

Request for Legal Assistance
DCSD Office of Legal Affairs
ATTORNEY – CLIENT COMMUNICATION

DATE RECEIVED: \_\_\_\_\_
MATTER ASSIGNED TO: \_\_\_\_\_

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS:

- X H. ERIC HILTON (DISTRICT WIDE, BOARD AGENDA ITEMS & EXCEPTIONAL EDUCATION, CONTRACTS)
MARISSA KEY (EMPLOYEE RELATIONS, OPEN RECORDS & TITLE IX MATTERS)
GLINTON DARIEN (RISK MANAGEMENT & WORKERS COMPENSATION MATTERS)
CHASITY MIDDLEBROOKS-CODY (HUMAN RESOURCES & STUDENT RELATIONS)
OUTSIDE LEGAL COUNSEL (AS ASSIGNED BY OFFICE OF LEGAL AFFAIRS)

WITH A COPY TO:
SELYNTHIA WISE, OFFICE SPECIALIST

\*\*\* This request is a confidential communication and should be treated as such \*\*\*

Topic: Board Agenda Item Review – Donation Acceptance for Construction of Outdoor Classroom Wood Structure – Dunwoody ES – Jewel of the South – ezQIC Contract GA-C10-040820-JOS - NTE \$41,765.06
(e.g., contract review, policy matter, etc.)

Action/response required Board Agenda Item Approval

Date of request: 7/9/2024 Date by which a response is needed: 7/12/2024
(Allow 3 to 5 business days)

Background information: Board Agenda Item – Donation Acceptance for Construction of Outdoor Classroom Wood Structure – Dunwoody ES – Jewel of the South – ezQIC Contract GA-C10-040820-JOS - NTE \$41,765.06

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)? Yes No Description of attachments, if any

Requested by: Darlene Y. Hughes Darlene Y. Hughes
Print Name Signature

Email: darlene\_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations

Cabinet Member authorizing the request: Erick Hofstetter

This item is approved as to form? X (HEH) Yes No

By:

Comments:

Please copy on email: All that are copied on original email.

Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

Date Called: Time: Total Time of Conference:

Advice Given:
Action Taken: