



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Norberto Rivas, Chief Financial Officer  
**Subject:** The Board will hear presentations and conduct interviews for General Counsel of Record  
**Date:** June 25, 2024

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### HISTORY:

The district last changed legal counsel through an RFQ process and the Board selected that legal counsel on January 10, 2017. Direction was given on June 12, 2024 to invite five firms to present at the June 25, 2024 meeting.

### RATIONALE:

As requested, our purchasing specialist reached out to the five firms below:

- Dunbar Armendariz Hegeman & Holguin
- JCA Law, PLLC
- Mounce, Green, Myers, Safi, Paxson & Galatzan P.C.
- Rodriguez & Associates
- Scott Hulse Attorneys at Law

Attached is the result of that communication confirming those firms that would be in attendance. Also included is the same sample listing of questions that was provided to the Board on January 10, 2017 which the Board may use, but is not required to.

With the absence of a published evaluation criteria from an RFQ, it is recommended that the Board determine a consistent and fair way to evaluate those firms presenting and can use the factors located in the Working with Your School District's Attorney September 2021 document that is attached. Those qualities begin on page 5 of the document.

### BUDGET IMPACT:

There is no budget impact with this agenda.

### ADMINISTRATIVE RECOMMENDATION:

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*