

January 16, 2023  
Conewago Valley Board Meeting

The regular scheduled meeting of the Board of Directors of the Conewago Valley School District was called to order at 7:32 p.m. Mr. Edward Groft called the meeting to order. The following members were present: Mrs. Melanie Sauter, Mr. Jeff Kindschuh, Mr. Luke Crabill, Ms. Patricia Gouker, Mr. William Huffman, Mr. Michael Buckley and Mr. Eric Flickinger. Absent was Mrs. Tara Bolton. Also present were Superintendent Dr. Sharon Perry, Assistant Superintendent Dr. Robert Walker, Principals Mr. Matthew Muller, Mr. Christopher Cobb, Mrs. Autumn Zaminski, Dr. Garry Himes, Mr. Andrew Walker, Mr. Joshua Schaffer and Dr. Christopher Bowman. Also present were Dr. Stephanie Corbin, Mr. Doug Wherley and solicitor Ms. Brooke Say.

An executive session was called to discuss personnel matters prior to the start of the meeting.

Mr. Huffman made a motion, seconded by Mrs. Sauter to approve the minutes of the December 5, 2022 Committee of the whole meeting, Reorganization meeting and the Regular meeting of the Board of Directors. By voice vote, the motion was carried.

Mr. Kindschuh congratulated the students and other District personnel whose name appear on the monthly congratulations list.

Mr. Crabill made a motion, seconded by Mr. Kindschuh to file the Treasurer's report for audit.

The Treasurer's report showed:

PA School District Liquid Asset Fund

Previous Balance	\$5,433,076.39	
Deposits	5,001,870.88	
Withdrawals	<u>5,777,268.53</u>	
Balance 1/1/23		\$4,657,678.74

PSDLAF Flex CD

Previous Balance	\$22,854,672.30	
Deposits	60,317.53	
Withdrawals	<u>0.00</u>	
Balance 1/1/23		\$22,914,989.83

PSDLAF Bond 2019

Previous Balance	\$ 1,549,746.56	
Deposit	5,601.92	
Withdrawals	<u>0.00</u>	
Balance 1/1/23		\$1,555,348.48

PSDLAF Capital Reserves

Previous Balance	\$ 974,951.45	
Deposits	4,433.62	
Withdrawals	<u>8,669.98</u>	
Balance 1/1/23		\$970,715.09

Roll call vote: Mrs. Sauter-aye; Mr. Buckley-aye; Mr. Huffman-aye; Ms. Gouker-aye; Mr. Crabill-aye; Mr. Flickinger-aye; Mr. Kindschuh-aye and Mr. Groft-aye. Motion was carried.

Mr. Crabill made a motion, seconded by Mrs. Sauter to:

1. **(Finance)** Recommend approval to pay the bills as listed, such list to include check and wire transfer numbers as listed in the total amount of:

Recommend paying the General Fund invoices as listed to include Checks #10008023 to #10008141. Pay Wires #8000000326 to #8000000339. ACH Debits #9000025254 to #9000026749. The total amount of General Funds items paid is \$5,463,875.02. Capital Reserve invoice to include Check #30000157 in the amount of \$8,669.98 was paid. Food Service invoices to include Check #50001065 to #50001086. Total Food Services fund payments in the amount of \$147,306.83 were paid. No Construction Bond invoices were paid in December.

2. **(Finance)** Recommend that PDE-2087 Monthly Reimbursement Voucher, School Lunch and Milk Program be accepted as a financial report on the operation and filed for audit.
3. **(Finance)** Recommend acceptance of the \$25,000 American Welding Society Grant for the Integrated Table Cobot Welder Station recommended by the Occupational Advisory Committee.
4. **(Finance)** Recommend acceptance of the Musco Sports Lighting quote to replace all the stadium lights at a cost not to exceed \$334,879.

Roll call vote: Mrs. Sauter-aye; Mr. Buckley-aye; Mr. Huffman-aye; Ms. Gouker-aye; Mr. Crabill-aye; Mr. Flickinger-aye; Mr. Kindschuh-aye and Mr. Groft-aye. Motion was carried.

