

## OSSINING UNION FREE SCHOOL DISTRICT

**MEMORANDUM TO:** Administrative Team  
**FROM:** Alita Zuber  
**RE:** *Consultant Use and Procedures*

Please be reminded of our Board of Education policy relative to consultants. As you may recall, the Board of Education adopted a policy focusing upon the Advance Notification regarding the use of consultants and the Advance Approval by the Board of Education regarding consultants providing services in the District. At the annual Reorganization Meeting in July, the Board of Education approved the actual names of several consultants who will be providing services during the school year along with a brief description of the consultants' expertise, the need for the consultants, and the actual cost of the consultants' fees.

Attached please find the several documents which will provide information to assist you with hiring consultants and the process to be followed:

1. ***Consultant Approval Process***
  - a. This document outlines step-by-step procedures and answers most questions regarding the guidelines that have been mandated by our New York State auditors and our Board of Education policy.
2. ***Recommendations to Engage Services Form***
  - a. All consultants must receive Board of Education approval ***prior*** to beginning their work in the District.
3. ***Consultant Contract for Services***
  - a. To be completed by the consultant and forwarded to the Deputy Superintendent for approval and signature.
4. ***W-9 Form***
  - a. To be completed by the consultant and attached to the Consultant Contract for Services.

This memo and its attachments are being shared with Principal Secretaries, Director Secretaries, and others.. Administrators are reminded to share the same with all staff members who have purchase order responsibilities as well as those involved in the hiring of consultants.

As an outgrowth of the financial auditing procedure and our Board of Education policy, please be reminded that administrators need to review all requests for consultants (*even those who have been well-established in the District who have provided services previously*) with Ms. Maria Meyer, Ms. Kimberly Mauricio, Ms. Jessica Turner, or me ***prior*** to making any arrangements for services with any consultants.

Should you have any questions, please feel free to contact us at your convenience. Your cooperation is greatly appreciated.

**CONSULTANT APPROVAL PROCESS**

<b>CONSULTANT</b>	<b>DESCRIPTION</b>	<b>PRACTICE</b>	<b>STEPS TO BE TAKEN</b>
<b>Employee</b>	One who is currently employed by or is retired from the Ossining Union Free School District.	An employee of the District cannot be a consultant.	An Employee who provides additional services to the District will be paid via time-sheet and under the contractual pay schedule, e.g., curriculum development, supplemental contract, hourly rate, etc. <i>Other restrictions may apply to retirees so please contact the Human Resources Department for clarification.</i>
<b>Consultant</b>	<p>Any individual or entity who is not an employee of the Ossining School District. The IRS has specific guidelines which may result in monetary penalties should the determination be incorrect. The following was developed to aid this process. A person may be considered a consultant if he/she meets 3 or more of the following guidelines:</p> <ul style="list-style-type: none"> <li>▪ The person is scheduled to work fewer than 20 days.</li> <li>▪ The person is performing the same duties for multiple districts.</li> <li>▪ The person is responsible for his/her own work materials and work schedule.</li> <li>▪ The person's pay rate is higher than the pay rate of full-time employees under contract.</li> <li>▪ A special level of knowledge or skill is required for the position.</li> </ul>	Establish a <i>Point Person</i> who is requesting the consultant within the department and/or the school.	<p>Under the supervision of the <i>Point Person's</i> Immediate Supervisor, the <i>Point Person</i> needs to:</p> <ol style="list-style-type: none"> <li>1. Send the District's Consultant Contract and W-9 form to the consultant. The consultant will be responsible for completing these documents and returning them in a timely manner to the <i>Point Person</i>.</li> <li>2. Maintain a consultant file with all consultant documents.</li> <li>3. Obtain the funding source/budget code <b>[including grants]</b>.</li> <li>4. Have the Consultant Contract signed by the Building Level Administrator.</li> <li>5. Send the <b>original</b> signed Consultant Contract to Central Office with a brief description of the consultant's expertise as follows: <ul style="list-style-type: none"> <li>○ Ms. Maria Meyer or Ms. Jessica Turner will receive contracts initiated by: <ul style="list-style-type: none"> <li>▪ Principals, Directors and grants</li> </ul> </li> <li>○ Ms. Kimberly Mauricio will receive contracts initiated by: <ul style="list-style-type: none"> <li>▪ Student Services</li> </ul> </li> <li>○ Ms. Alita Zuber will receive contracts initiated by: <ul style="list-style-type: none"> <li>▪ Buildings and Grounds, Business Office, and Transportation</li> </ul> </li> </ul> </li> <li>6. Send the <b>original</b> W-9 form to Accounts Payable. <i>[Should a new vendor # be required, one will be provided in order to encumber the PO. The PO cannot be approved until Board approval.]</i></li> </ol>
<b>Fingerprinting Overview</b>	<p>The following consultants <b>must</b> be fingerprinted:</p> <ul style="list-style-type: none"> <li>● Those hired to work with students for <u>5 or more days</u> of the school yr</li> <li>● Those hired through Student Services group/agency</li> </ul> <p>The following consultants <b>do not need</b> to be fingerprinted:</p> <ul style="list-style-type: none"> <li>● Those working with adults only</li> <li>● Performing Arts Consultants</li> <li>● Non Public School Consultants</li> <li>● Volunteers</li> </ul>	<p><b><u>NOTE:</u></b>  <b>It can take a minimum of 2 weeks to receive fingerprinting clearance.</b></p>	<p><b><u>THE POINT PERSON WILL CONFIRM FINGERPRINTING REQUIREMENTS AND CLEARANCE DIRECTLY WITH Vanessa Celio BEFORE PROCEEDING ANY FURTHER.</u></b></p> <p><i>If the consultant does require fingerprinting:</i></p> <ol style="list-style-type: none"> <li>1. Vanessa Celio will forward a fingerprinting packet directly to the consultant.</li> <li>2. The consultant must contact Vanessa and notify her of their scheduled fingerprinting appointment.</li> <li>3. Vanessa will notify the requester of fingerprint clearance.</li> </ol>

CONSULTANT	DESCRIPTION	PRACTICE	STEPS TO BE TAKEN
<p><b>Board of Ed Resolution and Approval of Consultant</b></p>	<p>A Resolution is an official document provided to the Board of Education for any and all business in the District. Anyone hired by the District must be approved via a Resolution except:</p> <ul style="list-style-type: none"> <li>• Consultants hired to work in the Non-Public Schools.</li> </ul> <p>Resolutions for consultants will be prepared by Kim Mauricio, Jessca Turner, Maria Meyer, or Alita Zuber</p>	<p>All consultants must be approved by the Board of Education <b>PRIOR TO BEGINNING THEIR WORK</b> in the District, including consultants who are grant funded.</p>	<ol style="list-style-type: none"> <li>1. A Resolution cannot be presented to the Board unless a Consultant Contract, W-9, and fingerprinting (if necessary) forms are completed.</li> <li>2. Documentation for a Board Resolution needs to be provided to the Board by Dr. Ray Sanchez, Ms. Michelle Grier, or Ms. Alita Zuber <b>2 WEEKS PRIOR</b> to the scheduled Board meeting. Board meeting dates are noted on the school calendar.</li> </ol> <p><b>NOTE:</b> The offices of Kim Mauricio, Jessica Turner, Maria Meyer or Alita Zuber will notify the consultant and the <i>Point Person</i> by letter of Board of Ed and fingerprinting approval.</p>
<p><b>Payment to Consultant</b></p>	<p>All consultants are eligible to receive payment for their services based on their contract with the District.</p>	<p>The consultant will submit a detailed invoice outlining the services, dates of service, and cost directly to the <i>Point Person</i>.</p> <p>Should the consultant be hired to work numerous days throughout the year, the consultant will provide either <b>weekly or monthly invoices</b> directly to the <i>Point Person</i> to process for payment.</p>	<ol style="list-style-type: none"> <li>1. The <i>Point Person</i> needs to ensure that a purchase order is prepared <b>after</b> the consultant has been Board approved.</li> <li>2. The purchase order needs to indicate in the PO Header “Board approved on [date] and Consultant Contract signed.”</li> <li>3. The <i>Point Person</i> needs to approve the consultant’s invoice and sign it.</li> <li>4. The <i>Point Person</i> needs to ensure that Accounts Payable receives the signed PO, a copy of the signed Consultant Contract, and the signed/approved invoice for payment.</li> </ol> <p>The <i>Point Person</i> shall maintain on file sufficient copies of both the PO and consultant contract for consultants who have been hired to work throughout the year.</p> <p>The <i>Point Person</i> shall submit to Accounts Payable for each payment:</p> <ol style="list-style-type: none"> <li>a. The <b>original</b> consultant invoice</li> <li>b. Copy of the consultant contract</li> <li>c. Signed copy of the PO indicating amount to be paid</li> </ol>
<p><b>BOCES Consultants</b></p>	<p>These consultants are hired through BOCES.</p>	<p>BOCES will facilitate:</p> <ul style="list-style-type: none"> <li>• Preparation of a COSER contract</li> <li>• Fingerprinting</li> <li>• Billing directly to the District</li> </ul>	<p>The <i>Point Person</i> will need to contact Ms. Gina Pullissio at PNW BOCES, 914-248-2330 or <a href="mailto:gpullissio@pnwboces.org">gpullissio@pnwboces.org</a> for assistance.</p> <ol style="list-style-type: none"> <li>1. No building/District purchase order is necessary.</li> <li>2. BOCES needs to send a COSER contract to the <i>Point Person</i>.</li> <li>3. The <i>Point Person</i> needs to send the COSER contract to Kim Mauricio, Jessica Turner, Maria Meyer or Ms. Alita Zuber for signature and for Board Resolution.</li> <li>4. The <i>Point Person</i> needs to provide a copy of the BOCES COSER contract to Chandra Ramkaran in purchasing.</li> </ol>

OSSINING UNION FREE SCHOOL DISTRICT

**Consultants  
Recommendations to Engage Services**

<b>Name of Consultant</b>	<b>Brief Description of Expertise</b>	<b>Description of Need for Consultant</b>	<b>Consultation Fee [Per Diem and/or Annual] and Amount Not To Be Exceeded</b>

\_\_\_\_\_  
*Name of Administrator Submitting Recommendation and Request*

\_\_\_\_\_  
*Date*

**CONSULTANT CONTRACT FOR SERVICES RENDERED TO THE  
OSSINING UNION FREE SCHOOL DISTRICT  
400 Executive Blvd  
Ossining, N. Y. 10562**

Name of Consultant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security # \_\_\_\_\_

Location(s) Where Services Are To Be Rendered \_\_\_\_\_

Nature of Service To Be Rendered *(Please Be Specific)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Service \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(#Days) (Rate per Day) (Total Not to Exceed)

**TO BE PAID UPON RECEIPT OF INVOICE(S)**

POINT PERSON \_\_\_\_\_ BUDGET CODE \_\_\_\_\_

**Additional Estimated Expenses to be Charged (i.e., transportation, accommodations, supplies)**

<u>Expense</u>	<u>Explanation</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____

EXPENSES BUDGET CODE \_\_\_\_\_ Total Expenses \$ \_\_\_\_\_

TOTAL COST TO DISTRICT NOT TO EXCEED: \$ \_\_\_\_\_

Signature of Consultant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Building Level Administrator \_\_\_\_\_ Date \_\_\_\_\_

**FOR DISTRICT USE ONLY -  
REQUISITION FOR APPROVAL OF CONSULTANT SERVICES**

Fingerprint Clearance: Yes  Not Applicable  Board Approved

Approved \_\_\_\_\_ Date \_\_\_\_\_  
*Deputy Supt./Assistant Supt./Executive Director Signature*