

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OHIO DEPARTMENT OF HIGHER EDUCATION
AND
PIONEER CAREER & TECHNOLOGY CENTER**

This Amendment ("Amendment") to the Memorandum of Understanding ("MOU") is entered into by and between the Ohio Department of Higher Education ("ODHE"), whose powers and duties are specified in Ohio Revised Code §3333.04 and whose principal place of business is at 25 South Front Street, Columbus, Ohio 43215 and Pioneer Career & Technology Center ("PCTC"), with a place of business located at 27 Ryan Road, Shelby, Ohio 44875.

The original Memorandum of Understanding, executed September 3, 2024, is hereby amended as follows:

IN ARTICLE I: SCOPE OF SERVICES, REPLACE:

"PCTC agrees to use the funds to provide services to local employers in accordance with their Organizational Goals detailed in their submitted application, attached hereto as Attachment A, and their Program Workbook, attached hereto as Attachment B. Attachment A and Attachment B are incorporated into this MOU by this reference and are approved by ODHE except to the extent modified herein."

WITH:

"PCTC agrees to use the funds to provide services to local employers in accordance with their Organizational Goals detailed in their submitted application, attached hereto as Attachment A, and their Program Workbook, attached hereto as Attachment B.

Additionally, PCTC will use Supplemental Funding to provide services to local employers in accordance with their Organizational Goals detailed in their submitted Application for Supplemental Funding, attached hereto as Attachment C, and the approved Program Workbook, attached hereto as Attachment D.

Attachments A, B, C, and D are incorporated into this MOU by this reference and are approved by ODHE except to the extent modified herein."

IN ARTICLE III: COMPENSATION, REPLACE:

- "1) ODHE agrees to pay PCTC compensation, upon execution of this MOU, an amount not to exceed fifty thousand and 00/100 dollars (\$50,000.00) for services performed in accordance with Article I: Scope of Services and Attachments A and B of this MOU.
- 2) It is mutually agreed and understood that the total amount to be paid by ODHE to PCTC under this MOU shall in no event exceed fifty thousand and 00/100 dollars (\$50,000.00) for compensation unless PCTC receives prior written approval from ODHE, and when required, approval of the Controlling Board.
- 3) If the Funds are not spent in full by June 30, 2025, PCTC shall submit a request to ODHE for a no-cost extension ("NCE") to this MOU. To acquire the NCE Request form, please contact vmccoy@highered.ohio.gov. The completed NCE Request form should be submitted to vmccoy@highered.ohio.gov by the date provided with the NCE Request form."

WITH:

- "1) ODHE agrees to pay PCTC compensation, upon execution of the MOU, an amount not to exceed fifty thousand and 00/100 dollars (\$50,000.00) for services performed in accordance with Article I: Scope of Services and Attachments A and B of this MOU.
- 2) ODHE agrees to distribute Supplemental Funding to PCTC, in one installment, upon execution of this Amendment, an amount not to exceed thirteen thousand four hundred seventy-four and 28/100 dollars (\$13,474.28) for uses in accordance with Article I: Scope of Services and Attachments C and D.
- 3) It is mutually agreed and understood that the total amount to be paid by ODHE to PCTC under this MOU shall in no event exceed sixty-three thousand four hundred seventy-four and 28/100 dollars (\$63,474.28) for compensation unless PCTC receives prior written approval from ODHE, and when required, approval of the Controlling Board.
- 4) If the Funds are not spent in full by June 30, 2025, PCTC shall submit a request to ODHE for a no-cost extension ("NCE") to this MOU. To acquire the NCE Request form, please contact vmccoy@highered.ohio.gov. The completed NCE Request form should be submitted to vmccoy@highered.ohio.gov by the date provided with the NCE Request form."

ADD ATTACHMENT C AND ATTACHMENT D, ATTACHED HERETO.

This Amendment begins on the date upon which all parties have executed this Amendment.

Any terms and conditions of the original Memorandum of Understanding not modified or changed by this Amendment shall remain in full force and effect. Both Parties agree to abide by all of the terms and conditions of the Memorandum of Understanding and this Amendment.

PIONEER CAREER & TECHNOLOGY CENTER

By: _____

Date: _____

Title: _____

THE OHIO DEPARTMENT OF HIGHER EDUCATION

By: _____

Date: _____

Title: Chancellor

Attachment C



27 Ryan Road
Shelby, Ohio
44875

ph 419.347.7744
fx 419.347.4977
www.go2pioneer.com

11/8/2024

To: Ohio Department of Higher Education

Please accept the following Center for Training Excellence Supplemental application for Pioneer Career & Technology Center. Our primary and legal contact are included on the next page. The Fiscal contact will be:

Gavyn Bazley
Treasurer
(419) 347-7744 ext. 42104
bazley.gavyn@pioneerctc.edu

If any additional information is required, please feel free to contact me. We look forward to providing our local businesses with outstanding training.

Sincerely,

A handwritten signature in cursive script that reads "Don Paullin".

