

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Legal Counsel	
ADOPTION/EFFECTIVE DATE: September 5, 2012	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Board Governance and Operations	
Amendment:	

A. Purpose:

This policy outlines the basic duties and responsibilities of Legal Counsel retained by the Superintendent and the Board of Education.

B. Rationale:

The Superintendent of Queen Anne's County Public Schools on occasion requires legal advice from an attorney for the provision of legal counsel and related services to the Queen Anne's County Public Schools during school board meetings and at other times.

C. Definitions:

"Legal Counsel" is an attorney or lawyer who renders advice and guidance concerning legal matters.

D. Policy Statement:

1. The Superintendent of Queen Anne's County Public Schools will retain an attorney ("Legal Counsel") for the provision of legal counsel and related services to the Queen Anne's County Public Schools. The Board may retain additional counsel as the need arises, particularly on appeals from decisions by the Superintendent or for the Superintendent's evaluation or contract. Fees for additional counsel will be negotiated at the time counsel is hired.
2. Legal Counsel will attend meetings of the Board upon request, and provide counsel to the Superintendent of Schools and the Board officers as needed.

POLICY

Queen Anne's County Public Schools

Page 2 of 2

3. Legal Counsel will be sufficiently familiar with the requirements of the school laws of the state to enable him/her to offer the necessary advice.
4. Legal Counsel's services will include but not be limited to:
 - a. Furnishing general legal advice in policy development and on relations with employees, employee organizations, students, parents, county residents, and other governmental and non-governmental groups and agencies;
 - b. Aiding the well-being of the school system; and
 - c. Rendering services related to impending or actual litigation involving the school system as a whole or any unit, individual, or groups of individuals connected with the school as may be required by the provisions of the Education Article to the Annotated Code of Maryland or the direction of the Superintendent or Board.
 - d. Providing information regarding legislation or pending legislation that may/will impact the Board of Education and/or the school system.
5. A decision to seek legal advice or assistance on behalf of the school system will normally be made by the Superintendent. However, Board Members can also seek assistance, if required, but shall apprise the Superintendent before contacting Legal Counsel. Such action will be taken, with the concurrence of the President, as consistent with Board policy and as it meets an obvious need of the school system. It may take place as a consequence of formal Board direction.

E. Implementation:

The Superintendent shall develop Administrative Regulations to implement this policy.