**EXECUTIVE SUMMARY**

**Cooperative Education Instructor**

**Summary**

When we worked through the re-alignment process for staff this past summer, we absorbed the retirement of our previous cooperative education instructor by assigning her half time cooperative education position to Mr. Dan Passmore, an existing Career Center teacher whose schedule could be arranged to allow for a half-day of instruction in the drafting room and a half-day cooperative education assignment. Mr. Passmore had an interest in cooperative education and there was no other teacher certified in the district to supervise cooperative education for students.

Mr. Passmore qualified for an emergency certificate this year, but will need to complete courses if we want him to continue in this assignment. At the time of budget, last year, we had not anticipated the need to approve tuition under the unique need provision, however, in order to maintain the cooperative education program, the administration needs to ask permission of the Board to revisit that decision for one teacher so that we can continue to provide cooperative education to our students in future years. This program is available as a vocational certificate through Indiana University of Pennsylvania (IUP).

Mr. Passmore would like to continue working in cooperative education and it would benefit the District to allow him to do so. His emergency certificate can be continued into next year as long as he is enrolled in courses to allow him time to complete the program.

**Financial Considerations**

IUP's undergraduate credit rate is $286.04 per credit hour. A three credit course would cost $858.12. Mr. Passmore has been accepted into the co-operative education program at IUP and can start his classes in the Spring of 2012. Mr. Passmore will be required to take six, three-credit classes costing a total of $5148.80.

This co-operative education certification is not at a master's level and will not move Mr. Passmore's pay scale. He will continue to instruct with his Vocational II Instructor's certification. His assignment will be half-time pre engineering teacher and half day co-operative education teacher.

**Recommended Action**

That the Board of School Directors approves an application for unique need for Mr. Dan Passmore based upon the needs of the District.