



# Community Partner Onboarding Packet

Department of Extended Learning

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# Partnering with Denver Public Schools

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## Thank you for your interest in supporting DPS!

In order to serve the diverse needs of our 90,000+ students, we are pleased to onboard partners who are committed to providing programs and services to DPS students.

Community Partner Organizations **ARE**:

- *Those that provide programs/services to DPS students/families/staff.*
- *Organizations (non-profit, for profit, government, faith, etc.).*
- *Ongoing programming in one school.*
- *Programming in multiple schools (ongoing or one-time).*
- *Providing services the District arguably could, but does not.*

Community Partner Organizations are **NOT**:

- *Individual volunteers (please visit <http://volunteerservices.dpsk12.org>).*
- *One time visitors in one school.*
- *Donors (without self-operated program/services).*
- *Researchers (without program/services).*

## How Schools and DPS Departments Choose Partners

All schools and departments in DPS have autonomy in determining which partners they bring in to do programming. Relationships for partners typically begin with the school's administration or site staff who manages their partnerships. Schools enter into partnerships with organizations whom they feel best support their school's goals, mission and culture. Bottom line: Partners need to build relationships which each individual school/department they wish to serve.

## Keys to a Successful Partnership with DPS

- Be committed to supporting DPS's mission of "Every Child Succeeds."
- Hire qualified and dependable staff. Provide them with the training they need to be successful. Bilingual programming staff members are attractive to schools.
- Complete all necessary partner processes as detailed in the following pages PRIOR to entering into a relationship with a school.
- Align your organization's curriculum with the Colorado Academic Standards and/or the Common Core. Be prepared to speak to how your program supports these aims.
- Assimilate your staff into the school's culture. Meet with school staff prior to programming to discuss school policies, their day-school learning focus, and expectations around student behavior.
- Be flexible with your fee structure. No two schools are alike. Expect fluctuation in the price point that schools and/or parents are able to accommodate.
- Communicate regularly with school staff about your student outcomes, goals and any issues you may be having.

### Our Core Values

Students First · Integrity · Equity · Collaboration · Accountability · Fun

# Community Partner Processes

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Each process will be labeled as:

Mandatory

Mandatory if you  
are being paid by  
DPS

Mandatory in  
some schools

# Fee Structures and Requirements

**There are three basic fee structures for Community Partners who serve DPS:**

- Fee to school (DPS pays the partner directly)
- Fee to parent (Parents pay the partner directly)
- Free (Partner has grant funding and/or is volunteering their services)

*All partners are encouraged to offer scholarships with the goal of making programs accessible to all students.*

**Mandatory if you  
are being paid by  
DPS**

## Becoming a DPS Vendor-Registering in the Supplier Portal

In order to be paid by DPS, partners need to register in the Supplier Portal and receive a Vendor Number.

Go to <http://purchasing.dpsk12.org>

Click: SUPPLIER PORTAL GUIDES

Click: REGISTRATION VIDEO (only about a 3 minute video - have your signed W9 form ready to upload)

Click: SUPPLIER PORTAL SITE (Scroll down to the middle of the page in red)

Click: REGISTER to begin or LOGIN if already registered

If you should have any questions about the Portal or encounter any issues, please send an email notification to [StrategicSourcing@dpsk12.org](mailto:StrategicSourcing@dpsk12.org) and someone will respond accordingly.

Email [paymentservices@dpsk12.org](mailto:paymentservices@dpsk12.org) once registration is complete to obtain your Vendor Number.

**Mandatory if you  
are being paid by  
DPS**

## Independent Contract Agreements with Each Individual School

Independent Contract Agreements (ICA's) require:

- A scope of work (dates, times, agreements on compensation)
- Your vendor number
- Background check affidavits for staff performing services
- An original signature of approval from a principal or Department Director
- An invoice for services needs to be submitted to the school/department

*ICA's are obtained from each school/ department with whom you are working. Your organization is responsible for supplying the above information for the contract.*

**Mandatory in  
some schools**

## Community Use-A Facilities Department

Some schools ask our Community Use department to schedule all of their external programs, space and their school calendars. Community Use charges partners fees based upon their scope of work and nature of the partnership.

If a school or department asks you to contact Community Use, please refer to the information below for assistance.

