

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

**WYNFORD LOCAL SCHOOL DISTRICT  
3288 HOLMES CENTER ROAD  
BUCYRUS, OHIO 44820**

**MEMORANDUM OF UNDERSTANDING**

The Wynford Local 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 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 Wynford 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 Wynford Local 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 Wynford Local student, Kindergarten through Grade 12 as determined by the Wynford Local'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 one 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

2. With input and concurrence from the Wynford Local School District, employ qualified Career Coach to conduct the Career Coach program.
3. Provide program leadership, curriculum development, supervision of instruction, staff development, and Career Coach evaluation with input from Wynford Local School District administrators.
4. Provide for Career Coach travel expenses, professional meeting expenses, and other operational expenses for Career Coach(s) of the Career Coaching program.
5. Issue Career Coach contracts which coincide with the Wynford Local School District calendar with provisions for attendance at school-opening staff development programs, end-of-year Career Coach 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 Wynford High/Middle School Principal.

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 Wynford Local 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.

President, Board of Education  
Wynford Local School District