



## Durham Catholic District School Board

"The Board"

# Policy

Title: <b>Partnerships with External Agencies</b>		Policy #: <b>PO438</b>
Policy Area:	Operations	
Source:	Superintendent of Education – Student Services	
Date Approved:	June 25, 2012	
Dates of Amendment:	May 8, 2017	

### 1.0 **Introduction**

Partnerships are recognized as mutually beneficial and supportive arrangements between the Board and an external agency where a service is provided by a community agency, regulated health professional, regulated social service professional, paraprofessional, service organizations, arts and culture and sports organizations and recognized community agencies or corporations. The Durham Catholic District School Board supports partnerships that are consistent with its vision and mission statements, existing policies and administrative procedures and Catholic teachings.

### 2.0 **Definitions**

**Entities** – those private and public sector organizations, agencies and institutions expressing interest in becoming eligible partners.

**Facility** – an open and operating school or administration building.

**Partners** – all levels of government, District Social Services Administration Boards (DSSABs), Consolidated Municipal Service Managers (CMSMs), public health boards, regulated health professionals, regulated social services professionals and paraprofessional, Local Health Integration Networks (LHINs), children's mental health centres and those entities selected by the Board as per Ontario Regulation 444/98, and other entities (non-profit or for profit) who meet the Board's Partnership Eligibility Criteria and whose missions enhance and respect the autonomy and denominational rights of the Catholic School system.

**Partnerships** – partnerships between the Durham Catholic District School Board and partners to share facilities to benefit the Board, students and the community, and to optimize the use of public assets owned by the school board. Partnerships may involve co-build facilities, lease, license and joint use agreements to utilize part of a school or administrative building.

**Partnership Agreement** – a legal contractual agreement outlining terms and conditions between the Durham Catholic District School Board and an entity.

**Association of Professional Student Services Personnel and Paraprofessionals (APSSP)**

- Audiologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
- Speech-Language Pathologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
- Occupational Therapists, as defined by the Occupational Therapy Act, 1991
- Physiotherapists, as defined by the Physiotherapy Act, 1991
- Psychologists and Psychological Associates, as defined by the Psychology Act, 1991
- Social Workers, as defined by the Social Work and Social Service Work Act, 1998
- Paraprofessionals are defined as individuals with relevant post-secondary or on the job training, e.g., Child and Youth Counselors; Communication Disorders Assistants; Psychometrists; Orientation and Mobility Instructor.
- Other regulated professionals and/or paraprofessionals who are deemed by the school Board to be essential for the delivery of programs and services for students with special needs.
- Any future regulated categories will also be covered by this policy.

**Unused Space** – space within a Board facility that has not been declared surplus to the Board's needs and may be available for partnership opportunities.

### 3.0 **Purpose**

The purpose of this policy is to provide a framework for the Board and external agencies in order to provide opportunities for partnerships in Board owned facilities. This policy outlines opportunities to share facilities with partners who will provide services, activities and supports to the local community including students, staff and families.

Additionally, it provides the Board and schools with a framework to form partnerships with external agencies in the areas of regulated health professionals, regulated social service professionals and/or paraprofessionals. These partnerships are intended to foster continuous improvement in the delivery of programs and services for all students, including students with special needs and to enhance or expand opportunities for student success.

### 4.0 **Application/Scope**

4.1 This policy applies to all parties and entities who wish to enter into a formal partnership agreement to provide services and supports at Board owned schools and administrative buildings. It also applies to all entities who wish to enter into agreements supporting co-build projects.

4.2 This policy does not apply:

4.2.1 where the Board has declared space surplus in accordance with Ontario Regulation 444/98, which grants priority treatment to coterminous boards and other public entities when disposing of surplus property through sale or leases;

- 
- 4.2.2 under the Community Use of Schools program which encourages community partners to use school facilities outside of school hours.

## 5.0 **Principles**

- 5.1 The Board recognizes that its primary responsibility is to support the health and safety of students and staff, as well as the spiritual and intellectual development of students. The expectation for all partnerships shall be to enhance the quality and effectiveness of education for students and their families. Partnerships must have the potential to deliver positive outcomes in programs, advocacy, financial or other support.
- 5.2 Partnerships developed in accordance with this policy will benefit the Board, students and partners, and will optimize the use of public assets owned by the Durham Catholic District School Board.
- 5.3 The Board recognizes that cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable publicly funded Catholic education system and that effective partnerships must respect the core values of each partner. Partnerships must not compromise the Board's independence, reputation or credibility and should be characterised by honesty, accountability, integrity and transparency.
- 5.4 The Board actively seeks to partner with corporations and businesses in order to advance the Boards vision, mission and strategic priorities. All partnerships will be consistent with the principles and guidelines of this policy document. Partnerships will only be entered into with corporations that meet the criteria.
- 5.5 The Board recognizes that the development of partnerships with entities may serve to strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of services for students and their families in supporting 'School as Hubs' in neighbourhood communities.
- 5.6 Where a partnership is appropriate for the school setting and where it enhances student achievement and socio-emotional and spiritual development, the Board is receptive to sharing facilities when building new schools, including co-building opportunities, and undertaking major renovations, and when considering the use of unoccupied space.
- 5.7 Private entities (i.e., businesses, corporations) that are being considered for partnership with the Durham Catholic District School Board will undergo a due diligence check. The due diligence checks will be the responsibility of the Board which will include online searches and formal and informal reference checks.
- 5.7.1 In exceptional circumstances, additional investigations may be conducted or commissioned through an independent agency. The Board will assess each prospective private entity according to the outlined criteria and take into account, brand alignment, history of social responsibility and philanthropy, reputation and any obvious violations of environmental, labour, human rights, anti-corruption laws, ethical and/or business

---

practices. Additionally, the board will investigate other partnerships that the private entity is currently engaged in.

