




January 16, 2018

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Longfellow, LLP  
(November & December 2017)

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### Item Description

Request for approval to pay the Board's attorney.

### Overview and Background

On a monthly basis, the Board's attorney submits an invoice for services provided.

### Past Actions by the Board

The Board of Trustees approved the contract for legal services at the October 19, 2015 Board meeting for a period of one (1) year, with the option for annual renewals for four (4) consecutive one (1) year periods, for a total contract period of five (5) years.

The Board of Trustees approved the second annual renewal of this contract, effective November 1, 2017 through October 31, 2018, at the October 16, 2017 Board meeting with an annual fee of \$195,000.

### Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$32,500.

### Staff Resource

Barbara Wills

### Recommended Action

Authorize payment of invoices as presented.

ANDREWS, CRABTREE, KNOX & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

November 20, 2017

Barbara Wills  
Vice President for Administrative Services and CBO  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice# 14882 JCK  
Our file# T00007 02276  
Billing through 11/20/2017

Tallahassee Community College (General)  
P.O. Number: PO-007607

FOR PROFESSIONAL SERVICES RENDERED

10/20/2017	JCK	Receipt and review of from B. Spiers re data issue (.1); Receipt, review and analysis of correspondence from DOE (.6); Receipt and review of draft response to DOE (.4); Receipt and review of email from A. Bradbury re WMI Contract (.1); Receipt and review of WMI Contract (1.2); Receipt and review of M&B Enterprises Contract (.7); Revise WMI Contract (.2); Revise M&B Enterprises Contract (.2); Preparation of email to A. Bradbury re WMI and M&B Enterprises Contracts (.2); Receipt and review of email from B. Jones re drone class (.1); Receipt and review of email from R. Hall re drone class (.4)	4.20 hrs.
10/20/2017	CR	Review an analysis of all relevant statutes in letter from Department of Education (5.2)	5.20 hrs.
10/23/2017	CR	Call to Department of Education re data issue (.3); Call to FAA re statutory interpretation for Unmanned Drone COA's (.2); Interoffice Memorandum/email to Craig Knox summarizing research and analysis (.4); Review file re previous FAA regulations for Unmanned Aerial Systems for educational purposes (2.7); Research and analysis of	7.50 hrs.

		revised FAA regulations re Part 107 remote pilot certifications (3.9)	
10/24/2017	JCK	Telephone conference with B. Jones re employee issue (.1); Attend conference with S. Rowland, B. Spiers, and B. Ingerman re policy change (1.5); Receipt and review of information re court issue (.4); Conference with B. Jones re employee issue (.3)	2.30 hrs.
10/24/2017	CR	Call from FAA Administrator re Unmanned Drone course (.2); Lipscomp, received call from DOE re TCC's response (.3); Email/memorandum to C Knox summarizing call with DOE (.1); Review and analysis of section 336 exemption in combination with Part 107 remote license to evaluation TCC's limitations under the new FAA regulations (3.2); Draft memorandum to file analyzing Part 107 remote license restrictions and regulation for educational purposes (.9)	4.70 hrs.
10/25/2017	JCK	Receipt and review of email from A. Moran re PRR (.1); Receipt and review of PRR (.2); Review FERPA and the Solomon Act (1.2); Preparation of email to A. Moran re PRR (.5)	2.00 hrs.
10/25/2017	CR	Call from FAA Administrator re Unmanned Drone course and COA (.4); Telephone call to FAA Regional Director re 14 CFR 107 regulations (.3); Telephone call from FAA General Counsel's office re Part 107 regulations (.2); Email correspondences to FAA re limitation on Rule 107 regulations (.5)	1.40 hrs.
10/26/2017	JCK	Receipt and review of emails (x2) from K. Moore re Lease Agreements (.2); Receipt and review of Florida SW State College Lease revisions (.7); Preparation of email to K. Moore re Lease Agreement revision (.1); Receipt and review of St. John's State College Lease revisions; Preparation of email to K. Moore re St. John's State College Lease revision (.1); Receipt and review of emails (x2) from A. Moran re PRR (.3); Preparation of emails (x2) to A. Moran re PRR (.8)	2.60 hrs.

10/27/2017	JCK	Receipt and review of email from S. Pessin re proposed Agreement (.1); Receipt and review of proposed Agreement (1.6); Telephone conference with R. Tolson re proposed Agreement (.4); Receipt and review of email from R. Tolson re conference (.1); Receipt and review of email from A. Moran re directory information (.1); Preparation of email to A. Moran re directory information (.3); Receipt and review of emails (x2) from A. Moran re PRR (.2); Preparation of email to A. Moran re PRR policy guidelines (.8); Telephone conference with A. Moran re PRR (.4); Preparation of email to B. Jones re TOSPT proposed contract (.1); Receipt and review of email from R. Chaney re TOSPT proposed contract (.1); Preparation of email to R. Chaney re TOSPT proposed contract (.1); Telephone conference with N. Davis re employee issue (.3); Receipt and review of emails (x2) from N. Davis re employee issue (.2); Receipt, review and analysis of correspondence re employee (.4); Receipt and review of draft employee notification (.3); Preparation of email to N. Davis re employee issue (.1); Receipt and review of email from B. Ingerman re board agenda item (.1); Receipt and review of board agenda item (.4); Revise board agenda item (.3); Preparation of email to B. Ingerman re board agenda item (.1); Receipt and review of email from B. Wills re FHP contract (.1); Receipt and review of revised FHP contract (.4); Receipt and review of emails (x3) from B. Ingerman re reimbursement issue (.3); Preparation of email to B. Ingerman re reimbursement issue (.1); Preparation of email to B. Jones re UAS operation (.8)	8.10 hrs.
10/27/2017	CR	Review and analysis of Section 112.061, Florida Statutes, the Rules of the Department of Financial Services (Chapter 69I-42, FAC.) to determine legal concerns re travel	4.50 hrs.

reimbursements (2.0); Review and analysis of State Chief Financial Officer Memorandums, DOE and TCC policies and procedures re travel reimbursements (1.8); Email to C Knox summarizing statutory authority on third party reimbursements (.2); Memorandum to C Knox analyzing and summarizing UAS drone research and comments from Regional Director of the FAA (.5)

10/30/2017	JCK	<p>Receipt and review of emails (x4) from B. Spiers re DOE response (.4); Receipt and review of proposed DOE response (.3); Revise DOE response (.2); Receipt and review of email from S. Rowland re DOE response (.1); Preparation of email to B. Spiers re DOE response (.1); Receipt and review of emails (x2) from B. Ingerman re DOE response (.2); Receipt and review of email from B. Ingerman re BOT agenda item (.1); Receipt and review of emails (x4) from A. Moran re SA Subpoena (.4); Receipt and review of SA Subpoena and attachments (.7); Preparation of emails (x3) to A. Moran re SA Subpoena (.4); Receipt and review of email from B. Wills re FHP MOU (.1); Receipt and review of revised FHP MOU (.4); Preparation of email to B. Wills re FHP MOU (.2); Receipt and review of email from E. Eunice re FHP MOU (.1); Revise FHP MOU (.3); Preparation of email to B. Wills re FHP MOU revision (.2); Receipt and review of emails (x2) from K. Moore re MOU INIE (.2); Receipt and review of MOU INIE (.6); Revise MOU INIE (.8); Preparation of email to K. Moore re MOU INIE (.2); Preparation of email to S. Pessin re draft agreement (.2); Receipt and review of email from C. Collins re scope of classroom instruction (.2)</p>	6.40 hrs.
10/31/2017	JCK	<p>Receipt and review of email from S. Pessin re draft Resolution Agreement (.2); Preparation of email to R. Tolson re draft Resolution Agreement (.1); Receipt and review of email from A. Moran re Subpoena for records (.1);</p>	5.70 hrs.

