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Millburn Community Consolidated
School District No. 24
Office of the Superintendent
18550 Millburn Road
Wadsworth, IL 60083

May 31, 2012
Invoice # 22922

RETAINER

**Retainer services include review of Board minutes and agenda documents,
response to routine legal inquiries and updates on current legal developments.**

05/02/2012	TLH	Review request from Lind re: review of food service bid documents; consult with Attorney Richart re: bid documents review	0.20 hrs	275 /hr	\$0.00
05/16/2012	JRK	Phone conference with Superintendent re: student discipline matter	0.10 hrs	275 /hr	\$0.00
05/22/2012	TLH	Phone from Lind re: compliance checklist for staff training and IELRB's 90-day notice	0.10 hrs	275 /hr	\$0.00
05/23/2012	TLH	Check with attorneys re: firm's training compliance checklist status and IELRB negotiations' status forms; phone to Lind re: checklist update and IELRB notice	0.30 hrs	275 /hr	\$0.00
05/31/2012	AJL	Phone conference with Lind re: seniority tie breaker issue	0.30 hrs	215 /hr	\$0.00
TOTAL SERVICES FOR THIS MATTER			1.00 hrs		\$50.00

PERSONNEL

05/25/2012	JAM	Prepare personnel in-service / training requirements chart	5.20 hrs	175 /hr	\$910.00
05/25/2012	JAM	Prepare cover letter re: personnel in-service / training requirements chart	0.20 hrs	175 /hr	\$35.00
TOTAL SERVICES FOR THIS MATTER			5.40 hrs		\$945.00

CONTRACTS

05/02/2012	SMR	Review food service contract and brief phone conference with Superintendent re: same	0.20 hrs	225 /hr	\$45.00
05/03/2012	SMR	Consult with Attorney Raatjes re: recent food services management contract issues	0.20 hrs	225 /hr	\$45.00

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05/03/2012	LJP	Conference with Attorney Richart re: food services bid	0.20 hrs	165 /hr	\$33.00
05/04/2012	JSL	Consult with Attorney Richart re: review of food services bid	0.40 hrs	275 /hr	\$110.00
05/04/2012	SMR	Review and revise food service management bid specifications; phone to ISBE Nutrition and Superintendent re: same; consult with Attorneys Levi and Raatjes re: same; phone conference with Superintendent re: same	3.80 hrs	225 /hr	\$855.00
05/06/2012	JSL	Review IFB for food services	1.30 hrs	275 /hr	\$357.50
05/07/2012	JSL	Consult with Attorney Richart re: revisions to IFB for food services	0.40 hrs	275 /hr	\$110.00
05/07/2012	SMR	Phone conference with ISBE re: food service contract issues; conference with Attorney Levi re: additional revisions needed to specifications	0.60 hrs	225 /hr	\$135.00
05/08/2012	SMR	Revise, finalize and send bid specifications with revisions and cover e-mail to Superintendent re: same	1.30 hrs	225 /hr	\$292.50
05/08/2012	SMR	Phone conference with Superintendent re: food service contract [NO CHARGE]	0.20 hrs	225 /hr	\$0.00
TOTAL SERVICES FOR THIS MATTER			8.60 hrs		\$1,983.00

BILLING SUMMARY

FOR PROFESSIONAL SERVICES RENDERED	15.00 hrs	\$2,978.00
ADMINISTRATIVE EXPENSES		\$178.68
TOTAL AMOUNT OF THIS BILL		<u>\$3,156.68</u>
PREVIOUS BALANCE		\$135.15
TOTAL PAYMENTS		\$82.15
TOTAL ADJUSTMENTS		\$0.00
BALANCE DUE		<u><u>\$3,209.68</u></u>

Administrative expenses represent your share of expenses related to copying, long distance telephone, facsimile transmissions, overnight mail, messenger services and employee overtime costs.