

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

**BUCYRUS CITY SCHOOL DISTRICT  
170 PLYMOUTH STREET  
BUCYRUS, OHIO 44820**

**MEMORANDUM OF UNDERSTANDING**

The Bucyrus City School District and Pioneer Career and Technology Center have collaboratively planned and designed delivery of an Senior Only Credential State Tested Nurse Aide (STNA) Program for grade 12 as a program of Pioneer Career and Technology Center at Bucyrus Secondary 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 Bucyrus Secondary 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 Bucyrus City School District agrees to:**

1. Market the STNA program with the goal of ten (10) Senior status students in the STNA 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 Bucyrus City 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. Provide 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 Bucyrus City School District, employ qualified faculty to conduct the STNA program.
3. Provide the Bucyrus City 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 Bucyrus City School District administrators.
6. Provide for teacher travel expenses, professional meeting expenses, and other operational expenses for teacher(s) of the STNA program.
7. Issue faculty contracts which coincide with the Bucyrus Secondary School 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 Bucyrus Secondary School Principal.

It is the intent of the Pioneer Career and Technology Center to maintain the STNA program indefinitely according to the provisions outlined in this document. If the Pioneer Career and Technology Center or Bucyrus City 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.

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President, Board of Education  
Bucyrus City School District

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Date