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CLINTON CITY SCHOOLS

300 Westover Road

Clinton, NC 28328

Phone: 910-592-3132 Fax: 910-592-2011

Board of Education

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Vice Chairperson

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Services

Schools/Auxiliary Services

L. C. Kerr School
910-592-3066

Butler Avenue School
910-592-2629

Sunset Avenue School
910-592-5623

Sampson Middle School
910-592-3327

Clinton High School
910-592-2067

Auxiliary Services
910-592-8688

December 13, 2018

Dear Attorney:

The Clinton City Board of Education is seeking legal representation from attorneys and law firms for general and personnel matters. This letter represents a request for proposals to represent the Clinton City Board of Education as our attorney for general and personnel matters. Listed are the services required:

- (1) Review and/or draft contracts for employment and other services
- (2) Represent Clinton City Schools in litigation, as requested
- (3) Provide advice on other various issues, including but not limited to real or potential conflict of interest situations, statute interpretation, and legal interpretations as needed
- (4) Review and/or draft policies and procedures
- (5) Attend and provide legal counsel at Board of Education meetings
- (6) Be responsible for closed session minutes
- (7) Review and provide legal counsel regarding student or employee related issues

If your firm is interested in responding to our request, please take the following actions:

- (1) Prepare a written proposal stating your interest in serving as attorney for Clinton City Schools. The proposal should include a transmittal letter, executive summary, the firm's expressed understanding of the services required, and a description of your firm's experience in education law. The written proposal should be addressed to Dr. Linda Brunson, Board Chairperson and should be received by Mrs. Nacole Hayes at the above address or email (nhayes@clinton.k12.nc.us) no later than 4:30 p.m. on January 23, 2019.
- (2) Participate in an interview, if requested, by the Clinton City Schools Board of Education. Interviews will be scheduled during February 2019.

Thank you for your interest in Clinton City Schools. We look forward to hearing from you.

Sincerely,

Dr. Linda S. Brunson

Dr. Linda S. Brunson, Chairperson
Clinton City Schools Board of Education

C: Dr. Wesley S. Johnson, Superintendent
Board of Education Members