

## **SUBJECT: CONSULTANTS**

The administrative and supervisory staff of the BOCES shall encourage the use of professional consultants from the State Education Department, colleges, universities, and other resource persons, when such consultative services will be helpful in the improvement of the instructional program of BOCES and schools of the component districts. All consultants shall be approved by the District Superintendent prior to the invitation and arrangement for visitation by such person or persons to the area.

Consultants shall be employed according to agreed-upon hourly and/or daily rates commensurate with their standard fees and those paid for such services in the immediate area. Additional expenses for travel, meals and lodging shall be allowed, if applicable and with prior approval.

Consultants will be employed for purposes such as meetings, planning services, surveys, seminars and workshops. Other purposes may be determined at the discretion of the District Superintendent.

Administrators shall submit in writing to the District Superintendent or designee a contract to use such consultant. Any contract shall state the name of the consultant(s), area of expertise, the reason for selection, the purpose of presence, the duration of stay, the expected outcomes of participation, and the total cost for the visit.

Adopted: 7/10/02