

## SCHOOL ATTORNEY

The Board of Education will appoint a School Attorney for the district. The Attorney must be admitted to the bar of New York State.

### *Selection of Attorney/Law Firm*

In selecting a School Attorney, the district will 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.

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: June 4, 2002

Effective: July 1, 2002