Lake Forest Community High School District 115
Lake Forest Elementary School District 67

November 2, 2026

To: Dr. Matthew Montgomery, Superintendent of Schools

From: Brittany Tjardes, CPA, Assistant Superintendent of Business Services/CSBO

Re: D115 Recommendation to Retain Fagen Friedman & Fulfrost LLP ("F3 Law")

Board Policy 2:160, *Board Attorney*, authorizes the Board to retain one or more attorneys or law firms. It also requires legal services to be provided under an agreement or engagement letter, with the fee arrangement determined in advance. District payment is limited to services authorized under that agreement, the policy, or by a majority of the Board.

Effective January 1, 2026, Kriha Boucek combined with Fagen Friedman & Fulfrost LLP ("F3 Law"). The Board previously engaged Kriha Boucek to provide legal services to Lake Forest Community High School District 115. Following the combination, I recommend that the Board approve the attached engagement letter with F3 Law.

The attached engagement letter sets forth the terms of the updated engagement, including its scope and applicable rates.

Recommendation: Approve the engagement letter with Fagen Friedman & Fulfrost LLP ("F3 Law") and its fee arrangement.

70 Washington Street, Suite 205
Oakland, CA 94607
Main: 510.550.8200
Fax: 510.550.8211
www.f3law.com

Namita S. Brown
Direct Dial: (510) 550-8217
nbrown@f3law.com

September 24, 2026

Via Electronic Mail Only
mmontgomery@lfschools.net

Matthew Montgomery, Ph.D.
Superintendent
Lake Forest Community High School District #115
300 S. Waukegan Rd.
Lake Forest, IL. 60045

Re: Legal Services Engagement

Dear Superintendent Montgomery:

We are pleased to submit this engagement for legal services to Lake Forest Community High School District #115 ("Client"). This letter sets forth the terms and conditions under which Fagen Friedman & Fulfrost LLP ("F3 Law") would provide legal services to the Client, subject to approval by the Board of Education and execution by an authorized representative of Lake Forest Community High School District #115.

1. **Scope of Representation.** F3 Law will provide legal services to the Client as requested from time to time, including advice and counsel regarding day-to-day legal matters and other matters agreed upon by the Client and F3 Law. Our representation does not include services outside the agreed scope unless specifically requested and accepted.

   The Client understands that it has the right to retain different counsel at any time and to direct the transfer or possession of its client files upon request.

2. **Hourly Rates and Billing Practices.** Our legal services are billed in six-minute (1/10th of an hour) increments at the following hourly rates:

Senior Partners	$305 - $330
Partners	$285 - $305
Associates	$265 - $285
Paralegals	$155 - $185

   Hourly rates are subject to change from time to time; however, any changes will be communicated in advance and in writing.

3. **Out-of-State Attorneys.** From time to time, legal services may be performed by attorneys admitted to practice in jurisdictions other than the Client's primary jurisdiction. Any such work will be directly supervised by an attorney appropriately admitted to practice in the relevant jurisdiction and will be billed at the rates set forth above.

4. **Costs and Expenses.** The following costs will **not** be charged to the Client:

In-office photocopying	No Charge
Facsimile	No Charge
Ordinary Postage	No Charge
Online legal research subscriptions	No Charge
Administrative Overhead	No Charge

Invoices will include only significant out-of-pocket expenses incurred beyond the normal course of business, including but not limited to: Fees fixed by law or assessed by public agencies, messenger and delivery services, out-of-office copying or reproduction, travel expenses (including mileage at the standard IRS rate, parking, transportation, meals, and lodging, if applicable). Invoices will be detailed and issued on a monthly basis.

5. **File Retention.** F3 Law will maintain and store client files for approximately **five (5) years** after the resolution of a matter, after which files may be destroyed unless the Client provides written instructions to the contrary. All legal work products are subject to attorney-client privilege.

6. **Acceptance of Terms.** If these terms are acceptable, this Engagement Letter may be approved by the Board of Education of Lake Forest Community High School District #115 and executed by an authorized representative of the district. The signature below confirms the district's acceptance of the terms set forth in this Engagement Letter.

FAGEN FRIEDMAN & FULFROST LLP	**Lake Forest Community High School District #115**
Name: Namita S. Brown	Name: Matthew Montgomery Ph.D.
Title: Managing Partner	Title: Superintendent
	
Authorized Signature	Authorized Signature
Date: 9/24/2026	Date:

NSB

cc: Sara Boucek
Janine Jones