

Toronto District School Board

Operational Procedure PR667

Title: **EDUCATIONAL PROGRAMMING PARTNERSHIPS PROCEDURE**
Adopted: October 27, 1999
Effected: October 27, 1999
Revised: June 2014; June 9, 2015, **October 25, 2016**
Reviewed: September 2016
Authorization: Executive Council

1.0 RATIONALE

This procedure implements the Toronto District School Board's (TDSB) policy *Educational Programming Partnerships Policy (P024)* by outlining the central partnership process through which partnership proposals will be accepted or declined.

2.0 OBJECTIVE

To systematize a formal process by which all educational programming partnerships (as defined by Board Policy P024) are initiated, received, reviewed, documented, accepted or declined as partnerships, monitored, and renewed or closed.

To ensure co-ordination, resource support, communication, and consistency system-wide, a flowchart has been developed to outline the educational partnership process (see *Appendix A: TDSB Educational Programming Partnerships Process*).

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as "TDSB".

Educational Partnership Office (EPO) is the office through which proposals for programs or services from external agencies are received; assessed; documented; and, accepted, or declined as partnerships. It is the office through which partnerships are monitored, and renewed or closed.

Educational Programming Partnerships are arrangements with external agencies that support student engagement, well-being, and achievement through the provision of services or programs that enhance curriculum and help students expand their learning opportunities. These arrangements shall not be interpreted as forming legal partnerships under the Partnership Act or any Canadian jurisprudence.

International Partnerships are educational partnerships between the TDSB and any of its schools and a foreign government or international agency (excluding recruitment agencies for international students).

Partnership Agreement is a document defining the terms for educational programming or services implemented by external agencies in the schools.

TDSB is the Toronto District School Board.

4.0 RESPONSIBILITY

Associate Director, School Operations and Service Excellence.

5.0 APPLICATION AND SCOPE

The procedure applies to any staff who engages with external agencies seeking to formalize educational, business, or facilities arrangements; and any staff who engage with external agencies seeking to submit a proposal for educational programming partnership.

6.0 PROCEDURES

6.1. Documentation

All external agencies proposing or providing educational programming or services are noted in the Educational Partnership Office (EPO) through agreements or other documentation.

6.2. Partnership Criteria

Proposed partnerships and prospective partners are assessed on established criteria (see procedure *Educational Programming Partnership Criteria (PR700)*). Proposals for initiatives that are deemed exclusions from partnership agreements are redirected by the EPO to an appointed TDSB department for appropriate assessment, documentation, and filing.

6.3. Roles and Responsibilities of Various TDSB Departments in the Process

6.3.1 Educational Partnership Office

In the partnership initiation phase, the EPO:

- facilitates the partnership process
- receives and processes partnership requests
- performs initial assessment of a proposed partnership
- performs initial assessment of a proposed partner
- performs evaluation of an existing partner in regards to the proposed partnership
- identifies TDSB contact department to receive Redirected file, if proposed initiative is an exclusion from educational programming partnership agreement (as defined by the *Educational Programming Partnership Criteria (PR700)*), and is to be assessed, documented, and filed according to the Redirected department's operating guidelines

- identifies academic and operational areas impacted by the proposed partnership
- identifies membership of the Review and Consultation Committee (RCC) (to complete a partnership proposal review and acceptance, a quorum of four is required for Central partnerships; for School-Based partnerships, the RCC is the Principal and Superintendent, at a minimum).

In preparation for the partnership review by the RCC, the EPO:

- identifies the TDSB contact department for the proposed partnership
- contacts the academic and operational areas and requests them to prepare the assessment materials for the proposed partnership
- communicates with the proposed partners regarding the process and status updates.

