

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.303.1

Consultants

According to Oak Ridge Board policy 1.303, an efficient working relationship between the consultant and the Board and/or staff members is needed at all times.

If the Board engages the services of a qualified professional consultant, the following guidelines will apply to foster the relationship between the consultant and the Board and/or staff members:

1. Keep an open line of communication – contact information should be exchanged between all parties to keep communication open;
2. Engage in upfront, clear, and consistent dialogue;
3. Designate a point of contact to provide needed information to the consultant to complete research/project;
4. Develop a timeline for when the project/research is to be complete, including dates to meet as a group to review progress of the research/project;
5. Limit the consultant's access to records, including but not limited to, student and employee records, to the extent necessary to perform the research/project, and if applicable, execute a written agreement requiring the consultant to comply with state and federal confidentiality laws;
6. Ensure the consultant's compensation is not contingent upon the findings or result when the goal of a project or research is an external, objective review.