

**LEGAL SERVICES AGREEMENT  
2012-2013 SCHOOL YEAR**

This Agreement is between Highland School District No. 305 (hereinafter "School District") and Eberharter-Maki & Tappen, PA (hereinafter "Law Office") for legal services for the 2012-2013 school year beginning July 1, 2012, and ending June 30, 2013. It is mutually agreed as follows:

**1. School District Responsibilities:**

1.1 School District agrees to pay the retainer selected below:

**OPTION A – Monthly Retainer:** School District agrees to pay a nonrefundable monthly retainer of \$75.00 for each month of the duration of this agreement. School District agrees that it will be billed the monthly retainer even if it does not receive legal services during any given month. School District agrees that Law Office will bill School District for legal services at the hourly rate of \$150.00 per hour and for costs incurred at the applicable rates set forth in paragraph 1.2. In addition to the \$75.00 paid each month, School District agrees to pay Law Office at the same rates for any additional legal services and costs billed by Law Office. (*Note: This option is only available if School District signs on or before September 30, 2012.*)

**OPTION B – Annual Retainer:** School District agrees to pay a nonrefundable annual retainer of \$375.00 for the duration of this agreement. School District agrees that Law Office will bill School District for legal services at the hourly rate of \$160.00 per hour and for costs incurred at the applicable rates set forth in paragraph 1.2. School District agrees that Law Office will apply any bills for legal services and costs against the annual retainer until it is exhausted, and School District agrees to pay Law Office at the same rates for any additional bills received from Law Office.

1.2 School District agrees to pay Law Office for legal services at the applicable hourly rate; the hourly rate will be calculated in 10-minute increments. School District agrees to pay for paralegal services and travel time at 50% of the applicable hourly rate. School District agrees to pay ten (10%) interest on unpaid balances over sixty (60) days past due. School District further agrees to pay Law Office for costs incurred, including postage, long-distance telephone calls, and contract services, in the actual amount incurred, and fax transmissions and photocopies at the rate of 30¢ per page. In addition, School District agrees to pay for Law Office's publications at the applicable price.

1.3 In the event legal fees and costs accrued by the School District are billed to the District's insurance carrier, the School District agrees to pay the Law Office any and all legal fees and costs which are not covered by the District's carrier. If the School District's insurance carrier fails to pay the Law Office within thirty (30) days from receipt of the invoice, the School District agrees to pay the Law Office the total amount of legal fees and costs billed and agrees to seek reimbursement from the District's carrier.

1.4 School District authorizes Law Office to provide legal services to district administrators, the board clerk, and board members who contact Law Office unless School District chooses to limit the authority to the following individuals (i.e., superintendent, special education director, principals, supervisors, board clerk, local school district counsel, etc.):

Name	Position
<u>Cindy Orr</u>	<u>Superintendent</u>
<u>Don Johnston</u>	<u>Chairman</u>
<u>Nathan Weeks</u>	<u>Business Manager</u>

