped make the event memorable and successful.

First Quarter "Atten-Dances"

We also celebrated student attendance and positive engagement by hosting our first quarter "Atten-Dances" on Friday. This event provided students with an opportunity to be recognized for their commitment to attendance and participation throughout the first marking period.

Upcoming Events

Planning is currently underway for our Middle School Fall/Winter Ball. We are excited to provide students with another opportunity to build school spirit and create positive memories. Additional details will be shared with students and families in the coming weeks.

Closing

As we move through the second quarter, we remain focused on creating meaningful opportunities for student recognition, engagement, and school pride. Thank you for your continued support of our students, staff, and school community.

Elementary Principal's Board Report
Millersburg Area Elementary School
November 2026

School Climate & Culture

- Students and staff continue to demonstrate our school-wide PBIS expectations.
- Through our PBIS framework, students are recognized for positive behavior and making responsible choices.
- A school-wide PBIS Assembly is planned for January to celebrate student success.
- Students and staff participated in Red Ribbon Week from October 26-30. Throughout the week, students engaged in activities and theme days that promoted healthy choices, positive decision-making, and a drug-free lifestyle.

Instruction & Learning

- Teachers continue to focus on high-quality Tier I instruction while providing targeted interventions to support student growth.
- Staff continue to use student data to guide instruction and support academic achievement.
- The elementary school continues to hold monthly MTSS data meetings to review student progress, discuss intervention effectiveness, and identify students who may require additional support. These collaborative meetings help ensure the timely implementation and monitoring of Tier 2 and Tier 3 interventions throughout the school year.
- On October 8, our 4th grade students visited the Ned Smith Center, where they participated in hands-on activities that reinforced science concepts and encouraged exploration.

Special Programs & Opportunities

- On November 13, elementary students will participate in a special Author Visit designed to promote literacy and foster a love of reading. Thanks to the generosity of the Northern Dauphin County Library, every elementary student will receive a copy of the author's book. We greatly appreciate the library's continued partnership and support in providing meaningful learning opportunities for our students.
- Our 2nd grade students will conclude their 8-week swimming program on November 4. This experience has provided students with valuable water safety skills, increased confidence in the water, and opportunities for physical activity. To celebrate the completion of the program, families were invited to attend an end-of-session celebration where parents and guardians had the opportunity to watch their children participate in the final swimming class and showcase the skills they developed throughout the program. A sincere thank you

to the YMCA for partnering with our school and providing this outstanding opportunity for our students.
- PPL Electric Utilities recently visited our 2nd grade classrooms to provide students with an engaging lesson on electrical safety and energy awareness. We appreciate their partnership and commitment to providing real-world learning experiences.
- On November 6, our 4th grade students will participate in a WITF Science Program, providing an engaging learning experience that supports science education and encourages curiosity and exploration.

Community Partnerships

- A special thank you to the Millersburg Fire Company for providing our students with an outstanding fire safety experience. In addition to hosting students at the fire station, firefighters brought a truck directly to the school so that students who may be sensitive to noise or sensory stimulation could participate in a comfortable and meaningful way. We are grateful for their commitment to ensuring all students could enjoy this learning opportunity.
- A special thank you to Dawson Schlegel and the Transportation Department for their outstanding dedication to our students and families. Dawson and his team consistently go above and beyond to support our school community, always putting students first and willingly stepping in to help whenever needed.
- A special thank you to Amelia Bellis and the Halifax Area School District teachers for welcoming our staff into their classrooms to observe the implementation of the CKLA program. This professional learning opportunity allowed our teachers to see best practices in action, collaborate with colleagues, and bring valuable ideas back to support literacy instruction at Millersburg Area Elementary School.
- A special thank you to Lori Leaman and the Nutrition Services team for their dedication to our students. Their efforts to provide multiple meal options each day are greatly appreciated, and I am pleased to share that I have not received a parent complaint regarding breakfast or lunch services in the past three years.
- A special thank you to Ms. Haleigh Carter for organizing our school-wide Veterans Day Assembly and providing students with a meaningful opportunity to honor and recognize our local veterans.

Family & Community Engagement

- The annual Halloween Parade took place on October 30 and remains a cherished community tradition. We appreciate the continued support of our families and community members who help make this event successful.
- Parent-Teacher Conferences will be held on November 2 and 3. These conferences provide an important opportunity for families and teachers to discuss student progress, celebrate successes, and strengthen the home-school partnership.

- The district will hold a school-wide Food Drive from November 2-9, providing students and families with an opportunity to support local individuals and families in need.

Upcoming Events

- November 2-3 – Parent-Teacher Conferences
- November 2-9 – District-Wide Food Drive
- November 4 – 2nd Grade Swimming Program Conclusion
- November 6 – WITF 4th Grade Science Program
- November 11 – Veterans Day Assembly
- November 13 – Author Visit
- November 25 – Early Dismissal
- November 25-30 – Thanksgiving Recess
- January – PBIS Assembly

Thank you to our students, staff, families, and community partners for their continued support of Millersburg Area Elementary School. Together, we are creating a positive, supportive learning environment where all students can thrive.

11/05/26

Supervisor of Buildings and Grounds/Safety and Security Coordinator

I attended the PCCD "Emergency Drills" training Meeting at IU 13 on Oct. 30th

The 5 2-way radios we ordered and are being paid for by the PCCD grant are in HBG and just need to be programed then they will be shipped to us.

Winter's Construction is continuing to work on the Johnson Lobby project. This should be completed in the second week of November.

I drained and winterized the Chiller for the MS & MS for the season.

I attended the Johnson Memorial Library Association Meeting on Oct. 28th. I updated them on the lobby and library project. The project was fully funded by the association no school district money was used.