Groups wishing to schedule DPS facilities may do so by contacting the Community Use of Facilities office and requesting the appropriate application. For more information, or to request an application, please contact the Community Use office at the address below:

Community Use of Facilities  
Denver Public Schools  
2800 W. 7th Ave., Denver, CO 80204  
Tel: (720) 423-4200, (720) 423-4201 or (720) 423-4202  
Fax: (720) 423-4004

<http://schooluse.dpsk12.org>



# The Community Partnership System (CPS)

## Building Partnerships with Community Organizations

The Community Partnership System (CPS) is an online tool that fills two vital community needs: creating a comprehensive inventory of available programs in Denver and a reporting platform to link partners to Denver Public Schools (DPS) student outcome data.

Partners enter information about their programs, sites and students served creating a comprehensive profile of their services. CPS is a user-friendly platform where partners can provide regular, on-going updates to their program profile.


## Partners receive Tremendous, Free Visibility by Creating a Profile in CPS

CPS has three primary audiences: schools and DPS departments, parents and community partners.

By creating a profile, partners dramatically increase their visibility in the district. There are over 320 partners with profiles in CPS.


## What are the steps to create a CPS profile?

1. Create your agency's preliminary profile by visiting <http://cps.civiccanopy.org>.
  - Follow the link to create a new profile, and your preliminary profile will be reviewed and approved within 3 days and you will receive an email from The Civic Canopy as notification.
2. Once your preliminary profile is approved, you must return to CPS to add your programs and sites.
  - **Your profile is not considered complete until you include information about all of your PROGRAMS (what you offer) and SITES (where you offer your programs).**



THE CIVIC CANOPY

COMMUNITY PARTNERSHIP SYSTEM

Heather Intres  Logout

HOME

SCHOOLS

AGENCIES

COMMUNITY SITES

REPORT BUILDER


REQUESTS

USER INFO

DENVER AFTERSCHOOL PROGRAM LOCATOR

Status

Active




Agency Name

Back


Showing records 1 to 25 of 177


Next

 Add a new agency


Agency Name


Abrakadoodle Art Education

 Edit Admin Info


 view


Alliance Française de Denver

 Edit Admin Info


 view


America SCORES Denver

 Edit Admin Info


 view


Art from Ashes, Inc.

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Art Students League of Denver

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ArtReach Denver

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Arts Street

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Asian Pacific Development Center

 Edit Admin Info


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Athletics & Beyond

 Edit Admin Info


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Augustana Arts

 Edit Admin Info


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Bboy Factory

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Be A Friend Make A Friend Bullying Prevention Program

 Edit Admin Info

 view

be media group LLC

 Edit Admin Info

 view

**For assistance with your CPS profile or for general information, please contact**

Andrew Biesel, CPS Coordinator for The Civic Canopy

[Andrew@CivicCanopy.org](mailto:Andrew@CivicCanopy.org)

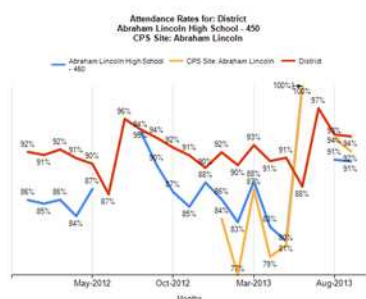
(303) 292-3144 x218

# Data Available from CPS

In compliance with the Family Educational Rights and Privacy Act (FERPA) the Community Partnership System has the capability to provide partners data on the students they serve.

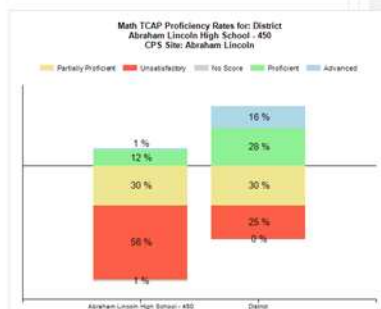
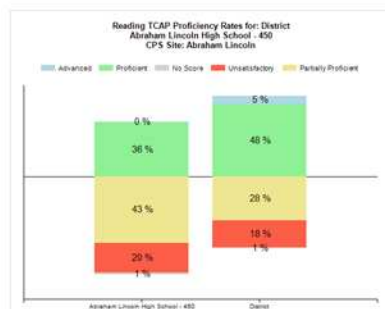
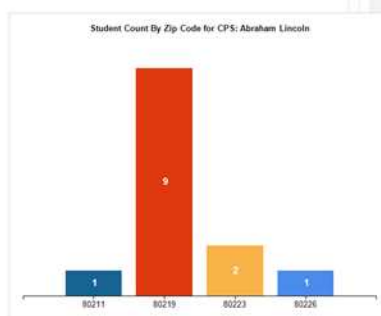
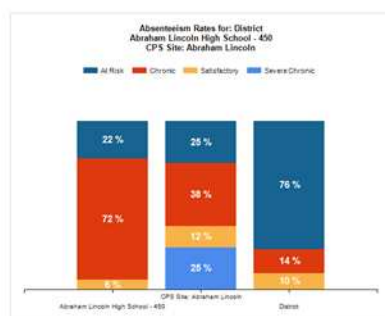
An example of the data available from CPS is below. It gives comparison data between the kids in your program and the District in areas such as day school attendance, ethnicity, zip code, TCAP (transitioning to CMAS), and Free and Reduced Lunch Rate.

## Summary Report



Ethnicity	Abraham Lincoln High School - 450	CPS Site: Abraham Lincoln	District
American Indian or Alaskan Native	1%	1%	1%
Asian	3%	7%	3%
Black (Not Hispanic)	1%	93%	14%
Hispanic	93%	93%	56%
Multiple races	0%	0%	3%
Native Hawaiian or Other Pacific Islander	0%	0%	0%
Unknown	0%	0%	0%
White, not Hispanic	2%	0%	21%

\*Note: May not sum to 100% due to rounding.



Partners interested in data must complete the Partnership and Data Sharing Agreement and be approved by their district liaison to receive this access.

- The Community Partnership Program Manager will assist organizations in gaining access once the agreement is complete.
- See pages 9-10 for more information about the Partnership and Data Sharing Agreement.



# The DPS Partnership and Data Sharing Agreement

## *A District Level Agreement that Speaks to Safety and Data*

The DPS Partnership and Data Sharing Agreement includes:

- District and partner responsibilities for the Partnership
- Location, dates and times of services being performed by the partner
- Confidentiality agreements
- Background check requirements
- Data sharing
- Liability insurance requirements (please visit <http://www.nolo.com/legal-encyclopedia/colorado-form-llc-31823.html> to learn more about becoming an Limited Liability Company or LLC)

**Mandatory in  
some schools**

## What are key points from the Partnership and Data Sharing Agreement?

1. This agreement does not cover any exchange of dollars. If you are being paid by a district department or a school for your work, you will also need an Independent Contractor Agreement
2. Staff and Volunteers must agree to be responsible and compliant with the Children's Online Privacy Protection Act (COPA), Family Education Rights and Privacy Act (FERPA) and all other applicable laws.
3. General Liability and Insurance for staff/volunteers is required and cannot exempt sexual molestation and abuse claims.
4. Various levels of background checks are required for all partner staff and volunteers who have face-to-face interaction with children. Background checks are detailed in the following pages.
5. The agreement does not expire, but it is revolving. It has to be updated as partners onboard new staff and add new sites. Updates are required prior to each semester.

## Download the Partnership and Data Sharing Agreement

<http://partnershipaccess.dpsk12.org/wp-content/uploads/2011/04/DPS-Partnership-Agreement-and-Data-Sharing-Agreement6.pdf>

Once complete, please submit the Partnership and Data Sharing Agreement to Carol Schneider at [Carol\\_Schneider@dpsk12.org](mailto:Carol_Schneider@dpsk12.org). If your file size exceeds 10mb, please break the file up into smaller emails. Carol will then obtain the signatures required by DPS.

**The Partnership Agreement**



# The Partnership and Data Sharing Agreement Checklist

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This checklist walks you through each page of the agreement that needs an ACTION:

- ☐ **PAGE 1- Enter the date the agreement is signed. Enter your business information in the blank.**
  - ☐ **PAGE 5-Enter your business information in the “Partner” Fields**
  - ☐ **PAGE 6-Requires a signature of your organization's CEO, Director or responsible party**
  - ☐ **PAGE 6-Requires a notary signature and seal/stamp**
  - ☐ **PAGE 7-Fill in table with where and when you perform services for DPS students (Exhibit A)**
  - ☐ **PAGE 8-Fill in table with staff members and volunteers who have face-to-face interaction with students more than once a month (Exhibit B)**
  - ☐ **PAGE 9-CONFIDENTIALITY AGREEMENT-(Exhibit C)**
    - Requires a signature from each staff member or volunteer in your organization who has face-to-face interaction with students
    - Requires a signature from each staff member or volunteer in your organization who is authorized to access data from CPS
      - *Note: Everyone listed in Exhibit B and Attachment 1 to Exhibit E (page 20) needs a Confidentiality Agreement.*
  - ☐ **PAGE 10-BACKGROUND CHECK AFFIDAVIT-(Exhibit D)**
    - Requires a signatures from each staff member or volunteer who has unsupervised (by DPS staff) interaction with students
    - By signing this, staff/volunteers are attesting that they have been fingerprint background checked (required if unsupervised by DPS staff)
    - Requires that each staff member or volunteer answer the four questions labeled a)-d) in the middle of the page
      - *Note: This is the most frequently missed requirement in the agreement*
    - Requires a notary signature and seal/stamp is needed on each affidavit
- \*The following pages refer to The Data Sharing Agreement. These pages do not have to be executed if you are not intending to access student data from CPS.*
- ☐ **PAGE 11-Enter the date the agreement is signed.**
  - ☐ **PAGE 13-Check the boxes for the types of data in which you are interested**
  - ☐ **PAGE 17-Enter your business information in the “Partner” Fields**
  - ☐ **PAGE 19-Requires a signature of your organization's CEO, Director or responsible party**
    - *Note: This page does NOT need a notary signature*
  - ☐ **PAGE 20-Fill in table with staff members and volunteers who will be authorized to access data from CPS**
  - ☐ **PAGE 21-Do not complete this page. You will only complete it if the partnership ends.**

Quick tip: Notary signatures and stamps can be obtained from your bank or library.

Quick tip: The Partnership and Data Sharing Agreement takes an average of 4-10 weeks to complete.

# Background Check FAQ's

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## *Why do partners and independent contractors need background checks?*

To ensure the safety of all DPS students anyone working unsupervised and directly with DPS students more than once a month must undergo the proper criminal background check. In accordance with the Colorado law and the District's Board of Education Policies, each partner or independent contractor must conduct a thorough criminal background check for any agent of their organization meeting that guideline. The results shall, at a minimum, comply with the applicable provisions of 22-32-109.7 C.R.S. and any other DPS requirements.

## *Does DPS want copies of my background check results?*

No. You should keep your staff members' background check results in your files. DPS wants each staff member to complete the **Background Check Affidavit** (Exhibit D of the Partnership Agreement). This affidavit tells DPS that the background check has been completed to the level required, it allows the individual to self-disclose anything they wish to the district, and it allows DPS to access the background check results if they are ever needed. DPS reserves the right to audit background checks at any time.

## *Who in my organization needs background checks?*

Any agent of your organization, including staff and volunteers, who have face-to-face interactions with students need a background check. The level of background check depends upon whether or not the individual has unsupervised contact with students. Every organization's background check requirements are different. The Community Partnership Program Manager can assist you in determining what type of background check your staff and volunteers need. Also, refer to the Background Check Flowchart on the following page.

## *Is there a separate background check process connected to the Partnership Agreement and the Independent Contractor Agreement?*

No. If you have completed the Background Check Affidavit for the Partnership Agreement or a Criminal Background Check Certification for the Independent Contractor Agreement, you will not have to re-fingerprint or recheck your staff or submit an additional Affidavit. Please inform the Community Partnership Program Manager or the contracting individual that the Certification/Affidavit has already been submitted and we will work internally to ensure it is attached to both Agreements.

## *How do I pursue background checks?*

Fingerprint Level Background Checks: [https://www.cbirecordscheck.com/Account\\_New.aspx](https://www.cbirecordscheck.com/Account_New.aspx) to begin by setting up an account. Contact Susie at the number below for assistance.

Name only/50 State Background Checks: [https://www.cbirecordscheck.com/Individual\\_New.aspx](https://www.cbirecordscheck.com/Individual_New.aspx) or <http://static.dpsk12.org/gems/purchasing/assistanceinobtainingabackgroundcheck.pdf>

## *Who pays for the background checks?*

Partner organizations and contractors are responsible for the costs associated with background checks for their staff and employees. Depending upon the amount of requests being processed by CBI at a given time, checks can take as long as 8-12 weeks.