For accepted educational programming partnerships, the EPO:

- with the assistance of Legal Services, creates a draft Partnership Agreement, assists the TDSB contact department and prospective partner with defining an implementation plan, evaluation plan and procedure, and school selection criteria
- facilitates the finalizing and signing of the Partnership Agreement
- maintains partnership information in the Partnership Information Management System (PIMS)
- monitors submission of partnership agreement evaluation reports. The Partnership Evaluation Report (PER) is the standardized Appendix C in all agreements. It is completed by TDSB contact annually. The Annual Service Report (ASR) is the standardized Appendix D in all agreements. It is completed by all partners each June, to report the school locations, numbers of schools, sessions, participants, and fees collected
- reports all Funded and Fee for Service Partnerships' total earnings in the previous academic year, each September to Executive Council. Those earning more than \$50,000 are reported to the Program and School Services Committee of the Board
- participates in evaluation reviews, as required.

6.3.2. Academic Areas

These are the TDSB academic areas impacted by the implementation of the partnership (i.e., Academic areas of responsibility could be based on curriculum content area; student population served; area of the city in which the program intends to operate). Representatives from all impacted areas are asked to complete an academic assessment; a maximum of three academic assessors are identified.

The Academic Area:

- completes assessment of the educational merit and academic impact of the proposed partnership.

6.3.3. Operational Areas

These are the TDSB operational areas impacted by the implementation of the partnership (i.e., Facility Services, Business Development, Government Public and Community Relations, Purchasing, Finance, Risk Management Insurance). Operational areas may identify additional approvals that are required for the accepted proposal (i.e., request for exclusive use of space; media event; single/sole source form). Those additional approvals are sought and secured by the particular operational area who defined their needs.

The Operational Area:

- completes assessment of the business compliance issues and operational impact of proposed partnership
- facilitates review of proposal information through additional approvals required by a particular area
- for proposals impacting facilities, prepares information on the proposed partnership for the Central Accommodation Team (CAT), facilitates the CAT review of the proposed partnership, and reports decision on “Space Use” back to EPO
- participates in the review of the draft Partnership Agreement.

6.3.4. Review and Consultation Committee (RCC)

- completes partnership proposal review and either accepts or declines
- a quorum of four is required for Central partnerships; for School-Based partnerships the RCC is the Principal and Superintendent at a minimum
- receives final signed Partnership Agreements
- participates in partnership evaluation reviews, as required.

6.3.5. TDSB Contact Department

For Redirected proposals:

- processes redirected proposals as per department’s operating guidelines, policies, and procedures for assessment, documentation, and monitoring.

For Accepted partnership proposals:

The TDSB Contact department is responsible for the implementation of the partnership initiative. With the assistance of the EPO, the TDSB Contact department:

- develops implementation plans, school selection criteria, evaluation plans, and evaluation procedures to be included in the partnership agreement and according to applicable Space Use Agreements (i.e., lease/permit/standard partnership agreement Space Use clause)

- reviews final draft of Partnership Agreement
- provides oversight of partnership implementation
- monitors partnership as per terms of agreement, chairing partnership Advisory Committee and submitting Appendix C - Evaluation Report (PER) to EPO at agreed time.

6.3.6. Research and Information Services

- assists the TDSB Contact department with development of evaluation plans and procedures, as required
- assists with defining further evaluation and research criteria for particular partnerships, as required
- tracks and prepares information on academic impacts of select partnerships, as required.

In addition, Research and Information Services:

- monitors applications to the External Research Review Committee (ERRC), implementation, and reporting process
- provides the ERRC approval letters as an appendix for Partnership Agreements requiring external research
- participates in evaluation reviews, as required.

6.3.7. Legal Services

- advises the EPO with creating a draft of the Partnership Agreement
- advises the EPO in finalizing the Partnership Agreement
- confirms the final Partnership Agreement is ready to prepare for TDSB signing.

6.3.8. Central Accommodation Team (CAT)

- performs an approval review of proposed partnerships that impact facilities and identifies additional approvals required for these proposals, as required
- performs an approval review of all proposed partnerships requesting exclusive use of space (lease).

