

## 0175 CONTRACTS WITH INDEPENDENT CONSULTANTS

The Watchung Borough Board of Education may engage the services of qualified professional consultants when the present resources of the district staff are insufficient to meet the district's needs. All consultants retained by the Board shall possess the necessary skills, credentials and/or certification required for the task and/or required by law and Board policy. The kinds of assistance sought from consultants may include, but not necessarily be limited to:

- A. Conducting fact-finding studies, surveys, and research;
- B. Providing counsel or services requiring special expertise; and
- C. Assisting the Board in developing policy and program recommendations.

Consultants applying for a position shall be required to submit a written proposal. The proposal shall detail:

- A. The specific objectives to be accomplished by the consultant;
- B. The specific tasks to be performed;
- C. The procedures to be used in carrying out the tasks;
- D. The target dates for the completion of tasks; and
- E. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board.

All proposals shall be submitted to the school attorney for review before a contract is issued. The Superintendent and/or his or her appropriately qualified designee shall monitor the completion of the contracted work and oversee the supervision of the consultant.

Consultants, whether they are temporary, part-time, or full-time workers, shall exercise no administrative authority over the work of employees of the Board, but shall act only as advisers in those fields in which they are qualified to offer expert assistance.

Whenever possible monetary resources allocated for the employment of consultants shall be in accordance with law and Board policy.

The district may contract for purchase of physical and occupational diagnostic services with approved clinics.

Adopted: 19 October 2016

