

Work Session Meeting

Thursday, August 6, 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**
 - A. ACT 32 Dauphin County Tax Collection Committee (Earned Income Tax)
 - B. Capital Area Intermediate Unit
 - C. Harrisburg Area Community College
 - D. Pennsylvania School Boards Association (PSBA)
7. **Administrator's Report**
8. **Discussion Items**
 - A. First Reading of Policies
 - B. Personnel
 1. Substitute Teachers
 2. Substitute Custodians
 3. Substitute Paraprofessionals/Secretaries
 4. Substitute Nurses
 5. Substitute Coordinator
 6. Transportation Secretary
 7. Curriculum Planners
 8. 2026-2027 Census Enumerators
 9. Approval of District Treasurer
 10. Remediation Tutors
 11. Detention Monitors
 12. Event Workers
 13. Science Olympiad Volunteers
 14. Approval of Bus/Van Drivers
 - C. Schlegel Transportation Contract
 - D. Approval of Bus/Van Routes
 - E. 2026-2027 Pre-K Counts Flexible Instruction Plan
 - F. Schoolwide Title I Plan
 - G. Foreign Exchange Student Request
 - H. Disposal of 25 Broken Desks
 - I. Brothers Sewing Machine (Municipal)
 - J. SunBeam Meat Grinder (Municipal)
 - K. Disposal of Obsolete Items
- L. Handbooks
9. **Time Sensitive Voting Items**
 - A. Recommended for Employment
10. **Board Member Sharing**
11. **President's Report**
12. **Adjournment**



BOARD NOTES

August 6, 2026

Inspiring. Learning. Every Day.

Empowering 21st Century learners, one student at a time

ATHLETIC DIRECTOR

Damon Blair-Jones

Coaches Meeting and Players Meeting this Thursday 8/6

Coed Golf – Practice starts next week! 8/10 Looking for a fun and competitive year

Girls Volleyball – Girls Volleyball is looking to build off last year's momentum. With losing one senior and one key player from injury, this group brings back a lot of experience. Looking forward to seeing them compete!

Boys Soccer – Boys' Soccer is hitting the ground running, with a new coach and younger squad, this is a key year for development and building cohesiveness that can carry the team throughout the season and for years to follow. Not sure if we will have a JV quite yet, based on numbers.

Girls Soccer – Girls' soccer finds themselves in a similar boat as the boys' soccer program. New Coach, and younger players stepping into bigger roles, it is key to lay a foundation and build on top of that. Not sure if we will have a JV quite yet, based on numbers.

Recognition

The Athletic Department would like to recognize our wonderful Secretary, Stacey Kerr, for all that she does for our school district and department!

ELEMENTARY SCHOOL PRINCIPAL

Matt Cowger

Community Partnerships & Summer Preparation

As we prepare to welcome students back for the 2026–2027 school year, I would like to extend my sincere appreciation to the many individuals whose hard work, generosity, and dedication have helped ensure a successful start to the school year.

A special thank you to **Ted Book** and all of the dedicated volunteers who generously donated their time and talents to repaint the elementary playground blacktop. Their efforts have refreshed our outdoor learning and play spaces, creating an inviting environment for our students to learn, play, and grow.

I would also like to recognize our outstanding custodial staff for their tireless efforts throughout the summer. Their dedication to cleaning, organizing, and preparing our classrooms and building has ensured that Millersburg Elementary is safe, clean, and welcoming for students and staff. Their commitment behind the scenes is essential to creating a positive learning environment, and we are grateful for all they do.

Kindergarten Transition & Readiness

Our first-ever Kindergarten Camp is off to a wonderful start! This exciting initiative is helping our incoming kindergarten students become familiar with their new school, establish routines, build relationships, and gain confidence before the first day of school.

A special thank you to **Crystal Romberger, Laura Hunsinger, and Kelsie Lebo** for the exceptional job they have done planning and leading Kindergarten Camp. Their enthusiasm, dedication, and care have created a welcoming environment where our newest learners are adjusting wonderfully and beginning their educational journey with excitement and confidence.

In addition to Kindergarten Camp, our incoming kindergarten students had the opportunity to meet their future classmates at the **Lykens Valley Children's Museum** before the start of the school year. This special event provided students with a fun, welcoming environment to begin building friendships, become more comfortable with one another, and ease the transition into kindergarten.

A heartfelt thank you to the **Lykens Valley Children's Museum** for partnering with Millersburg Elementary and hosting this wonderful opportunity. Their support plays an important role in helping our youngest learners begin their educational journey with confidence and excitement.

Curriculum & Instruction

Millersburg Elementary remains committed to strengthening literacy instruction for all students. Our team is currently researching structured literacy programs approved by the Pennsylvania Department of Education (PDE) to ensure we continue providing high-quality, evidence-based instruction aligned with state expectations.

As part of this process, members of our instructional team will be visiting neighboring school districts to observe literacy programs in action, collaborate with fellow educators, and learn about successful implementation practices. We also hope to pilot one or more structured literacy programs as we work toward selecting the best instructional resources to meet the needs of our students and staff. This thoughtful approach reflects our commitment to continuous improvement and student achievement.

Student Support Programs

Millersburg Elementary is pleased to continue its partnership with the **ROC Program**, which provides valuable after-school support for our students. The program offers a structured environment where students receive homework assistance, strengthen academic skills, and engage in positive peer socialization. The ROC Program continues to be an important resource for our students and families by promoting academic success while fostering meaningful relationships and social-emotional growth.

We are also pleased to continue offering our **Release Time Program**, which provides interested students with the opportunity to participate in faith-based instruction once each week during the school day. This longstanding partnership continues to provide families with an additional educational opportunity while respecting family choice and supporting the interests of our school community.

Transportation & Operational Planning

In preparation for the 2026–2027 school year, I met with members of our Amish community and representatives from **Schlegel's Transportation** to coordinate transportation services and ensure a smooth and successful start to the school year. These collaborative discussions are instrumental in meeting the unique needs of our students and families while maintaining strong partnerships within our community.

I would also like to extend a heartfelt thank you to **Trina Bellis** for her outstanding work coordinating transportation. Her dedication, organization, and countless hours of planning play a vital role in ensuring our students are transported safely and efficiently each day. Her efforts are greatly appreciated and are essential to the successful operation of our school.

Looking Ahead

As we begin another school year, I am incredibly grateful for the dedication of our staff, volunteers, families, and community partners. Their generosity, collaboration, and commitment to our students are what make Millersburg Elementary such a special place.

Together, we are creating an environment where every child feels welcomed, supported, challenged, and prepared for success. I look forward to partnering with our families, staff, Board of Education, and community as we continue to provide exceptional educational opportunities for every student. I am excited for another outstanding year of learning, growth, and achievement at Millersburg Elementary.

HIGH SCHOOL PRINCIPAL

Meghann Deiter

1. Back to School Night
 - a. Scheduled for Thursday 8/20, 5-7pm
2. Exchange students
 - a. We are welcoming three foreign exchange students to the high school this year.
3. Schedule
 - a. To support Restorative Practices, we have included a TRIBE homeroom in this year's schedule. Homeroom groupings will remain the same throughout all 4 years to foster relationships.
 - b. TRIBE Wednesdays are scheduled with an additional period in the middle of the day to support as well.
4. Band Camp
 - a. Began this week with a lot of enthusiasm from students and staff.
5. Millersburg Educational Travel Club
 - a. Completed a action-packed trip to Scotland and Ireland this summer, with many staff and students attending.

DIRECTOR OF EDUCATIONAL ENGAGEMENT AND DISTRICT INITIATIVES

Jeremias Garcia

1. Students are currently going through enrollment process for online.
2. Many students are doing very well with summer credit recovery.
3. Outside Cyber numbers, for now look to continue to trend in a good direction.

- a. One area of focus this year will be students that transition to our district from outside cybers, without ever coming to our school
4. Shout out to the TRIBE Team – PBIS and RP
 - a. Finalizing the new TRIBE systems for this upcoming year.
5. Integrating Navigate 360 into Power School is underway.
6. Student resident checks started and plan to have all checks completed by the start of school.
7. Planning and preparing for this year's work experience and internships is going well.
8. We're planning on having parent information session during back-to-school night, so we can provide an overview of our new and updated accountability and engagement systems.
9. Continuing to seek out different internships and work-experience, for our students.