Mrs. Sauter made a motion, seconded by Mr. Huffman to:

1. **(Ways & Means/Curriculum)** The Administration recommends approval of the Agreement, Waiver, and Stipulation for Expulsion with a student, dated December 19, 2022.
2. **(Ways & Means/Curriculum)** The Administration recommends approval of the Agreement, Waiver, and Stipulation for Expulsion with a student, dated December 20, 2022.

3. **(Ways & Means/Curriculum)** Recommend approval of the 2023-2024 Academic School Calendar.

Go to 2023-2024 Academic Calendar

4. **(Ways & Means/Curriculum)** Recommend approval of the new Secondary (grades 7-12) Grading Scale shown below.

Letter Grade	Numerical Equivalent	Percent Equivalent
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B -	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	65-66
F	0	0-64
INC – Incomplete      EX - Excused		

5. **(Ways & Means/Curriculum)** Recommend approval of the attached New Oxford High School Course Selection Guide for the 2023-2024 school year.

NOHS Course Selection Guide 2023-2024

6. **(Ways & Means/Curriculum)** Recommend approval of the job description for the new position of Diversified Occupations/Cooperative Education Teacher.

Go to Job Description

7. **(Ways & Means/Curriculum)** Recommend approval to pursue the applications for PDE Career and Technical Education Approved Programs for the following three (3) programs for the 2023-2024 school year:

- Precision Production
- Communications
- Diversified Occupations

8. *(Ways & Means/Curriculum)* Recommend approval of the additional Professional Development/Conferences below for the 2022-2023 school year.

Go to Additional Professional Development/Conferences

9. *(Ways & Means/Curriculum)* Recommend approval of the additional Field Trips below for the 2022-2023 school year.

ADDITIONAL FIELD TRIP REQUESTS 2022-2023				
NAME	GRADE	DATE	TITLE/PLACE	COST TO DISTRICT
Stephanie Mueller	High School	1/28/2023	Phssl District 6 & 7 Qualifying Tournament	\$30.00
Shawn Campopiano	High School	3/4/2023	Winterguard International Percussion Regional Championship	\$345.00
Rick Jones	High School	2/7/2023	Welding Students to PCC	\$305.00

Roll call vote: Mrs. Sauter-aye; Mr. Buckley-aye; Mr. Huffman-aye; Ms. Gouker-aye; Mr. Crabill-aye; Mr. Flickinger-aye; Mr. Kindschuh-aye and Mr. Groft-aye. Motion was carried.

Mr. Flickinger made a motion, seconded by Mr. Crabill to:

1. *(Personnel)* Recommend acceptance for the resignation of Beth Lacey, instructional aide at Conewago Valley Intermediate School, effective December 7, 2022.
2. *(Personnel)* Recommend acceptance for the resignation of Rosalinda Lopez, instructional ELL aide at New Oxford High School, effective December 23, 2022.
3. *(Personnel)* Recommend acceptance for the resignation for the purpose of retirement of Anne Roche, special education teacher at New Oxford High School, effective the last teacher day of the 2022-2023 school year.
4. *(Personnel)* Recommend acceptance for the resignation for the purpose of retirement of Janet Weigle, kindergarten teacher at New Oxford Elementary School, effective the last teacher day of the 2022-2023 school year.
5. *(Personnel)* Recommend approval of extending the unpaid leave of absence for Kortney Dodge from December 16, 2022 through December 23, 2022.

6. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Nancy Hatch, personal care assistant at Conewago Township Elementary School, such leave to begin December 12, 2022 through December 23, 2022, providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
7. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Jessica Nicholas, teacher at Conewago Valley Intermediate School, such leave to begin approximately March 27, 2023 through May 11, 2023, providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
8. **(Personnel)** Recommend employment of Joshua Snyder as a Long-Term Substitute Employee - Math Teacher at New Oxford High School, at a salary equal to Instructional 1, Step 1 of the applicable negotiated agreement, retroactive to January 9, 2023 and ending the last day of the 2022-2023 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
9. **(Personnel)** Recommend approval of the following current instructional aides to also be approved as classroom monitors for the remainder of the 2022-2023 school term, pending having completed all training and received certifications.

