

**SUBJECT: DUTIES OF THE SCHOOL ATTORNEY (2270)**

The Board of Education shall annually appoint an Attorney for the School District. The Attorney must be admitted to the bar of New York State. The Attorney shall be the legal advisor to the School District and the Board. In that capacity, the Attorney's duties shall be:

1. to provide legal advice to the Board with respect to all legal matters relating to the School District, including, but not limited to, Interpretation of the Education Law of the State of New York, and all other statutes, rules or regulations affecting the School District;
2. to provide legal advice on the prudent handling of all matters with which the School District may be confronted with respect to property and personnel of the District;
3. to be easily accessible to the Board, and, at the Board's discretion, the Superintendent, with respect to legal matters issuing out of the day-to-day administration of the School District;
4. to review all contracts to be entered into by the District;
5. to review the legality of all rules or regulations to be adopted by the Board;
6. to review and advise with respect to any process served upon the District; and
7. to retain such special counsel as he/she may deem necessary in the circumstances, subject to the approval of the Board.

Ref: Education Law, §§3023, 3028 and 3881  
Civil Service Law, §211

Note: Revision of prior policy manual §9260

**Re-Adopted: November 9, 2011**