

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 – RFP 24–752-004 Design/Build Services - Gym Ceiling Renovation – Lithonia MS – Project Award Approval – Performance Services, Inc. – NTE \$1,073,803  
(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 – RFP No. 24-752-004 – Design/Build Services for Gymnasium Ceiling Renovation – Lithonia MS – Project Award Approval – Performance Services, Inc. – NTE 1,073,803

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?  (HEH) 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: \_\_\_\_\_