Cindy Doan (retro 12/6/22)	Kimberly Malkin (retro 12/6/22)
Kristen Schmidt (retro 12/6/22)	Brandi Cole (retro 12/12/22)
Amy Eash (retro 12/12/22)	Rachelle Julius (retro 12/12/22)
Abbigal Wilkes (retro 12/12/22)	LaTonya Pritchett (retro 12/14/22)
Julie Huestis (retro 1/4/23)	Kristen Peres (retro 1/3/23)
Amy Noel (retro 1/9/23)	Stacey Dodd (retro 1/9/23)

10. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2022-2023 school year only, pending having met all Federal, State, local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Chris Arnold	Head Percussion Instructor (Winter)	\$1,689.24
Hunter Groft	Percussion Instructor (Winter)	\$1,591.81
Abigail Wilson	Percussion Instructor (Winter)	\$1,061.21
Brianna Worley	Head Colorguard Instructor (Winter)	\$1,560.60
Susan Travis	Colorguard Instructor (Winter)	\$1,040.40
Amanda Wood	Colorguard Instructor (Winter)	\$1,040.40

11. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2022-2023 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>NAME</u>	<u>SPRING POSITION</u>
Scott Anderson	Baseball Head Coach
Brandon Horick	Baseball Asst. Coach
Joel Brosius	Baseball Asst. Coach
Jason Miller	Softball Head Coach
Jamie Hull	Softball Asst. Coach
Roger Miller	Softball Asst. Coach
James Carver	Boys Lacrosse Head Coach
Mark Kelley	Boys Lacrosse Asst. Coach
Jessica McIntyre	Girls Lacrosse Head Coach
Mike Winpigher	Girls Lacrosse Asst. Coach
Travis Martin	Boys Tennis Head Coach
Joe Stiles	Boys Tennis Asst. Coach
Jason Warner	Boys Track Head Coach
Steve Brown	Boys Track Asst. Coach
Eva Karkuff	Girls Track Head Coach
Chantal Williams	Girls Track Asst. Coach
Alexandra Karkuff	Track Asst. Coach (JH)
John Slagle	Track Asst. Coach (JH)
Brandon Dinges	Boys Volleyball Head Coach
Jarrold Linn	Boys Volleyball Asst. Coach
Diane Rife	Girls Volleyball Asst. Coach (JH)
Shawn Myers	Boys Soccer Asst. Coach (JH)
Nathan Myers	Boys Soccer Asst. Coach (JH)
Taylor Wildasin	Girls Soccer Asst. Coach (JH)

12. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2022-2023 school term, according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

John Dickey (retro 12/16/22)	Laura Dietrich (retro 12/21/22)
Brienne Gebhart (retro 1/9/23)	Christopher Hull (retro 1/3/23)
Elisa Selmani	

13. **(Personnel)** Recommend approval of the following day-to-day substitute support staff for the 2022-2023 school term, according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Charles Brillhart (retro 12/19/22)	Mackenzie Yingling (retro 12/20/22)
------------------------------------	-------------------------------------

14. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Adams, Sean A.	Akinrosotu, Marsha A.	Barnes, Amy L.
Carstetter, April M.	Garman, Beauen M.	Haugh, Isaac B.
Meckley, Amber B.	Pascoe, Adam D.	Rickrode, Joshua P.
Rickrode, Luke J.	Schriefer, Adam J.	Tyson, Matthew K.

15. **(Personnel)** Recommend acceptance for the resignation for the purpose of retirement of Lesli Staley, special education supervisor for Conewago Valley School District, effective at the end of the day on June 30, 2023.
16. **(Personnel)** Recommend acceptance for the resignation of Teanna Webb, life skills teacher at New Oxford Elementary School, effective at the end of the day on February 3, 2023.
17. **(Personnel)** Recommend acceptance for the resignation of Ryan Mauler, personal care aide at Conewago Township Elementary School, effective at the end of the day on January 20, 2023.
18. **(Personnel)** Recommend acceptance for the resignation of Megan Shull, personal care aide at New Oxford Elementary School, effective at the end of the day on January 6, 2023.
19. **(Personnel)** Recommend approval of amending the end date for Jennifer Brinkley as the long term substitute for Teanna Webb from January 16, 2023 until the last teacher day of the 2022-2023 school year.
20. **(Personnel)** Recommend approval of the following administrative transfers retroactive to January 16, 2023:
- Mr. Drew Little from Assistant Principal of New Oxford High School to Principal of New Oxford High School Career and Technology Center.
  - Mr. John Beeman from Assistant Principal of New Oxford Middle School to Assistant Principal of New Oxford High School.
  - Mr. Garry Himes from Principal of New Oxford High School Career and Technology Center to Assistant Principal of New Oxford Middle School.
21. **(Personnel)** Recommend Bill Huffman as the representative and Melanie Sauter as the alternate representative on the Joint Operating Committee at Adams County Technical Institute for a period of 3 years.
22. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2022-2023 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.



