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## OUR GOALS

- To support MAESP members by providing legal assistance in employment-related legal matters, ranging from contract inquiries to job-related legal actions and proceedings.
- To support MAESP members by providing timely legal advice and information.

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## OUR PROGRAM

The Missouri Association of Elementary School Principals will:

1. Assist members with contract preparation and in resolving questions regarding the employment contract.
2. Assist members with day-to-day legal issues that arise in the school setting.
3. Provide counseling, legal financial support and attorney referrals to assist members in responding to employment-related legal disputes and proceedings.
4. Provide timely information to members regarding current case law and statutory changes affecting public education.
5. Litigate or assist in litigating issues of overriding importance to MAESP members.

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## LEGAL SERVICES FOR MAESP MEMBERS

MAESP employs a Director of Legal Services who directly serves MAESP members in the following ways at no charge:

1. **School Law Resource** - MAESP members may contact Penney Rector by calling the MAESP office 573-638-2460 to secure answers to general school law questions.
2. **Legal Assistance Program** - MAESP members with individual or employment related questions may contact Penney Rector. Ms. Rector will not assume responsibility for serving as the personal attorney for any member but will be available to provide the member with general legal assistance, identify legal rights and responsibilities, and if requested, provide the member with information to secure a personal attorney.
3. **Model Contract** - MAESP members receive a copy of the MAESP model contract which they may use as a guide in contract preparation.
4. **Contract Advice** - MAESP members may contact Penney Rector to discuss the MAESP model contract and/or to receive advice concerning their contracts.
5. **Legal Service Provider List** - MAESP members may contact Penney Rector to receive a list of legal service providers and their areas of expertise. This list is a compilation of information from various sources and should not be construed as an endorsement of any listed providers.

6. **Legal Financial Support Program** - MAESP provides up to \$500 to reimburse members for legal expenses incurred in defending employment-related legal proceedings, in accordance with the criteria stated in this brochure. (See "Financial Support Policy Criteria") Additional financial support is available to individuals who are members of the National Association of Elementary School Principals.

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## HOW TO REQUEST FINANCIAL ASSISTANCE

1. Notify the MAESP Executive Director by telephone or in writing that you need financial assistance, including a brief description of the problem.
2. Depending on the particular facts, MAESP may request additional information. In such cases, please provide the information in a timely fashion.
3. When requested, send to the MAESP office all receipts for legal expenses incurred.

### PROGRAM EXCLUSIONS

The following areas are excluded from the Financial Support Program:

1. Bargaining unit negotiations.
2. Management decisions whose defense is the responsibility of the school district or its insurer.
3. Other matters as described in the criteria stated in this brochure or as otherwise determined by the MAESP Executive Director.

## FINANCIAL SUPPORT POLICY CRITERIA

1. The Missouri Association of Elementary School Principals provides up to \$500 for legal expenses incurred by a member in defending challenges to the member's contract. MAESP reimburses \$100 per year of continuous membership, up to \$500.
2. The \$500 will be paid upon submission of a receipt to the MAESP Executive Director verifying that the member has incurred at least \$500 in legal expenses and submission of satisfactory evidence demonstrating that the member's contract has been challenged.
3. If the member is awarded legal fees as part of the settlement reached or litigation, the member shall refund the monies provided by MAESP.
4. The legal proceedings for which assistance is requested must involve issues that are of general concern to the education profession.
5. An additional factor to be considered is whether the claim is duplicative, repetitive and/or previously responded to in any school district.
6. If a member has access to other legal assistance, that assistance will be considered primary and MAESP will not contribute assistance until that source is exhausted.
7. If a request for assistance places MAESP in a position in which the interests of members are in conflict, then MAESP reserves the right to determine whether or not to provide support.
8. A member will be eligible to receive assistance only once for each legal dispute. Legal proceedings that extend beyond the calendar year are considered part of the original proceedings and are not eligible for additional assistance.

# MAESP

## LEGAL

### Support Services

A primary goal of the  
MISSOURI ASSOCIATION OF  
ELEMENTARY SCHOOL  
PRINCIPALS

is to support members by  
providing legal assistance  
in employment-related  
legal matters, ranging from  
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and proceedings.



Missouri Association of  
Elementary School Principals

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AFFILIATE OF  
National Association  
of Elementary School Principals  
Missouri Council of School Administrators