



## LEGAL PROTOCOL

**Principle: The Board understands the importance of identifying a consistent point of contact with legal counsel to ensure effective communication and contain costs.**

Protocol:

1. In order to streamline and contain costs, any contact with Kentfield School District legal counsel shall be limited to the Superintendent and/or Board President.
2. The Superintendent has the authority to delegate the duty of contacting counsel.
3. The person delegated by the Superintendent to make contact with legal counsel must brief the Superintendent.
4. Delegated authority shall be confined to issues specified by the Superintendent.
5. The Superintendent and/or Board President shall inform the Board as necessary of legal counsel advice.
6. Maintain and protect impartiality and confidentiality.