

CONTRACTS WITH INDEPENDENT CONSULTANTS

0175 CONTRACTS WITH INDEPENDENT CONSULTANTS

The Board will consider hiring expert consultants when it feels its own resources are too limited to conduct a complete study of an important topic for decision or to supply a required service. The fees must be consistent with budget appropriations and shall require Board approval.

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.

All administrative supervision of employees shall be in the hands of those to whom such responsibility has been specifically delegated.

Before engaging any consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail the:

1. Specific objectives to be accomplished by the consultant;
2. Specific tasks to be performed;
3. Procedures to be used in carrying out the tasks;
4. Target dates for the completion of tasks; and
5. Method to be used to report results to the Board and/or to deliver any “product” (e.g., long-range plan, codified policy manual, etc.) to the Board.

The Board will not contract for vague services such as undefined “management studies,” and proposals may be submitted to the school attorney for review before a contract is let. The Superintendent and/or the School Business Administrator/Board Secretary will establish procedures necessary to effect an efficient working relationship between the consultant and the Board and/or staff members.

N.J.S.A. 18A:11-1

Adopted: 27 November 2000



POLICY

NORTHERN HIGHLANDS
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