



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

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TO: All School Directors, Assistant Superintendent, Secretary, Solicitor, Administrative Team

FROM: Sharon Perry, Ed.D., Superintendent

DATE: January 6, 2023

RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session - 7:00 P.M. - Monday, January 9, 2023 in the District Office Board Room.

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1. [Finance](#)
2. [Ways & Means/Curriculum](#)
3. [Property & Supplies / Use of Facilities](#)
4. [Dates to Remember](#)

- [Link for Public Comment](#)



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RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session – Finance

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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:

\$ \_\_\_\_\_  
Check # \_\_\_\_\_ to Check # \_\_\_\_\_  
Wire # \_\_\_\_\_ to Wire # \_\_\_\_\_  
Ach # \_\_\_\_\_ to Ach # \_\_\_\_\_  
Purchase Card # \_\_\_\_\_ to Purchase Card # \_\_\_\_\_  
from the Capital Reserve Account \$ \_\_\_\_\_  
Check # \_\_\_\_\_ to Check # \_\_\_\_\_  
from the Cafeteria Account \$ \_\_\_\_\_  
Check # \_\_\_\_\_ to Check # \_\_\_\_\_  
and from the Construction Account: \$ \_\_\_\_\_  
Check # \_\_\_\_\_ to Check # \_\_\_\_\_  
for a total of \$ \_\_\_\_\_

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.

[To Agenda](#)



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TO: All School Directors, Assistant Superintendent, Secretary, Solicitor, Administrative Team

FROM: Sharon Perry, Ed.D., Superintendent

DATE: January 6, 2023

RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session – Ways & Means

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## WAYS & MEANS/CURRICULUM

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](#)

[To Agenda](#)



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NEW OXFORD, PENNSYLVANIA 17350

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TO: All School Directors, Assistant Superintendent, Secretary, Solicitor, Administrative Team

FROM: Sharon Perry, Ed.D., Superintendent

DATE: January 6, 2023

RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session – Property & Supplies / Use of Facilities

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## PROPERTY & SUPPLIES / USE OF FACILITIES

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 8:80 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.

**Collaboration for Youth - \$50 Rental Charge; \$25.00 Utility Charge. Total estimated charges = \$75.00.**

**NOHS Alumni Association - \$30 Rental Charge; \$25.00 Utility Charge; \$35 per hour Custodial Charge. Total estimated charges = \$230.00.**

**York Ballers - \$125 Rental Charge; \$25 Utility Charge; \$35 per hour Custodial Charge if needed. Total estimated charges = \$150.00.**

[To Agenda](#)

## DATES TO REMEMBER

- **January 16, 2023** Board Meeting – District Office – 7:30 PM
- **January 23, 2023** Feasibility Study - District Office - 6:30 PM
- **February 6, 2023** Study Session - District Office - 7:00 PM
- **February 13, 2023** Board Meeting – District Office – 7:30 PM
- **March 6, 2023** Study Session - District Office - 7:00 PM
- **March 13, 2023** Board Meeting – District Office – 7:30 PM
- **April 3, 2023** Study Session - District Office - 7:00 PM
- **April 10, 2023** Board Meeting – District Office – 7:30 PM
- **May 1, 2023** Study Session - District Office - 7:00 PM
- **May 8, 2023** Board Meeting – District Office – 7:30 PM
- **May 25, 2023** Graduation
- **May 26, 2023** Last Day of School for Students and Teachers
- **June 5, 2023** Study Session - District Office - 7:00 PM
- **June 12, 2023** Board Meeting – District Office – 7:30 PM
- **July 10, 2023** Study/Board Meeting – District Office – 6:30/7:30 PM
- **August 7, 2023** Study Session - District Office - 7:00 PM
- **August 14, 2023** Board Meeting – District Office – 7:30 PM
- **September 11, 2023** Study Session - District Office - 7:00 PM
- **September 18, 2023** Board Meeting – District Office – 7:30 PM
- **October 2, 2023** Study Session - District Office - 7:00 PM
- **October 9, 2023** Board Meeting – District Office – 7:30 PM
- **November 6, 2023** Study Session - District Office - 7:00 PM
- **November 13, 2023** Board Meeting – District Office – 7:30 PM
- **December 4, 2023** Reorganization Board Meeting-District Office-6:30 PM

[To Agenda](#)

# 2023-2024 Proposed Academic Calendar



## Conewago Valley School District

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

### 2023-2024 Academic Calendar

**JULY 2023**

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)

**AUGUST 2023**

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

**SEPTEMBER 2023**

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					

**September**

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

**OCTOBER 2023**

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)

**NOVEMBER 2023**

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		

**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)

**DECEMBER 2023**

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					

**December**

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

**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)

**JANUARY 2024**

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)

**FEBRUARY 2024**

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

**MARCH 2024**

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					

**April**

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

**APRIL 2024**

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					

**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)

**MAY 2024**

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)

**JUNE 2024**

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					

**PSSA/KEYSTONE EXAM SCHEDULE**

- \*December 4-15, 2023 Keystone Exams: Winter Wave 1
- \*January 3-17, 2024 Keystone Exams: Winter Wave 2
- \*April 22-26, 2024 PSSA Grades 3-8 English Language Arts
- \*April 29-May 3, 2024 PSSA Grades 3-8 Mathematics & Science
- \*April 29-May 10, 2024 PSSA Make-Up
- \*May 13-24, 2024 Keystone Exams: Spring
- \*July 29-August 2, 2024 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:

**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

[Back to Ways and Means/Curriculum](#)



## Job Description



### JOB DESCRIPTION

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

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**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