

BOARD ATTORNEY

The Long Hill Township Board of Education (BOE) shall at its annual organization meeting appoint by a majority vote of the full membership of the BOE an attorney of the BOE. The appointment shall be for the ensuing school year. The BOE also shall appoint to such position whenever there is a vacancy in said position.

The attorney shall serve at the pleasure of the BOE. The attorney shall be paid for services rendered at a salary/fee to be approved by the BOE. The maximum dollar amount for legal services for a school year shall be established prior to the budget preparation. Legal service expenditures shall be tracked and monitored by the Business Administrator/Board Secretary (BA/BS) throughout the year to insure the prudent use of legal services and funds.

The attorney shall be the legal adviser of the BOE and its officers in questions related to their official duties. Direct contact with the BOE attorney shall be limited to the chief School Administrator (CSA) or his/her designee and/or the BOE President or his/her designee.

All requests for legal advice should be made in writing. If a request cannot be made in writing in advance of the need, a written summary of the inquiry and response must be submitted to the BA/BS for filing in the BOE legal reference file., as soon as practicable after the inquiry. The legal reference file is to be maintained by the BA/BS.

All legal contacts, under any circumstances, must be logged and the log used to compare against the invoices received. This log is to be maintained by the BA/BS.

Functions:

1. Represent the BOE in legal proceedings;
2. Give a written opinion on all legal questions referred by the BOE, the CSA, the BA/BS;
3. Attend BOE meetings, conferences and other meetings as requested by the BOE, CSA or BOE President;
4. Such other legal duties as may be prescribed by statute, code, BOE policy, or BOE-approved job description.

Revised and readopted: November 25, 2013

First Reading: October 13, 2008

Second Reading: October 27, 2008