



Durham Catholic District School Board

“The Board”

Administrative Procedure

Title: Partnerships with External Agencies	Procedure #: AP438-1
Administrative Area:	Operations
Policy Reference:	Partnerships with external agencies (PO438)
Date Approved:	June 25, 2012
Dates of Amendment:	May 8, 2017

1.0 **Purpose**

This administrative procedure aims to guide the decision-making in selecting partnerships with external agencies, including partnerships for the provision of services by Regulated Health Care Professionals, Regulated Social Services Professionals and Paraprofessionals. This procedure provides direction for the types of partnerships the Board seeks, the principles and guidelines for partnership, and the parameters through which the Board works.

2.0 **Definitions**

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 facility specifically during school hours, in new and existing school facilities.

Partners – All levels of municipal 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), and children’s mental health centre, 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 mission enhances and respects the autonomy and denominational rights of the Catholic School system.

Partnership Agreement – A legal contractual agreement outlining expectations between the Durham Catholic District School Board and an entity.

Entities – Those businesses, associations, private and public sector organizations, and institutions expressing interest in becoming eligible partners.

Facility – An open and operating school or administration building.

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
- 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

Unionized Staff: School Board-employed Association of Professional Student Services Personnel (APSSP) and/or paraprofessionals that are represented by a bargaining agent recognized under the Labour Relations Act.

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 Procedures

3.1 Identification of members of the Partnership Advisory Committee

- 3.1.1 On an annual basis the Director or designate will review the Partnership Advisory Committee membership. The members should be comprised of Academic and Corporate staff who shall undertake an analysis of all potential partnerships. For external partnerships requesting unused space in schools, staff will review and report to the Board of Trustees for approval.
- 3.1.2 Entities interested in partnering with the Durham Catholic District School Board will be invited to submit correspondence to the Partnership Advisory Committee that outlines the following:
- 3.1.2.1 company/organization background/history
 - 3.1.2.2 organization mission statement
 - 3.1.2.3 location requested
 - 3.1.2.4 program details, a description of program title, program goals and expected outcomes, format of the intervention (e.g.,

- individual, group, classroom, or school wide), specific grades, resources required (space, materials, etc.), program timelines, and contact person
- 3.1.2.5 agreement start/end date
 - 3.1.2.6 potential benefits to the School Board/school community
 - 3.1.2.7 documentation demonstrating financial viability
 - 3.1.2.8 agreement to operate in accordance with the Board Mission Statement, policies and procedures
 - 3.1.2.9 proof that all staff working within the school have a current criminal background check
 - 3.1.2.10 proof of independent liability insurance with Durham Catholic District School Board added as additional insured
- 3.1.3 The Partnership Advisory Committee will use the following criteria to evaluate the suitability of partners. The partner must:
- 3.1.3.1 be respectful of Catholic faith
 - 3.1.3.2 provide services/programs that are a benefit to the students and school community
 - 3.1.3.3 ensure the health and safety of students and staff
 - 3.1.3.4 be a non-competing interest (Partnerships must be aligned with the collective agreements of unionized school board staff (e.g., APSSP, CUPE, OECTA) and enhance and/or supplement (not duplicate) current service delivery)
 - 3.1.3.5 be appropriate for the school/Board setting
 - 3.1.3.6 not interfere with school/Board operations and activities
 - 3.1.3.7 not compromise the student achievement strategy of the Board
- 3.2 Partnerships with External Agencies for the Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessionals
- 3.2.1 For all partnerships governed by PPM149 – Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals and Paraprofessionals, the Board shall convene a separate partnership committee. The committee will be chaired by the Superintendent of Student Services. Membership may include the Chief Psychologist, Clinical Manager, a Coordinator or Consultant and at least two members of APSSP and any other resources as required.
- 3.2.2 This committee will convene at least semi-annually to review current partnerships, to review potential partnership agreements and to identify opportunities for new partnership agreements.
- 3.2.3 Entities staff:
- 3.2.3.1 who are members of a regulated professional college must include: current qualifications as relevant to the services to be provided, current membership in the relevant regulated college

and declaration of delivery of services in accordance with professional standard of practice;

