

Request for Legal Assistance

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)
 - MARISSA KEY (EMPLOYEE RELATIONS, OPEN RECORDS & TITLE IX MATTERS)
 - GLINTON DARIEN (RISK MANAGEMENT & WORKERS COMPENSATION MATTERS)
 - CHASITY MIDDLEBROOKS-CODY (HUMAN RESOURCES & STUDENT RELATIONS)
 - DANIEL DENTON (CONTRACTS)
- WITH A COPY TO:
 SELYNTHIA WISE, OFFICE SPECIALIST

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

Topic: Initiative One Agreement – DCSD Leadership Transformation
(e.g., contract review, policy matter, etc.)

Action/response required Please review and approve the Initiative Once Agreement being presented at the September 9, 2024 Board Meeting. This agreement is for Professional Learn for the Superintendent’s Senior Cabinet Members. Agreement is from October 2024 through May 2025.

Date of request: 09/06/24 Date by which a response is needed: 09/06/2024
(Allow 3 to 5 business days)

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

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

Requested by: Dr. Bernetta Jones _____
Print Name Signature

Email: bernetta_jones@dekalbschoolsga.org Telephone: 678.676.1200

Department: Superintendent

Cabinet Member authorizing the request: _____

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

By: H. Eric Hilton, Esq.

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: _____