

Business

External Professional Services

In order for the district to provide high quality educational programs to its students, it is sometimes necessary for the District to retain the services of various external advisors, consultants and other professionals.

Some of the external advisors, consultants and professional specialists will be retained on a project-by-project basis, and others will be retained on a recurring basis. For those advisors, consultants and professionals retained by the District on a recurring basis, the Superintendent of Schools will establish a three year review cycle and present the schedule of those being reviewed at the July School Board meeting. The review schedule shall include:

- The nature of the services performed by the consultant.
 - The period of time the consultant has provided such services to the District.
 - The compensation paid for each year the consultant has served the District.
 - Administration's comments regarding the quality of services provided.
 - Administration's recommendation regarding retention of the consultant or requesting proposals from other professionals to provide such services.
1. Project-by-project professional services include, but are not limited to:
 - a. Educational consultant
 - b. Architect
 - c. Engineer
 - d. Actuary
 2. Recurring professional specialist services include, but are not limited to:
 - a. Bond counsel
 - b. School/litigation attorney
 - c. Employment/labor attorney
 - d. Auditor
 - e. Financial advisor

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3. Selection

Selection of professional persons or firms to provide services to the District will be made based on criteria established at time of selection. Such criteria may include, but will not be limited to, ability, reputation, availability, experience, past performance, specific area of expertise and fee charged.

- a. The decision to obtain specialists or consultants is made by the administrator responsible for the program. Money must be budgeted for this purpose in the local school budget, department budget and federal programs.
- b. Criteria for selection of a specialist or consultant is as follows:
 1. Demonstrated competence in the area. For example:
 - (a) Published materials by specialist or consultant in the area.
 - (b) Recommendation of the Wisconsin Department of Public Instruction, universities, local professional staff and professional organizations.
 - (c) Syllabus for the program and the materials used.
- c. Compensation for stipends and fees shall be within the budgetary considerations and commensurate with existing rates.
- d. If the total expenses exceed \$3,000, the Superintendent or designee shall be responsible for approving such requests and insuring that the selection criteria have been followed.

Legal Reference: Wisconsin Statutes § 120.13; § 120.13(9m)-(9)

Administrative Regulation adopted: January 27, 2003
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