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June 8, 2021

*Via Electronic Mail*

Michael S. Eubank, Superintendent  
Mid-America Technology Center  
27438 State Highway 59  
Wayne, OK 73095

**RE: LEGAL SERVICES FOR 2021-2022**

Dear Mr. Eubank,

This letter is intended to establish the terms and conditions of this firm's representation of Mid-America Technology Center ("Tech Center"). This agreement must be approved by the Board pursuant to an agenda item at a duly-called meeting of the Board.

Legal services rendered by this law firm are on an "as needed" basis and encompass work requested to be performed by the Superintendent or the Board of Education. A schedule of the current billing rates of our shareholders, associates, legal assistants, law clerks and interns is attached. This schedule is subject to change from time to time when the firm implements a general change of rates for its tech center clients, or to reflect additional experience or expertise gained by the firm's professional staff. In addition, newly-hired professional staff may be added. The billing rates for new professionals will be set based upon their experience. The firm will provide an updated schedule of billing rates upon request at any time.

This firm will provide the Tech Center a monthly statement for legal services rendered which will fully set out what services were provided and how much time was spent in performing them. In addition, you will be provided with a monthly statement of cash advanced on behalf of the Tech Center. This will include funds expended on the Tech Center's behalf for copying, Westlaw computer time, travel expenses and the like.

From time to time, it may be possible for an associate of this firm to provide part of the legal services needed by the Tech Center. Since associate time is billed at an hourly rate lower than mine, such may represent a lower expense to the Tech Center. Of course, I will monitor all work performed by associates.

Michael Eubank, Superintendent  
June 8, 2021  
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On or about the 15th of each month, the Tech Center will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

I trust that the above will be to your satisfaction. If this is the case and following approval by the Board, I would ask that the person designated by the Board execute this copy of the letter and return it to me for our file. Another copy with my original signature should be maintained for the Tech Center's file.

This agreement may be terminated at any time without cause by either party upon written notice to the other. This agreement shall be deemed renewed on July 1 of each year unless one of the parties advises the other on or before June 30 that it wishes to withhold ratification and/or to terminate the Agreement.

If you have any questions regarding the above or wish to discuss the terms further, please do not hesitate to contact me.

With kind regards,



Karen L. Long  
ROSENSTEIN, FIST & RINGOLD

KLL  
Enclosures

The Board of Education having considered and approved the terms of this engagement letter directs the President and Clerk to execute this document on behalf of the Tech Center. Entered into by the Tech Center this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Clerk

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President, Board of Education



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**Education Law  
2021 Billing Rates**

Years of Practice as Attorney:

30+ Years	\$260
25-29 Years	\$235
20-24 Years	\$225
15-19 Years	\$215
10-14 Years	\$180
6-9 Years	\$155
3-5 Years	\$145
0-2 Years	\$135
Law Clerks	\$ 85
Paralegals	\$100



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**Schedule of Reimbursed Expenses**

Telephone - Long Distance	Free (no charge)
Facsimile - Incoming	Free (no charge)
Facsimile - Outgoing	\$1.00 per page for local calls and \$2.00 per page for long distance calls (all other long distance charges are waived)
Travel	At actual cost (mileage billed at IRS approved rates)
Delivery-Postage	At actual cost
Photocopying	.20 cents per page
Secretarial Overtime	Only upon request of client and then only at actual cost
Cash Advances	At actual cost up to \$500; expenditures over \$500 are sent directly to client for payment
Computer Assisted Research (Westlaw)	At actual cost