

# PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

## 005-BOG-3. SOLICITOR LETTER

Dear [Solicitor/Firm]:

The Board of School Directors is seeking a law firm or attorney to serve as school solicitor for the school district. The firm or attorney selected must be well-versed in educational law, particularly with reference to state and federal statutory and case law governing public education in Pennsylvania. In addition, the attorney or firm should be able to provide a broad range of legal services and prepare legal documents requested by the Board and Superintendent for the day-to-day operation of the school district.

If you or your firm have an interest in pursuing the solicitorship for the school district, please complete the enclosed questionnaire form and return it along with either your resumé or your firm's prospectus. You should also provide cost estimates for legal services according to three (3) separate scenarios, as follows:

### Scenario #1

Your own compensation proposal.

### Scenario #2

A cost estimate for legal services that would include the employment of an on-site attorney from your firm on a part-time basis for specific needs.

### Scenario #3

The charges for legal services, including an annual retainer fee and description in full of the activities that will be covered by same; hourly rates for each individual attorney and paralegal who may provide services to the district; and a description of the kinds of services that will be billed on an hourly basis.

If you or your firm wish to be considered for the solicitorship of the school district, please submit the completed questionnaire, resumé and cost estimates no later than \_\_\_\_\_. You or your firm will then be considered for an interview/presentation with the Board.

Please contact me if you are unclear as to what is being requested relative to the application for solicitorship of the school district. Please address all questions and send all materials to:

Sincerely,

SCHOOL DISTRICT

Superintendent of Schools