

BYLAWS

HOWELL TOWNSHIP BOARD OF EDUCATION

BYLAWS
0177/page 1 of 1
Professional Services
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0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for professional services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. Contracts for professional services 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 of Education shall conduct a periodic review of the overall performance of its professional personnel. Such review, including an RFP or other comparable process shall take place once every five years and shall be scheduled on a rotating basis so that at least one position shall be reviewed annually. In the intervening years, a countywide survey will be conducted and shared with the Board that examines the costs associated with professional services not being reviewed. The results shall be shared as part of the budget preparation process.

In addition to the scheduled five-year review, the Superintendent and Board Secretary shall evaluate the performance of professional personnel and make recommendations regarding the renewal of appointments annually at the organization meeting or before July 1 of the year in which the Board organizes.

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted: 03 January 2013

