

ADMINISTRATION

Professional and Consulting Services

The board values the use of consultants as a means of providing the schools with specialized services not normally required on a continuing basis. The district may use the professional assistance and services of people not regularly employed by the district when the superintendent and/or board determine such assistance/services are required.

The selection of appropriate consultants, and the extent of their services, shall be determined by the superintendent and/or board considering such factors as district needs, staff time constraints and the efficiency of using such services. Any contractor employed as a consultant shall comply with Okemos Board of Education policies. The services of architects, engineers and other consultants shall be considered as administrative assistance to the superintendent and may be contracted by him/her.

The selection of the district's auditing firm and the selection of the district's legal counsel shall be made at the annual board of education organizational meeting. The auditing firm and legal counsel shall not be considered consultants.

When employing a consultant, the board of education and/or superintendent of schools may require the submission of a written proposal that can be incorporated into a written contract. Such a proposal shall contain the following:

- 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 date(s) for completion of the tasks;
- E. The method that will be used to report results or deliver the "product" to the board;
- F. The consultant's compensation, if any.

When requested, the final report of consultants employed by the board of education shall be in writing and shall be presented to the board at a regular or special meeting.

Consultants shall be responsible to the superintendent of schools or designee or to the person designated by the board of education. Consultants shall exercise no administrative authority over the work of school district employees.

Promotion of commercial products by consultants is prohibited without prior approval of the superintendent.

Reference: MCLA 380.11(a)

See Also: Board Policy 4139: Conflict of Interest

Policy

Adopted: 12-74

Amended: 07-24-06

Reviewed: