



York Catholic District School Board

PROCEDURE:

**EDUCATIONAL PARTNERSHIPS
APPROVAL PROCESS**

An Addendum to Policy 615: Educational Partnerships

Effective: February 1, 2017

PURPOSE

These procedures are designed in conjunction with the *YCDSB Policy 615 – Educational Partnerships* and specify the process for the approval of educational partnerships.

Educational partnerships are formal arrangements, between a school or the Board and an individual or group of individuals that provides a service with direct link to curriculum expectations, that align with the Board's Mission, Vision, Core Values and Strategic Commitments enhancing student achievement and well-being. The quality and relevance of learning involves contact with students under the supervision of Board and/or School staff. Educational Partnerships may or may not have financial implications to the school depending on the relationship of that partnership.

For further clarification, this policy does not apply to Educational-Out of Classroom Activities as defined in Policy 303, *Community Planning and Partnerships* as defined in Policy 704, Sponsorships as defined in Policy 607, *Charitable Donations* as defined in Policy 603B or *Community Use of Schools* (Permits) as defined in Policy 703.

APPROVAL PROCESS

Depending on the level of the Educational Partnership, the process for approval shall be as follows:

1. The Principal shall review and approve Level 1 and Level 2 educational partnerships in consultation with the teacher, as needed. Documentation, if applicable, is to be maintained with the school records as support to any funds collected, deposited and expended.
2. Applications for Level 3 Educational Partnerships will be reviewed by the appropriate Superintendent of Education: School Leadership along with the submitted Educational Partnership Approval form (Admin 39A) and supporting documentation. The Superintendent of Education: School Leadership will determine the consultation requirements, if any, based on the submitted documentation (Appendix A). These may include:
 - a. Director of Education and/or Associate Director
 - b. Facilities/Maintenance Department (if involving school facilities or grounds)
 - c. Finance Department
 - d. Information Systems Department (if involving computers/technology)
 - e. Curriculum, Student Services and/or Communications Department (if impacted by an educational partnership)
 - f. Any other department or Senior Administrator that may be impacted by an educational partnership or is in need of being consulted given the nature of the educational partnership
3. Educational partnerships that involve academic programs, facilities, grounds, equipment and/or resources require consultation and final approval from the appropriate Superintendent of Education: School Leadership.
4. Insurance and liability clauses shall be part of the educational partnership agreement and require the consultation of appropriate Board level staff.
5. As Level 3 educational partnerships are approved, the Superintendent of Education: School Leadership will send an authorizing email to the Principal or appropriate Board staff who submitted the application.

6. Any funding for local school educational partnerships (Levels 1-3) will be deposited into the school bank account distinguished in the appropriate sub-ledger as an “**Educational Partnership**” and will be processed in the same manner as other school generated funds. Backup documentation regarding the educational partnership is the responsibility of the Principal and is to be maintained at the school level for 6 +1 years for auditing purposes.
7. Any funding for Board educational partnerships shall be processed and posted as revenue to the board in a separate fund centre. Supporting documentation regarding the educational partnership is the responsibility of the individual submitting the application and is to be maintained for auditing purposes for 6 +1 years.
8. An educational partnership agreement may be terminated by the School or the Board if it is, or is deemed to be, in contravention of the Board’s Mission, Vision, Core Values and Strategic Commitments or contrary to Church teachings.
9. An annual report to the Board, in the month of May, will be provided by the Superintendent of Education: School Leadership, summarizing all Level 2 and Level 3 Educational Partnerships.

YORK CATHOLIC DISTRICT SCHOOL BOARD

Educational Partnership Approval
Required for Level 3 Only
Note: Refer to Policy Parameter 3.10

RIM	
<i>Board Form</i>	<i>Board Form No.</i>
Administration	Admin 39(a)
<i>Classification</i>	<i>Retention</i>
Community	6 +1 = 7 yrs
<i>Approval Date</i>	<i>Revision Date</i>
January 31, 2017	

School Name: _____

Contact Name: _____ (Principal/Board Staff)

Please complete and submit this form to the appropriate Superintendent of Education: School Leadership **PRIOR** to accepting any Level 3 educational partnership(s) as per YCDSB Policy 615. **Attach all documentation pertaining to this educational partnership that will assist in the approval process.** Please note that educational partnerships **do not** include the exchange of public recognition (advertising) for the corporation/community partner, are not considered to be donations and therefore, not eligible for income tax receipts.

1. **Educational Partner (Corporation/Community partner name):**

2. Term of Educational Partnership:

One Time only OR From: _____ To: _____ **Current year only**

3. Summarize the conditions/terms of the Educational Partnership agreement (if any):
(Refer to YCDSB Approval Authority Schedule (AAS) terms and conditions)

4. List the educational opportunities of how student achievement and/or well-being will be enhanced:

5. List specific curriculum links, expectations or experiential learning of this partnership:

Date Submitted: _____ Principal Signature _____

Submitted to Superintendent of Education: School Leadership:

_____ (Superintendent Name)

This section for use by the Superintendent of Education: School Leadership or Chair of the Board

YCDSB Department involved: _____ Not applicable _____

Final Approval Granted Not Approved Reason _____

Signature of Principal and Superintendent of Education: School Leadership

Principal: _____ Superintendent: _____

Date: _____ Date: _____

Signature of Chair of the Board (Required for Board level educational partnerships involving all schools).

_____ Date: _____

LEVELS OF EDUCATIONAL PARTNERSHIP

Educational partnership agreements must provide, as part of the application and/or contract a direct link to student achievement, student engagement and curriculum and be aligned with the Board's Mission, Vision, Core Values and Strategic Commitments.

Level	Impact	Type	Approval Process
Level 1: Short-Term Contract	School	This is usually a project-specific face-to-face event or activity that will affect one school or one class . It is often a one-time event, and usually requires minimal time.	Principal approval in consultation with teacher
Level 2: Classroom Support	School	Normally, this type of face-to-face contact covers one or more complete classes, divisions, or departments and lasts for one or more full terms or semesters.	Principal Approval in consultation with department, division and staff. Annual report to Board, in May for all Level 2 Educational Partnerships.
Level 3: Formal Contract	School and/or Board	This type of contract usually involves: i) A complete school or several departments initiated at the School level or Board level OR ii) All schools initiated at the Board level (i.e.: system level) Note: Proposed System-Level Educational Partnerships shall be presented directly to the Board of Trustees by the appropriate Superintendent of Education for review and approval.	A comprehensive educational partnership agreement/contract that may involve contractual obligations. Principal, in consultation with teacher(s), submits a completed Educational Partnership Approval form (Admin 39A) along with the educational partnership documentation to the appropriate Superintendent. Requires approval from the appropriate Superintendent, unless it is a System-Level Educational Partnership (see note). Annual report to Board, in May, for all Level 3 Educational Partnerships.

EDUCATIONAL PARTNERSHIPS FLOWCHART

