

## Attorney

The attorney for the school district shall have the following responsibilities:

1. Duties and responsibilities to be rendered:

- a. Attend the regular meetings of the board and other meetings when requested. At these meetings he/she shall act as a counselor to the board.
- b. Render a written opinion on any legal question when requested by the board.
- c. Prepare or supervise the preparation of all legal papers and documents which shall be executed by the officers of the board, or he shall approve the same before execution thereof by said officers. (He/she may charge the board for the legal papers and documents which are involved in matters described in #2 below, at the usual and customary charges for such services.)
- d. Provide to the superintendent or his/her delegated representative such opinions or other legal information as may be necessary for the immediate or long range conduct of the affairs of the school district.

2. Duties and responsibilities for which he/she may charge from time to time additional sums of money on the basis of the usual and customary charges for such services.

- a. Represent the school district in all litigation to which the school district may be a party or in which it is interested.
- b. Examine, upon the purchase of any real estate by the school district, the abstract or preliminary report of title, as the case may be, and render a written opinion concerning the same, and represent the board in the purchase or sale of any real estate.

3. The board may refer to him/her for attention and action all matters that it may deem proper and advisable for him/her to supervise, dispose of, or adjust; and he/she shall perform such other duties as the board may request him/her to perform.

Policy Adopted: 12/75

Policy Reviewed: 9/99

Policy Amended: 10/99