

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

**SHELBY CITY SCHOOL DISTRICT
25 HIGH SCHOOL AVENUE
SHELBY, OHIO 44875**

MEMORANDUM OF UNDERSTANDING

The Shelby City School District and Pioneer Career and Technology Center have collaboratively planned and designed delivery of a Career Coach Program of Pioneer Career and Technology Center at Shelby 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 Shelby 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 Shelby City School District agrees to:

1. Participate in the selection of the Career Coach for the program with final employment decisions to be made by Pioneer Career and Technology Center.
1. Reimburse Pioneer Career and Technology Center for all costs of the Career Coach over and above allocated Pioneer's Career Awareness Funds calculated at \$5.00 per Shelby City student, Kindergarten through Grade 12 as determined by the Shelby City's first June Payment Report from the Ohio Department of Education. (Costs are estimated at \$4,700.00 per day as described in item 1 under Pioneer obligations)
2. Participate in the evaluation process and communicate pertinent evaluation information to the Pioneer Career and Technology Center Supervisor for the program.
3. Cooperate with Pioneer Career and Technology Center to ensure the Career Coach's responsibilities align with Pioneer Career and Technology Center/EAP Collective Bargaining Agreement.
4. Provide day-to-day supervision of the Career Coach to assure continued involvement with the overall school instructional program and to meet administrative needs.
5. Provide an acceptable facility and utilities for the program.
6. Provide appropriate custodial and minor maintenance services for the program.
7. Provide reasonable security for equipment and materials provided for the program.



Pioneer Career and Technology Center agrees to:

1. Provide a Career Coach for XXX day(s) per week calculated at five (5) hours per day for 36 weeks.
 - a. 1 day is the equivalent of 5 hours per week
 - b. 2 days is the equivalent of 10 hours per week
 - c. 3 days is the equivalent of 15 hours per week
 - d. 4 days is the equivalent of 20 hours per week
 - e. 5 days is the equivalent of 25 hours per week

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- Pioneer Career and Technology Center agrees to maintain the Career Coach program for one year at the request of the Shelby City School District. In the event of serious concerns regarding program procedures, program management, curriculum, availability of qualified individuals, 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 there is no obligation to continue this agreement.

It is the intent of the Pioneer Career and Technology Center to maintain the Career Coach program indefinitely according to the provisions outlined in this document. If the Pioneer Career and Technology Center or Shelby City School District elect to discontinue the program, formal notification will be made prior to the annual renewal of this agreement. 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
 Shelby City School District

Date

Eric White 8/21/23
President, Board of Education Date
Shelby City School District