



Satellite Program Standards & Maintenance Agreement
between
Apollo Career Center
and
Elida Local Schools

The purpose of this agreement is to establish program requirements, conditions, and procedures for a close working relationship between Elida Local Schools and Apollo Career Center in order to implement well-coordinated career-technical education programs at Elida High School. To create and operate career-technical programs at Elida High School for the **2022-23 school year**, both Apollo Career Center and Elida Local Schools must agree to the following conditions.

Apollo Career Center will:

1. Employ qualified instructors who meet Ohio Department of Education qualifications for program and funding requirements.
2. Purchase lab, classroom equipment and instructional materials to meet state and Apollo Career Center approved program curriculum and identified program outcomes and criteria.
3. Provide on-going program and instructor supervision.
4. Abide by expectations identified on the attached addendum.
5. Provide an annual reconciliation statement of the Satellite's expenses and income.
6. Develop and adopt a Board resolution for this partnership to implement this program.

Elida School District will:

1. Develop a course schedule that provides for the required instructional hours per school year specified by state guidelines.
2. Pay Apollo fees including an annual \$5,000 administration fee and an additional \$2,000 start-up fee for new programs. Elida Schools will reimburse Apollo Career Center for all excess costs. Otherwise revenues generated by both schools will be added together, expenses will be subtracted, and profits will be divided equally. Either Board of Education may opt to discontinue the program(s) for the following school year.
3. Provide, at no cost to Apollo Career Center, an area and required utilities as applicable based on program needs to conduct a lab setting per program standards and related classroom space to allow for effective delivery of this program.
4. Meet and follow Apollo Career Center guidelines and state mandates for maintaining program standards and program funding.
5. Provide the required data (based on specified timelines) necessary for Apollo Career Center to submit accurate EMIS information to the State Department of Education.
6. Recognize that all equipment and materials purchased for the program will remain the property of Apollo Career Center until paid for by the Elida School District.
7. Comply with Apollo policies, administrative guidelines and collective bargaining agreement.
8. Relinquish all equipment and program materials owned by Apollo Career Center if the program is discontinued.
9. Develop and adopt a Board resolution for this partnership with Apollo Career Center to implement this program.
10. Abide by expectations identified on the attached addendum.

This agreement will remain in force for the **Agribusiness and Agricultural Science** program, **Building and Property Maintenance** program, **Construction Foundations** program, and **Family and Consumer Science** program at Elida High School in accordance with the above criteria. Each program is independently assessed on an annual basis.

Apollo Career Center Board of Education Date

Elida Schools Board of Education Date

Superintendent, Apollo Career Center Date

Superintendent, Elida Schools Date

Treasurer, Apollo Career Center Date

Treasurer, Elida Schools Date

Satellite Program Expectations

Apollo Career Center will:

- Employ a qualified instructor on a 183-day contract.
(After initial applicant screening by Apollo Career Center staff, final candidates will be interviewed and selected in cooperation with Elida Local School District personnel.)
- Support and maintain all equipment, hardware, and software provided by Apollo Career Center that is used in the program.
- Establish and provide a budget for each program for supplies and for professional development.
- Purchase instructional materials to meet the needs of the students and the identified program outcomes and criteria.
- Determine and set the fees charged for the program.
- Provide consistent communication with the building principal regarding the program and the instructor.
- Evaluate the instructor of the satellite program after soliciting input from the building administration prior to the process.
- Work cooperatively with Elida High School to resolve any student issue which may be in violation of program guidelines and/or board policy.

Elida School District will:

- Provide all permanently affixed furniture and utility needs.
- Allow students from other districts to enroll in the Apollo Career Center program if space is available
- Promote the program(s) in the same manner as all other programs in the school.
- Notify the Apollo Career Center program supervisor if the schedule of the teacher or students changes in any way other than the initial setup. This is to assure that state and district guidelines and criteria are met.
- Expect Apollo Career Center teachers to fulfill requirements of all teachers in that building, i.e., sign in and sign out of building, attend staff meetings and in-services, attend department meetings, etc.
- Call substitutes when the instructor is absent.
- Notify the Apollo Career Center program supervisor if any discipline action is needed related to the instructor.
- Notify the Apollo Career Center program supervisor to write the program description that is to be included in the school's printed materials.
- Ensure the teacher's computer/technology equipment is connected to the school's computer network with access to the Internet.
- Work cooperatively with Apollo Career Center to resolve any student issue which may be in violation of program guidelines and/or Board policy.