



Colorado Springs School District 11

Management Directive from the Superintendent

Date: July 1, 2020

Subject: Management Directive – Legal Liaisons

Management Directive #: MD-D1

Purpose:

To provide direction for accessing and responding to legal services in District 11. Communications between representatives of the District and the District's legal service providers shall be conducted in an effective and efficient manner in order to obtain appropriate legal guidance at minimum district cost. It is important that the guidance given to staff members is thorough, clear, and concise. Accordingly, these guidelines are established to accomplish that end.

Directive:

Legal Liaison Protocols

Each year the Superintendent shall appoint all district staff authorized to contact, discuss, and engage legal counsel on behalf of School District 11. These individuals will take the lead role on any legal contact in order to ensure communications are kept to an appropriate level. As the leader for this area, the designated liaison will be responsible for initial contact, documentation of discussion, dissemination of information to key staff, and validation of appropriate billing from legal counsel.

In the event that district staff is contacted by legal counsel, it is acceptable and appropriate to respond and interact with legal counsel accordingly.

The District's Contracting Officer's Technical Representative (COTR) for general legal counsel is generally responsible for reconciliation, account coding, and payment of the monthly legal bill.

Staff Analysis and Information Reporting

The District COTR maintains documents for staff analysis and communication of legal requests, trends and costs. All requests for information regarding legal services shall be referred to the designee, and staff shall furnish information requested, via the Archives and Open Records Department, in accordance with superintendent guidance and state law.

Signed: _____

Dr. Michael J. Thomas
Superintendent of Schools

Date

7/23/20

Colorado Springs School District 11

Authorization of Legal Contract Liaisons

Whereas the District believes that it is advantageous to appropriately manage access to District 11 legal providers;

Whereas the District believes that certain staff can protect District 11 assets and be more productive with appropriate legal counsel; and

Whereas the District legal contract requires employees representing District 11 in legal matters have prior approval by the Superintendent; now, therefore, be it

Resolved, that the following individuals:

1. shall be authorized by the Superintendent to contact, discuss, and engage legal counsel on behalf of District 11 during fiscal year 2020-2021.

All District 11 Board of Education Directors (7)

Superintendent of Schools, Dr. Michael J. Thomas

Deputy Superintendent Division of Business Services, Mr. Glenn Gustafson

Deputy Superintendent Division of Personnel Support Services, Ms. Phoebe Bailey

Deputy Superintendent Division of Achievement, Learning, and Leadership Mr. David Engstrom

Assistant Superintendent and Chief Information Officer, Mr. John McCarron

Chief of Staff, Ms. LeAnn Slama

Secretary to the Board of Education, Ms. Maricella Hidalgo

Executive Director, Ms. Danniella Ewen, Human Resources

Executive Director, Ms. Judy Gudvangen, Special Education

Executive Director, TBD, School Leadership

Executive Director, Ms. Sherry Kalbach, School Leadership

Executive Director, Mr. Bryan Relich, School Leadership

Executive Director, Mr. Daniel Hoff, School Leadership

Executive Director, Ms. Kristine Odom, Procurement and Contracting

Director, Ms. Karey Urbanski, Human Resources

Director, Ms. Katherine Ritchie, Records and Policies

Director, Mr. Kent Poe, Risk-Related Activities

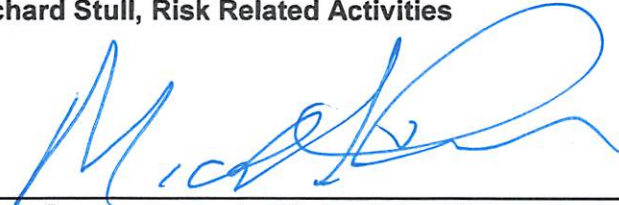
Manager, Ms. Jessica Reijgers, Employee Benefits

Manager, Mr. Hank Hahne, Risk Management Workers' Compensation Program

Adjuster, TBD, Risk Management Workers' Compensation Claims

Adjuster, Ms. Diane Vanderpool, Risk Management Property Claims

Assistant, Mr. Richard Stull, Risk Related Activities



Superintendent of Schools Dr. Michael J. Thomas