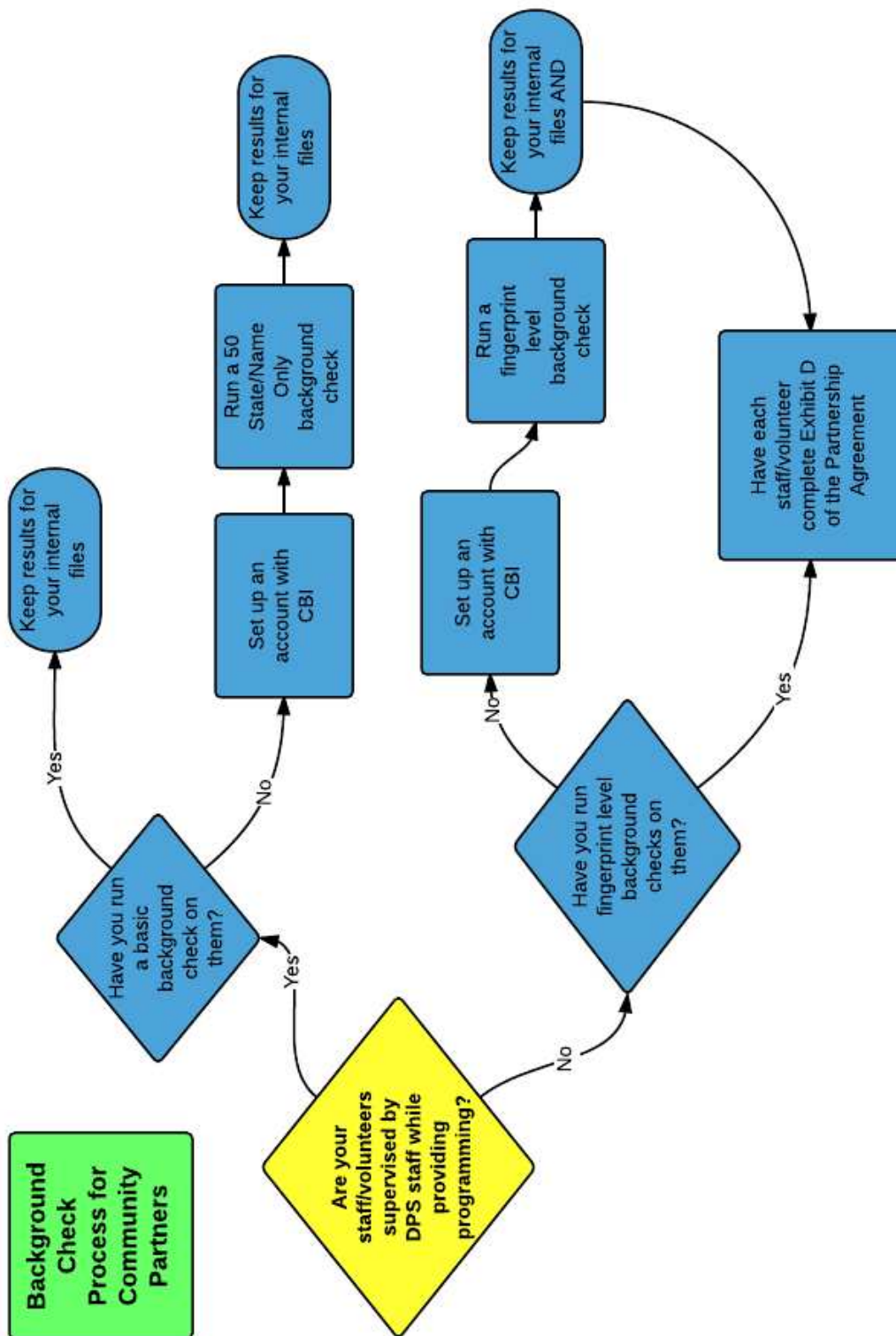
## *How long do fingerprint level background checks take?*

Depending upon the amount of requests being processed by CBI at a given time, checks can take as long as 8-12 weeks. Background Check Affidavit can be submitted to DPS once the background check has been submitted to CBI.

## *Is there someone I can contact at CBI for assistance?*

Susie at 303-239-5889 or Ron at 303-239-4232





How to contact The Colorado Bureau of Investigation (CBI) to set up an account: Call Susie at 303-239-5889 or Ron at 303-239-4232.