- 3.2.3.2 who are paraprofessionals must include: evidence of work under the clinical supervision of staff from the external agency who currently holds membership in the relevant regulated college and details of the paraprofessionals role, responsibilities, name of immediate supervisor, supervision plan with time and supervisor's qualifications.
- 3.2.4 Professional Student Services Personnel and paraprofessional staff provide diverse and flexible services in enabling students to reach their full potential. The supports are essential for the delivery of programs and services for all students and particularly those with special needs. Principals should consult with the Superintendent of Student Services regarding issues of professional conduct, service delivery and quality assurance.
- 3.2.5 A joint advisory committee which will consist of no less than three representatives from Durham Catholic District School Board and no less than three representatives of the external provider will be convened in the event that a disagreement or dispute between the parties must be resolved.
- 3.2.6 External providers must carry their own insurance which includes professional malpractice coverage (minimum \$5,000,000) to insure against civil litigation, alleging incompetence, professional errors, omissions or charges laid by professional colleges or parents (legal guardians). The external provider is required to provide assurances that their staff are covered while working on Durham Catholic District School Board properties.
- 3.2.7 To comply with Regulation 521/01 "Collection of Personal Information" under the Education Act, the External Agency covenants and agrees to provide the Ontario Education Services Corporation (OESC), or such other entity as the Durham Catholic District School Board may designate, with consent to perform a criminal background check including Criminal Code (Canada) convictions, pardoned sexual offences, records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges for every individual who may come into direct contact with pupils on a regular basis. Valid OESC-issued Identification Card or other identification required by the Board must be worn by External Agency staff members when they are at the schools.

3.3 Partnership Agreement

- 3.3.1 The development of Partnership Agreements should be collaboration between external agency personnel and the school principal, professional student services personnel and other relevant school staff or central board staff and the Partnership Advisory Committee.

- 3.3.2 Partnership agreements will be most relevant and pertinent when developed in a collaborative and coordinated effort between school staff, professional student services personnel, paraprofessionals and community services providers.

Board staff will provide clear instructions to all partners regarding their rights and responsibilities, including maintenance standards and the applicability of Board user policies, including accessibility and inclusiveness policies

- 3.3.3 Seeking input from students and parents is encouraged as they can typically speak directly to the relevance and interest in intervention programs. In case of agreements or conducted at school level, it is understood that the principal is responsible for the organization and management of the school, per the Education Act.
- 3.3.4 In cases where a student is withdrawn from regular classroom services, procedures for obtaining informed consent and a blank copy of the informed consent documentation is required. In cases of whole classroom support, letter informing parent/legal guardian(s) and student who is of age of the services to be provided is required.
- 3.3.5 School boards, external agencies and APSSP must collaborate on the evaluation of programs and services provided for yearly review. Proposed method of evaluation along with proposed tools should be included with the Partnership Agreement.
- 3.3.6 After the agreement details have been discussed by Board staff and following the completion of required documentation, all Partnership agreements will be reviewed by Partnership Advisory Committee prior to any implementation. The Board will ensure that all legal agreements respect the Education Act and protect the rights of the School Board.

3.4 Implementation

- 3.4.1 After meeting the eligibility criteria, the partners will be required to:
- 3.4.1.1 sign a Memorandum of Understanding, lease or license agreement;
 - 3.4.1.2 begin paying fees and other associated costs;
 - 3.4.1.3 be responsible for all costs associated with renovations (if applicable) including:
 - 3.4.1.4 process any zoning amendments through the municipality
 - 3.4.1.5 permits
 - 3.4.1.6 construction
 - 3.4.1.7 utilities
 - 3.4.1.8 furniture and equipment
 - 3.4.1.9 any other cost as outlined by the Board

3.4.2 Renewal of a Partnership Agreement will be completed on an annual basis by submitting an indication that information regarding the program will be consistent with the original request.

3.5 Fees

Payments will be structured to cover programming cost, operating costs, capital costs, administrative costs and property taxes (if applicable), associated with the partnership.

3.6 Agreement Termination

The terms of termination should be specified in each Partnership Agreement. It will be understood that the Principal or Board may terminate access to the school premises of the external Professional/ Paraprofessional/Supervisor at any time. It will also be agreed that the external agency, the school or Durham Catholic District School Board may terminate the Partnership Agreement on the giving of thirty day's written notice.

4.0 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*

5.0 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)