

## **LEGAL MATTERS**

The Board Chairperson, Acting Board Chairperson, Superintendent and Assistant Superintendent will have the responsibility of being the contact for individuals to the appropriate legal counsel.

No other administrator should make direct contact to the legal firm unless permission is received from the Board Chairperson, Acting Board Chairperson, Superintendent or Assistant Superintendent.

If a legal decision is needed in writing, it will be the responsibility of the Board Chairperson, Acting Board Chairperson, Superintendent or Assistant Superintendent to place a request in writing to the appropriate legal representative.

Information from legal counsel, whether oral or written, will be released to other administrators by the Superintendent or Assistant Superintendent.

If interpretations are requested from the school attorney whose services will result in an additional fee over and above the normal charge, it will be necessary for the requesting administrator to maintain a record of such contact so verification of the fee may be made if needed.

The official file of court action and decisions will be kept in the files of the Superintendent of Schools.

The official file of decisions of grievances will be kept in the Personnel Office as a permanent file.

First Reading: 1/16/06

Second Reading: 2/13/06

Reviewed: 12-2-19 (Policy Advisory Council and Board Policy Committee)