

# LEON | ALCALA

ATTORNEYS AT LAW



## Statement of Qualifications

GENERAL LEGAL SERVICES

AUSTIN | HOUSTON | ARLINGTON



512.637.4244 | [LEONALCALA.COM](http://LEONALCALA.COM)



The College  
of the  
STATE BAR OF TEXAS  
*Professionalism Through Education*



Leon | Alcala, PLLC is an education law firm providing services across Texas since April 1, 2019. Attorneys of the Firm have a long-standing working relationship with each other, which results in a close-knit approach to meeting our clients' unique needs and circumstances.

Each of our attorneys is highly qualified and brings a unique background to the practice, helping to shape legal opinions and work produced for all clients. The welcoming and collaborative nature of the Firm means that each attorney can learn from the experiences of the other. When a client works with an attorney at Leon Alcala, PLLC, the client is receiving the wealth of knowledge and experience from the entire Firm, not just one attorney.

### Austin

2901 Via Fortuna  
Suite 475  
Austin, Texas 78746  
T: 512.637.4244

### Houston

10497 Town & Country Way  
Suite 940  
Houston, Texas 77024  
T: 713.965.7623

### Arlington

200 East Lamar Boulevard  
Suite 617  
Arlington, Texas 76006  
T: 817.385.6404

# MEET OUR TEAM

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## SKILLED LAWYERS PROUDLY SERVING THE ENTIRE STATE OF TEXAS

Our attorneys provide guidance on a daily basis to school administrators and public officials who seek help in a variety of matters. Our attorneys work closely with one another to communicate, collaborate, and deliver exceptional services to our clients.





# SARA LEON



**PARTNER**  
AUSTIN, TEXAS

## EDUCATION

- The University of Texas School of Law, J.D., 1990
- Brown University A.B., Latin American Studies, 1985

## MEMBERSHIPS

- School Law Section, State Bar of Texas
- National Association of Bond Lawyers
- National Education Law Association
- Texas Council of School Attorneys



Sara Leon is a highly regarded education attorney with thirty one years of experience representing clients in all areas of public education law. Sara has extensive knowledge and experience in her field, which has led to numerous victories for her clients. Sara has successfully litigated landmark cases before the United States Court of Appeals for the Fifth Circuit, the Supreme Court of Texas, and the United States Supreme Court. Sara has also assisted many public entities with economic development agreements, which have brought tens of millions of dollars in additional revenue to client school districts. Sara was recognized as a Texas "Super Lawyer" in 2019-2022, meaning she is one of the top rated school and education attorneys in the State of Texas. Sara is frequently invited to speak and present at state-wide and national conventions, including those sponsored by the State Bar of Texas Government Law, School Law, and Juvenile Law Sections, the National Education Law Association, and the Texas and American Board of Trial Advocates Teacher's Law School.





**PARTNER**  
**AUSTIN, TEXAS**

## EDUCATION

- Harvard Law School, J.D., 2003
- Northeastern University, B.S., 2000

## MEMBERSHIPS

- Litigation Section, School Law Section, Labor and Employment Law Section, State Bar of Texas
- Employment Section, Austin Bar Association
- Texas Council of School Attorneys

# MICHELLE ALCALA



Michelle Alcala is a highly regarded, strong, and effective advocate for her clients. She has extensive experience in handling employment law matters, complex litigation, transactional matters, and education law matters. Michelle puts her clients first and prides herself on learning the unique issues that clients face. With over twenty years of legal experience, Michelle has successfully helped school law clients in a broad range of legal issues. Michelle's goal is to help clients avoid litigation and other legal disputes, but, if a dispute is inevitable, she has the litigation experience to effectively defend her clients. Michelle is board certified in Labor and Employment Law by the Texas Board of Legal Specialization, which means she has proven her competence in employment law. Board certification is a mark of excellence and distinguished accomplishment within the Texas legal community. Michelle is the first in her family to attend college and is a 2003 graduate of Harvard Law School. Michelle has been recognized for over ten years as a Texas "Super Lawyer" and has successfully tried numerous cases before state and federal courts, the Texas Education Agency, and the Texas State Office of Administrative Hearings, mediations, and arbitrations.



