



**DRENDEL & JANSONS**  
Law Group

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May 4, 2021

### LEGAL SERVICES AGREEMENT

Geneva CUSD 304 Board of Education  
Attn: Kent Mutchler, Superintendent  
227 N 4th St,  
Geneva, IL 60134

Dear Board of Education:

This letter describing our proposal for legal services to the Geneva Community Unit School District 304 will become the legal services agreement governing our relationship. You have asked that we investigate the allegations contained in an article written by Kane County Chronicle reporter Brenda Schory. The article lays out the claims of several employees who allege a negative work environment leading to significant turnover at the District. The agreement will be effective upon signing this letter, subject to any revisions or changes that are agreed upon by both parties.

### SCOPE, METHODOLOGY, AND REPORT

#### Document Review

The investigation will start with a review of District operations and personnel policies, working agreements, and any other documents identified by the District. After familiarizing ourselves with the District's policies, we will review written evaluations, including the evaluations of current and former employees, as well as any relevant documentation. We understand that the District has hundreds of employees, but the evaluations will hopefully work to identify those individuals who will bring the greatest value during the interview process and eliminate any individuals who are unnecessary or redundant. Finally, we will review all documents related to any grievances, letters, or internal documents prepared by the District related to this matter. This should include all documents prepared by Human Resources.

Expected Time Frame: One Week

Expected Time Expended: 20 hours

#### Mailing Address

11 Flinn Street  
Batavia, IL 60510  
Phone: 630.406.5440  
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■ [www.batavialaw.com](http://www.batavialaw.com) ■  
■ [www.ilfamilylaw.com](http://www.ilfamilylaw.com) ■  
■ [www.ndillinoisbankruptcy.com](http://www.ndillinoisbankruptcy.com) ■  
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2000 W. Galena Blvd., Ste 204  
Aurora, IL 60506  
Phone: 630.897.5957  
Fax: 630.406.6179

### Interviews

After reviewing, cataloguing, and condensing the documents, we will put together a list of interview subjects. Trying to be as efficient as possible, we will then begin the process of reaching out to those former and existing employees who we believe will provide the best value to the investigation. Our ability to interview a critical mass of individuals effectively and efficiently will require contact information provided by the District, the availability of existing employees so that we can conduct multiple interviews during a particular day, and the willingness of former employees to speak with us. Our preference is to have two attorneys attend each interview, but given the preferred time frame, it will depend on the availability of the attorneys in our office. After each interview, the attorney will prepare a memo recounting the interview. We expect each interview to take anywhere from a half hour to three hours.

Expected Time Frame: One Month

Expected Time Expended: 60 hours

### Report

Once the interviews are concluded, we will prepare a Report for the Board. While the actual Report's structure may vary, our intent is to start the Report with an executive summary. Then provide a detailed synopsis of the investigation including documents reviewed and witnesses interviewed. We will then move onto background, including a timeline of important events and summation of the statements provided by interviewees. The Report will conclude with our opinion regarding the veracity of the article and an assessment of employee actions. We will not provide recommendations, but the Report will analyze the information gathered in the context of District policies.

Expected Time Frame: Two Weeks

Expected Time Expended 30 hours

### Time Frame

We understand that the District is seeking a quick turnaround and a thorough investigation. We believe the proposed timeframe and estimated cost carefully balances both. We expect the investigation to last one to two months depending on witness availability. We further estimate the total time spent on the investigation to be between 100 and 125 hours.

Record Keeping

We understand the sensitive nature of the investigation. As a result, we will password protect our digital files and use only one legal assistant to perform clerical work. This will ensure that the investigation is as insulated as possible.

COST

We handle legal services in a collaborative way, based upon the ability and availability of the attorneys and legal assistants in the office. While I will oversee the investigation and author the Report, much of the document review and interviews will be performed by other attorneys in the Office. Regardless of which attorney or attorneys perform the work, the hourly rate will be billed at our municipal rate of \$190.00. The lone legal assistant working on this matter will bill at a lower discounted rate of \$75.00 an hour. We expect the work performed by the legal assistant to total approximately twenty-five hours. If the proposal is acceptable, please sign this letter below and return it at your earliest convenience.

Sincerely,  
**DRENDEL & JANSONS LAW GROUP**



KGD/ejb

Kevin Drendel

Approved and Adopted by The Board of Education of CUSD 304:

\_\_\_\_\_ Date: \_\_\_\_\_

Taylor Egan