

SCHOOL ATTORNEY

The Board of Education shall retain legal counsel who shall be appointed at the Annual Reorganizational Meeting of the Board of Education. The President of the Board, or the Superintendent of Schools or his/her designee, may contact the counsel on legal matters affecting the operation of the school district.

Selection of a School Attorney

The district, when seeking to retain a School Attorney, will first locate prospective qualified lawyers/law firms by:

- 1) advertising in trade journals;
- 2) checking listings of lawyers/law firms; Or
- 3) making inquiries of other districts or other appropriate sources.

The district will then prepare a well-planned, written request for a proposal which will contain critical details of the services sought and submit this request to prospective applicants.

In selecting a School Attorney, the district will consider the cost of a retainer (or hourly fee), as well as such other factors as:

- 1) the special knowledge or expertise of the lawyer/law firm;
- 2) the quality of the service provided by the lawyer/law firm;
- 3) the staffing of the lawyer/law firm; and
- 4) the lawyer's/law firm's suitability for the district's needs.

The district will maintain documentation of the written proposals submitted by lawyer/law firm applicants for the position of School Attorney.

Adoption date: 10/2/07