

**BURLESON LAW OFFICES, LLC**  
1960 Beverly Rd.  
Columbus, OH 43221  
614.406.1969 (p)  
[burlesonlaw@gmail.com](mailto:burlesonlaw@gmail.com)

Lisa M. Burleson  
E-mail: [burlesonlaw@gmail.com](mailto:burlesonlaw@gmail.com)

June 30, 2016

**VIA ELECTRONIC MAIL**

Mr. Jim Grubbs  
Ms. Charlene Parkinson  
c/o Galion City School District Board of Education  
470 Portland Way N.  
Galion, OH 44833

**RE: Engagement for Legal Services**

Dear Jim and Charlene:

I want to thank you and the Galion City School District Board of Education ("Board") for the opportunity to provide the Galion City School District with legal services. I very much appreciate the opportunity to continue to you and the District on its legal needs, and I look forward to establishing a successful relationship between us.

The scope of services that will be provided under our agreement may change over time, as the District's legal needs may change. However, for the time being, the scope of legal services that will be provided will include legal consultation and representation in labor and employment matters, as well as any other general education law and related matters that may arise during our engagement for which I am qualified to provide legal counsel and for which you choose to engage me.

I will endeavor to provide you and the Board with the very best legal services possible. I will devote my earnest time, attention, and energies towards resolving your legal issues. I hope that through our work together, we will establish a relationship built upon mutual trust and respect.

The Board has two (2) options with respect to fees charged for legal services provided under our engagement. The first option is a standard hourly rate for all legal services billed at two hundred twenty-five dollars (\$225) per hour, with services billed in quarter hour increments. The second option is a flat monthly retainer in the amount of five thousand dollars (\$5,000), no matter the number of hours billed per month. Under

either option, I will provide detailed monthly statements at the close of each business month, describing the legal services provided and the costs associated therewith. When completing this engagement letter, please indicate the Board's choice with respect to fee option.

Other items that may also be billed as expenses if/when incurred within the detailed monthly statements are as follows: travel (including mileage, lodging and parking when applicable), court costs, depositions, court reporters, computerized legal research, overnight mail and the like. Expenses that may be incurred that will not be billed include the following: telephone charges, routine copy charges, routine mailing charges, meals and the like.

Detailed monthly statements will be due and payable upon receipt.

Again, let me state how honored I am to have the opportunity to serve the Board and the Galion City School District in this capacity. I trust that our relationship will be a successful one.

Very truly yours:



Lisa M. Burleson

By signing a copy of this letter, the Galion City School District Board of Education agrees to the terms as stated in this engagement letter.

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_