

# **La Joya Independent School District**

## **Consultant Services Guidelines**

As La Joya Independent School District continues to grow, so does the need to offer staff development. Ever conscious of the need to be frugal while still providing the necessary training, it is apparent that we need to standardize our procedures to compensate presenters who work not only for the district but outside consultants as well.

Consulting services refer to the practice of helping districts to improve performance through analysis of existing problems and development of future plans. Consulting may involve the identification and cross fertilization of best practices, analytical techniques, change management and coaching skills, technology implementations, strategy development, or operational improvement. Consultants often rely on their outsider's perspective to provide unbiased recommendations. They generally bring formal frameworks or methodologies to identify problems or suggest more effective or efficient ways of performing tasks. Consulting services cover all functional areas such as instruction, curriculum and administration.

Consulting does not include a routine service/activity that is necessary to the functioning of a school district's programs, such as hiring additional people on contract to supplement present staff.

### **La Joya ISD Employees (Object Code 6118)**

#### **Guidelines**

As La Joya ISD employees gain experience, their level of expertise rise correspondingly and that makes them invaluable resources. Rather than depending solely on outside presenters, we are turning to our trained personnel to provide the necessary professional development.

The following guidelines must be followed when hiring La Joya ISD employees to provide consulting/training services:

1. In-District classroom teachers who make presentations for the purposes of providing staff development in their areas of expertise will be paid a stipend of \$80.00 per hour for the presentation. Planning time and lunch time will not be compensated. Presentations for a period of three (3) or more days or for an amount exceeding \$500.00 per presenter must be approved by the Superintendent prior to the agreement.
2. Presentations/Training must be held outside the presenters' contract and normal working hours.
3. Presentations must be registered through the Electronic Registrar Online. The sessions need to be submitted to the staff development coordinator two weeks prior to their occurrence
4. Presentations must be for a minimum of two (2) hours and a maximum of eight (8) hours per day. Also, a minimum of 10 participants must attend in order to qualify for the stipend. If this number is not met two days prior to the session, it should be cancelled.

## **La Joya Independent School District Consultant Services Guidelines (Continued)**

5. If two or more employees co-present, the hourly rate will be divided equally among the presenters. However, if the number of participants exceeds 40 and there are two or more presenters, then each presenter will be paid \$80.00 per hour.
6. The presenter(s) and the presentations must be approved by the Assistant Superintendent for the department and the Superintendent (if applicable) prior to their occurrence. This approval will take place by using the La Joya ISD Agreement for Compensation for In-Service Provided by In-District Classroom Teacher Presenters Form. Form is available through the office of the Assistant Superintendent for Curriculum and Instruction.
7. The La Joya ISD Agreement for Compensation for In-Service Provided by In-District Classroom Teacher Presenters Form is required regardless of amount or duration of services.

### **Payment Processing**

Payments to school districts employees hired to perform consulting/training services for the La Joya ISD must be processed through the payroll department using the Extra Duty Pay/Stipend Request form available on the La Joya ISD Payroll web page.

The following documentation must be attached to the Extra Duty Pay/Stipend Request form:

- La Joya ISD Agreement for Compensation for In-Service Provided by In-District Classroom Teacher Presenters Form
- Employee sign in sheets with employee numbers
- Agenda items or itineraries
- Time sheet for presenter or agenda item reflecting number of training hours
- Review Payroll Procedures for additional information

### **Outside Consultants (Object Code 6291)**

Outside consultants are paid through the Accounts Payable Department.

The La Joya ISD Consultant Service Contract must be approved prior to the services being performed. The La Joya ISD Consultant Service Contract is available on the La Joya ISD Accounts Payable web page.

A purchase order must be issued for consultant services using an object code 6291 only after the La Joya ISD Consultant Service Contract is approved. Contracts are required regardless of amount or duration of services.

## **La Joya Independent School District Consultant Services Guidelines (Continued)**

Consultant Services must be approved by the Assistant Superintendent for the department and the Superintendent.

Employees do not have the authority sign contracts/agreements of any kind, unless designated by the Superintendent. Any employee having a need to sign a contract/agreement must secure written authorization from the Superintendent.

Consultant Services over \$50,000 must be submitted to the La Joya ISD School Board for approval. Once approved, a purchase order must be issued and a copy of the agenda item must be submitted to the Purchasing department. After services are rendered, a copy of approved agenda item must be attached to the purchase order and submitted to the Accounts Payable Department for payment.

Under no circumstance should the submitted charges exceed the amount approved on the La Joya ISD Consultant Service Contract

All consultants must submit itemized invoices delineating dates, services rendered and sign-in sheets to the campus/department secretary. Secretary must attach this information to the receiving copy of the purchase order and submit to the Accounts Payable Department.

If using federal funds, the following applies:

Consultant services are allowable if provided by non-employees and when the organization does not possess the expertise. "Honorariums" are not allowable costs in Texas. The term "fee" must be used in lieu of honorarium in all accounting records and consultant agreements.

Any contract for consulting service to one vendor in an amount of \$100,000 or more requires a formal bid. Please contact the purchasing department for assistance with this type of request.