



CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF DIRECTORS' MEETING – SEPTEMBER 13, 2021 A G E N D A

7:30 pm Study Session/Executive Session

1. Call to Order/Opening Exercises
2. Public comment on agenda related items
3. [Items recommended for Board action](#)
4. Other business which may properly come before the Board
5. Public comment on non-agenda items
6. Adjourn business meeting

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



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BOARD OF DIRECTORS' MEETING – SEPTEMBER 13, 2021

AGENDA

ITEMS RECOMMENDED FOR ACTION:

1. *(Ways & Means/Curriculum)* Recommend approval of the Memorandum of Understanding between the Conewago Valley Education Association and the Conewago Valley School District regarding the Conewago Valley Online Academy, retroactive to August 24, 2021. See the Memorandum on the page below.

[To Agenda](#)

**Memorandum of Understanding
Conewago Valley Education Association and Conewago Valley School District**

This Memorandum of Understanding is made this 13th day of September 2021, by and between the Board of School Directors of the Conewago Valley School District (hereinafter referred to as the “District”) and the Conewago Valley Education Association (hereinafter referred to as the “Association”).

WHEREAS, the District and the Association are parties to a Collective Bargaining Agreement effective July 1, 2019, to June 30, 2022 (herein “Collective Bargaining Agreement”);

WHEREAS, the District has established the Conewago Valley Online Academy (CVOA), which offers students opportunities to receive academic opportunities outside of the traditional classroom setting.

WHEREAS, the District and the Association agree to initiate a CVOA plan beginning in the 2021-2022 school year involving bargaining unit teachers.

NOW, THEREFORE, BE IT RESOLVED that the parties to the Memorandum of Understanding hereby agree as follows:

The purpose of CVOA is to offer academic opportunities through a mode of instruction that is different from the traditional classroom setting. The intent of CVOA is to attract students enrolled in other cyber charter or charter schools to the District’s own in-house virtual school.

A. Modes of Instruction

1. Full-Time CVOA

- a. Grades K-3 instruction will be live-streamed during school day hours with a set schedule.
- b. Grades 4-8 will be assigned blocks of time to meet with the teacher during the school day on an as needed basis with the potential for synchronous instruction.
- c. Grades 9-12 will be assigned blocks of time (office hours) outside of the school day with asynchronous instruction.

2. Blended CVOA (High School Only)

- a. See the description above for grade 9-12. This is for high school students only. The option will allow high school students to take a combination of classes online and classes in-person five days per week.

B. Compensation

1. CVOA for grades K-8 will be assigned during the contracted work time, therefore, no additional compensation will be offered. In the event a course is offered that is not scheduled within the contracted work time, the District and Association will hold a “meet and discuss” to determine the appropriate compensation.
2. Should a CVOA course be held outside the regular contracted day, the District and Association will meet and discuss to determine the appropriate compensation.
3. In the event a CVOA teacher does not complete their assignment, compensation will be prorated based on the number of days taught.

C. Assignment of Teachers to CVOA

1. When a CVOA position opens, the District will post the vacancy as described in the Posting of Vacancies (Article XIII, Section F).
2. The District will follow the Transfers to Open Positions within the School District when assigning teachers to CVOA (Article VI, Section L).

3. In the event that no employee requests a transfer to an open CVOA position, the District will follow the Involuntary Transfer (Article VI, Section K) process when assigning teachers to CVOA.

D. Development of Courses

1. The District will allot a one-time minimum of 16 hours per new course for the purpose of designing and developing an online course. The District reserves the right to designate in-service days and/or up to a maximum of two regular contract days to be devoted to online course design and development. Any time required beyond the designated in-service and regular working hours up to the minimum 16 hours per course will be compensated at the payment rate for additional time without students (Article VI.C).

E. Preservation of Bargaining Unit Positions

1. The District and Association agree that no bargaining unit members will be terminated or furloughed as a direct result of the District's implementation of CVOA. The intent of CVOA is to attract students enrolled in other cyber charter or charter schools to the District's own in-house virtual school.
2. CVOA course offerings will not supplant bargaining unit positions.

