

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

The best first step for prospective partners is to complete a Partnership Proposal at [www.tdsb.on.ca/partnership](http://www.tdsb.on.ca/partnership). Afterwards, agencies are able to view the status of their submission.

### The Educational Partnership Office

- Facilitates proposal assessments
- Navigates prospective partners
- Liaises between internal departments and external agencies
- Communicates with all parties
- Negotiates between all parties
- Scribes partnership documentation
- Mediates when partnerships encounter difficulties
- Monitors partnership reviews
- Celebrates educational partnerships!

# Educational Partnerships

Educational Partnerships support student engagement, well-being, and achievement through the provision of services or programs by external agencies. They enhance curriculum and help students expand their learning opportunities.



## Questions?

[www.tdsb.on.ca/partnership](http://www.tdsb.on.ca/partnership)  
[partners@tdsb.on.ca](mailto:partners@tdsb.on.ca)



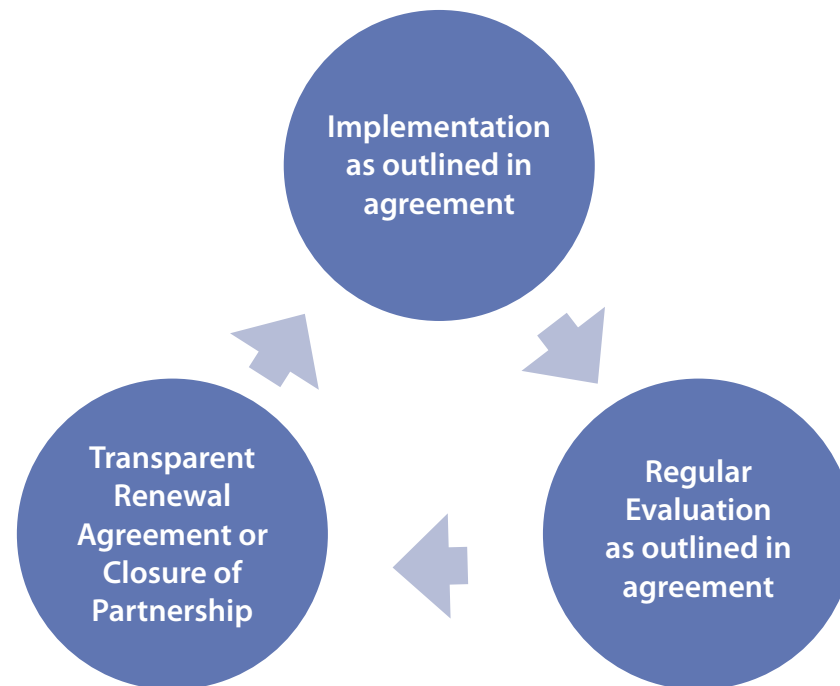
# Proposal Submission

The screenshot shows the homepage of the TDSB Partnership Information Management System. At the top, there is a header with the TDSB logo and the text "Partnership Information Management System". Below the header, there is a navigation bar with "Home" and "Logout" links. The main content area is divided into several sections: "Our Partners" with a link to "All our current partners and their programs are listed here"; "Educational Partnerships" with a description of the programs and a link to "Partnership Opportunities"; "Proposal Submission" with a login form and links for "New user?", "Forgot your password?", and "Login"; "FAQ" with a question mark icon; "News" with a newspaper icon; and "Upcoming Partnerships" with an upward arrow icon. There are also checkboxes for "Partnership Criteria", "Proposal Assessment", and "Partnership Review".

The screenshot shows the "Partnership Proposal" form. It starts with a "Thank you for your interest in partnering with the TDSB!" message. Below this, there are fields for "Name of Proposed Initiative", "Organization Legal Name", "Proposed Start Date", "Proposed End Date", and "Proposal Code". There are also buttons for "View Proposal Form", "Save Draft", and "Submit". The form is divided into sections: "CONTACT INFORMATION", "FORMAT", "OUTCOMES", "ACTIVITIES", "RESOURCES", and "ORGANIZATION". There are also buttons for "Condensed View" and "Expanded View".

[www.tdsb.on.ca/partnership](http://www.tdsb.on.ca/partnership)

# Partnership Review



Every partnership has a TDSB Contact and an Advisory Committee. The Partnership Evaluation Report is Appendix C in all agreements. It is completed and submitted by the TDSB Contact following the annual meeting of the Advisory Committee. The Annual Service Report is Appendix D in all agreements. It is completed and submitted by the Partner Contact each June. The Educational Partnership Office supports Review processes, but does not make decisions on the sustainability of any partnership. Decisions of agreement renewal or closure are made by the Review & Consultation Committee.

# Partnership Agreement

Educational Partnership Office:



## Partnership Proposal Assessment Process

**Initial:** Proposal and Partner

*Does partner have capacity to deliver?*

**Academic:** Educational Merit

*Is there a demonstrated educational need or service gap being addressed?*

**Operations:** Procedures to Note

*Is there Business compliance?  
What is the impact on Facilities?*

**Approval to Proceed**

*(or proposal revision; or closure)*

Review and Consultation Committee  
(meets via email, conference call, and/or in-person)



# Partnership Roles & Responsibilities

## Roles And Responsibilities In TDSB Educational Partnerships

### Responsible, Accountable, Consulted, Informed (RACI Matrix)

#### Definitions:

**Responsible** - The person/s who do the work to execute the task; who are responsible for the activity and have limited decision-making authority.

**Accountable** - The person/s who are accountable for the correct and thorough completion of the task; who are ultimately answerable for the activity and all decisions.

**Consulted** - The person/s who provide information for the task, and with whom there is a two-way communications.

**Informed** - The person/s who are kept notified on the progress of the task, and with whom there is one-way communication.

TASKS	ROLES							
	Partner Contact	TDSB Contact	Partner Signing Authority	TDSB Signing Authority	Partnership Advisory Committee	Partner Program Staff/ Volunteers	TDSB Review & Consultation Committee (RCC)	TDSB Educational Partnership Office (EPO)
1. Submit Partnership Proposal Form	R		A				I	C
2. Assess Partnership Proposal	I	C					A	R
3. Accept or Decline as a Partnership	I			A			R	C
4. Define terms of Partnership Agreement	C	R	A	A	I	I	R	C
5. Implement the partnership program or service	R	C			A	R	I	
6. Respond to issues/questions that arise during implementation	R	R	I	I	A	C		C
7. Convene (annual) Advisory Committee 'Meeting'	C	A			R	I		
8. Evaluate program impact and partnership success	C	A			R	I		
9. Submit completed Partnership Evaluation Form to the EPO	C	R			A			I
10. Determine the scaling up or down of the program	C	R			C		A	I
11. Recommend partnership for renewal or closure	I	R			C		A	I
12. Create agreement documents and/or closure reports	I	C					A	R