



Board of Director's Policy Business Services 800 Series

Policy # 800.o7

Procurement of Legal Services

Policy Statement:

It is the policy of the Prairie Crossing Charter School and its Board of Directors to procure legal services which are in the best interest of the school, absolutely necessary, and then on a cost conservative basis. To that end, the Board shall annually appoint competent legal counsel who shall invoice Prairie Crossing Charter School based on a mutually agreed upon professional hourly rate and/or retainer basis subject to the following provisions:

- When advice is necessary, the administrator/Board Officer shall first determine if advice may be available free of charge from the Illinois State Board of Education, the Lake County Regional Office of Education, or the Lake County States Attorney Office.
- Prior to making requests for legal counsel advice, the requesting party shall next review the School legal file to determine that the issue in question has not previously been addressed by counsel.
- Service requests may then be made at the request of the School Director or by the Board President
- When requests are made of the School's counsel, the administrator/Board Officer will seek an estimate of probable cost for the advice as a further means of determining whether to proceed with the request.
- Invoices for services rendered shall be timely (within 60 days) and shall give sufficient detail to allow the Board of Directors who shall approve same monthly, to determine that the charge is reasonable and appropriate.
- Authorized parties requesting services shall retain in the custody of the Executive Director and/or Board President written summaries of the issue on which advice was sought, written legal opinions when requested, and the context of advice given as an additional means of limiting the number of requests made.

Administrative Direction:

The administration is empowered to develop administrative procedures deemed necessary to provide for the full implementation of this policy.

Adopted: December 2006

Revised: November 2011