<u>NAME</u>	<u>SPRING POSITION</u>	<u>STIPEND</u>
Allison Mondorff	Volleyball Asst. Coach (JH)	\$2,630.00

23. **(Personnel)** Recommend approval of the following current instructional aides to also be approved as classroom monitors for the remainder of the 2022-2023 school term, pending having completed all training and received certifications.

Margaret Fitzwater

Rebecca Getz

24. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Linda Swift, database manager for Conewago Valley School District, such leave to begin retroactive on December 31, 2022 through April 2, 2023, providing the employee signs the specified agreement to meet the requirements stated in the "Uncompensated Leave Policy" adopted by the Board on August 13, 2018.

25. **(Personnel)** Recommend that the Board elect and appoint Dr. Brad Sterner as Assistant Superintendent of the Conewago Valley School District for an approximate three and one-half (3 1/2) year term, beginning February 13, 2023 and ending on June 30, 2026, pursuant to the terms of the assistant superintendent employment contract (The Agreement), and in accordance with the school code, and further authorizes the board president and secretary to sign the agreement.

26. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2022-2023 school term, according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Lauren Baker

Nathan Edwards

Kollin Ott

Deborah Ruiz-Jemison

27. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Smith, Alexis E.

Smith, Tess L.

Trent, Mary R.

Roll call vote: Mrs. Sauter-aye; Mr. Buckley-aye; Mr. Huffman-aye; Ms. Gouker-aye; Mr. Crabill-aye; Mr. Flickinger-aye; Mr. Kindschuh-aye and Mr. Groft-aye. Motion was carried.

Mr. Huffman made a motion, seconded by Mrs. Sauter to:

1. **(Property & Supplies/ Use of Facilities)** Recommend approval for Collaboration for Youth with Larry Sanders as representative, to use 2 science lab classrooms in the Conewago Valley Intermediate School from 5:00 pm to 7:30 pm on Monday evenings from February 6, 2023 through March 20, 2023 for the Strengthening Families Program, with charges as listed in Board Policy #707, with the provision of proof of insurance as per



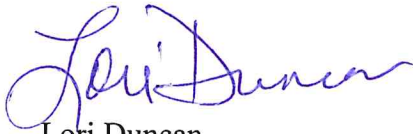
Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for NOHS Alumni Association with James Baker as representative, to use the New Oxford High School cafeteria, and front parking lots on Saturday, May 13, 2023 from 4:30 pm to 8:30 pm, for their Annual NOHS Alumni Association Banquet, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
3. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the 5 Angels Memorial Soccer Tournament with Margaret Sheridan as representative, to use the New Oxford High School stadium, soccer practice field, multi purpose field, and New Oxford High School, New Oxford Middle School, Conewago Valley Intermediate School, and New Oxford Elementary School parking lots on Saturday, July 29 from 6:00 am to 9:00 pm and Sunday July 30, 2023 from 12:00 pm to 9:00 pm, for the 5 Angels Memorial Soccer Tournament, at no charge, this is a scholarship event for our students, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
4. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the York Ballers with Brandon Horick as representative, to use the New Oxford Middle School gymnasium on Tuesdays from April 4, 2023 through May 30, 2023 from 6:00 pm to 8:00 pm, for their AAU Practice, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
5. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the 13U Brushtown Bombers with Travis Martin as representative, to use the New Oxford High School auxiliary gymnasium on Saturdays from January 21, 2023 through March 11, 2023 from 2:30 pm to 4:30 pm, for their Brushtown Bombers Practice, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
6. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the New Oxford High School Class of 2024 with Mandy Campbell as representative, to use the New Oxford High School gymnasium, cafeteria, and front parking lots on Saturday, May 18, 2024 from 12:00 pm to 10:00 pm, for Class of 2024 Senior Party, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

Roll call vote: Mrs. Sauter-aye; Mr. Buckley-aye; Mr. Huffman-aye; Ms. Gouker-aye; Mr. Crabill-aye; Mr. Flickinger-aye; Mr. Kindschuh-aye and Mr. Groft-aye. Motion was carried.