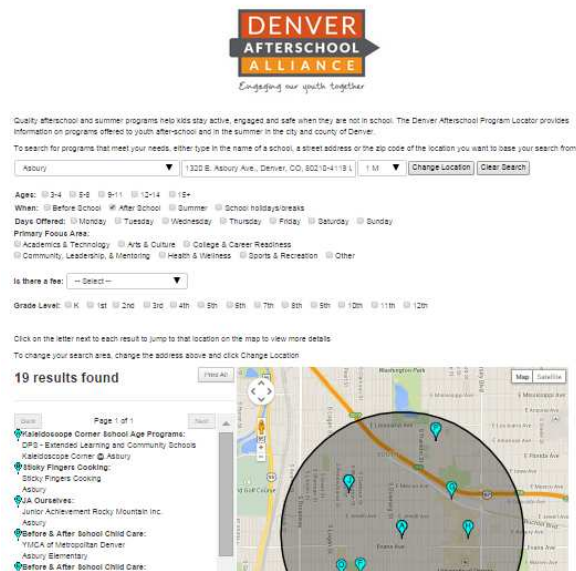
# Marketing Your Program

## The Denver Afterschool Program Locator

The Community Partnership System provides a website for parents to help them easily find out-of-school time programming. Out-of-school time includes summer, after school, before school and holidays. By creating a profile in CPS (see page 7), your out-of-school time programs will appear in the Afterschool Program Locator.

The Afterschool Program Locator is now in the DPS Parent Portal located in the “Resource” tab.

<http://cps.civcore.com/map>



## Determining Pricing for Your Programs

Every DPS school approaches partnerships differently. Some set aside money at the beginning of the year for partnerships and some only partner with organizations who charge parents directly. Some schools rely strictly on partners who have grant funding to serve low-income students.

It is recommended that partners develop flexible pricing structures for conversations with schools and district departments:

- If charging parents directly, how much per lesson would you charge per child?
  - i.e. \$12.00 per child, per once a week class for 8 weeks, or a total of \$96.00 per child
- If charging a school directly, how much for an entire session?
  - i.e. \$600.00 for a once a week class that serves 10 students for 8 weeks
- Do you have enrollment criteria?
  - i.e. a minimum and maximum number of enrolled students
- Can my organization offer scholarships?
  - i.e. with 10 paying registrants, we can offer 2 scholarships
- If you have grant funding, how many students do you need to serve to fulfill the requirements?
  - i.e. we need to serve 25 students in order to use this funding this semester

# Questions to Expect from Schools and District Departments

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Being prepared for conversations with DPS will streamline your partnership onboarding. Initial meetings are considered interviews, and a school's website provides a wealth of information about school culture and community.



Some questions you may encounter:

## **Business and Staffing:**

- Is your organization a 501C3 (non-profit) or LLC (for profit with liability insurance)?
- Do you have bilingual staff?
- Are your staff trained to serve children with special needs?
- What professional qualifications do your staff members hold?
- What happens in the event one of your staff members is ill? Do you have qualified substitutes?
- What type of background check have you performed on your staff/volunteers? (Fingerprint or non-fingerprint)

## **Logistics and Fees:**

- What ages does your program serve?
- Do you bring all materials and supplies with you? Do you need storage?
- What is your ideal staff to student ratio?
- What have you previously charged for this program?
- Do you offer scholarships?

## **Quality:**

- What schools are you currently serving in this district and others? Can I call them for a reference?
- Do you have student outcome data that shows the effectiveness of your program?
- How does your curriculum support the Colorado Academic Standards and/or the Common Core?
- What makes your program unique?
- What do you know about our school?
- How does your program align with our school culture and/or vision?



# Denver Quality Afterschool Connection (DQUAC)

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<http://dquac.org>

**DQUAC** is a coalition of youth service providers, working together to promote the importance of quality in out-of-school-time programming, both after school and during summer.

## Their Mission

- **DQUAC** is a communication network, a support system, and a collaborative environment for youth serving organizations.
- **DQUAC** cultivates collaboration, innovation, and networking that fosters a city-wide perspective among our members.
- **DQUAC** supports quality programming through professional development and sharing of best practices among members and contributes its expertise to citywide youth-focused initiatives.



All organizations and individuals who serve Denver youth are welcome to join the DQUAC listserv. There is no cost or obligation!

## Contact Information

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### Denver Public Schools Website

<http://dpsk12.org>

### The Community Partnership System (CPS)

<http://cps.civicore.com>

- **Independent Contract Agreements**
  - <http://purchasing.dpsk12.org>
  - [Gloria\\_James@dpsk12.org](mailto:Gloria_James@dpsk12.org)
  - [paymentservices@dpsk12.org](mailto:paymentservices@dpsk12.org)
- **Community Use**
  - <http://schooluse.dpsk12.org/>
  - [Carrie\\_Bueno@dpsk12.org](mailto:Carrie_Bueno@dpsk12.org)
- **Partnership and Data Sharing Agreement**
  - <http://partnershipaccess.dpsk12.org>
  - [Carol\\_Schneider@dpsk12.org](mailto:Carol_Schneider@dpsk12.org)