

APPENDIX A

PROTOCOL FOR COLLABORATIVE AGREEMENTS

Application for Consideration of a Collaborative Agreement (FORM 1) and relevant documentation received by the board.

Superintendent of Special Education (or designate) reviews application and relevant documentation and how it aligns with the board's vision, priorities and the criteria for Third-Party Agreements as set out in the procedural guideline.

Superintendent of Special Education, in consultation with admin council, approves application for new Collaborative Agreement.

Superintendent of Special Education, in consultation with admin council, denies new Collaborative Agreement.

Superintendent develops a MOU in consultation with admin council to formalize the Collaborative Agreement and sends to the external agency for signature.

Superintendent contacts external agency to request further information or to advise the application has been denied.

When the signed MOU is received back, the superintendent ensures the agreement is shared with the appropriate staff and HR, so that service may begin.