I would like to ask for the board's permission list the safe that is located at Lenkerville for sale. Pictures included


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SCHOOL DISTRICT
00040

CAIU

- PowerSchool migration to new domain completed
    - Old ps.mlbgsd.k12.pa.us cannot be forwarded as per CAIU
    - Notice sent out and all links updated
- Microsoft Teams/OneDrive ticket with Microsoft "known bug" - No bulk fix, CAIU cannot assist any further
    - Worked with High School to resolve issues for students and teachers
    - Working with Middle/Elementary as needed to resolve issue
    - One-time fix appears to resolve any lingering issues with Teams classwork
- CAIU continuing to work on Networking project

PowerSchool

- All parent/guardian contacts cleaned up in PowerSchool for more reliable and consistent information and contact
    - Deleted 10,000+ old/stale accounts
    - Merged all duplicate entries
    - Provided instruction and training (11/4) for offices on proper contact management

ISAFE

- Digital signature and document system setup and ready for rollout
    - Communication to be sent out by principals
    - Will allow sending documents, permission slips, start of year paperwork, etc. digitally for review and signature
    - Meets State/Federal requirements for Verifiable Parental Consent

Student Devices

- Working with admin on improved Student Loaner Device Program due to an increase in repair needs and extended turn-around times on third-party repairs

Digital Signage

- Principals reviewed digital signage platforms to replace existing mix due to age and complexity of use
- Proposed to replace existing Middle/High School Office and Cafeteria displays
- Proposed to add displays to Elementary Office and in the lobby of both Gyms

    - Gym lobby displays will be used to display the current game stream from outside the Gym
- See Discussion Item "Digital Signage"

1. Outside Cyber numbers continue to trend in a good direction.
    a. More students are utilizing doing online work in school
    b. Students may now use the library, in addition to my office to do work.
    c. Continue to receive good feedback about our online program.
    d. Working with Ned Smith Center to start taking Full-Time/Outside Cybers online students to do monthly field trips.
    e. Looking to have an student online gathering on the 20th, and invite outside cybers.
2. Virtual TRIBE checks have started and are going well. More students are joining the Teams Zoom.
3. TRIBE initiative has started in all buildings.
    a. PBIS Rewards is being piloted
        i. A launch date TBD after the committee meets this month.
        ii. Students are getting used to what the store looks like, and how they can earn points, etc.
    b. All building are participating in TRIBE
    c. Gathering feedback this month from staff and students, so we can continue to improve, etc.
4. Integrating Navigate 360 has been integrated and is being used.
    a. All building are utilizing the referral system
    b. Looking to use data to improve student support. Will compare after the end of marking period 2.
5. Work-experience and internships.
    a. Took 17 students a tour to Faulkner
        i. Going to Penn Tech on November 6
    b. 5 students in the Work – Experience Program.
    c. 11 students interning
    d. Added YMCA Daycare and Millersburg IT as another internship option.
        i. One student has accepted and one pending, to begin an internship at the YMCA Daycare
        ii. One of our students started his IT internship
    e. We now have another student hired at Alvord Polk that is in the Work – Experience program
    f. Elementary internships are going well.
6. Tatler is being shape and transformed
    a. Visited anther school to see how they run their production…."Shout out to Tennille Mongold, for making this happen".
    b. Continuing to work, grow, and learn
7. Big Brothers Big Sister's
    a. Started on October 26.
    b. 30 students and more would like to join
8. Met with Faulkner
    a. They are going to look and see if they can donate a van/suv/minivan to the district. Not a guarantee. Could be a while, but things have been sent into motion.

b. Faulkner has committed to provide financial support for district initiatives, etc.
c. Looking to receive this in Nov/Dec and again in January/Feb

9. Maroon and Gold
    a. Is having a membership inquiry meeting on November 10
    b. Maroon and Gold is sending out the EITC application on the 4th.
    c. Hopefully, we will be granted the EITC designation again, so we can go obtain business support and grow resources for the district.

Spring Sports Update and Season

Boys Soccer – The boys soccer team finished 1-15-2. A young team that lost five seniors, they will be looking to continue building and developing for next year.

Girls Soccer – The girls soccer team finished 3-12-2. Losing two seniors gives the young group an excellent chance to continue to hone their skills and build on chemistry for next season.

Girls Volleyball – The Girls Volleyball team finished the regular season 14—3 and played for the TVAA championship. They bounced back with the championship loss, and won their District semi-final game. They will be playing for gold this Thursday against Delone Catholic.

Golf – N/A

Recognition

The athletic department would like to recognize our girls volleyball team for making it to the district finals. Wishing them the best of luck!

October 21, 2026

Dear Mr. Petery,

We are writing this letter on behalf of the Millersburg Girls Basketball Booster Club. The purpose of this letter is to inform you that with the change in Booster leadership, the girls basketball booster club is still sponsoring the Elementary boys' and girls' basketball program. Our hope is that by continuing to sponsor the elementary basketball program students will be able to participate, learn and grow to love the game of basketball. With the volunteer coaches at the elementary level working closely with the varsity program students will be able to develop skills through practice, scrimmages, local tournaments, and local youth camps that will not only grow student skills but also foster a desire to participate in sports at the varsity level.

We are hopeful that our sponsoring the elementary program facilitates positive relationships between students in elementary grades, between students at the lower levels and the varsity players through "team" sponsored activities/events, as well as relationships between the school and the community by increasing student and parent involvement at the elementary level. Thank you for all that you do to increase the academic and athletic experiences for the students at Millersburg Area School District.

Sincerely,

Tennille Mongold
Booster Club President

Erin Snyder
Vice President


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MILLERSBURG AREA
SCHOOL DISTRICT

00040