MS PRINCIPAL

Charlie Hunsinger

- I am excited to welcome several new staff to the middle school this year!
 - Stephen Hoke – 7th and 8th Grade Science
 - Samuel Clarke – Middle School Music, Band, & Chorus
 - Sara Martin – Middle School Autism Support
 - Bri Smith – Middle School Paraprofessional
- This year recess will return to the middle school! This invaluable time will give students an opportunity to socialize and burn off much needed energy!
- Schedules and welcome letters have been sent welcoming middle school students to the new school year.

DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT

Michael Lyter

- OCDEL, the Office of Child Development and Early Learning which is the state agency that oversees Pre-K Counts requires districts to approve a FIP (flexible instruction plan) yearly. I submitted our district's FIP for preliminary approval to Roma Greenly (our state contact for Pre-K Counts). Roma has given preliminary approval of the FIP that I submitted. This FIP will be on the agenda of the regular board meeting. The wording of the FIP reads as follows:

Millersburg Area School District

2026-2027 Pre-K Flexible Instruction Plan

Millersburg Area School District will communicate to families that we will use FIP (Flexible Instruction Plan) days during the 2026-27 school year. This communication will be made via email. FIP days may be used for weather related emergencies, building emergencies, Act 80

Days, and scheduled staff professional development. We currently have four scheduled Act 80 days on October 12, November 3; 2026, and February 12 May 18; 2027. Information on the district FIP will also be posted on our web page at mlbgd.k12.pa.us. The decision to continue the use of a FIP was based on feedback from staff, parents, and community members. We will use our traditional snow day methods to communicate FIP days with our staff, families, and stakeholders when we use FIP days due to an unscheduled event. This communication includes automated phone calls, emails, and texts. We also communicate closures with local media outlets.

Pre-K students at Millersburg do not have a device that is provided by the district. Families will be surveyed to see if they have internet access. Families that have access will be able to access a 30-minute lesson that is created by the district's Pre-K teacher. Families may request Hot Spot access if they do not have internet access. Families may also request hard copy materials if internet access is unwanted or if no service is available. If specific materials are needed to complete any hands-on activities the materials will be sent home prior to the FIP or delivered by staff on the day of the FIP. If parents have concerns or questions during a FIP day, they can communicate with the classroom teacher via email or telephone. Mr. Lyter, Millersburg PreK Supervisor, will also be available to communicate with families via phone, and email. Students and families will be instructed how to access learning materials and instruction prior to the use of a FIP day. Teachers will be available to students and families via email on FIP days. Assignments/tasks will be meaningful and synchronous to lesson plans/learning already scheduled for the week. This instruction will be no more than 30 minutes. Instruction will be asynchronous when FIP days occur for only one or two days. If a FIP is used for more than 2 consecutive days every attempt will be made for synchronous instruction. Instruction will include Microsoft Teams conferencing between the student, teacher, and classroom aide. Attendance will be taken by student/families by sending an email to the teacher or by using Microsoft Teams conferencing software. Students who are unable to complete the assignment at home, due to lack of internet access or other factors, will have an opportunity to complete the assignment when returning to school. However, the student will NOT be considered in attendance on the FIP day and will be reported as an excused or unexcused absence, unless the family has requested a hard copy packet of materials; and the materials have been completed and returned to the teacher. If a FIP day is needed, Millersburg Area School District will contact the Pre-K Program Supervisor within 24 hours to share specific information about when the FIP was used and for what reason.

- The administration is asking for the following people to be Curriculum Planners for the 2026-2027 school: Ashley Eggleston, Tennille Mongold, and Brandi Riland.
- Thank you, Mr. Cowger for working to create a draft of the Millersburg Elementary School, School-Wide Plan. This plan is drafted and shared with district stakeholders on a yearly basis and approved by the board of directors at the August board meeting. The draft has been shared with the board and the School-wide planning committee by Mr.

Cowger. The administration will be recommending approval at the August regular board meeting, if there are no changes/corrections recommended by stakeholders before that time.

