

## Administration

### School District Outsourcing, Consultants, and Internships

#### I. Purpose

This policy clarifies the use of outsourcing, consultants, and administrative internships in the school district.

#### II. General Statement of Policy

The school district may use private agencies, consultants, and administrative internships to provide services to the district for specific projects and/or functions. The district will enter into an agreement for these services. The agreement will detail the expectations and guidelines for the district and the agency, consultant, or intern.

#### III. Outsourcing and Consultants

Solicitation of and contracts with outsource agencies or consultants will be in accordance with district policy, including, but not limited to, Policy 707 – Purchasing.

#### IV. Administrative Internships

The school district will allow administrative internships to assist in performing specific duties within the district. All internships must be approved by the superintendent or the superintendent's designee. The intern must be sponsored by a university or college that supports administrative licensure in the state of Minnesota. Expectations and job parameters will be determined prior to approval of the internship. If compensation is involved in the internship, school board approval is required.

#### Legal Reference:

Minn. Stat. 471.345 Subd. 5 (Contracts \$25,000 Or Less)

#### Cross Reference:

Policy 707 – Non-Instructional Operations and Business Services, Purchasing

Policy  
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INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota