

CONSULTANTS

A. Purpose and Scope

To provide guidance and direction for District personnel regarding the employment of consultants.

B. General

Consultants as used in this policy are individuals, firms, or organizations employed to provide specific technical or training services, or professional, technical, or expert advise, opinion, or guidance to management personnel on a limited and as needed basis which may assist management in decision-making and/or project development.

C. Forms Used and Additional References

Employment Contract

D. Procedure

The Governing Board shall not enter into any contract for personal consulting services, except legal services or services for the fiscal audit of the District or services provided directly to students in a classroom setting for less than \$200 per day and for a total not to exceed \$500 per year per individual contractor, until the Superintendent has done all of the following:

1. Examined the abilities of employees of the District to provide the services.
2. Examined the abilities of employees identified by the office of the county superintendent of schools as being qualified to provide the services, as specified in Education Code Section 1241.5.
3. Given the Governing Board his/her findings that steps 1 and 2 have been taken and that the services available from these sources will not meet the needs of the District.

The Governing Board shall then enter into the minutes of a meeting of the Governing Board the Superintendent's findings prior to entering into any such contract.

E. Reports Required

Superintendent's/designees findings

CONSULTANTS (Continued)

F. Record Retention

Consultant's personnel file

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources