

PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

005-BOG-5. EMPLOYMENT OF CONSULTANTS

Procuring high-quality, cost-effective consultants to directly advise the Board on specific issues is a Board responsibility. Board approval is required for the employment of consultants.

Employment of a consultant is a Board decision, coordinated by the Superintendent or designee. No employee is authorized to contract with a consultant without prior Board approval.

The Board will require a consultant to submit a written proposal, which can be incorporated into a written contract. The proposal for services will detail:

1. Specific objectives to be accomplished by the consultant.
2. Specific tasks to be performed.
3. Procedures to be used to complete the tasks.
4. Target dates for completion of the tasks.
5. Method used to report results and/or delivery of the product to the Board and administration.
6. Consultant's compensation.

Prospective consultants must submit a completed questionnaire in addition to the written proposal.

Consultants will exercise no authority over any facet of the operation of district schools and will act solely as advisors in the areas in which they are qualified to provide assistance and for which they are employed.