**MANAGING PARTNER**  
**ARLINGTON, TEXAS**

## EDUCATION

- The University of Texas, Ph. D., Government, 1996
- The University of Texas School of Law, J.D., 1993
- Yale University, M.A., Political Science, 1989
- Southwestern University, B.A., Political Science and Philosophy, 1987

## MEMBERSHIPS

- Texas Council of School Attorneys
- American Bar Association
- Litigation Section, Labor and Employment Section, Government Law Section, and School Law Section, State Bar of Texas

# JOHN JANSSEN



John Janssen, J.D., Ph.D. is a highly respected and effective litigation, education law, and employment attorney who also serves as a Managing Attorney for our Firm. Over the course of twenty five years of practice, John has successfully helped clients resolve disputes and has provided counsel across a broad range of legal issues. John has successfully represented clients and school districts in various proceedings before the United States Equal Employment Opportunity Commission, the United States Department of Justice, the United States Department of Education Office, and many more. John regularly speaks on education law topics at various professional conferences or as part of training sessions. John has published articles in several renowned magazines and newsletters, and he is the author of a book on American Constitutional development, "Constitutional Equilibria", published by University Press of America. John has taught several undergraduate courses at various colleges and universities, also serving as a Teaching Fellow for undergraduate courses in constitutional law while a graduate student at Yale University.



**PARTNER**  
AUSTIN, TEXAS

## EDUCATION

- The University of Texas at Austin, B.A., 2007
- University of Michigan Law School, J.D., 2010

## MEMBERSHIPS

- State Bar of Texas
- National Association of Bond Lawyers

# BEN MORSE



Ben Morse is a partner at Leon | Alcala and lead attorney in our public finance practice. Ben graduated from the University of Michigan Law School and has over 10 years of practice representing school districts and other governmental entities as

bond counsel. Ben has served as bond counsel, underwriter's counsel, and disclosure counsel on virtually every type of public finance transaction. Ben will lead the public finance group at Leon | Alcala, PLLC. In addition to his public finance work, Ben has negotiated a variety of economic development agreements involving special districts, economic development corporations, cities and other governmental entities. He has negotiated a number of development reimbursement agreements involving municipal utility districts and other special districts, as well as similar agreements. Ben is highly familiar with the Texas Economic Development Corporation Act and has been involved in the preparation and negotiation of a variety of performance agreements and other contracts.





**SENIOR ATTORNEY**  
**HOUSTON, TEXAS**

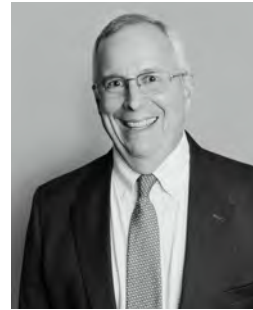
## EDUCATION

- The University of Texas, School of Law, J.D., 1987
- University of Texas, B.A., Economics and Latin American Studies, 1984

## MEMBERSHIPS

- School Law Section, Military Law Section, State Bar of Texas
- Texas Association of School Boards, Council of School Attorneys
- National Association of School Boards, Council of School Attorneys

# HANS GRAFF



Hans Graff has over thirty one years of experience as an attorney. Hans advises and represents clients in federal and state courts, as well as in federal and state administrative hearings. Hans also brings experience from the United States Navy Judge Advocate General's Corps (Navy JAG) as well as from private practice where he represented school districts throughout Texas in special education and concentrated in litigation. Hans has experience in reviewing, revising, and negotiating contracts, Memorandums of Understanding, and Interlocal Agreements. For more than 21 years, Hans represented Houston Independent School District where he annually reviewed and revised the HISD Code of Student Conduct and routinely provided advice on student discipline, student issues, Constitutional matters, and matters related to child custody, Department of Family and Protective Services conservatorship, and family law, to both the district and the HISD Police Department. Hans represented Houston ISD in over 300 special education due process hearings and has given numerous presentations and talks around the state about special education and related matters.





**SENIOR ATTORNEY**  
ARLINGTON, TEXAS

## EDUCATION

- Baylor University School of Law School, J.D., 2015
- Texas A&M University, B.A., 2010

## MEMBERSHIPS

- State Bar of Texas
- U.S. District Court Northern and Eastern Districts of Texas
- State of Texas Comptroller of Public Accounts
- Certified Texas Contract Manager

# SARAH REYNOLDS



Prior to joining Leon | Alcala PLLC, Sarah served as the Associate General Counsel and General Counsel of Region 8 Education Service Center and its national purchasing cooperative, The Interlocal Purchasing System ("TIPS"). During that time, Sarah carefully carried out high volumes of public procurements, solicitation drafting, vendor proposal evaluations, the drafting, negotiation, and management of thousands of public contracts, answering inquiries from public entities throughout the U.S., handling of highly sensitive third-party trade secret/proprietary material, and advising public entities regarding corporate management and employment matters. Sarah has vast experience effectively representing public sector clients in the areas of public procurement law, transaction and contract law, education law, legislation drafting and monitoring, public transparency laws, and civil litigation. She has carefully and confidently guided public sector clients through complex legal matters varying from detailed and unique public procurements, contract disputes, intellectual property claims, technology and cyber security issues, litigation, and public information act disputes involving highly sensitive third-party material.



**ATTORNEY**  
HOUSTON, TEXAS

## EDUCATION

- University of Houston Law Center, J.D., 2019
- Baylor University, Masters in Accountancy, 2012
- Baylor University, B.B.A in Economics, 2011

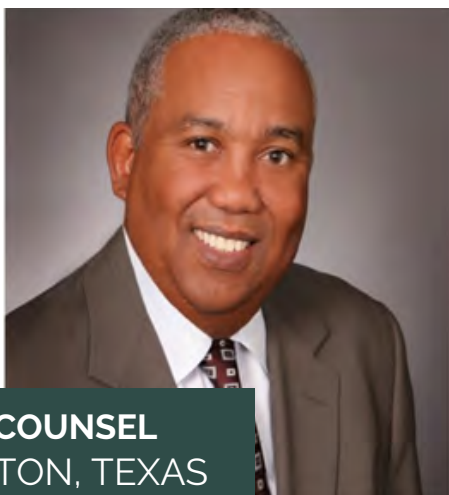
## MEMBERSHIPS

- School Law Section, State Bar of Texas

# STEPHANIE RITCHIE



Stephanie Ritchie joined our legal team with six years of experience in governmental accounting and with over a decade of general accounting experience. Stephanie represents both educational and governmental entities in the area of public finance. Before joining Leon | Alcala Stephanie served as a Senior Accountant with the Harris County Department of Education and a General Ledger Accountant for the New Caney Independent School District. Stephanie has unique experience representing issuers, having served as a school finance professional experiencing these transactions from the issuer's perspective. Before becoming a school finance professional, Stephanie worked as an Audit Associate with PricewaterhouseCoopers as well as performing in-house accounting services in the oil and gas industry.



**OF COUNSEL**  
**HOUSTON, TEXAS**

## EDUCATION

- Howard University, J.D., 1984
- University of Colorado, Boulder, B.A., 1981

## MEMBERSHIPS

- State Bar of Texas
- State Bar of Colorado

# T. DEON WARNER



Deon Warner is an experienced corporate lawyer focusing on real estate transactions, buying and selling businesses, starting franchises, facilitating Low Income Housing Tax Credit (LIHTC) transactions and drafting partnership and general corporate agreements. Deon has more than thirty years of experience in corporate law, including general securities law, initial public offerings, secondary registrations and roll-up transactions, public and private mergers and acquisitions, and he also works closely with community development corporations in their development projects and financings. His client's range from fortune100 corporations to small family-owned businesses and community development corporations. Deon began his career with Andrews & Kurth LLP (now "Hunton Andrews Kurth LLP") where he was employed for eleven years in the corporate securities section, with the last five years, from 1992 to 1997, as a Partner at the firm. During his tenure at Andrews & Kurth, Deon was appointed by the Governor of Texas to the Texas State Securities Board, served one full term from 1991-1997 and served as chairman of the board from 1995 to 1997. Deon began his solo practice in 1997.



**OF COUNSEL**  
AUSTIN, TEXAS

## EDUCATION

- Harvard Law School, J.D., 1993
- St. Mary's University, B.A., summa cum laude, 1990

## MEMBERSHIPS

- Administrative Law Section, Public Utility Law Section, State Bar of Texas
- St. Mary's Cathedral School, Board Member (2008-2009)
- City of Sunset Valley Zoning Commission, Volunteer Member

# MIGUEL HUERTA



Miguel Huerta has practiced administrative law, primarily in the area of utility regulation, for over twenty five years and he advises clients on a variety of regulatory and transactional matters involving electric, gas, telecommunications, water, and wastewater services.

Miguel's regulatory practice includes regulatory analysis and compliance, legislative analysis, and representation of clients in contested hearings and rulemaking proceedings before Texas state agencies and in judicial appeals of agency orders. Miguel has represented clients before regulatory agencies throughout the country and has participated in hearings before various state commissions, including the Texas Commission on Environmental Quality, the Public Utility Commission of Texas, the Railroad Commission of Texas and more. Miguel has represented public entities including state agencies and institutions of higher education, as well as industrial customers seeking to obtain electricity through large-volume power purchase agreements. Miguel has also represented municipalities and utility districts with respect to water utility matters.





**EXECUTIVE DIRECTOR OF  
CLIENT RELATIONS  
HOUSTON, TEXAS**

## EDUCATION

- University of Houston, M. Ed., 1992
- University of Northern Iowa, B.A., Earth Science, 1985

# SHERYL MOORE



Sheryl Moore's mission is to strategically bring businesses and schools together for mutually beneficial outcomes. Sheryl has been as successful educator in Texas for thirty five years. She has been an administrator in Spring Branch ISD, Conroe ISD, and Montgomery ISD. Most recently, Sheryl has served as the Superintendent of the Sealy ISD from 2014 until her retirement in 2020. During her tenure, she implemented new programs for the gifted and talented and increased opportunities for career and technology. Sheryl successfully passed a bond that resulted in the construction of a new elementary school and numerous maintenance and improvement projects. Sheryl's collaboration with the City of Sealy to bring a large manufacturing company to the area created learning opportunities within the school district and employment opportunities in skilled professions for students after graduation. Sheryl's depth of knowledge, engaging style, and commitment to continuous improvement are evident in her interactions with clients. She is a Texas Education Agency Certified Provider for school board and staff development and she leads the Firm's Superintendent Search program. Her experience has brought an informed perspective to the Firm's approach to work and client services.



**SENIOR PARALEGAL**  
AUSTIN, TEXAS



**PARALEGAL**  
AUSTIN, TEXAS

## VENESSA RODRIGUEZ



Venessa Rodriguez has been with the Firm since it was founded in April of 2019. Venessa arrived with more than nineteen years of legal experience working with several prominent Austin litigation firms. With her level of experience, Venessa provides paralegal

support across all of the Firm's practice areas and provides training for all of the Firm's paralegals. Venessa is the lead paralegal. With a calm demeanor and impeccable promptness, the Firm attorneys trust and rely on her professional work heavily.

### EDUCATION

- The University of Texas at Austin, Paralegal Certificate, 2020

### MEMBERSHIPS

- State Bar of Texas Paralegal Division
- Texas Bar College
- NALA The Paralegal Association
- Capital Area Paralegal Association

## ELIZABETH GRAFF



Elizabeth Graff has been a valued member of our Firm since 2021, having started her journey with us as an intern during her college years. Now, as a graduate, she has seamlessly transitioned into a full-time role, enriching our team with her unique skills and academic

background. With a double major in Environmental Policy & Law and Politics, Philosophy & Law, complemented by a minor in Geographical Information Systems, Elizabeth brings a diverse and specialized skill set to our team. She plays a pivotal role in our ongoing litigation cases, working hand-in-hand with our attorneys and providing indispensable assistance in general counsel work.

### EDUCATION

- State University of New York at Binghamton, B.A., 2022



**EXECUTIVE  
ASSISTANT/PARALEGAL  
HOUSTON, TEXAS**

## MARICRUZ GARZA



Maricruz joined the Firm in 2022. Serving as an administrative assistant for twenty one years in legal services, student support services, and intergovernmental relations, Maricruz brings a variety of experience and expertise to the team. Maricruz's wide range of skills and her familiarity with public school and governmental entities translate perfectly into her current role within the Firm. Maricruz is able to provide guidance and insight to attorneys and clients who can get the quality of help they need in a timely manner. Maricruz's strong work ethic, reliability, and unique skill sets make her an essential part of the Firm.

### EDUCATION

- Houston Community College, A.A. Communications, 1999





**BUSINESS OPERATIONS  
MANAGER**  
AUSTIN, TEXAS



**CONSULTANT**  
AUSTIN, TEXAS

Additionally, Leon | Alcala has two other support staff located in our Austin office. Krystle and Sharon each take on different roles within the Firm, working with one another, the attorneys, and the other support staff or interns to ensure that the processes behind the scenes run smoothly. Each of them bring a unique set of skills and backgrounds to the team, which diversifies the overall range of services and possibilities the Firm can offer. Teamwork, communication, organization, and flexibility are paramount to our success, and our support staff, paralegals, and attorneys all rely on team support needed to achieve those things.

**KRYSTLE  
ANSARI**



**SHARON  
BAER**







# OUR PRACTICE AREAS

PROUDLY SERVING THE ENTIRE STATE OF TEXAS



Each attorney at Leon | Alcalá, PLLC is highly credentialed with years of experience in representing Texas governmental entities. Attorneys of the Firm have been recognized as exceptional attorneys in their field and have worked together for many years to provide the following legal services:

## GENERAL SCHOOL LAW

- Employment
- Student Matters
- Civil Rights
- Special Education/504
- Grievances
- Procurement
- Real Estate
- Investigations
- Open meetings
- Construction

## PUBLIC FINANCE/ELECTIONS

- Bond Counsel
- Elections
- Economic Development

## PUBLIC LAW

- Administrative and Regulatory law
- Detachment and Annexation
- Facilities and Naming Rights
- Open Meetings
- Public Information Act

## LITIGATION

- Civil Rights
- Construction
- Employment
- Contracts
- Special Education/504 Due Process Hearings

# GENERAL SCHOOL LAW —



Our attorneys provide guidance on a daily basis to school administrators on a variety of matters related to employment, student issues, special education, contracts, open meetings, construction, and more.

The attorneys at Leon | Alcala, PLLC engage in a variety of matters daily that fall under the umbrella of "general school law".

Whether a district needs training, legal advice, recommendations, opinion letters, information, contract review, or other general services, our attorneys have the knowledge and expertise to provide those quality services in a timely manner. Our attorneys are also highly skilled in dispute resolution and investigations, working very closely with superintendents and board members to handle both external and internal matters if needed.

# PUBLIC LAW, FINANCE, AND ELECTIONS —



Attorneys of the Firm strive to educate public entities and districts in a variety of topics to ensure that important areas of school finance and public finance are clearly understood.

Our attorneys have extensive experience representing Texas public school districts in connection with Texas Economic

Development, totaling tens of billions of dollars. In addition to this, the attorneys of the Firm are well versed in many areas of public law, public finance, elections, redistricting, and school boundary changes. The work that our attorneys have accomplished over the past several years have provided substantial benefits to our clients by adding to their local tax base, providing payments in lieu of taxation to support school operations, and in some cases, developing strategic partnerships between industries and local school districts.

# LITIGATION



Our attorneys are prepared to provide risk assessments and represent educational entities in State and Federal Court, or alternative dispute resolution formats, across a variety of issues and claims.

When disputes result in litigation, our attorneys are experienced in representing public officials and educational bodies before the

United States Equal Employment Opportunity Commission, the United States Department of Education's Office for Civil Rights, the Texas Workforce Commission - Civil Rights Division, and the United States Department of Justice - Civil Rights Division. Before joining Leon | Alcala, PLLC, many of our attorneys practiced litigation for decades and their skill and expertise in the process gives our clients the upper hand they need to successfully try their cases before any jurisdictional body - and win.





LEON | ALCALA, PLLC

# REPRESENTATIVE CASES

HANDLED BY ATTORNEYS WITH THE FIRM INCLUDE:

## ADMINISTRATIVE PROCEEDINGS

*Lone Oak Independent School District v. Misty Willis*, Docket No. 047 - LH - 03 - 2016, Before Certified Independent Hearing Examiner J.C. Petty (Termination of teacher contract tried to administrative law judge; termination **successfully upheld** by hearing examiner and board of trustees).

*Roshonda Renae Brown v. Sealy Independent School District*, 2010 WL 11545923 (**Successful appeal** of school district decision to terminate teacher for good cause).

*Phil Tucker v Grape Creek Independent School District*, 2003 WL 27375225 (**Successful appeal** of school district decision to suspend employee without pay).

*Patty La Clair v. Latexo Independent School District*, 2010 WL 11545920 (**Successful appeal** of teacher non-renewal)

## SCHOOL FINANCE

*Edgewood Independent School District v. Meno*, 917 S. W. 2d 717 (Tex. 1995) (Represented county-wide public school districts in challenge to "Robin Hood" school finance law).

## LABOR AND EMPLOYMENT LAW

*Scott v. Crocket Independent School District*, Civil Action No. 9: 15-CV\ 00142 -MHS, (In the United States District Court for the Eastern District of Texas) (**Summary Judgment entered for defendant**).

*Schindley v Northeast Texas Community College.*, 13 S.W.3d 62 (Tex. App. 2000) (**Successful appeal setting aside jury verdict** in favor of defendant).



LEON | ALCALA, PLLC

# REPRESENTATIVE CASES

**HANDLED BY ATTORNEYS WITH THE FIRM INCLUDE:**

## STUDENT RIGHTS/ SPECIAL EDUCATION

*In re Vidor Independent School District.*, No. 09-10-00558-CV, 2010 WL 5232996 (Texas App. December 13, 2010) (**Mandamus granted in favor of School District**)

*D.H.H. by Rob Anna H v. Kirbyville Consolidated Independent School District.*, No. 20-40315, 2021 WL 3938918 (5th Circuit October 22, 2021) (**Summary Judgment granted for district**).

*Henjy v. Grand Saline Independent School District.*, 420 Fed. Appx. 473 (5th Circuit 2011) (**Summary Judgment obtained for school defendants**, upheld at Fifth Circuit Court of Appeals)

*C.M. for C.C. v. Warren Independent School District*, in the United States District Court for the Eastern District, Lufkin Division, 2017 WL 4479613 (**Summary Judgment granted for school district on all counts**; Judgement upheld at Fifth Circuit Court of Appeals).

*Smith v. Detroit Independent School District*, No. 5:06-CV-262-DF, 2009 WL 10708871 (E.D. Texas March 31, 2009) (**Summary Judgment in favor of school district**).

## CIVIL RIGHTS LITIGATION AND TORT CLAIMS

*Kirbyville Consolidated Independent School District v. Reeves*, In the Court of Appeals of Texas, Beaumont 2017 WL 397569; *In re Kirbyville Consolidated Independent School District.*, No. 09-19-00209-CV, 2019 WL 3720269 (Tex App. August 8, 2019); *Kirbyville CISD v. Reeves*, Cause No. 38322 in the 1st Judicial District of Texas (**Successful Mandamus actions at court of appeals** denying discovery and transferring case to Jasper County. **All claims dismissed** for want of jurisdiction).

*Palmer v. Waxahachie Independent School District.*, et. al; 579 F. 3d 502 (5th Circuit 2009) (**Judgment entered in favor of defendant** after trial to the bench); (Plaintiff subsequently appealed to Fifth Circuit Court of Appeals; **Judgment entered in favor of client school district**); (Plaintiff subsequently appealed to the United States Supreme Court; (**Petition for writ of certiorari denied**).

*John and Jane Doe a/n/f of Sarah Doe v. Lockhart Independent School District*, et. al., Civil Action No. 1:12-CV-00869-LY, in the United States District Court for the Western District of Texas (Settled).



Q Leon | Alcala Trainings

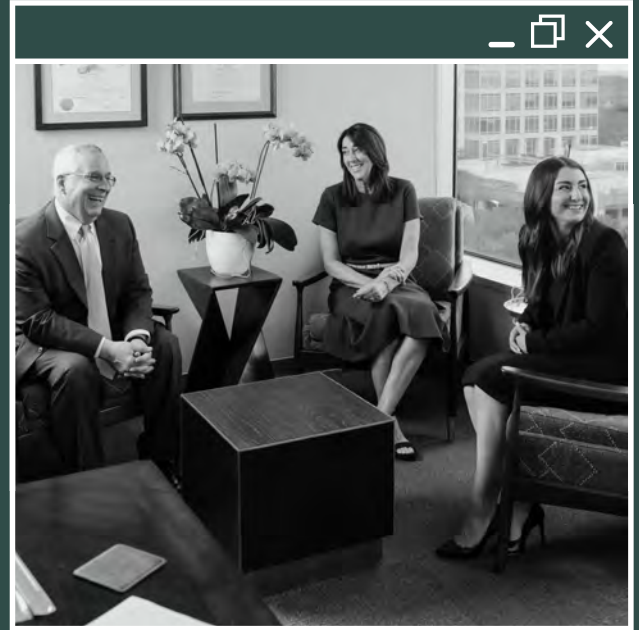


Our Firm offers a variety of trainings and webinars for school employees, board members, and anyone else interested in the wide range of topics our attorneys can present on. We also offer the opportunity for individuals or administrative boards to request a personalized training for their district. Each of our trainings will give attendees the chance to ask questions, get clarifications, and obtain a copy of the materials and session recording.

### For Clients and Texas Association of Community Schools (TACS) Members

[www.LeonAlcala.com](http://www.LeonAlcala.com)

We offer up to one board or administrator legal training session - in person or virtually - at **no fee** for up to three hours each year. Additional information about our trainings can be found on our website, along with upcoming trainings and specific details about requesting a training for your district. We also have a list of sample trainings on the next page, which are available upon request.



### **DID YOU KNOW WE ARE AN APPROVED CPE VENDOR?**

Our clients and Texas educators can continue to turn to the Firm for timely and informative trainings related to public education. In most instances, they can receive continuing professional education (CPE) credits for doing so.



# WE PROVIDE TRAININGS FOR ANY OF THE FOLLOWING TOPICS:



## EMPLOYMENT

- Fundamentals of the Fair Labor Standards Act
- Reasonable Accommodation under the ADA
- Preventing Workplace Harassment
- Documenting Employee Performance
- Effective Investigations
- Managing Leaves and Absences
- Nonrenewal and Terminations
- Handling Employee Grievances
- Handling Unemployment Claims at the Texas Workforce Commission
- Employee Use of Social Media

## CONSTRUCTION

- Contract Caveats
- Procurement Methods

## STUDENT ISSUES

- FERPA and Family Law
- Religion, Speech, Dress and the First Amendment
- Search and Seizure and the Fourth Amendment
- Protecting Students from Bullying
- Student Discipline
- Handling Student Grievances

## SPECIAL EDUCATION AND SECTION 504

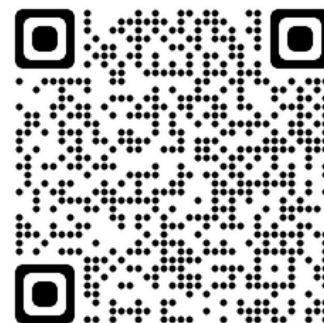
- Understanding Section 504 of the Rehabilitation Act
- Discipline and Special Education/504
- Fundamentals of ARD Committee Meetings
- Handling Manifestation Determinations

## REAL ESTATE

- Eminent Domain
- Purchasing Real Estate
- Selling Real Property
- Donating Surplus Real Property

## OPEN MEETINGS AND PUBLIC INFORMATION

- Conducting Meetings in Compliance with the Open Meetings Act
- Handling Public Information Act Requests







# DIVERSITY

**Leon | Alcala, PLLC is a  
Women/Minority Owned  
Historically Underutilized Business**

Leon | Alcala, PLLC was founded and operated with a commitment to recruiting and retaining professional and paraprofessional staff that reflect the diversity of the communities we serve. We understand that a diverse workforce strengthens the work environment and enhances the client's experience. Our commitment is to equal opportunity and mutual respect. The Firm is certified as a Woman/Minority owned Historically Underutilized Business Entity by the State of Texas.



16

Total Attorneys  
and Staff

11

Women

10

Persons of  
Color

# TECHNOLOGY

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The Firm utilizes a variety of software programs, resources, and references in order to maintain an efficient workflow and to ensure superior services for our clients.

## **COLLABORATION AND COMMUNICATION**

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Our Firm stays highly collaborative throughout all offices. We can ensure that important information is communicated in a secure, quick, and organized manner. NetDocuments is an exceptionally safe, cloud-based legal management system that stores and produces specific documents in an instant. This gives our attorneys the means to access client files wherever they may be, which in turn assures our clients that we can respond to their needs in a prompt and efficient manner. The Firm also relies heavily on the Basecamp project management application, which allows attorneys to collaborate on to-do lists, calendars, and other projects in a centralized location.

## **RESEARCH AND KNOWLEDGE**

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We rely on the expertise of our attorneys alongside the various resources we consult to ensure that our work is of the highest quality. By subscribing to several technological sources including Westlaw library and the Special Education Connection database, while also utilizing other resources from the Municipal Advisory Council of Texas and the National Association of Bond Lawyers, we provide legal services that are backed by facts, research, and knowledge.

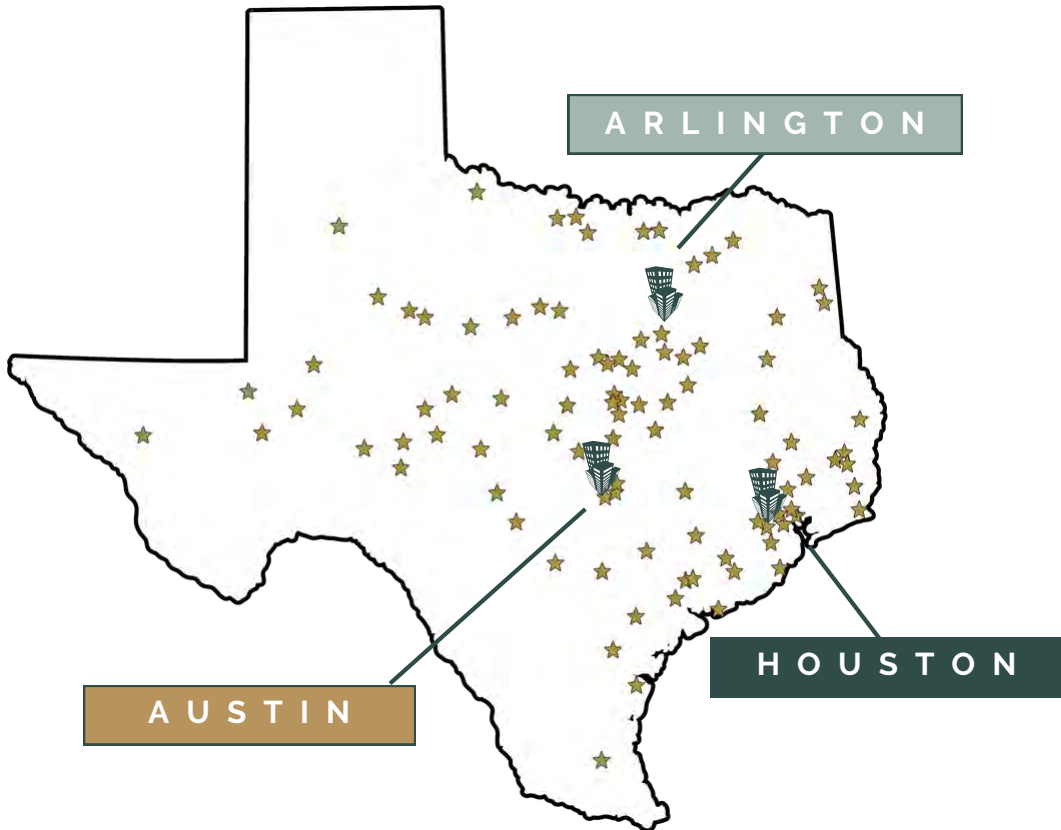
## **EXPENSE MANAGEMENT**

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The Firm uses programs such as Clio law practice management software and Quickbooks accounting software in order to manage time entries, expenses, and bills. Ensuring our clients receive value for the services we provide is one of the most important jobs we do, and our expense management software makes that process efficient and transparent.

# OUR CLIENTS

Leon | Alcalá, PLLC has three physical office locations within some of the major cities in Texas: Austin, Houston, and Arlington. However, the Firm represents clients that are located throughout and in between most cities in Texas. This map shows a few of our clients' locations throughout the entire state of Texas:



# SEE WHAT OUR CLIENTS THINK



Mrs. Leon's firm has provided excellent legal advice to my school districts over the past fifteen years. Her concise, common sense approach has also saved us an enormous amount in legal fees. I fully recommend her and her associates to any central office or campus administrator.

**SUPERINTENDENT**



I not only recommend Leon | Alcalá, PLLC, but based on my experience working with the experienced team of lawyers and staff at Leon | Alcalá, PLLC, I can guarantee that once you have used their services, you too will become accustomed to receiving exceptional legal service for your district's needs. The firm responds in an extremely timely manner, are knowledgeable, and always prepared to provide guidance, including on the evenings and weekend.

**SUPERINTENDENT**



Sara and her team are simply amazing, she is willing to help no matter the situation and always does what is right for the students. She has a mild sweet attitude until she needs to be tough, and she can be tough as nails when it is needed.

**CLIENT**



Michelle Alcalá is very knowledgeable, helpful, and accessible. I have her cell phone and have found that she will respond with a cheerful "Hello!" every time that I call. She usually has a quick answer for most questions and will work quickly to find the answer for those which require a bit of additional research. If she is on the road or attending to another task, she will call one of the other attorneys in the firm asking them to respond to me asap. I am very grateful to have Michelle on my team. You will be too.

**SUPERINTENDENT**



Leon Alcalá, PLLC is a superintendent's best friend! Their broad range of expertise, responsiveness, and follow up are crucial in dealing with the school business where the stakes are so incredibly high. They are experts and they care.

**SUPERINTENDENT**



# SEE WHAT OUR CLIENTS THINK



As superintendent, I have worked with many law firms and attorneys, but none compared to Sara Leon. She is absolutely brilliant. Sara Leon and her firm have tackled many issues for our district from education law to school finance. She and her team have surpassed my every expectation. I am thrilled to recommend her to school districts across the state. Sara Leon comes with my highest recommendation.

**SUPERINTENDENT**



Sara Leon and her team have provided invaluable service and support for our school district! They are service-minded, prompt, insightful, and well informed. They have helped us in many different areas of education law... Our district is so blessed to work with Sara and her exceptional team!

**EXCEPTIONAL SERVICE!**



I not only recommend Leon Alcala, PLLC, but I guarantee once you have used their service you too will look no further. The firm responds in an extremely timely manner, are knowledgeable, and always prepared to provide guidance. I have never encountered a firm that will work as hard for a school district and never once have I doubted the advice we were provided.

**SUPERINTENDENT**



Michelle... a Big Thank You for working with the administration and the school board through this [student expulsion] appeal process... The information and guidance was greatly appreciated... In over 40 years of education this was the first experience of working with an attorney and you were top notch. Sara, thank you from day one on getting us lined out to make the right choices through this process.

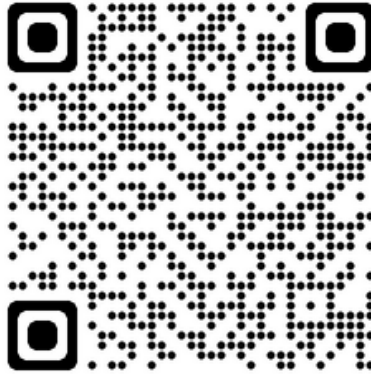
**SUPERINTENDENT**



Our school district brought John Janssen out to train our administrators and teachers on several occasions over the last few years. They listened to us and asked many questions prior to the trainings in order to customize the training to fit our needs and desired outcomes. They are exceptionally knowledgeable and our staff always appreciates these interactive trainings.

**CLIENT**

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