

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

**WYNFORD LOCAL SCHOOL DISTRICT
3288 HOLMES CENTER RD.
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-Technical Career-Exploration Course(s) for grades 7 & 8 as a program of Pioneer Career and Technology Center at Wynford 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 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. Market the Career Exploration program as a part of the regular middle school curriculum.
2. Provide operational procedures, including scheduling of students and staff within Ohio Department of Education (ODE) guidelines, managing student discipline, and grade and attendance reporting.
3. Select and support the faculty member for the program.
4. Participate in the teacher evaluation process and communicate pertinent evaluation information to the Pioneer Career and Technology Center Supervisor for the program.
5. 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 Wynford Local School District when enrolled in other middle 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.
6. Invoice Pioneer, between the end of the Wynford Local Schools academic year and June 30, for any and all state and federal basic aide funds redirected (lost) to Pioneer as a result of student enrollment 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 faculty member to assure continued involvement with the overall school instructional program and to meet administrative needs.
9. Assist with collection of Pioneer Career and Technology Center established laboratory fees to be deposited and maintained by Pioneer Career and Technology Center.

10. Provide acceptable technology, facilities and utilities for the program.
11. Provide appropriate custodial and minor maintenance services for the program.
12. 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. Provide and maintain the resources necessary to operate a high-quality program, specifically, software to support the curriculum standards.
3. Provide program leadership, curriculum development, supervision of instruction, staff development, and faculty evaluation with input from Wynford Local School District administrators.
4. Reimburse the Wynford Local School District for state and federal basic aide funds redirected (lost) to Pioneer as a result of student enrollment in the Career Exploration Program.

Pioneer Career and Technology Center and the Wynford Local School District agree to maintain the Career Exploration program for a minimum of three (3) years from its inception, assuming enrollment in the program is adequate. Enrollment adequacy shall be at the sole discretion of the Wynford Local School District. Evaluation of the delivery system and curriculum components will be continuous and conform to ODE, Wynford Local School District 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 Career Exploration program indefinitely according to the provisions outlined in this document. If the Pioneer Career and Technology Center or Wynford Local 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 _____
Pioneer Career and Technology Center

Superintendent	Date
Wynford Local School District	