

APPENDIX B

PROTOCOL FOR BOARD REQUESTED CONTRACTUAL AGREEMENTS

Superintendent of Special Education (or designate) identifies a need for service that is not provided by HSCDSB staff.

Superintendent consults Business Department to determine the appropriate procedures for identifying specific agencies/providers with the required skills as outlined our procurement policy

When approved, the superintendent will:

- develop a MOU;
- send to external agency/provider for signature; and,
- request relevant documentation as outlined in the procedure

When the signed service agreement and relevant documentation is received, the superintendent will:

- ensure the agreement is shared with appropriate staff and HR
- advise the external agency/provider that service can begin.