

Bylaw

BOARD CONSULTANTS

The Tewksbury Township Board of Education will consider hiring expert consultants to supply a required service or conduct necessary studies that board or district resources are too limited to accomplish. The fees shall be consistent with budget appropriations and shall require board approval. All consultants must be registered with the State of New Jersey as required by law.

Professional services contracts shall be issued in a deliberative and efficient manner that ensures that the district receives the highest quality services possible at a fair and competitive price, or through a shared services agreement.

The board shall minimize the cost of public relations and professional services including consultants. Professional services contracts shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct. The board shall be notified if it becomes necessary to exceed the maximum appropriated for public relations and, upon notification, may adopt an increase in the amount through formal board action (see board policies 1100 Communicating with the Public and 3327 Relations with Vendors).

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.

The kinds of assistance sought from consultants may include, but will not necessarily be limited to:

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

Before engaging a 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:

- A. Specific objectives to be accomplished by the consultant;
- B. Specific tasks to be performed;
- C. Procedures to be used in carrying out the tasks;
- D. Target dates for the completion of tasks;
- E. 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;
- F. Cost of consultant's services.

All proposals shall be submitted to the board attorney for review before a contract is executed. The superintendent or the business administrator/board secretary will establish procedures necessary to effect an efficient working relationship between the consultant and the board and/or staff members

BOARD CONSULTANTS (continued)

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Readopt:

Key Words

Consultants, Consultant Proposals

Legal References: N.J.S.A. 18A:11-1 General and mandatory powers and duties
N.J.S.A. 53:32-44 Business registration for providers of goods and services
N.J.A.C. 6A:23A-5.2 Public relations and professional services

Cross References: *1100 Communicating with the public
*3320 Purchasing procedures
*3327 Relations with vendors

*Indicates policy is included in the Critical Policy Reference Manual.