

Massachusetts Association of Regional Schools Consulting Group Policy

The Massachusetts Association of Regional Schools (MARS) Massachusetts Consulting Group (MCG) aims to provide contractual services to regional school districts and those seeking to regionalize. The MCG operates under the umbrella of the Board of Directors of the Massachusetts Association of Regional Schools.

The MARS Executive Director or designee will be responsible for budgeting, acquiring, and managing all the MARS Consulting Group contracts and will report no less than annually* or at the Board's request on the MCG matters.

The Executive Director will be responsible for a periodic review of the fee structure and disbursement of contracting revenue. The Executive Director will make a report of adequacy and the need for changes to the Board of Directors as needed or requested. The Board of Directors will approve the rate for contractual services and expenditures annually* and consider changes as deemed necessary.

The Board of Directors directs the MCG to:

- Maintain a separate banking account for its operations.
- Identify specific revenues and expenditures per contract.
- Transfer funds between the MARS Consulting Group Account and the MARS General Fund as recommended by the Executive Director and the Board of Directors.
- Develop an operational handbook, which will be reviewed and approved by the Board on an annual basis
- Pursue and manage all individual contracts with client school districts or other consultant groups;
- Provide the Board a list of consultants for their approval at the first Board of Directors in a new fiscal year
- Recommend new consultants or sub-contractors to the Executive Director for approval, on an as-needed basis;
- Assign consultants to individual contracts

At its first meeting in the new fiscal year, the Board of Directors recommends a list of qualified consultants to the MARS Executive Director or designee for approval. Qualified consultants may be added to the approved list at any time upon recommendation of the Executive Director and approval of the MARS Board of Directors.

The Executive Director or designee will be responsible for the following assignments.

- Serve as the primary contact for proposals and responses to Requests for Proposals and Requests for Services issued by school districts.
- Invoice school districts for consulting work
- Work with the MARS Treasurer to process consultant compensation.

- Obtain an evaluation from the client district and share this information with the Executive Director and the Board.
- Present to the Board of Directors his/her recommendation for projects to be closed annually*
- Conduct a periodic review of the fee structure and disbursement of contracting revenue.
- Acquiring, content managing, and budgeting all individual contracts using the following guidelines. The MCG will assign a Principal Consultant to work closely with the Executive Director or Designee. The Principal Consultant may elect to assign a Lead Consultant specific to a project based on the project requirements.
- Review and approve annually* the operational procedures document and present it to the Board of Directors for adoption.

All consultants must provide a timesheet by a project at the end of each month to the Principal Consultant. The Principal Consultant will review all timesheets for accuracy before submitting them to the District Treasurer for approval by the Executive Director or designee.

The President of MARS will approve consultant work by the Executive Director, and the Executive Director will approve the same performed by the Assistant Executive Director.

*Note: Annual refers to the first Board of Directors meeting in a new fiscal year

Approved by the Board of Directors: (Insert Date)
 Amended by the Board of Directors: (Insert Date)

(The Addendum will be a separate document subject to annual* review)

Addendum
Effective: (Previously approved for FY 21)

Rate of Contractual Services and Expenditures
 (Approved annually*** and updated as necessary by the Board of Directors)

The following rates were by the Board of Directors: (Insert date)

The gross billing rate is \$95
 All consultants per hour payroll rate is \$80
 The District Treasurer per hour rate of \$25
 The general costs at the rate of \$15.00

- General costs, inclusive of payroll costs,
- a. Social Security
 - b. Federal Unemployment
 - c. MA Unemployment
 - d. Workers Compensation
 - e. Liability insurance for consultants
 - f. Administrative overhead

The approved consultant's hourly gross billing rate may include direct services related to procurement, preparing, and presenting as required to fulfill a project. These may include but are not limited to preparing bids, research, writing, editing, and customized direct services via in-person or virtual platforms.

Upon approval of the MARS President, or the Executive Director's approval, if the Assistant Director provides services, they may provide consulting services to the MCG and be compensated at the approved hourly rate.

The MCG consultants will be reimbursed for expenses as follows:

- Travel at the IRS rate in effect
- Approved overnight lodging
- Meals
- Out-of-pocket expenses for document processing, including copying, The Principal Consultant will, at the beginning of each month, prepare invoices for consultant hours devoted to the project and submit them to the client school district.

Each consultant will submit a timesheet by project via a separate email at the end of each month to the Principal Consultant stating in the email that the hours and expenses are true and correct.

The Principal Consultant will:

- Prepare payroll and other expenses to be sent to the MARS Treasurer, including signed payroll authorization, check from a client, invoices, and consultant timesheets with an attached email from the consultant stating the hours submitted are accurate.
- Be responsible for obtaining a project evaluation from the client.
- Close out each project, send the accounting document(s) and project evaluation to the Executive Director, which will subsequently be provided to the MARS Board of Directors.
- Request the District Treasurer to move the remaining funds to the MARS Reserve Fund.

Amended/Approved by the Board of Directors: April 2021