

kb kriha boucek

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June 16, 2020

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Mr. William Grady, Board President
Dr. Merryl B. Brownlow, Superintendent
Palos Heights School District No. 128
12809 S. McVickers Avenue
Palos Heights, IL 60463

Re: Engagement Letter

Dear Mr. Grady and Dr. Brownlow:

Thank you for retaining Kriha Boucek, LLC to work with Palos Heights School District No. 128. This letter will memorialize the details relating to the terms of our engagement and legal fees.

Our fees for legal services will be billed in 6-minute increments, as follows: \$275.00/hour for partners; \$250.00/hour for associates and \$125.00/hour for paralegals. These hourly rates may change from time to time, but only with advance written notice.

Fees for basic copying, telephone charges, postage, etc., will not be billed to the District. We consider these normal and customary business expenses that will be covered by the firm. Invoices will include significant expenses incurred beyond the normal course of our day-to-day work, e.g., court/administrative agency filing fees, hearing transcripts, computer research, printer copies (in excess of 500), expedited document delivery, etc. Our invoices will be detailed in nature and will be sent on a monthly basis. If at any time questions or concerns arise about the invoices or work performed, please contact me immediately. We will maintain and store records that are received from the District for five years after a matter has concluded, at which time the file will be destroyed unless instructed otherwise.

Additionally, at no additional charge, we will provide a legal update to the Board of Education each school year.

If these terms are acceptable, please sign a copy of this letter and return it to me at your earliest convenience. On behalf of the firm, you have my sincere thanks and gratitude.

Sincerely,

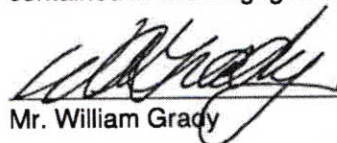


Sara Boucek



Stephanie Jones

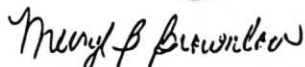
The signatures below demonstrate that we have reviewed and agree with all of the terms contained in this Engagement Letter.



Mr. William Grady

Date

6/17/2020



Dr. Merryl B. Brownlow

Date

6/17/2020