PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44975

CRESTLINE EXEMPTED VILLAGE SCHOOL DISTRICT
401 HEISER COURT
CRESTLINE, OHIO 44827

MEMORANDUM OF UNDERSTANDING

The Crestline Exempted Village School District and Pioneer Career and Technology Center have collaboratively planned and designed delivery of a Media Communications Program of Pioneer Career and Technology Center at Crestline High/Middle School. It is the understanding of both school districts that the purpose of this cooperative venture is to enhance and improve the educational opportunities available for the Crestline High/Middle School students.

The following points are designed to clarify the duties and responsibilities of each of the school districts in providing this career-technical program.

The Crestline Exempted Village School District agrees to:

1. Market the program with the goal of twelve (12) full-time equivalent students in the Media Communications program instructor's course sections daily.

2. Provide operational procedures, including scheduling of students and staff within Ohio Department of Education (ODE) and Pioneer Career and Technology Center guidelines, student discipline, and grade and attendance reporting.

3. Participate in the selection of faculty for the program with final employment decisions to be made by Pioneer Career and Technology Center.

4. Participate in the teacher evaluation process and communicate pertinent evaluation information to the Pioneer Career and Technology Center Supervisor for the program.

5. Cooperate with Pioneer Career and Technology Center to ensure the teacher's responsibilities align with Pioneer Career and Technology Center/EAP Collective Bargaining Agreement.

6. Coordinate input of EMIS information with the Pioneer Career and Technology Center EMIS Coordinator which will result in submission of data by both districts which accurately provides the Pioneer Career and Technology Center with ODE funding for the time period students are enrolled in the career-technical program and for the Crestline Exempted Village School District when enrolled in other high school courses. Pioneer Career and Technology Center will receive any/all state and federal basic aide and career-technical funds generated by this program for the time period students are enrolled in the career-technical program.

7. Cooperate with Pioneer Career and Technology Center in collecting and maintaining all pertinent student information and data required for compliance with reporting requirements of ODE.

8. Provide day-to-day supervision of the career-technical faculty to assure continued involvement with the overall school instructional program and to meet administrative needs.

9. Employ substitute teachers when necessary and submit appropriate payroll records to the Treasurer of Pioneer Career and Technology Center for reimbursement of substitute teacher expenses.

10. Assist with collection of Pioneer Career and Technology Center established laboratory fees to be deposited and maintained by Pioneer Career and Technology Center.

11. Proved an acceptable facility and utilities for the program.

12. Provide appropriate custodial and minor maintenance services for the program.

13. Provide reasonable security for equipment and materials provided for the program.

Pioneer Career and Technology Center agrees to:

1. Operate the career-technical program in compliance with standards provided by the Ohio Department of Education.

2. With input and concurrence from the Crestline Exempted Village School District, employ qualified faculty to conduct the Media Communications program.

3. Provide the Crestline Exempted Village School District reimbursement for employment of substitute teachers for the program.

4. Provide and maintain the equipment and other resources necessary to operate a high quality program, including specialized equipment, replacement equipment, special furnishing for the facility, textbooks, computers and supplies.

5. Provide program leadership, curriculum development, supervision of instruction, staff development, and faculty evaluation with input from Crestline Exempted Village School District administrators.

6. Provide for teacher travel expenses, professional meeting expenses, and other operational expenses for teacher(s) of the Media Communications program.

7. Issue faculty contracts which coincide with the Crestline Exempted Village School District calendar with provisions for attendance at school-opening staff development programs, end-of-year teacher days, and staff development programs throughout the school year with any schedule conflicts to be resolved by the Pioneer Career and Technology Center Supervisor in consultation with the Crestline Exempted Village High/Middle School Principal.

Pioneer Career and Technology Center agrees to maintain the Media Communications program for a minimum of two (2) years from its inception, assuming enrollment in the program is adequate. Evaluation of the delivery system and curriculum components will be continuous and conform to ODE and Pioneer Career and Technology Center review processes. In the event of serious concerns regarding instructional delivery, instructional management, curriculum, availability of qualified instructors, or availability of resources, an acceptable plan of action will be mutually established by the district superintendents (or designees) with the expectation that issues will be resolved satisfactorily. If resolution is not reached within a period of twelve (12) months from the date of written notification of concern on the part of either district, this Memorandum of Understanding will become void and the program will be closed at the start of the next school year.

It is the intent of the Pioneer Career and Technology Center to maintain the Media Communications program indefinitely according to the provisions outlined in this document. If the Pioneer Career and Technology Center or Crestline Exempted Village School District elect to close the program, formal notification will be made a minimum of twelve (12) months in advance of the closure. The program may be closed prior to the twelve (12) month timeline upon agreement of both parties. If, for any reason, this program is closed, all inventory and property of the Pioneer Career and Technology Center will be returned to Pioneer Career and Technology Center.

Superintendent Date	Superintendent Date
Pioneer Career and Technology Center	Crestline Exempted Village School District
President, Board of Education Date	President, Board of Education Date
Pioneer Career and Technology Center	Crestline Exempted Village School District