- 5.8 If an 'in principle' agreement can be reached, a memorandum of understanding (MOU) will be prepared that sets out the responsibilities of the Board and the private entity. The MOU may include:

- 5.8.1 The shared objective(s) and terms of conditions of the partnership;
- 5.8.2 The roles and responsibilities of each party in the partnership;
- 5.8.3 Timeframe of the partnership;
- 5.8.4 Agreed activity - what will the partnership achieve and what activities will be undertaken;
- 5.8.5 Financial details – payment, income, expenditure, insurance;
- 5.8.6 Use of logos
- 5.8.7 Intellectual property - who will own the intellectual property created and used during the partnership;
- 5.8.8 Reporting requirements - what do both parties need to report on, what level and how often is reporting necessary.
- 5.8.9 Governance of the partnership;
- 5.8.10 Roles and responsibilities of staff involved;
- 5.8.11 Endorsements
- 5.8.12 Advertising and marketing
- 5.8.13 Contacts and stakeholders

## 6.0 **Requirements**

- 6.1 The Board will develop Administrative Producers that identify the following:

- 6.1.1 Principles and criteria regarding the eligibility of partners
- 6.1.2 How available space in schools will be selected
- 6.1.3 How the partnership will enhance and/or supplement current service delivery
- 6.1.4 What entities will be selected for the notification list
- 6.1.5 How potential partners will be notified of available space and construction plans
- 6.1.6 How entities will be selected for partnership, including prioritization, if applicable

- 6.2 Identifying Suitable Space for Partnerships

- 6.2.1 The Board has the authority to make decisions regarding its school facilities and the use of its facilities that are consistent with the Education Act, municipal zoning and other legal restrictions.
- 6.2.2 The Board, in its sole discretion, shall identify on an annual basis which of its open and operating schools will or will not have available unused space that is suitable for partnerships; and which future capital projects may present an opportunity for co-building with community partners.
- 6.2.3 Available space is not the only criteria for selecting schools for partnerships. The Board will also consider, among other factors:
  - 6.2.3.1 the health and safety of students and staff
  - 6.2.3.2 the configuration of space

---

6.2.3.3 the ability to separate the space used by partners from the space used by students

6.2.3.4 facility conditions

6.2.3.5 student achievement and pupil accommodation strategies (including those that may result in school consolidations)

6.2.3.6 zoning and site use restrictions

### 6.3 Co-Building with Partners

6.3.1 When considering building a new school or undertaking a significant addition or renovation, the Board will notify the entities on the notification list one (1) to three (3) years prior to the potential construction start date

### 6.4 Notification Process

6.4.1 The Board will post information on its website regarding opportunities for partnerships.

### 6.5 Partner Selection

6.5.1 In developing criteria regarding the eligibility of applicants to become potential partners, the Board will consider the value of the partnership to students, the school and the local Catholic community. Among other factors, the Board will also incorporate the following requirements:

6.5.1.1 Partnership must respect the values of the Durham Catholic District School Board and the Catholic faith.

6.5.1.2 Health and safety of students and staff must be protected.

6.5.1.3 Partnerships must be appropriate for the school setting.

6.5.1.4 Partnerships must not compromise the student achievement strategy.

6.5.1.5 Partnerships must not provide competing education services.

6.5.1.6 Partnerships must be financially viable

6.5.1.7 The Board in its sole discretion shall determine what entities are acceptable as partners in existing or planned facilities

### 6.6 Fees and Partnership Agreements

6.6.1 The cost associated with all partnerships will be negotiated.

6.6.2 All partnership projects and related facility partnership agreements shall be subject to approval of the Board of Trustees.

6.6.3 Every partner must enter into a partnership agreement with the Durham Catholic District School Board for the use of space. The agreement must respect the Education Act and protect the rights of the school board.

---

## 7.0 **Sources**

- Education Act of Ontario
- Ministry of Education - Community Planning and Partnerships Guideline, March 2015
- Ontario Regulation 444/98 – Disposition of Surplus Properties
- Ministry of Education - Policy Program Memorandum 149 *Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessionals*

## 8.0 **Related Policies and Administrative Procedures**

- In-Classroom Student Services Support Policy (PO212)
- Access to School Premises Policy (PO604)
- Code of Conduct Policy (PO610)
- Partnerships with External Agencies Administrative Procedure (AP438-1)
- Community Use of Schools Policy (PO412)
- Community Planning and Partnerships Policy (PO435)
- Community Planning and Partnerships Administrative Procedure (AP435-1)