



Superintendent
Dr. David A. Lewis

Board Chair
Don Christopher West

Board Vice-Chair
Patricia A. Burden

Members
Craig Foucht
H. Len Henderson
D. Wade Leatham
J. Tommy Sanders III
Jennifer S. Strickland

May 24, 2022

Dear Attorney and/or Firm:

The Wayne County Board of Education is seeking an attorney or firm to serve in the capacity of School Board Attorney. The district is seeking an attorney or firm well versed in education law, particularly federal and state statutory and case law governing public education, civil service, human resources, and general municipal matters in North Carolina. Additionally, the attorney or firm should be able to provide a broad range of legal services and prepare legal documents required by the Board and the Superintendent in the day-to-day operations of Wayne County Public Schools.

Interested candidates must:

- Hold a Juris Doctorate degree;
- Be licensed in North Carolina;
- Possess excellent communication skills, both verbal and written;
- Be experienced in litigation and governmental practices, particularly those related to public education;
- Have reliable transportation to facilitate participation in face-to-face meetings;
- Work effectively with the internal staff including the Board of Education, the Superintendent, the Leadership Team, and other Central Services staff and school staff on an ongoing basis; and,
- Work effectively with external constituents including judges, other attorneys, the Clerk of Courts, law enforcement, community agencies, advocates, and families.

The attorney or firm representing the Wayne County Board of Education will be expected to provide the following services:

- Attend all Board business meetings and assist in maintaining Closed Session minutes (attending attorney must have a minimum of two (2) years of experience in representation of Boards of Education and/or work in education cases, and a working knowledge of Robert's Rules);
- Attend all Board work sessions and special called meetings, including Closed Sessions of the Board (attending attorney must have a minimum of two (2) years of experience in representation of Boards of Education and/or work in education cases, and a working knowledge of Robert's Rules);
- Attend all Policy Committee meetings (attending attorney must have a minimum of two (2) years of experience in representation of Boards of

Education and/or work in education cases, and a working knowledge of Robert's Rules);

- Provide advice and consultation with regard to Open Meetings Law and Freedom of Information Law;
- Consult as needed with the Board and Board Chairperson, as well as the Superintendent / designee about legal matters;
- Represent and negotiate on behalf of the Board in legal matters;
- Review all potential Board decisions and contractual agreements and make recommendations to the Board;
- Be available upon short notice to handle time sensitive matters;
- Provide training (at least annually) to the Board of Education on procedural guidelines to conduct Board business, and admonish and advise the Board when potential procedural violations appear imminent; and,
- At all times serve as an advocate for the Board of Education.

The selected attorney or firm will:

- Be evaluated by the Board of Education; and,
- Train members of the Wayne County Board of Education and Wayne County Public Schools staff in relevant legal matters.

Required for proposal:

- Resumes and credentials for the attorney or firm who will provide service, along with the hourly rate associated with each person.
- Documentation of the attorney's or firm's ability to meet the standards set forth in this letter and policy.
- Expected billing related to travel, administrative and office expenses must be specifically and clearly addressed by the proposal.
- Retainer options are preferred and should be considered when responding. Minimum expectations for services covered by retainer include: Board meetings, Board consultation, policy work, and training / professional development. Interested attorneys and firms are encouraged to provide multiple retainer options and/or fee structures to include additional services at pre-determined rates.
- As supplemental information, please submit rates as requested below:

Category of Service	Partner Rate	Associate Rate	Included in Retainer (Y/N)
Exceptional Children Services			
Threatened Litigation			
Construction			
Real Estate			
Students / Discipline			
Board Meetings			
Board Consultation			
Contracts			
Personnel			
Policies			
Training / Professional Development			
Other Legal Matters			

Interested attorneys or firms should submit proposals for the provision of legal services, including a prospectus containing specific services proposals, using one or more of the following submission options:

Delivery by U.S. Mail

Wayne County Public Schools
c/o Dr. David Lewis, Superintendent
P.O. Drawer 1797
Goldsboro, NC 27533

Delivery to Physical Address

Wayne County Public Schools
c/o Dr. David Lewis, Superintendent
2001 E. Royall Ave.
Goldsboro, NC 27534

Electronic Submission (email)

davidlewis@wcps.org

The Board of Education will review proposals and may request additional information, as well as a presentation by the prospective attorney or firm. Interested attorneys or firms must submit proposals in hard copy or by email no later than 5:00 p.m. on June 8, 2022.

Respectfully,



David A. Lewis, Ed.D.
Superintendent