

PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

005-BOG-4. SUGGESTED QUESTIONNAIRE FOR PROSPECTIVE DISTRICT SOLICITORS

1. Name of Attorney or Firm: _____
2. Address of Attorney or Firm: _____
3. Phone Number: _____ Contact Person: _____
4. List the attorneys who would be actively engaged with the school district and their areas of specialization. Attach resumés.

_____	_____
_____	_____
_____	_____
_____	_____

5. Are you or your firm currently engaged as a solicitor for any school district(s)?

If so, please list school districts for which you or your firm have acted as solicitor(s), and dates:

6. List the municipalities or other governmental entities for which you or your firm have served as solicitor(s) and dates:

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7. List the school districts for which you or your firm have acted as chief negotiator(s), applicable bargaining units involved, year(s) of the negotiations, and outcome of said negotiations:

8. List the school districts for which you or your firm have done labor-related work and dates. Describe that work and its results.

9. List the school districts for which you or your firm have acted as bond counsel and dates, and provide the scope of those involvements.

10. List the school districts for which you or your firm have actively been engaged in the collection process of delinquent taxes, including sheriff sales of real estate and the results of those activities.

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11. Detail your involvement in the appeal process of real estate property assessments on behalf of a school district or other taxing body.

12. List the school districts which you or your firm have represented in Equal Employment Opportunity Commission, Pennsylvania Human Relations Commission, Pennsylvania Labor Relations Board, etc.; your specific activities; and the results of same.

13. List the school districts which you or your firm have represented in Special Education matters at any stage, from advice to administrative proceedings and court.

14. For those school districts which you or your firm have acted as exclusive counsel involving labor relations, arbitrations, negotiations, and general legal work, show the amount of annual compensation received, including monthly billings and retainers.

_____	\$ _____
_____	\$ _____
_____	\$ _____

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15. What experience do you or your law firm have in the specialized areas of school law, specifically:

Discrimination and harassment? _____

Student rights, suspension and expulsion, and search and seizure? _____

Constitutional issues such as due process and the First Amendment? _____

16. Are you a member of the following organizations and how long?

Council of School Attorneys [NSBA]? _____

National Organization on Legal Problems of Education [N.O.L.P.E.]? _____

American Bar Association, Urban, State and Local Government Section, Public Educators Committee? _____

PSBA School Solicitors Association _____

17. List the resources and research materials to which you or your firm regularly subscribe.
