

DISTRICT COUNSEL

A Board of Education may employ an attorney to provide legal advice to the Board and to the Superintendent of Schools on matters pertaining to the public schools in the District, and to assist the Board and staff in the performance of their legal responsibilities.

District Counsel shall be appointed annually at the Reorganization meeting. The Board, when it retains a school attorney, shall set his or her fee and terms of appointment.

The school attorney shall be required to attend all regular and to the extent requested special Board meetings and work sessions. He or she handles all legal matters as directed by the Board. The school attorney may be authorized to act or appear in any proceeding on behalf of the Board or any member of the Board, and for the District or any employee of the District, in any matter arising out of activities as a member of the Board or an employee of the District.

The school attorney generally acts in an advisory capacity to the Superintendent, and other administrative staff members at the discretion of the Superintendent, in regard to legal questions concerning the day-to-day operations of the School District. District Counsel shall render legal advice or a written opinion on any matter in connection with the interpretation of the Education Law or other laws as related to the business of the District. Other duties may include:

1. Review bid, job specifications, and contracts for work involving private businesses, services or agents.
2. Preparation of Board resolutions of a legal nature.
3. Preparation of agreements between the District and any other parties with whom the District may be obliged to contract.
4. Preparation of any options and deeds of conveyance that the District might make. Examination of abstracts, titles, deeds and other papers concerning any properties that the District might acquire or dispose of in the normal course of its business operation.
5. Preparation of all notices and documents necessary for the annual or special election of the District.
6. Attendance at administrative hearings concerning the discipline of employees or students.
7. Performance of such other duties consistent with his or her professional capacity as the Board may assign.