Don Paullin
Assistant Director, Adult Education
Pioneer Career & Technology Center
(419) 347-774 ext. 42302

Gregory D. Nickoli
Superintendent

Clayton D. Frye
Director of Operations

Jolene K. Young
Assistant Director, High School

Pioneer Career and Technology Center: A Vocational School District, is an equal opportunity organization.

Attachment C

FY2025 CTX Supplemental Proposal

Institution Name	Pioneer Career & Technology Center
Mailing Address	27 Ryan Rd, Shelby, OH 44875
Physical Address of Adult Education Facility	same as mailing

Superintendent	Mr. Greg Nickoli
Email Address	nickoli.greg@pioneerctc.edu
Phone Number	(419) 347-7744 ext 42102

CTX Program Primary Contact Person	Don Paullin
Title	Assistant Director, Adult Education
Email Address	paullin.donald@pioneerctc.edu
Phone Number	(419) 347-7744 ext 42302

Project Director	Don Paullin
Title	Assistant Director, Adult Education
Email Address	paullin.donald@pioneerctc.edu
Phone Number	(419) 347-7744 ext 42302

Legal Contact (Person who has authority to sign award agreement)	Mr. Greg Nickoli
Title	Superintendent
Email Address	nickoli.greg@pioneerctc.edu
Phone Number	(419) 347-7744 ext 42102

This program provides services until June 30, 2025.

Program Snapshot:	Upskill and train our local workforce
Anticipated targeted industry sector(s):	Manufacturing and Construction, Medical
Counties served:	Huron, Richland, Crawford, Morrow, Ashland

Certification by Authorized Official:
To the best of my knowledge and belief, the information contained in this application is true and correct. The document has
Name: Don Paullin
Title: Assistant Director, Adult Education
Signature: Don Paullin
Date: 11/8/2024

Attachment C

Pioneer Career & Technology Center Center For Training Excellence Supplemental Application Executive Summary

The trainings provided by Pioneer Career and Technology Center Adult Education assists our businesses in upskilling their workforce while providing for minimal disruption to their production. While we try to work with all businesses to meet their unique training needs, the Ohio Top Job of welding has been one of our most popular trainings. For 2023-2024, we expanded into offering welding at ODRC sites and look forward to further expansion in 2024-2025 and beyond. We have also had a lot of success with upskilling employees in industrial truck (forklift) training. These two fields are in high demand in our area and we have been, and will continue to, offer training to numerous businesses. Over the past years we have also added electrical and heavy equipment operation to our trainings to help meet our local need. In 2025 we look forward to adding additional CPR/First Aid classes and have already offered the class once. Finally, we have been able to offer blueprint as an upskilling option to help local businesses grow their employee knowledge base. These trainings, and others as they present themselves, will be the foundation for our CTX trainings moving forward.

CTX Goals and Activities

Goal	Description of activities (Anticipated or already planned):
Offer a minimum of 40 trainings and work with 200 students over the course of the grant.	For 2023-2024, we offered fewer trainings but offered longer trainings compared to the previous year. We would like to expand that number back out to at least 40 and reach 200 students. By having the part time CTX coordinator, we will be better able to reach more businesses in our area. We will also utilize funds to purchase equipment that will enhance current trainings and help create new opportunities for trainings. We currently have several new companies we are working with to set up trainings in the near future.
Meet with 100 businesses and support groups to discuss training needs.	Using our service area of Richland, Crawford, Huron, Ashland and Morrow Counties, the Assistant Director and CTX Coordinator will meet with a minimum of 100 businesses and support groups to discuss training options. Manufacturing, construction, and healthcare are a large part of our area, so ensuring we focus on all areas and providing outstanding trainings, we will create a flood of interest in future partnerships.
Offer 2 new trainings, with 1 new job cluster, we have previously not offered.	We are always looking to expand our reach. Working with new sectors and businesses will allow us to offer new trainings that can then be offered to additional businesses. This will grow our reach and capacity for trainings.

Attachment C

Pioneer Career & Technology Center Center for Training Excellence Application Regional Needs Assessment

The needs of our community revolve around medical and manufacturing. We have several large medical employers in our local communities as well as robust manufacturing and construction in each of our communities. While we would like to offer more in the medical field when it comes to CTX, we have not been successful in getting those programs together. However, our construction (including blueprint reading), welding, and forklift programs have been very strong. Our programs assist in upskilling and training employees in high demand areas for our region. Having spoken with many businesses in each career field, they are in dire need of people in each area. Many in our area are looking to upskill employees to different positions while bringing in new people to fill the entry level spots. This has created a need for short term training that has the smallest effect on production. We are meeting that need by offering flexible trainings that meet the specific need of each business. Using a combination of OMJ and Ohio Labor Market data, we examined job postings within a 40 mile radius of the school and the expected growth of our most common trainings:

<u>Program/Career</u>	<u>Job Postings on OMJ</u>	<u>% Growth Expected</u>
Welding	253 jobs	8%
Construction Tech	1002 jobs	8%
Forklift	485 jobs	11%

Each of our trainings will assist in filling a job or upskilling an employee to assume a new role. These trainings also support our local in-demand jobs because of the wide range of manufacturing in the area.