- The Consolidated Application for Federal Programs has been submitted for approval. Within the Consolidated Application are three “Title” applications; “Title 1”, “Title 2”, and “Title 4.” The following list includes the allocation of funds and the costs we are attributing to each of the allocations. You’ll notice that we
 - Title 1 Allocation = \$253,856
 - Title 1 funds are spent as follows:
 - Salaries of 2 Title 1 teachers = \$170,245
 - Benefits of 2 Title 1 teachers = \$49,703
 - Non-Public School Allocation = \$8,085
 - Literacy Night Expenses = \$ 2,000
 - Reading and math supplies for the elementary school = \$23,823
 - Title 2 Allocation = \$30,881
 - Title 2 funds are spent as follows:
 - Partial Salary of a first-grade teacher = \$25,709
 - Non-Public School Allocation = \$5,172
 - Title 4 Allocation = \$17,244
 - Title 4 funds are spent as follows:
 - Reading and math supplies for the middle school = \$14,356

Non-Public Allocation = \$2,888

COORDINATOR OF INSTRUCTIONAL TECHNOLOGY

Jon Ross

CAIU & Domain Migration

- Domain Migration complete for all primary accounts in Microsoft & Google
 - Student accounts now utilize single sign-on via ClassLink for Google
 - @stu.millersburgsd.us
 - Staff accounts now utilize single sign-on via Microsoft for Google
 - @millersburgsd.us
 - Service Accounts being reviewed and migrated as able
 - Ex. Helpdesk emails, printer accounts, etc.
- Mail Flow Rules configured to notify internal and external senders of changes
- Website address updated

- PowerSchool address still WIP (CAIU PowerSchool Team)
- All computers reset and updated with new domain for a clean experience on next login
- Continuing to work with vendors where needed for account changes
- Google Drive migration to Microsoft OneDrive complete
 - Google Suite set to Read-Only for all staff & students
 - OneDrive integration configured on Chromebooks
 - Microsoft Teams LMS configured & training in progress

Blocksi Web Filter

- Phase 1 complete – web filter rollout and admin training complete
- Phase 2 Teacher training to be scheduled with Mike Lyter
- GoGuardian Suite & School Gate Guardian Hall Pass not renewed for 2026-2027 and offerings bundled into Blocksi for K-12
 - Blocksi Core Functionality included in CAIU Internet & WAN billing – no increase from previous year bill
 - GoGuardian Suite (\$10,166/year) replaced by core Blocksi functionality for Web Filtering, Teacher Classroom, Content Alerts, and Safety Monitoring
 - School Gate Guardian (\$875/year) Hall Pass replaced by Blocksi Hall Pass package (\$1,136/year)

ClassLink

- Working with ClassLink on implementing new Parent Portal
- Parent Portal provides parents with their own Launchpad portal to access school resources and view information related to the applications used by their students/classes
- Provides parents with a single sign-on portal into applications such as PowerSchool, iSafe Digital Documents, and any school related application

Devices & Security

- New KDG & 6th student devices waiting on licensing from vendor
 - KDG will now be provided Lenovo tablet with detachable keyboard in place of Dell 2-in-1 Laptop for ease of use – 6th Grade will continue to use Dell 2-in-1
- Classroom projector replacements being installed to replace oldest model Epson 585s
- Working on new replacement cycle for classroom technology due to rising costs
- PCCD Grant CCTV Cameras being delivered and installed in Cafeteria & Press Box
- New Streaming Camera & Controls being delivered and installed for Auditorium & Press Box

- This will allow for quicker, easier, and more accessible streaming for events held in the Gym, Auditorium, and on the field

Software & Automation

- Working with iSAFE to implement digital document delivery, signature, and collection process
- Working with Epicor/Docstar on digital record storage and retention (migration from old vendor)
- Continuing to implement Microsoft automation flows for internal approvals, accountability, calendar integrations, and more
 - Facility Use & Arbiter Sports linked to website calendar via automation

Supervisor of Building & Grounds/Safety & Security Coordinator

Daniel S. Troutman

The Critical Incident exercise that was conducted at the school went well.

The Johnson Library project is going well and is scheduled to be completed before school starts.

Certa Pro Painters are starting the bulkhead plaster repair and painting of Johnson Gym on Monday Aug. 10th that is scheduled to be completed by the end of that week.

The summer cleaning and maintenance is going well and is on schedule.

I met with the substitute teachers and reviewed the emergency procedures manuals with them. They asked some great questions, and the meeting was well received.

I listed and sold many items on Municibid over the summer.

CALENDAR OF EVENTS

August 13, 2026 – New Teacher Induction Day

August 17 – 20, 2026 – Faculty In-Service Day

August 20, 2026 – Back to School Night

August 24, 2026 – Faculty In-Service Day

August 25, 2026 – First Student Day