



**Satellite Program Agreement Between
Delaware Area Career Center and
*Big Walnut Local Schools***

Purpose:

To establish program requirements, conditions, and procedures for a close working relationship between *Big Walnut Local Schools* and Delaware Area Career Center aimed at implementing a new, well-coordinated career-technical education **Middle School Engineering Program** in the *Big Walnut Local School District*. The Middle School Engineering Program shall be referred to as “the program” for the remainder of the document.

Both parties recognize a significant amount of time, talents and fiscal resources must be used to develop a high-quality CTE program. The Big Walnut Administration agrees to the conditions below to help ensure high-quality programming and to mitigate the financial impact on Delaware Area Career Center if enrollment in the program falls below the minimum outlined in this document.

Delaware Area Career Center will:

1. Assume all fiscal responsibilities related to the personnel functions, including the services of a certificated, qualified career-technical teacher with salary, fringe benefits and mileage paid by DACC.
2. Employ a qualified instructor that meets Ohio Department of Education qualifications for program and funding requirements. This instructor will be hired for a sufficient number of days to meet the associate school calendar. Representatives from the associate school will be involved in the selection process, should hiring be necessary.
3. Purchase lab equipment, classroom equipment, and instructional materials to meet state standards, federal legislation, and Delaware Area Career Center approved program curriculum and identified program outcomes and criteria.
4. Determine and set fees charged for the program.
5. Provide on-going program and instructor supervision.
6. Support and maintain all equipment, hardware, and software provided by Delaware Area Career Center that is used in the program.
7. Establish and provide a budget for each program for supplies and for professional development.
8. Participate in ongoing communication with the building principal regarding the program instructor.

9. Evaluate the instructor of the satellite program after soliciting input from the building administration prior to the process.
10. Provide the leadership for the Entry Year Program customizing as necessary to meet the needs of the associate school.
11. Work cooperatively with the associate school to resolve any student issue, which may be in violation of program guidelines or Board policy.
12. Reimburse the *Big Walnut Local Schools* on a quarterly basis for the salary of certificated substitute teachers provided for the career-technical program.
13. Submit student information to the state for the class period and percentage of time the student is in the Delaware Area Career Center Program.
14. File for and receive the state career-technical approval and funding.
15. Review program enrollment annually.

Big Walnut Local Schools will:

1. Develop a course schedule that provides for the required instructional hours per school year as specified by state guidelines and Delaware Area Career Center requirements.
2. Provide, at no cost to Delaware Area Career Center, a safe area and required utilities, including telephone, as based on program needs to conduct a lab setting per program standards and related classroom space, if necessary, to allow for effective delivery of this program.
3. Meet and follow Delaware Area Career Center guidelines and state mandates for maintaining program standards and program funding.
4. Provide the required data necessary for Delaware Area Career Center to submit accurate EMIS information to the Ohio Department of Education and Workforce in a timely manner.
5. Recognize that all equipment and materials purchased for the program by Delaware Area Career Center will remain the property of Delaware Area Career Center and will relinquish said equipment and materials should the program be discontinued.
6. Comply with Delaware Area Career Center policies and administrative guidelines as they pertain to Delaware Area Career Center staff.
7. Provide all permanently affixed furniture, cabling infrastructure, and utility needs.
8. Promote the program(s) in the same manner as all other programs in the school and maintain program enrollment.
9. Provide authorized personnel for student discipline.

10. Provide on-going student enrollment to meet and maintain a minimum of fifteen (15) full-time equivalents (FTE) as required. Program enrollment will be reviewed on an annual basis using both the October and June EMIS counts.
11. Enrollment numbers will be given to DACC supervisor, in writing, no later than March 15 for the following year.
12. Provide for a certificated substitute teacher when needed.
13. Follow the state required Program of Study course requirements.
14. Notify the Delaware Area Career Center program supervisor of changes, including but not limited to, the teacher schedule, student enrollment or student schedules, after the initial setup. Both districts will ensure that state and district guidelines and criteria continue to be met.
15. Notify the program supervisor if there is a need to relocate the program from its initial agreed upon space.
16. Expect satellite teachers to fulfill the 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. Associate school district administrators will communicate with satellite faculty in the same manner as the associate school employees.
17. Notify the program supervisor of any personnel concerns related to the instructor as soon as possible.
18. Notify the program supervisor to assist with writing the program description that is to be included in the school's printed materials. Acknowledge the collaboration between Delaware Area Career Center and the associate district in written program materials.
19. Ensure all computer/technology equipment is connected to the school's computer network with access to the Internet, consistent with the associate district teachers' access.
20. Provide workspace for traveling teachers with Internet connectivity, consistent with associate district teachers' access.
21. Provide materials and equipment for any class/program assigned to a Delaware Area Career Center satellite teacher that is *outside* of the career technical programming. This assignment must be approved by the DACC program supervisor prior to scheduling. Enrollment in these courses does not count towards the required FTEs unless separately agreed to by both districts.
22. Work cooperatively with Delaware Area Career Center to resolve any student issue, which may be in violation of program guidelines and/or board policy.

Coordinates, collects, and distributes established program fees, student fees, student organization sales, and/or revenue and expenses from fundraising activities, including but not limited to self-sustaining rotary/activity accounts. The associate school district will act as the fiscal agent for these accounts and will maintain all student activity records required for credit by the State of Ohio with the audit being the responsibility of the associate school district.

Financial Terms

While Delaware Area Career Center assumes fiscal responsibility related to personnel functions of the program, Big Walnut Local Schools agrees to the following financial terms if the reported FTEs fall below fifteen (15) for the program.

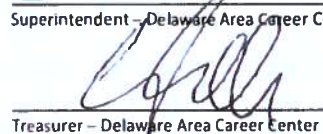
1. **Reporting of Students:** In June of each year, Big Walnut Local School District will collaborate with DACC to report all students enrolled in the program to the Ohio Department of Education and Workforce (ODEW) based on 0.13 Full-Time Equivalent (FTE) for each student per classroom period.
2. **Calculation of FTE:** The total FTE for the program will be determined using EMIS data reported to ODEW.
3. **Reimbursement Criteria:** If the reported FTE count is less than 15, Big Walnut Local Schools will reimburse DACC at the current per-pupil base cost of instruction, as determined by ODEW annually, for each FTE below the minimum threshold of 15 students. **An invoice will be generated and submitted to Big Walnut prior to June 30.**
4. **Base Cost of Instruction:** For Fiscal Year 2024, ODEW has determined the base cost of instruction for DACC as \$9,827.01. This cost may change each fiscal year, and DACC will use the base cost determined by ODEW for each fiscal year.

At the conclusion of the 2026-2027 school year, the program and the listed financial terms will be reviewed for feasibility. Both Big Walnut and the Delaware Area Career Center must re-approve this MOU for the 2027-2028 academic year.

This agreement will remain in force for the *Middle School Engineering Program at Big Walnut Local Schools* in accordance with the above criteria



Superintendent - Delaware Area Career Center



Treasurer - Delaware Area Career Center

02-16-2024

Date

2/16/24

Date

Superintendent - Big Walnut Local Schools

Date

Treasurer - Big Walnut Local Schools

Date