

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: FY25 Heavy Equipment Operations (HEO) Pathway Grant
(e.g., contract review, policy matter, etc.)

Action/response required Please review and approve

Date of request: 9/6/24 Date by which a response is needed 9/10/24
(Allow 3 to 5 business days)

Background information: The GADOE HEO Pathway Simulator Grant will establish the first HEO pathway in Dunwoody High School's CTAE program. This pathway addresses the growing demand for skilled heavy equipment operators in metropolitan Atlanta, meeting local industry needs. Students will have the opportunity to earn industry credentials, such as the NCCER Level 1 HEO Certification, through hands-on learning that provides practical, industry-aligned skills.

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

Attachment(s)? Yes No Description of attachments, if any HEO Board Agenda item

Requested by: Doryiane W. Gunter
Print Name

Doryiane W. Gunter
Stacy E. Stepney 9/10/24
Signature

Email: Doryiane_gunter@dekalbschoolsga.org

Telephone: 678-676-0451

Department: Curriculum & Instruction - Career Technical and Agricultural Education (CTAE)

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

This item is approved as to form? Yes No

By: H. Eric Hilton

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: _____