By common consent and action, Mr. Groft adjourned the meeting at 8:05 p.m.

Respectfully submitted,



Lori Duncan  
Secretary

# 2023-2024 Academic Calendar



## Conewago Valley School District

180 Berlin Road, New Oxford, PA 17350 Phone: 717-624-2157 / Fax: 717-624-5020

### 2023-2024 Academic Calendar

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### July

4 - Independence Day  
(Offices Closed)  
7, 14, 21, 28 - (Offices  
Closed)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### August

4 - (Offices Closed)  
15, 16, 17, 21 - Teacher  
In-Service  
22 - First Student Day

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### September

4 - Labor Day  
(Schools/Offices Closed)  
25 - ACT 80 Day  
(No School for Students)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### October

9 - Teacher In-Service  
(No School for Students)  
23 - Early Dismissal  
25 - 1st MP Ends (4-12)

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### November

15 - Trimester Ends (K-3)  
20 - ACT 80 Day  
20-22 - Conf/Pro. Dev.  
(No School for Students)  
23-24 - Thanksgiving Break  
(Schools/Offices Closed)  
27 - Thanksgiving Break  
(Schools Closed)

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### December

22 - Early Dismissal  
25-29 (Schools Closed)  
25, 26 (Offices Closed)

#### PSSA/KEYSTONE EXAM SCHEDULE

\*December 4-15, 2023  
\*January 3-17, 2024  
\*April 22-26, 2024  
\*April 29-May 3, 2024  
\*April 29-May 10, 2024  
\*May 13-24, 2024  
\*July 29-August 2, 2024

Keystone Exams: Winter Wave 1  
Keystone Exams: Winter Wave 2  
PSSA Grades 3-8 English Language Arts  
PSSA Grades 3-8 Mathematics & Science  
PSSA Make-Up  
Keystone Exams: Spring  
Keystone Exams: Summer

#### Key:

First Day for Students  
In-Service (No School for Students)  
ACT 80 Day (No School for Students)  
Early Dismissal  
Vacation (No School Students and Teachers)  
End of Marking Period/Trimester  
Last Day - Early Dismissal  
Graduation

Approved:

#### January

1 - New Years Day Holiday  
(Schools and Offices Closed)  
12 - 2nd MP Ends (4-12)  
15 - Teacher In-Service  
(No School for Students)  
29 - ACT 80 Day  
(No School for Students)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### February

16, 19 - Presidents' Day  
(Schools Closed)  
(19 - Offices Closed)  
26 - Early Dismissal  
27 - 2nd Trimester Ends  
(K-3)

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

#### March

19 - 3rd MP Ends (4-12)  
25 - ACT 80 Day  
(No School for Students)  
28, 29 - Spring Break  
(Schools Closed)  
(29 - Offices Closed)

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### April

1 - Spring Break  
(Schools Closed)  
29 - Early Dismissal

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### May

23 - Early Dismissal  
23 - Graduation  
24 - Early Dismissal  
24 - Last Day of School  
24 - 4th MP/3rd Tri Ends  
27 - Memorial Day  
(Offices Closed)

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### June

7, 14, 21, 28 (Offices  
Closed)

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### Student Days

Month	Student Days	Staff Days
August	8	12
September	20	20
October	21	22
November	17	19
December	16	16
January	21	22
February	19	19
March	19	19
April	21	21
May	18	18
June	0	0
<b>Total Days</b>	<b>180</b>	<b>188</b>

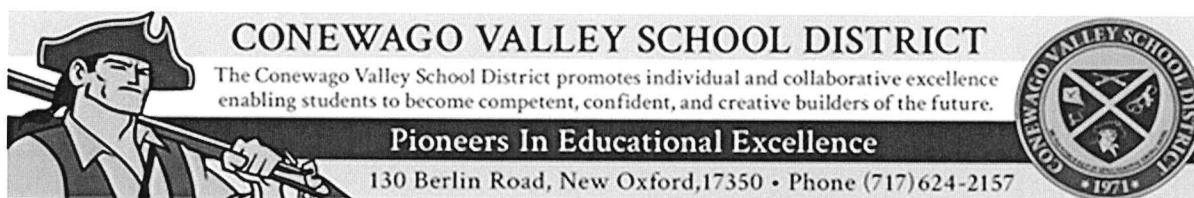
#### K-3 Trimester End Dates:

1st Tri - Ends - November 15  
2nd Tri - Ends - February 27  
3rd Tri - Ends - May 24

#### 4-12 Marking Period End Dates:

1st MP - Ends (45 days) - October 25  
2nd MP - Ends (46 days) - January 12  
3rd MP - Ends (44 days) - March 19  
4th MP - Ends (45 days) - May 24

## Job Description



### JOB DESCRIPTION

**TITLE:** DRAFT: Diversified Occupations/Cooperative Education Teacher  
**DEPARTMENT:** Professional  
**REPORTS TO:** CCTC Principal  
**DATE:** January 1, 2023

---

**SUMMARY:** The Diversified Occupations/Cooperative Education Teacher supports students by providing work-based educational experiences like job shadowing, internships, capstone cooperative education and paid positions with employers who offer pre-apprenticeships, apprenticeships and on-the-job training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Specific tasks and/or activities under each of the following responsibilities will be assigned by the Supervisor.

- Operate the CVSD Diversified Occupations/Capstone Cooperative Education program in accordance with all state and local laws, policies, and Administrative Regulations. Incorporate PDE published guidelines as appropriate
- Continuously improve the CVSD Diversified Occupations/Capstone Cooperative Education program by implementing published "best practices" to the extent practicable
- Establish and maintain relationships with employers in our area
- Establish and maintain CVSD agreements with the Workforce Investment Board (WIB) and other agencies that will result in advanced placement of CVSD students such as pre-apprenticeships and apprenticeships
- Collect, analyze, and present regional and local workforce data as requested to assist CVSD strategic planning and decision-making
- Establish, operate, and maintain an Occupational Advisory Committee for the Diversified Occupations/Capstone Cooperative Education approved program (CIP 32.0105 - Job-Seeking/Changing Skills)
- Coordinate with district high school counselors to identify and recruit students to participate in the Diversified Occupations program
- Contribute related content for the CVSD social media pages, website, and written publications
- Maintain membership in the Pennsylvania Cooperative Education Association (PACEA)
- Attend the annual PACEA Conference
- Develop and maintain a schoolwide job shadowing and internship program that complies with state laws and regulations including process, procedures, and forms
- Coordinate workplace visits and tours for faculty and students
- Engage employers, professionals, and retirees as guest presenters in classes

- Promote work-based learning programs to recruit student and employer participation
- Assist with K-12 career awareness, program advisory committees, career day, and job fair events
- Assist with student placement in work-based learning (WBL) assignments
- Provide student orientations to WBL/cooperative education courses
- Collaborate with faculty, employers, and students to create appropriated learning outcomes for specific WBL assignments
- Serve as instructor of record for WBL/cooperative education courses
- Conduct site visits with students and employers during WBL assignments
- Facilitate the assessment of student learning outcomes during WBL experiences
- Maintain detailed, accurate records of WBL/cooperative education experiences as required for academic credit, college reporting, and ACT 55
- Maintain a database of potential WBL sites and positions
- Develop appropriate regional apprenticeships and pre-apprenticeships to serve the needs of employers and students
- Perform other duties as assigned by Supervisor

**EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in counseling, business education or related field
- Pennsylvania Cooperative Education Certification
- Career and Technical Instructional Certification preferred
- Must meet all legal requirements, including criminal and child abuse clearances and other items required by law

**Physical Demands:** Must have the ability to:

- Sit and stand for extended periods
- Exhibit manual dexterity to use a phone, input data on a computer, to see and read a computer screen and printed material, with or without vision aids
- Hear and understand speech at normal office levels and on the telephone
- Speak in audible tones so that others may understand clearly in normal office levels and on the telephone
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus
- Lift up to 25 pounds, and bend, stoop, climb stairs, and reach overhead

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The work for this position is generally performed in a school environment. Work may require the ability to move around the school or classroom. Travel to various and diverse work-based learning sites is required.

