THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM 10910 Clarksville Pike Ellicott City, MD 21042

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Office of the General Counsel

2018-2019 General Counsel

To: All Staff

From: Dr. Michael J. Martirano, Superintendent

The General Counsel's Office is responsible for overseeing and managing all legal aspects of the school system's operation. The Office of the General Counsel is also responsible for responding to Public Information Act requests, through the HCPSS Maryland Public Information Act representative. With the establishment of this Office, the following procedures are now in effect:

- 1. Employees who need legal assistance or who have a legal question concerning a school system matter are to contact Mr. Mark Blom, General Counsel.
- 2. Any engagement of an outside attorney must be approved in advance by Mr. Blom.

Mr. Blom can be reached at <u>mark_blom@hcpss.org</u> and at 410-313-6604.

For questions concerning the Maryland Public Information Act, please contact Ms. Danielle Lueking, Legislative and Legal Affairs Officer, at <u>danielle_lueking@hcpss.org</u> and at 410-313-6820.

MJM/MB/kc