

## SCHOOL DISTRICT OF SHOREWOOD

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### DISTRICT LEGAL COUNSEL

The Board of Education may retain an attorney or attorneys as needed to advise and represent the District in matters requiring legal counsel. The school attorney will serve in an advisory capacity to both the Board and the administration. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

Any attorney used by the Board shall be licensed to practice law in the State of Wisconsin. The attorney and/or law firm shall serve as legal advisor to the Board and administration. In that capacity, the attorney and/or law firm will:

- Provide general advice to the Board and/or administration on school district operations and other matters;
- Attend Board and other District meetings as requested by the Board, Superintendent or other designated school official;
- Assist with expulsions and other student disciplinary matters;
- Advise and assist in matters of litigation involving the District; and
- Perform other special legal services as may be assigned by the Board, Superintendent or designee consistent with the retainer agreement.

A decision to seek legal advice or assistance on behalf of the District shall be made by the Superintendent and/or Board President, unless otherwise specified by the Board.

The Superintendent and/or Board President are authorized to contact the District's legal counsel on behalf of the District on such matters as he/she deems advisable in

order to protect the interest of the District, Board or employees, or when directed to do so by official Board action. Other school administrators, board members or school personnel shall not be authorized to contact the District's legal counsel directly unless authorized or directed to do so by the Superintendent or Board President.

Most legal assistance to the District may be considered routine and not necessitating specific Board approval. However, when the Superintendent and/or Board President concludes that the potential for significant legal expenditure exists or under other unusual circumstances, he/she shall advise the Board, and the Board may take action on such matter as deemed necessary.

This policy does not limit Board members and other school officials from contacting sources other than the District's legal counsel for general legal information (e.g. The Department of Public Instruction or the Wisconsin Association of School Boards).

LEGAL REF.: Sections 19.85 (1)(g) Wisconsin Statutes  
120.10 (14)  
120.13(9m)  
120.15

CROSS REF.: 120, School District Legal Status

APPROVED: November 27, 2001  
REVISED: June 26, 2012  
REVISED: October 25, 2016