

SELECTION OF LEGAL SERVICES

In order to ensure that the School Board's legal services are sufficiently objective as to staff on operational issues and that fees are reasonable in light of current market conditions, it is the policy of the Lafayette Parish School Board to utilize either the services of the District Attorney or in lieu thereof, select external counsel as its General Counsel.

If the School Board selects external counsel as its General Counsel, the following procedure shall be followed:

A Selection Review Committee comprised of five (5) voting members and other advisory members should be established. The objective of the committee will be to review the request for proposals (RFP) obtained. The member committee should be comprised of the following individuals:

1. Four (4) Board members selected by the Lafayette Parish School Board
2. President
3. Superintendent
4. All Assistant Superintendents (non-voting – Advisory Only)

The selection process should include a Request for Proposal which clearly defines the scope of services needed. The selection process should require written proposals and oral interviews of candidates. Further, the written proposals should include, but not be limited to:

1. A statement acknowledging the scope of services
2. A statement of qualifications
3. A fee commitment
4. A statement of legal philosophy and plans

Candidates should be objectively evaluated as to their suitability for performance of the required services. Further, the Selection Review Committee may consider other factors such as:

1. A national attorney rating service such as the Martindale–Hubbell Service
2. The total experience of the partners of the law firm in the practice of law

3. The total experience of the partners of the law firm in handling School Board legal matters
4. Willingness of the law firm not to represent another client in a suit against the School Board

The Selection Review Committee shall make its recommendations to the full School Board. The final decision with regard to the General Counsel shall be made by the School Board.

If the School Board selects the services of the District Attorney, at the recommendation of the Superintendent, the School Board may select additional specialized external counsel to assist the Office of the District Attorney with areas of specialized law including but not limited to construction, desegregation, special education and discrimination law.

Adopted: 2/16/94
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