

DORCHESTER SCHOOL DISTRICT FOUR

500 Ridge Street
Saint George, South Carolina 29477

Kelvin Wymbs, Ed.D.
Superintendent



Office Telephone:
(843) 563-4535

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(843) 563-9269

Request for Qualifications School District Legal Services

The Dorchester County School District Four Board of Trustees seeks a law firm or attorney to serve in the capacity of School Board Attorney. The attorney designated by the retained firm to represent the School Board of Trustees should be well versed in education law, particularly with reference to federal and state statutory and case law governing public education in South Carolina. Counsel must be licensed to practice law in South Carolina. A minimum of seven years of legal practice is desirable. In addition, counsel should be able to provide a broad range of legal services and prepare legal documents required by the Board and Superintendent in the day-today operation of the school district.

The attorney or firm representing the Board of Trustees will be expected to provide the following:

General Services

- **Administrative Contact** – Available for telephone and individual conferences with the Board of Trustees, Superintendent and school administrators as needed.
- **Professional Development** – Prepare and present as requested professional development for administration, staff and board members on pertinent issues in school law.
- **Policy Revisions**– Provide guidance for policy revisions as it relates to Dorchester County School District Four.
- **Informational Service**– Provide periodic updates on administrative practice and procedures recommended by the South Carolina School Board Association.
- **Special Opinions** - Prepare legal opinions on education–related legal questions at the request of the Board and the Superintendent
- **Legislative Services**- Monitor and review changes in the public school law enacted by the General Assembly and advise the Board and the Superintendent of legislative changes and necessary Board and administrative actions.

Specific Services

- Advice and consultation with the Board of Trustees in connection with their general and specific powers and duties under the Education Law.
- Representation of the superintendent and other school officers, and advice and consultation concerning their general and specific duties and responsibilities under Education Law, Civil Service Law and General Municipal Law.
- Advice and consultation with respect to Constitutional questions involving the separation of Church and State, school prayer, use of facilities, libraries and textbooks, and other First Amendment questions.
- Advice and consultation with the administration of the school district, including memoranda regarding the appointments, duties, responsibilities and termination of employees.
- Preparation for, and representation of, the school district in disciplinary proceedings commenced against teachers and administrators pursuant to Education Law.
- Representation of the employer with respect to discipline and dismissal of teaching and nonteaching employees, including termination of employees and related grievance and arbitration hearings.
- Advice and consultation with respect to issues relating to the Open Meetings Law.
- Representation of, and consultation with, the Board of Education on issues involving teaching staff relative to: qualifications of staff based on federal NCLB mandates, teaching certificates, and other required licenses; appointments; proposed reductions in force and related seniority and tenure area questions; legal implications and requirements involving transfer and/or assignment of teaching duties; advice and consultation with respect to various forms of leaves of absence, including illness, family leave, and personal leaves; advice and consultation with respect to the powers, duties and appointments of substitute and part-time teachers; and related advice, consultation and representation on issues concerning other personnel issues.
- Representation of the district in connection with real property matters, including acquisition, disposition, leasing and construction of facilities and related contract formation issues and bidding requirements.
- Advice, consultation and representation in connection with school district finances.
- Advice consultation and representation in connection with student residency requirements, attendance laws, truancy proceedings, academic standards, grades, promotion and graduation requirements and other accountability issues.
- Representation of the school district in connection with disciplinary proceedings involving students, including hearings and related proceedings.
- Advice and consultation in connection with transportation of students and related regulations involving safety and health.
- Representation of the district in connection with the placement and free appropriate education of children with disabilities, including participation in hearings and representation in related administrative and judicial proceedings of same.
- Advice and consultation in matters involving interscholastic athletics and related questions such as transfer, eligibility, etc.
- Consultation and representation in single- and multi-party litigation relating to suits against governmental entities.

- Advice, consultation and representation in matters involving insurance, including general liability, property and errors and omissions insurance.
- Advice and consultation with regard to student records and personnel records.
- Defense in connection with actions alleging negligence, failure to properly supervise, dangerous conditions, defamation, interference with contracts, and like issues.
- Advice and consultation with respect to drug and alcohol testing for employees and students.
- Consultation and advice with respect to the issues of consolidation and merger of districts. Knowledge of options, procedures and other related legal requirements.
- Advice and consultation regarding collaborative educational activities.
- Support for the district mission and goals of equity and excellence for all students.
- Performance of such other legal counsel consistent with his/her professional competence as the Board may request.

Interested firms or attorneys should include documentation outlining professional qualifications and recent experience in public school education law. We also require at least three professional references with name, address, telephone number and relationship. Proposals should also provide the names of current school or school board clients. Potential conflicts of interest should be noted. Interested firms or attorneys should submit a proposal to provide legal services in the role of School Board Attorney for Dorchester County School District Four by September 23 at 10:00 a.m. to:

Dorchester County School District Four Superintendent
Dr. Kelvin T. Wymbs
kwymbs@dd4.k12.sc.us
843-563-4535

Please indicate **Attorney RFQ** in the subject line. **Proposals must be submitted via e-mail.**