



CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF SCHOOL DIRECTORS' MEETING – JANUARY 16, 2023 AGENDA

7:00 pm Study Session/Executive Session; Personnel, Confidential, Legal Information

1. Call to Order/Opening Exercises
2. Approval of minutes
3. Building reports
4. Student report
5. Assistant Superintendent report
6. Superintendent report
7. Public comment on agenda related items
8. [Honors/Recognitions](#)
9. Treasurer's report
10. Recommendations for Board action
 - a. [Finance](#)
 - b. [Ways & Means/Curriculum](#)
 - c. [Personnel](#)
 - d. [Property & Supplies/ Use of Facilities](#)
11. Other business which may properly come before the Board
12. Public comment on non-agenda items
13. [Dates to Remember](#)
14. Adjourn business meeting

- [Link for Live YouTube Streaming](#)
 - [Link for Public Comment](#)



CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF SCHOOL DIRECTORS' MEETING – JANUARY 16, 2023

AGENDA

ITEMS RECOMMENDED FOR ACTION:

FINANCE

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:

\$5,463,875.02

Check #10008023 to Check #10008141

Wire #8000000326 to Wire #8000000339

Wires include credit card transactions

Ach #9000025254 to Ach #9000026749

from the Capital Reserve Account **\$8,669.98**

Check # 30000157

from the Cafeteria Account **\$147,306.83**

Check #50001065 to Check #50001086

and from the Construction Account Bond 2019: **\$0.00**

No Checks

for a total of **\$5,619,851.83**

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.

ADDITIONAL FINANCE

4. **(Finance)** Recommend acceptance of the Musco Sports Lighting quote to replace all the stadium lights at a cost not to exceed \$334,879.

[To Agenda](#)

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](#)

ADDITIONAL WAYS & MEANS/CURRICULUM

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

[To Agenda](#)

PERSONNEL

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)

Kristen Schmidt (retro 12/6/22)

Amy Eash (retro 12/12/22)

Abbigal Wilkes (retro 12/12/22)

Julie Huestis (retro 1/4/23)

Amy Noel (retro 1/9/23)

Kimberly Malkin (retro 12/6/22)

Brandi Cole (retro 12/12/22)

Rachelle Julius (retro 12/12/22)

LaTonya Pritchett (retro 12/14/22)

Kristen Peres (retro 1/3/23)

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 Winpigler	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)
Brienne Gebhart (retro 1/9/23)
Elisa Selmani

Laura Dietrich (retro 12/21/22)
Christopher Hull (retro 1/3/23)

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.
Carstetter, April M.
Meckley, Amber B.
Rickrode, Luke J.

Akinrosotu, Marsha A.
Garman, Beauen M.
Pascoe, Adam D.
Schriefer, Adam J.

Barnes, Amy L.
Haugh, Isaac B.
Rickrode, Joshua P.
Tyson, Matthew K.

ADDITIONAL PERSONNEL

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.

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 8:00 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.

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.

ADDITIONAL PROPERTY & SUPPLIES / USE OF FACILITIES

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.

Brushtown Bombers - \$80 Rental Charge; \$25 Utility Charge; \$35 per hour Custodial Charge if needed. Total estimated charges = \$105.00.

NOHS Senior Class of 2024 - \$25 Utility Charge; \$35 per hour Custodial Charge. Total estimated charges = TBD.

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DATES TO REMEMBER

- **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**

- **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**

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CONGRATULATIONS!

Congratulations to Sydney Christner who was selected as the New Oxford High School Rotary Student of the Month for December!

Congratulations to the following girls volleyball players for being named to YAIAA Division I All-Star Teams:

Second Team: Mackenzie Adams.

Honorable Mention: Megan Adams.

Congratulations to Idriz Ahmetovic who was selected to the 1st Team All-State as a Defensive Back in Football.

Congratulations to Brennan Holmes who was one of 5 students nominated for the Times Area Player of the Week of January 9, 2023!

College Acceptance and Scholarship Monies Awarded

<i>First Name</i>	<i>Last Name</i>	<i>College Accepted To:</i>	<i>Scholarship \$ Awarded To Date</i>
			<i>\$1,456,000.00</i>
Logan	Kibler	Central Penn College	\$5,000.00
Naomi	Doll	Mount St. Mary's University	\$124,000.00
Naomi	Doll	Hollins University	\$116,000.00
Ehrin	Myers	Duquesne University	\$23,000.00
Ehrin	Myers	Messiah University	\$64,000.00
Ehrin	Myers	Lebanon Valley College	\$128,000.00
Carlos	Nunez	Shippensburg University	----
Sydney	Christner	Duquesne University	\$23,000.00
Katherine	Lavallee	Bloomsburg University	----
Elizabeth	Moore	University of Dayton	----
Logan	Kibler	Central Penn College	\$3,000.00
Katie	Lavallee	Stevenson University	\$84,000.00
Katie	Lavallee	York College	\$52,000.00
Scott	Myers	Millersville University	----
Caeley	Bair	York College	----
Ella	Billman	Ursinus College	\$160,000.00
Yacaranday	Bobadilla-Rico	Mount St. Mary's University	\$108,000.00
Yacaranday	Bobadilla-Rico	Millersville University	----
Yacaranday	Bobadilla-Rico	Susquehanna University	\$168,000.00
Valerie	Clabaugh	Saint Vincent College	\$102,000.00
Brady	Courville	Messiah University	----

Naomi	Doll	Messiah University	\$4,000.00
Naomi	Doll	Messiah University	\$64,000.00
Naomi	Doll	Ursinus College	----
Joey	Fuhrman	PA College of Technology	----
Jacob	Haugh	Millersville University	----
RyLee	Haugh	Clemson	----
RyLee	Haugh	Auburn University	----
RyLee	Haugh	Penn State	----
RyLee	Haugh	College of Charleston	\$44,000.00
RyLee	Haugh	University of Tennessee	\$24,000.00
Cameron	Herring	Widener University	\$140,000.00
Hannah	Keller	Shippensburg University	----
Cassidy	McNew	Millersville University	----
Lily	Myers	Kutztown University	\$8,000.00
Nataleigh	Roberts	Penn State	----
Benjamin	Weaver	Millersville University	\$12,000.00

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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
 29-22 - 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)

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:

JANUARY

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					

January
 1 - New Years Day Holiday (Schools and Offices Closed)
 12 - 2nd MP Ends (4-12)
 15 - Teacher In-Service (No School for Students)
 19 - 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
						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					

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	31					

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
						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					

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					

	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
Total Days	180	188

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

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

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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	2/1/2023	\$140.00

			Place Value		
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

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