



## **MEMORANDUM OF AGREEMENT**

**Between**

**Mid-Ohio Educational Service Center ("Partner")**

**and**

**Ashland University College of Education ("University")**

### **I. PURPOSE**

This Memorandum of Agreement ("Agreement") is entered into by and between **Mid-Ohio Educational Service Center** ("Partner") and Ashland University College of Education ("University"), collectively referred to as the "Parties", to establish a collaborative program offering a Principal Licensure Program with the option to obtain a Master of Education Degree in Educational Administration. The program will be tailored specifically for graduate students from the Partner and delivered through an online format.

### **II. PROGRAM STRUCTURE**

1. The Principal Licensure Program will be conducted entirely online, consisting of 8-week courses apart from the Capstone: Internship which will be sixteen (16) weeks in Fall or Spring only.
2. The program coursework will incorporate a combination of synchronous and asynchronous class sessions to accommodate students' schedules.
3. The University shall ensure the program meets accreditation and licensure requirements.

### **III. STUDENT RECRUITMENT AND ENROLLMENT**

1. The Partner will nominate and recruit students for the program.
2. Both the University and the Partner will organize multiple online information sessions for prospective students.
3. A cohort must consist of at least ten (10) graduate students.
4. The application process will be structured for ease of student enrollment.
5. The University will waive the application fee for students enrolled through this partnership.

6. Graduate students will receive a 10% tuition<sup>1</sup> discount provided they remain continuously enrolled for at least three (3) credit hours per semester (Summer, Fall, Spring).

#### **IV. COURSE ROTATION AND PROGRAM COORDINATION**

1. The University's Program Director will collaborate with the Partner's Director or designee to ensure that a relevant and effective course rotation schedule is offered.
2. The Partner will assist the University in securing a school-based principal mentor for each graduate student.

#### **V. RESPONSIBILITIES OF THE PARTNER**

1. Identify and recruit potential students for the program.
2. Participate in the coordination of online information sessions.
3. Assist students in securing their school-based principal mentors for internships.
4. Provide ongoing support to students participating in the program, as needed.

#### **VI. RESPONSIBILITIES OF THE UNIVERSITY**

1. Deliver high-quality, accredited courses through an 8-week online format.
2. Facilitate synchronous and asynchronous learning opportunities.
3. Provide an application process with a waived application fee.
4. Ensure that students receive the agreed-upon 10% tuition discount, as provided herein, while they meet the continuous enrollment requirement.
5. Work closely with the Partner to align course offerings with the needs of students.

#### **VII. TERM AND TERMINATION**

1. This Agreement shall commence on the date of the last signature and shall remain in effect for a period of three (3) years, unless terminated earlier by either Party with a forty-five (45) days written notice.
2. Amendments to this Agreement may be made only in writing and must be signed by authorized representatives of both Parties.

#### **VIII. GENERAL PROVISIONS**

1. This Agreement does not establish an employer-employee relationship between the Parties.
2. Each party will comply with all applicable federal, state, and local laws.
3. Any disputes arising from this Agreement shall be resolved through mutual negotiation.

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<sup>1</sup> Tuition does not include course or program fees. Tuition is as advertised by the University and subject to change by the University with notice.

4. This Agreement constitutes the entire understanding between the Parties and supersedes all prior discussions and agreements.

5. Any notices required under this Agreement shall be provided to each Party at the following:

**For Mid-Ohio Educational Service Center:**

Kevin D. Kimmel, Superintendent  
890 West Fourth Street  
Mansfield, Ohio 44906  
Contact: TBD

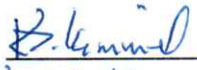
**For Ashland University College of Education:**

Lisa Vernon-Dotson, Dean  
401 College Ave  
Ashland, OH 44805  
Contact: Pam Pelasky [ppelasky@ashland.edu](mailto:ppelasky@ashland.edu)


**IX. SIGNATURES**

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Agreement as of the date written below.

**For Mid-Ohio Educational Service Center:**

Signature:   
Name: Kevin D. Kimmel  
Title: Supt.  
Date: 5/2/2025

**For Ashland University College of Education:**

Signature:   
Name: Lisa Vernon-Dotson  
Title: Dean  
Date: 05/05/2025