Attachment C

CTX Goals and Budget

Goal	Ohio Department of Higher Education CTX Funds	Institutional Matching Funds	Total	Explanation of any purchases
Provide as many free trainings to businesses as possible to train new employees or upskill current. Salaries for instructors and part time CTX coordinator.	\$25,000.00	\$58,420.23	\$83,420.23	Salaries for instructors and part time CTX coordinator to assist Adult Education Assistant Director in marketing training and working with businesses.
Provide as many free trainings to businesses as possible to train new employees or upskill current. Benefits for instructors and part time CTX coordinator.	\$4,000.00	\$8,996.72	\$12,996.72	Benefits for instructors and part time CTX coordinator to assist Adult Education Assistant Director in marketing training and working with businesses.
Market trainings to a wide variety of businesses to attract new partners.	\$10,000.00	\$0.00	\$10,000.00	Advertising such as online ads and potentially billboards. Tracking and registration software for business trainings. Both will assist in growing our capacity for additional trainings.
Provide as many free trainings to businesses as possible to train new employees or upskill current. Supplies and consumables for businesses.	\$7,000.00	\$0.00	\$7,000.00	Steel, welding rods, small tools, electrical components, notebooks, etc. to be used during trainings.
Provide new and unique trainings. Equipment to expand trainings and provide the most real work experience for the students.	\$4,000.00	\$0.00	\$4,000.00	Equipment to help provide an authentic experience for students. Ex: wireless TIG footpods that are used in several local businesses.
Upgrade equipment and supplies used for training to provide the most up to date technology in the welding field. Any left over funds will be allocated to new advertising as well. Supplemental Funds. Match is included in salaries and benefits	\$13,474.28	\$0.00	\$13,474.28	
TOTAL	\$63,474.28	\$67,416.95	\$130,891.23	

Describe institutional matching funds reflected above:

Goal	Activities related to matching funds
Provide as many free trainings to businesses as possible to train new employees or upskill current. Salaries for instructors and part time CTX coordinator.	Partial portion of salary for assistant director and minimal portion of salary for superintendent for their roles in selling and marketing CTX to the community. Also time for working with partners. Minimal portion of salary for treasurer for handling the financial aspect of the CTX funds and processing payments.
Provide as many free trainings to businesses as possible to train new employees or upskill current. Benefits for instructors and part time CTX coordinator.	Partial portion of benefits for assistant director and minimal portion of benefits for superintendent for their roles in selling and marketing CTX to the community. Also time for working with partners. Minimal portion of benefits for treasurer for handling the financial aspect of the CTX funds and processing payments.

Attachment C

Pioneer Career & Technology Center Center for Training Excellence Application Marketing Plan

Using multiple forms of communication is the best way to reach people. Pioneer Career and Technology Center will market trainings using that philosophy. We will start by utilizing Pioneer Career and Technology Center's social media pages including Facebook, Twitter, Instagram, and the school website at <https://www.pctc.k12.oh.us/o/Adult-Education>. We would also like to expand into digital marketing including targeted ads. However, the most important marketing tool will be direct by meeting with the businesses one-on-one to discuss how we can meet their training needs. Adult Education staff members will also meet with local agencies such as OhioMeansJobs Centers, local Chambers of Commerce, and the Crawford Partnership to help market and promote opportunities for trainings. With the CTX funds we are also hiring a part time CTX coordinator to work more closely with businesses as we continue to grow our career programs as well.

An example of a potential marketing post is listed below:

Looking to upskill employees? Let Pioneer Adult Education help you train your employees. Contact us at (419) 342-1100 to see how we can offer low or no cost training to your business.

We have included a picture of our marketing brochure we leave with businesses and training partners:

Let
Pioneer

*Help train or upskill
your employees*

**Customized training
opportunities include:**

- Welding
- First Aid/CPR
- Leadership Skills & Training
- Microsoft Office
- Construction
- Adobe Photoshop
- Manufacturing Fundamentals
- Forklift Certification
- OSHA 10/30
- Pre-employment Training

**Many are eligible for
Ohio Tech-Cred
which reimburses employers
for upskilling employees**

**If you have a need for training,
including something not listed,
please contact**

**Pioneer Career & Technology
at (419) 342-1100
or at paullin.donald@pioneerctc.edu**



Pioneer

CAREER & TECHNOLOGY CENTER
promises. progress. performance.

Adult Education



Attachment D

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Counties served:	Huron, Richland, Crawford, Morrow, Ashland

Certification by Authorized Official:	
To the best of my knowledge and belief, the information contained in this application is true and correct. The document has been duly authorized to comply with the required assurances.	
Name:	Don Paullin
Title:	Assistant Director, Adult Education
Signature:	Don Paullin
Date:	11/8/2024

Institutional Info

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