6.3.9 Executive Council

- performs an approval review of a proposed partnership, if deemed necessary by the RCC
- performs an approval review of a proposed partnership, if deemed necessary by Legal
- performs an approval review of all partnerships receiving more than \$50,000 of TDSB funding; all partnerships with an exclusive use of space/lease; and, all international partnerships
- reviews any partnership, as necessary.

6.3.11. **Program and School Services Committee of the Board**

- perform an approval review of all partnerships receiving more than \$50,000 of TDSB funding
- reviews all funded partnerships, as necessary.

6.3.12. **Board of Trustees**

- performs approval review of any partnership, as necessary.

6.4. TDSB Educational Programming Partnerships Process - See Appendix A. The following notes explicate the flowchart.

6.4.1. **Initial/Partner Assessment of Proposed Partnership (IPAS):** An external agency initiates a partnership by completing the online Partnership Proposal Form and submits it to the EPO. The EPO performs initial assessment of the proposed partnership using the Partnership Criteria and General Policies documents. The EPO researches a proposed partner, including contacting the partner to clarify information on organization, initiative, and scope of their request. The EPO also confirms any Conflicts of Interest the prospective partner has to declare. Upon completion of the initial assessment, the EPO produces the Initial/Partner Assessment Summary report.

6.4.2. **Identification by the EPO of proposals to be Redirected:** The EPO redirects proposals to other departments that will not require a Partnership Agreement to be documented appropriately in the Board. For example, agencies that want to make donations, provide sponsorships, run fundraising activities, or have their materials distributed to the schools are sent to the Business Development department; agencies that only want a lease arrangement are sent to the Capital Projects & Building department. (see *Educational Programming Partnership Criteria (PR700)* for detailed table of files requiring Redirect)

6.4.3. **Identification by the EPO:** Academic Area, Operational Area, TDSB Contact Department, RCC membership and roles are identified by the EPO.

6.4.4. **Prepare Information on Academic Impact of Proposed Partnership:** The designated Academic Area(s) review the Initial/Partner Assessment Summary and complete an Academic Assessment Summary report for the RCC.

6.4.5. **Prepare Information on Operational Impact of Proposed Partnership:** The designated Operational Area(s) review the Initial/Partner Assessment Summary and Academic Assessment Summary; and completes an Operational Assessment Summary report for the RCC. If Additional Approvals are required by the Operations Area(s), the Operations Assessor

identifying the additional approvals facilitates the appropriate approval reviews and reports the outcome to the RCC via the EPO.

- 6.4.6. **Proposed Partnership Approval to Proceed:** The RCC reviews the Initial/Partner Assessment Summary (IPAS), Academic Assessment Summary (AAS), and Operational Assessment Summary (OAS). The RCC may request a meeting with the partner to clarify details of the proposal and capacity to deliver. The EPO can facilitate the meeting, if requested. The RCC accepts or declines the proposed partnership. If accepted, the EPO documents the partnership approval to proceed. If additional approvals are required, the RCC acceptance of a proposed initiative is dependent upon the additional approvals being secured. If declined, the EPO documents the Partnership Closure Reports. The EPO informs the prospective partner of the decision.
- 6.4.7 **Additional Approvals:** The TDSB Contact department is responsible for securing additional approvals before the draft agreement is finalized. The RCC may indicate additional approvals for any proposal if any questions remain following initial/partner, academic, and operations assessments. Some files always require specific additional approvals:
- proposed partnerships expected to receive more than \$10,000 without a competitive bid process through Purchasing must complete a Single/Sole Source Form with appropriate sign-off from applicable authorities
 - proposed partnerships expected to receive \$50,000 or more in TDSB funding must have an approval review by Executive Council and the Program and School Services Committee of the Board. The Executive Officer of the TDSB contact department prepares a briefing note for Executive Council and Program and School Services Committee, for approval review
 - proposed partnerships that impact facilities and request exclusive Space Use must have an approval review by the Central Accommodation Team. The Capital Projects & Building Department prepares the briefing note to initiate an approval review by the CAT. The CAT reviews the Space Use request of the proposed partnership and either accepts declines, or identifies revisions that need to be made to the partnership programming idea.
- 6.4.8. **Create Draft Partnership Agreement:** The EPO and Legal Services prepare a draft Partnership Agreement. The Operational department creates a Space Use Agreement, as required. The EPO confirms with the TDSB Contact department and partner: the implementation plan, evaluation plan, and the school and/or student selection criteria, as noted in the agreement. The TDSB Contact department communicates with the partner as necessary to confirm particular details of the Partnership Agreement. The EPO reviews the full draft agreement with the partner to clarify the terms of the agreement prior to signing.