The noise level in the work environment is usually quiet. Office interruptions are a common occurrence.

*The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Pursuant to the requirements of the federal*

*Americans with Disabilities Act, reasonable accommodations may be made to enable a qualified individual with a disability to perform essential job functions.*

#### **TERMS OF EMPLOYMENT**

- Compensation as per CVEA Collective Bargaining Agreement
- The performance of the Diversified Occupations Teacher will be evaluated by the CCTC Principal.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Conewago Valley School District is an Equal Opportunity Employer

## Additional Professional Development/Conferences

### JANUARY 2023 PROFESSIONAL DEVELOPMENT/CONFERENCES REQUESTS

NAME		BUILDING	EVENT	DATE(S)	COST TO DISTRICT
Gallagher	Frances	Conewago Township Elementary	Concrete-Representational-Abstract (CRA) Instructional Sequence for Mathematics: Fractions.	2/7/2023	\$140.00
Gallagher	Frances	Conewago Township Elementary	3-5 Mathematical Concepts: Fractions & Decimals.	1/8/2023	\$140.00
Medina	Minerva	New Oxford High School	ESL PLC meeting at IU12	5/18/2023	\$70.00
Medina	Minerva	New Oxford High School	ESL PLC meeting	4/19/2023	\$0.00
Medina	Minerva	New Oxford High School	IU12 ESL PLC zoom	3/21/2023	\$0.00
Medina	Minerva	New Oxford High School	ESL PLC zoom	2/20/2023	\$0.00
Medina	Minerva	New Oxford High School	ESL PLC meetings with IU12	1/16/2023	\$0.00
Shearer	Jennifer	New Oxford Elementary	Science of Math Series (Day 2)	2/16/2023	\$0.00
Shearer	Jennifer	New Oxford Elementary	Science of Math Series (Day 1)	1/24/2023	\$140.00
Gantz	Melissa	Conewago Township Elementary	Science of Math- Day 2	2/16/2023	\$140.00
Heird	Brad	New Oxford Middle School	Science of Math	3/16/2023	\$140.00
Heird	Brad	New Oxford Middle School	Science of Math Series	1/24/2023	\$140.00
Gantz	Melissa	Conewago Township Elementary	Science of Math- Day 1	1/26/2023	\$140.00
Myers	Amanda	Conewago Valley Intermediate School	Science of Math - Day 1 and Day 2	1/24/2023	\$140.00



Horick	Brandon	New Oxford High School	34th Annual Drivers Education Instructor Workshop	2/28/2023	\$140.00
Myers	Amanda	Conewago Valley Intermediate School	3-5 Mathematical Foundations: Fractions & Decimals	1/18/2023	\$140.00
Hartlaub	Laura	Conewago Township Elementary	PETE & C	2/12/2023	\$639.00
Gantz	Melissa	Conewago Township Elementary	K-2 Mathematical Foundations- Whole Number Computation and Place Value	2/1/2023	\$140.00
Gantz	Melissa	Conewago Township Elementary	K-2 Mathematical concepts	1/26/2023	\$140.00
Shearer	Jennifer	New Oxford Elementary	K-2 Mathematical Concepts (Day Two)	2/1/2023	\$140.00
Shearer	Jennifer	New Oxford Elementary	K-2 Mathematical Concepts (Day One)	1/26/2023	\$140.00
Yingling	Megan	Conewago Valley Intermediate School	Concrete-Representational-Abstract (CRA) Instructional Sequence for Mathematics: Fractions	2/7/2023	\$140.00
Martin	Travis	New Oxford High School	Driver Education Instructors Workshop	2/28/2023	\$140.00
Weikert	Joy	New Oxford Middle School	Series of Math Series	3/16/2023	\$140.00
Weikert	Joy	New Oxford Middle School	Science of Math Series	1/24/2023	\$140.00
Myers	Amanda	Conewago Valley Intermediate School	Concrete-Representational-Abstract (CRA) Instructional Sequence for Mathematics: Fractions	2/7/2023	\$140.00