

Bylaw

BOARD CONSULTANTS

The Little Silver Board of Education may engage the services of one or more independent contractors to advise and assist the board in analyzing school district operations and preparing board reports when those tasks cannot be performed as economically by district staff members.

Wherever possible and as required by law, the board will seek proposals from multiple sources before a contract with an independent consultant is entered. The board will not contract with a board member or the spouse, child, parents/guardians, or sibling, in fact or in law, of a board member (see board bylaw 9270 Conflict of Interest) as an independent consultant.

The board will engage the services of an independent consultant only by written contract, which must specify the work to be accomplished by the consultant, the time within which the work is to be completed, and the fee that will be paid the consultant. An independent consultant engaged by the board is neither agent nor employee of the board and may represent the board only as expressly authorized to do so in writing.

An independent consultant may have access to such school facilities and school district employees as may be reasonably required in the performance of the consultant's contract with the board. Except as expressly permitted by the contract, any communication between the consultant and a district employee or community member regarding the work of the contract must be conducted through the board or a designated school official.

Materials and reports generated and created by the independent consultant in the performance of his/her contract with the board are and will remain the property of the board and are subject to board policy 3570 District Records and Reports.

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).

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.

Adopted: October 8, 2009
NJSBA Review/Update: May 2023
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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

BOARD CONSULTANTS (continued)

N.J.A.C. 6A:23A-5.2 Public relations and professional services

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

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