
Grapevine-Colleyville Independent School District

Board Action Item

Action or Consent:	Action
Meeting Date:	August 24, 2026
Subject:	Retainer Agreement for Legal Services: Leasor Crass P.C.
Contact Person:	Paula Barbaroux, Chief Operations Officer
Policy/Code:	BDD(LEGAL) and (LOCAL)
Priority and Performance Objective:	Priority 4: Strong Financial Stewardship and Internal System Efficiency Objective 4.1: Transparent Financial Stewardship Objective 4.2: Effective and Efficient District Operations
Summary:	The purpose of this item is only to approve the annual retainer agreement for legal services with Leasor Crass P.C (Leasor Crass). The agreement outlines the zero cost retainer program, the services provided, and the legal fees for general services. Leasor Crass has served as the District's legal counsel for three years. The firm specializes in education law and representation of public school districts.
Attachments:	Retainer Agreement
Recommendation:	The recommendation is for the Board of Trustees to approve the annual retainer agreement for legal services with Leasor Crass P.C. and authorize the superintendent to execute the agreement.



LEASOR CRASS, P.C.
YOUR SCHOOL • OUR MISSION

PROACTIVE LEGAL SERVICES & RETAINER PROGRAM INFORMATION SHEET

The Grapevine-Colleyville Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Leasor Crass, P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

- 1. Cost:** There is no annual fee for this Retainer Agreement. However, your signature is required to obtain the advantages of this Agreement.
- 2. Telephone Consultation:** The Law Firm shall provide telephone consultations of up to 12 minutes on routine, non-recurring District operational matters at no charge. This benefit extends to the District's Trustees, Superintendent, and any Superintendent designee, each of whom shall be provided with the direct office and cell phone numbers of the firm's attorneys.
- 3. Email Questions:** The Law Firm shall provide email consultations of up to 12 minutes at no charge on routine, non-recurring matters arising from District operations. Consultations are available to the District's Trustees, Superintendent, and any Superintendent designee. Trustees and staff shall have direct access to attorneys through their cell phone and direct office numbers.
- 4. Legal Work:** Legal work may include, but is not limited to, negotiation of contracts, grievances, personnel nonrenewal or terminations, review of construction documents, intellectual property, review and preparation for ARD and §504 meetings, litigation, administrative appeals, and specialized trainings. This includes research, the preparation of opinion letters and memorandum of law, the provision of legal advice, and extended phone conferences or lengthy emails as well as representation in adversarial matters. All time, including telephone calls, is charged at the hourly rates set forth below billable in six (6) minute increments, plus expenses and shall be charged and invoiced on a monthly basis.

Fees for Retainer Districts and Charter Schools

Shareholders	Partners	Sr. Associates	Associates	Law Clerks	Paralegals
\$330/hour	\$320/hour	\$300/hour	\$290/hour	\$175/hour	\$150/hour

- 5. Access to Publications:** The Law Firm shall send information in the form of publications to designated District personnel and trustees on a routine basis relating to developments in school law. The content and publication schedule of such updates shall be determined by the Law Firm.

6. **District Trainings:** Individuals at the law firm are approved by TEA to provide professional continuing education credits for administrators. Discounted rates will be provided to your District for training in the areas listed below. Customized programs at special rates can be negotiated for your specific district.
7. **School Board Trainings:** Individuals at the law firm are approved by TEA to provide board training continuing education credits for school board trustees. Discounted rates will be provided to your District for the annual required school board training hours. Customized programs at special rates can be negotiated for your specific district.
8. **Administrator Recruitment:** Because of the vast networking opportunities available, combined with our many years of service, both as educators and school attorneys, we are in a unique position to assist the District in recruiting top candidates for your administrator positions. Firm members will assist the Superintendent/Human Resources Department in soliciting, contacting, or evaluating individuals for key administrator positions within your District at a nominal charge to the District.
9. **Scope of Attorney-Client Relationship:** Membership in the Leasor Crass Proactive Legal Services & Retainer Program establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are requested by the District. Membership in the Proactive Legal Services & Retainer Program does not impose any duty upon the Law Firm to provide advice or legal services to the District regarding matters unless a specific request by the District's Board President, Superintendent or designee is made for specific advice. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustee or employee of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or employee of the District, the Law Firm may require the execution of one or more separate letters of engagement prior to establishing an attorney-client relationship in the matter.

The State Bar of Texas asks every lawyer to advise his or her clients that the State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. Although not every complaint against or dispute with a lawyer involves professional misconduct, the State Bar Office of General Counsel will provide you with information about these matters. For more information, call 1-800-932-1900. This is a toll-free call.

10. **Term of Agreement:** Upon execution, this Agreement shall be effective immediately and shall renew annually on September 1st unless written notice of cancellation is received by Leasor Crass. Access to the publications shall become effective upon completion and return of the District Information Sheet included herein.

Effective this _____ day of _____, 2026.

LEASOR CRASS, P.C.

GRAPEVINE-COLLEYVILLE INDEPENDENT
SCHOOL DISTRICT



By: _____
Mike Leasor, Shareholder

By: _____
Dr. Jason Adams, Superintendent



By: _____
Rhonda Crass, Shareholder