

PURPOSE STATEMENT

1. **Issue** – Tacoma School District is highly regulated by state and federal law. The Legal Department provides proactive training and advice as well as defense in administrative and litigated matters. The department also oversees Risk Management, Truancy and Public Records programs.
2. **Vision** –Legal Department Vision: Student achievement fueled by proactive legal advice, systemic risk management and innovative public policy.
3. **Approach** - The Legal Department’s strategy for approaching our work is guided by our Mission and Vision:
Mission: We believe in the value of public education. We provide legal support to educators so they can inspire students to reach their full potential.

Values:

- Integrity
- Knowledge
- Responsiveness
- Collaborative
- Results

STAKEHOLDERS

- Board of Directors
- Superintendent and Cabinet
- Administrative Departments
- Principals and their Schools
- Students and their families
- District employees and unions
- Legal community (e.g. attorneys, legal advocates, courts, hearing officers)
- Administrative agencies (e.g. Office of Superintendent of Public Education, Department of Education)

CASE STATEMENT

If unfunded, the District will still need legal services to ensure compliance and to provide a defense in administrative or litigated matters. The absence of timely, strategically-aligned legal advice would cause an increase in non-compliance, public mistrust, agency action, fines, penalties and lawsuits. The cost of outsourcing these services far exceeds the Legal Department’s budget.

WHAT SPECIFIC BOARD-ADOPTED BENCHMARKS WILL BE INFLUENCED BY THIS WORK?

1. Safety (e.g. advice to prevent student injuries, determining if claims can be covered by insurance, managing the truancy program to keep students in school, providing advice about student discipline to ensure compliance with the law balanced with ensuring safety, managing the Title IX process to ensure students involved in sex discrimination or assault are safe).
2. Academic Achievement (e.g. policy creation and interpretation, human resources support for teacher discipline, evaluation support or termination in order to keep the best teachers while balancing teacher's legal rights).
3. Partnerships (e.g. writing or reviewing contracts with community partners, improving community relations by reducing non-compliance and lawsuits).

MEASURABLE GOALS

1. We will complete a policy audit to identify compliance gaps and needed revisions, prioritizing policy creation and updates to align with the board's goals and strategic plan, as measured by completion of the work.
2. We will increase student injury prevention efforts by the end of 2023 as measured by implementation of actual risk management programs.
3. We will continue to effectively manage legal and insurance expenses through a combination of performing legal services in-house and implementing risk management programs.

SCOPE OF WORK

Inputs / Resources	Activities	Outputs / Outcomes
In-house attorneys	Provide training and proactive advice (including field trip review) to schools on preventing injuries	Improve student safety by reducing the number of student injuries
In-house attorneys and legal department assistants	Identify policy gaps; align prioritization of policies with the board	Improve the District's policy manual to reflect the board's strategic plan and goals and to ensure compliance
In-house attorneys	Perform legal work in-house rather than outsource	Reduce District expenses by managing legal issues in-house and reducing outside counsel spend

Legal Department

Academic Excellence

In-house attorneys	Evaluate insurance coverage agreements and determine appropriate matters to engage insurance coverage	Reduce District expenses by leveraging insurance and proactively advising to prevent lawsuits
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PROGRAM COST - BUDGET USE ONLY

<i>Fund Description</i>	<i>18-19 FTE</i>	<i>Salaries & Benefits</i>	<i>Supplies</i>	<i>Contract Services</i>	<i>Travel</i>	<i>Capital Outlay</i>	<i>Total</i>
Total							