

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 - Purchase of Band Uniforms for High Schools
(e.g., contract review, policy matter, etc.)

Action/response required Please review and approve the board agenda item.

Date of request: 11/11/2024 Date by which a response is needed: 11/14/2024
(Allow 3 to 5 business days)

Background information: Band uniforms are typically purchased on a rotating seven-year cycle for every high school. Miller Grove High School, Southwest DeKalb High School, and Towers High School will receive band uniforms this year. Based on the average enrollment for the last three years in the instrumental music programs at each school, the school district will purchase the uniforms for a cost not to exceed \$380,000.00.

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

Attachment(s)? Yes No Description of attachments, if any Quotes from Fruhauf Uniforms and Stanbury Uniform, Quote Summary, Revised Band Uniform Rotation Chart

Requested by: Ms. Stacy E. Stepney, Chief Academic Officer Stacy E. Stepney 11/19/24
Print Name Signature

Email: stacy_e_stepney@dekalbschoolsga.org, jackie_marshall@dekalbschoolsga.org Telephone: (678)676-0731

Department: Curriculum and Instruction

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

This item is approved as to form? Yes No

By: H. Eric Hilton, Esq.

Comments: _____

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

Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

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

Advice Given: _____

Action Taken: _____