

**Dr. Maureen A. Long**  
Superintendent of School's  
Ext 101

**Antonietta Schroeder**  
Principal  
Ext 107

**Kathy Cietek**  
District Treasurer  
Ext 105

**Cheri Vandenberg**  
Registrar/Guidance  
Counselor  
Ext 121

**Jennifer Cannavo**  
CSE Chairperson  
Ext 124

**Carin D'Ambro**  
School Nurse  
Ext 109  
Fax 465-4572

**Board of Education**

**President**  
Jeff Masline

**Vice President**  
Jennifer Wilson

**Members**  
Joe Pustay  
William Nevins  
John Diefenderfer

**District Clerk**  
Aileen Nicoll

# Menands Union Free School District



19 Wards Lane, Menands, NY 12204  
T (518) 465-4561 F (518)- 434-2840  
[www.menands.org](http://www.menands.org)

## **MENANDS UNION FREE SCHOOL DISTRICT**

### **Request for Proposals**

#### **School Legal Services**

Notice is hereby given that the Menands Union Free School District will receive sealed proposals for the implementation of school district legal services.

Sealed proposals will be received in their final form not later than:

**June 12, 2017 / 10:00 A.M.**

Menands Union Free School District  
19 Wards Lane  
Menands, NY 12204

For further information, please contact:

Kathy Cietek, District Treasurer  
Menands Union Free School District  
518-465-4561 ext. 105

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Menands Union Free School District  
518-465-4561 ext. 105

## **Brief Description of the District**

Enrollment: 256  
Staff: 48  
Administrators: 2  
Teachers: 33  
Support Staff: 13

BOCES: Capital Region BOCES  
Schools: Menands Union Free School District

Board of Education: Five members, representing Village of Menands

Management: Dr, Maureen Long, Superintendent of Schools  
Antonietta Schroeder, Principal  
Kathleen Cietek, District Treasurer

Budget: The 2017-2018 Budget of \$8,548,159 was approved by District voters on May 16, 2017.

Additional Info: Please view our website at [www.menands.org](http://www.menands.org) for more information about Menands UFSD.

## **Award of Services**

The Board of Education may award one contract for all legal services as listed below or may elect to award separate contracts in the following areas: general counsel, special education, personnel administration, tax certiorari cases and capital construction counsel.

## Description of Services

**The Board of Education seeks proposals under the following parameters:**

**Hourly rates for services with no monthly or annual retainer fee schedule. Please provide specific rates for partners, associates, etc. The Board of Education seeks to enter into an Agreement that provides flexibility for services in a cost effective manner.**

The selected firms will provide legal services including, but not limited to the following:  
Services to be included in **each** of the service areas:

Legal counsel and advice to the Board and Administration

- Timely advice and counsel on emergent matters. Counsel is expected to respond, at least verbally to be followed in writing, within a maximum of twenty-four hours when an inquiry is made by the Board or the Administration.
- Written legal opinions upon request.
- Initiate and/or defend lawsuits as necessary and at the direction of the Board.
- Prepare all necessary legal documents.
- Work cooperatively with legal counsels of insurance companies, consortiums, or other collective with whom the Board may be affiliated.
- Represent the school district in all judicial and/or administrative proceedings within the specific service area in which the district or any of its board members, administrators, or agents may be a party or have an interest.
- Conduct in-service programs on specified legal issues for appropriate staff members upon request.
- Fulfill other legal duties as are commonly accepted and assigned.

## Specific Service Areas

### **A. General Counsel Services to be provided:**

- Review and advise for legal notices, resolutions, board policies, and matters of district governance.
- Review and advise in matters of procurement and service contracts, bid specifications, bidding matters, contract preparation and execution, and remedies of contract disputes.
- Provide advice and counsel on all matters related to regular students including discipline, attendance, adherence to rules and regulations, etc.
- Represent the Board in matters involving interface with state/federal agencies such as the EPA, SED, DEC as needed.
- Provide assurance statements as required for financial audits, bonding matters, and grant compliance.

### **B. Special Education Counsel Services to be provided:**

- Review special education issues upon request and provide guidance to Board and Administration.
- Represent the district in mediation upon request.
- Represent the district at all stages of due process beyond mediation including administrative law, commissioner, and court proceedings.
- Serve as the district's liaison to the legal representatives/advocates of parents.
- Review special education contracts upon request.

### **C. Labor/Personnel Counsel Services to be provided:**

- Advise the board in legal matters pertaining to labor relations and personnel administration as needed.
- Represent the Board in 3020A proceedings upon request
- Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters as requested.

**Please note:** Menands UFSD currently utilizes the Labor Relations Service through BOCES for negotiations with collective bargaining units, including grievances and general labor matters. The district may, from time to time, request from counsel assistance in specialized matters including but not limited to 3020A proceedings.

### **D. Tax Certiorari services to be provided:**

- Work with administration to respond to and defend tax certiorari petitions.
- Work with Town counsel when the district intervenes as part of the proceeding.
- Assist the district in calculation of maximum exposure in reduced assessment challenges.

### **E. Capital Construction Legal Services to be provided:**

- Assist the administration in the review and negotiation with architects and construction managers in contract terms and conditions (AIA documents).
- Review bidding documents to ensure compliance with all state and federal regulations.
- Defend the district in legal matters against contractors for non-compliance of contracted work.
- Assist Bond Counsel on matters relating to public referendum, SEQR and SED requirements.

## **Selection Criteria**

The District will evaluate proposals using the following criteria:

- Experience with New York State public school districts.
- Availability of staff to meet the legal services needs of the district.
- Recommendations from at least three current public school clients.
- Fee proposal.
- The district places special importance on the ability of the firm to assign one main point of contact for interaction with administration. That attorney must be extremely responsive to the needs of the district. No more than 24 hours is expected for a response time on legal matters unless it is understood between the parties based on a specific issue that requires additional legal research.

## **Proposal**

Each firm is required to submit the following information in its proposal:

- A list of all New York public school clients that have terminated services in the past two years.
- Background information on the attorney/attorneys to be assigned to the Menands Union Free School District.
- Other services your firm would offer
- Proposed fee structure.
- Information beyond the minimum requirements may also be submitted.

On behalf of the Board of Education, we would like to thank you for your interest in providing a proposal to the Menands Union Free School District. Our goal is to engage the services of a multi-faceted law firm that can address a multitude of education issues.

The district may invite one or more firms to meet with the administration prior to board appointment on July 10, 2017.