

**Bylaw**

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**BOARD CONSULTANTS**

The Alloway Township Board of Education may authorize the hiring of consultants to perform special assignments and/or duties as directed by the board. The board shall fix compensation for consultant services. The fees must 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 using consultants (defined in N.J.A.C. 23A-9.3(c)14) by establishing in the budget a maximum annual amount for such activities. 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.

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.

Professional services contracts shall be limited to nonrecurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

District employees and individual board members are prohibited from contracting with consultants without the written approval of the board of education.

Adopted: November 18, 2003  
Revised: August 26, 2008, February 2020  
NJSBA Review/Update: April 2025  
Readopted:

**Key Words**

Board Consultants, Consultant Proposals

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

**Possible**

**Cross References:**

*3320	Purchasing procedures
*3327	Relations with vendors

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