

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 – FY25 Carl Perkins V Improvement Grant for Career, Technical, and Agriculture Education (CTAE) Approval  
(e.g., contract review, policy matter, etc.)

Action/response required Please review and approve

Date of request: 8/7/24 Date by which a response is needed: 8/12/24  
(Allow 3 to 5 business days)

Background information: Carl Perkins V federal funds are for implementing new or improving existing Career, Technical, and Agricultural Education (CTAE) initiatives. Approval of the Perkins Grant application is vital for the DeKalb County School District to provide high-quality CTAE programs throughout the district.

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

Attachment(s)? X Yes \_\_\_ No Description of attachments, if any FY25 Carl Perkins V Improvement Grant Agenda Item and Award Letter

Requested by: Doryiane W. Gunter  
Print Name

  
Signature

Email: Doryiane.Gunter@dekalbschoolsga.org Telephone: 678-676-0451 or 470-997-1263

Department: Curriculum and Instruction - CTAE

Cabinet Member authorizing the request: Ms. Stacy E. Stepney, Chief Academic Officer

This item is approved as to form? ✓/1/24 Yes \_\_\_\_\_ No

By: Stacy E. Stepney 8/8/24 12/24

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: \_\_\_\_\_