

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:

- 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 – Contract Award Approval – Fleet Garage Doors Replacement – King Overhead Door Systems- RFP #24-581 – NTE \$680,000.00
(e.g., contract review, policy matter, etc.)

Action/response required Board Agenda Item Approval

Date of request: 8/13/2024 Date by which a response is needed: 8/16/2024.
(Allow 3 to 5 business days)

Background information Board Agenda Item Review – Contract Award Approval – Fleet Garage Doors Replacement – King Overhead Door Systems- RFP #24-581 – NTE \$680,000.00
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? Yes No

By: _____

Comments: _____

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

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Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

Date Called: _____ Time: _____ Total Time of Conference: _____

Advice Given: _____
Action Taken: _____