6.4.9. **Finalize Partnership Agreement:** Legal Services confirms the final version. The EPO prepares the agreement for signature by the TDSB signing authority and partner. Facilitates signing and files final, signed agreement in EPO.

6.4.10. **Partnership Implementation and Evaluation:** Each partnership has an Advisory Committee, led by the TDSB Contact department. The TDSB Contact department is responsible for the implementation, monitoring, and evaluation of the partnership, as per the terms of the agreement. The Partnership Evaluation Report form (Appendix C in all agreements) is completed by the TDSB Contact department and submitted to the EPO in the review process. Evaluation review can result in one of the following: the partnership approval to continue for the next period (i.e., year), recommendations for adjustments, approval for renewal (at the end of term), or termination of the partnership. When adjustments are substantive, within the timeframe of the agreement, a revised agreement is generated by the EPO and signed accordingly. When adjustments are minimal, within the timeframe of the agreement, the EPO tracks changes in the Partnership Information Management System only. If approved for renewal in an end-of-term evaluation, a renewal agreement is generated by the EPO and signed accordingly. If terminated, the EPO generates a Partnership Closure Report (PCR).

6.4.11. **Partnership Closure:** The EPO closes a partnership when a proposal has been declined, an agreement has expired, or the partnership is terminated based on the results of the evaluation review. The EPO confirms the decision with the TDSB Contact department and RCC; then, informs the partner, and issues the PCR.

6.4.12. **Request for Reconsideration of Decision:** For external agencies that wish to request a reconsideration of the decision to close their partnership file, the EPO provides them with a Closure Reconsideration Form (CRF). The reasons for closure as noted in the PCR are indicated on the said form. The external agency completes the form by clearly addressing each reason for closure with any new information. The EPO will liaise with RCC, and respond to the agency within 30 days.

7.0 EVALUATION

Effectiveness and relevance of the procedure will be reviewed bi-annually.

8.0 APPENDICES

Appendix A: *TDSB Educational Programming Partnerships Procedure* - Flowchart

9.0 REFERENCE DOCUMENTS

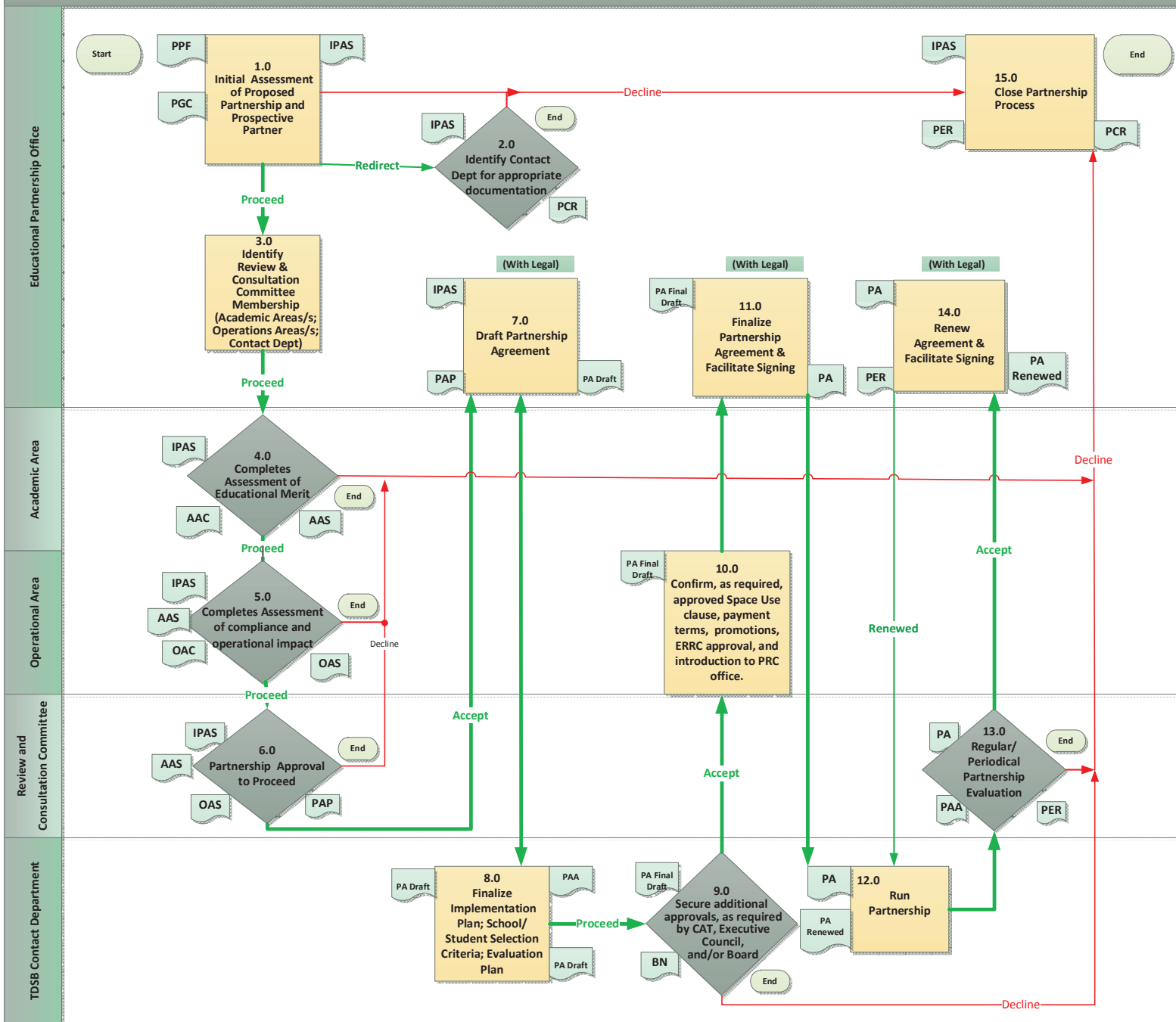
Policies:

- Educational Programming Partnerships (P024)

Operational Procedures:

- Educational Programming Partnership Criteria (PR700)
- Employee and Community Partners Conflict of Interest (PR673)
- External Partnerships: Supplemental Support Services (PR578)

Revised: May 2015



Documents:

Input documents are on the left of a symbol, output Documents are on the right

- PPF Partnership Proposal Form
- PGC Board Policy & Procedures: Partnership Governance Process/ Partnership Criteria
- IPAS Initial/Partner Assessment Summary
- AAC Academic Assessment Criteria
- AAS Academic Assessment Summary
- OAC Operational Assessment Criteria
- OAS Operational Assessment Summary
- PAP Partnership Approval to Proceed
- BN Briefing Note (cumulative summary of 1.0 – 7.0)
- PA Partnership Agreement
- PAA Partnership Agreement Appendices
- PER Partnership Evaluation Form/ Report – PA Appendix C
- PCR Partnership Closure Report

Legend:

- Process
- Decision
- Document
- Start/End Process

* The process is owned by the Educational Partnership Office, with exception of #9 when contact department is responsible for securing additional approvals; and #10 when applicable operations departments are responsible for confirming additional requirements and/or issuing additional documents (i.e. permit, lease, contract, license agreement, ERRC approval letter, contract for distribution of material, etc.)