F. CVOA Committee

1. The District and Association shall establish a CVOA Committee to review issues related to CVOA. The CVOA Committee shall be composed of at least three District representatives designated by the Superintendent and at least three bargaining unit members approved by the Association. The CVOA Committee shall meet as frequently as the parties mutually deem appropriate, but no less than once per semester. Any recommendations jointly agreed upon by the CVOA Committee that relate to wages, hours, and/or terms and conditions of employment shall be reduced to writing and subject to ratification by and between the District and the Association prior to implementation.

G. Evaluation of a Professional Staff Member Teaching a CVOA Course

1. Evaluation will occur through the Differentiated Supervision Plan process.
2. Evaluations may be performed by properly certified building administrators, district leaders, or supervisors assigned to the CVOA program.
3. A teacher cannot be assigned an annual, overall unsatisfactory rating on grounds solely relating to teaching performance in CVOA.

H. Faculty Expectations

1. Grades K-3
 - a. Staff will be expected to record attendance for students.
 - b. Staff will be expected to have lessons digitized on the appropriate Learning Management System for students that are accessible to complete synchronously while live-streaming during school day hours.
 - c. Lesson plans for CVOA will be submitted within the same timeline as lesson plans for the traditional classroom.
 - d. Staff will be expected to provide various modes of assessment, formative and summative to measure mastery of an academic standard. Assessments should be accessible through the Learning Management System as deemed appropriate by the teacher.
 - e. Staff will be expected to keep grade records for CVOA students that are updated at least on a biweekly basis.

- f. Student/Family Communication
 - i. In the event that a student or family member communicates outside of the school day hours, staff will be expected to return communication within 24 hours of the correspondence. If the communication is at a time where a school day does not fall within 24 hours, the expectation will be to respond during the next scheduled school hours.

2. Grades 4-8

- a. Staff will be expected to record attendance for students.
- b. Staff will be expected to have lessons digitized on the appropriate Learning Management System for students that are accessible for completion asynchronously.
- c. Lesson plans for CVOA will be submitted within the same timeline as lesson plans for the traditional classroom.
- d. Staff will have a block of time built into the schedule, therefore, giving students the ability to meet with teachers through Zoom during that designated time. Staff may also offer synchronous instruction during this time if deemed necessary.
- e. Staff will be expected to provide various modes of assessment, formative and summative to measure mastery of an academic standard. Assessments should be accessible through the Learning Management System.
- f. Staff will be expected to keep grade records for CVOA students that are updated at least on a biweekly basis.
- g. Student/Family Communication
 - i. In the event that a student or family member communicates outside of the school day hours, staff will be expected to return communication within 24 hours of the correspondence. If the communication is at a time where a school day does not fall within 24 hours, the expectation will be to respond during the next scheduled school hours.

3. Grades 9-12

- a. Staff will be expected to record attendance for students.
- b. Staff will be expected to have lessons digitized on the appropriate Learning Management System for students that are accessible for completion asynchronously.
- c. Lesson plans for CVOA will be submitted within the same timeline as lesson plans for the traditional classroom.
- d. For courses that are taught outside of the contracted school day, staff will provide office hours outside of the contracted school day school in blocks of time in order to assist students as needed.
- e. For courses that are taught within the contracted school day, staff will have a block of time built into the schedule, therefore, giving students the ability to meet with teachers through Zoom during that designated time. Staff may also offer synchronous instruction during this time if deemed necessary.
- f. Staff will be expected to provide various modes of assessment, formative and summative to measure mastery of an academic standard. Assessments should be accessible through the Learning Management System.
- g. Staff will be expected to keep grade records for CVOA students that are updated at least on a biweekly basis.
- h. Student/Family Communication

- i. Staff will be expected to return communication within 24 hours of correspondence from a student or family member. If the communication is at a time where a school day does not fall within 24 hours, the expectation will be to respond during the next scheduled school day.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed as of the date first above written.

CONEWAGO VALLEY SCHOOL DISTRICT

Dated: _____

By: _____
Ed Groft, President

Attest: _____
Lori Duncan, Secretary

CONEWAGO VALLEY EDUCATION ASSOCIATION

Dated: _____

By: _____
President

Attest: _____
Secretary

[To Items Recommended for Action](#)