



Keith Horner, Superintendent
Maria Rellinger, Treasurer/CFO
Tasha Sheipline, Director of High School Programs
Tara Shepherd, Director of Adult Programs

www.apollocareercenter.com
3325 Shawnee Road • Lima, OH 45806-1454
High School Office 419.998.2908 • Fax 419.998.2929
Adult Office 419.998.2999 • Fax 419.998.2994

March 2, 2021

Mr. Aaron Rex
Superintendent
Wapakoneta City Schools
1102 Gardenia Dr.
Wapakoneta, OH 45895

Dear Aaron:

Please find enclosed the agreement for our off-campus partnership programs for 2021-22.

The administration fee per satellite unit remains at \$5,000 per year.

Please sign and return both copies of the agreement. After the Apollo Board of Education approves and signatures are complete, we will return a signed copy to you.

If you have any questions, please email or call me or Maria Rellinger (maria.rellinger@apolloc.org, 419-998-2912).

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith Horner", is written over a horizontal line.

Keith Horner
Superintendent

Enclosure: 2021-22 Satellite Agreement



**Satellite Program Standards & Maintenance Agreement
Between
Apollo Career Center
and
Wapakoneta City Schools**

The purpose of this agreement is to establish program requirements, conditions, and procedures for a close working relationship between Wapakoneta City Schools and Apollo Career Center in order to implement a well-coordinated career-technical education program at Wapakoneta High School. To create and operate a career-tech program at Wapakoneta High School for the **2021-22 school year**, both Apollo Career Center and Wapakoneta City Schools must agree to the following conditions.

The 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.

Wapakoneta 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. Wapakoneta 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 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 Wapakoneta 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 **Manufacturing Technologies** program at Wapakoneta High School in accordance with the above criteria. Each program is independently assessed on an annual basis.

Apollo Career Center Board of Education	Date	Wapakoneta City Schools Board of Education	Date
Superintendent, Apollo Career Center	Date	Superintendent, Wapakoneta City Schools	Date
Treasurer, Apollo Career Center	Date	Treasurer, Wapakoneta City 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 Wapakoneta City Schools' 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 Wapakoneta High School to resolve any student issue which may be in violation of program guidelines and/or board policy.

Wapakoneta High School 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.