Receipt and review of email from A. Bradbury re contracts for review (.1); Receipt and review of Fox Sports Short Form Agreement (.4); Preparation of email to A. Bradbury re Fox Sports Agreement (.2); Receipt and review of email from A. Bradbury re Fox Sports Agreement (.1); Receipt and review of PSAH-DFS MOU (.5); Preparation of email to A. Bradbury re PSAH-DFS MOU (.1); Receipt and review of Beryl Engineering Contract (.4); Preparation of email to A. Bradbury re Beryl Engineering Contract (.2); Receipt and review of Walker Agreement (.4); Preparation of email to A. Bradbury re Walker Agreement (.1); Telephone conferences (x2) with A. Moran re PRRs and Subpoenas (.8); Receipt and review of emails (x2) from A. Moran re Public Records Request (.6); Review Chapter 119, Fla. Stat. (.7); Preparation of email to A. Moran re Public Records Request (.2); Receipt and review of email from K. Moore re MOU INIE (.2); Telephone conference with B. Jones re contract review (.2); Preparation of email to B. Jones re contract review (.1)

10/31/2017	CR	Receipt and review of email from FAA re UAS concerns (.2)	0.20 hrs.
11/01/2017	JCK	Receipt and review of email from C. Collins re drone class (.2); Receipt and review of legal memo from C. Richards re FAA regulations (.4); Preparation of email to C. Collins re drone class (.3); Receipt and review of emails (x2) from A. Bradbury re Beryl Inspection form (.2); Preparation of emails (x2) to A. Bradbury re Beryl Inspection form (.3); Receipt and review of email from B. Jones re Beryl Inspection form (.1); Telephone conference with B. Jones re proposed contract (.3); Receipt and review of emails (x2) from K. Moore re INIE MOU (.3); Preparation of email to K. Moore re INIE MOU (.4); Receipt and review of emails (x2) from A. Moran re PRR (.3); Preparation of email to A. Moran re PRR	3.40 hrs.

		(.2); Telephone conference with A. Moran re PRR (.4)	
11/01/2017	CR	Call to FAA to follow up on written confirmation on a COA (.3); Call from FAA, D.C. office re Part 107 and COA clarifications (.3); Email response to C Collins re clarifications on drone course and FAA regulations (.3)	0.90 hrs.
11/02/2017	JCK	Receipt and review of emails (x2) from C. Collins re COA (.2); Receipt and review of email from B. Jones re COA (.1); Preparation of administrative actions and litigation memorandum to President Murdaugh (1.4); Receipt and review of email from N. Davis re employee issue (.1); Preparation of email to N. Davis re employee issue (.1); Review TCC Policies 6-15 and 6-16 (.3)	2.20 hrs.
11/02/2017	CR	Review email correspondences from C Collins re COA applications (.3); Research current application process and changes to COA application for the FAA (.8)	1.10 hrs.
11/03/2017	JCK	Receipt and review of emails (x2) from N. Davis re employee issue (.2); Review TCC Policy 6-15 (.4); Preparation of email to N. Davis re employee issue (.1); Receipt and review of email from N. Davis re investigation report (.1); Receipt and review of investigation report (.5); Receipt and review of email from S. Rowland re investigation report (.1)	1.40 hrs.
11/06/2017	JCK	Receipt and review of email from A. Bradbury re NASCAR Contract (.1); Receipt and review of NASCAR Contract (1.2); Revise NASCAR Contract (.4); Preparation of email to A. Bradbury re NASCAR Contract (.1); Receipt and review of email from A. Moran re PRR (.2); Telephone conference with A. Moran re PRR (.4)	2.40 hrs.
11/06/2017	CR	Review and analysis of Title IX legislation, re disclosure of information (1.2); Review and analysis of FOIA, FERPA, AGO guidelines and other relevant Fla. Statutes to determine	4.40 hrs.

		what information should be released pursuant to FOIA request (3.2)	
11/07/2017	JCK	Receipt and review of email from B. Ingerman re out-of-state data guidelines (.8); Telephone conference with B. Ingerman re data issue (.1); Receipt and review of emails (x3) from C. Collins re student drones (.3); Preparation of email to C. Collins re student drones (.6); Receipt and review of email from R. Hall re student drones (.1); Receipt and review of email from B. Jones re student drones (.1); Receipt and review of memo re PRR and Title IX issues (.4); Preparation of email to A. Moran re PRR (.2); Receipt and review of emails (x2) from A. Moran re PRR (.2); Preparation of email to R. Tolson re resolution dates (.1); Receipt and review of email from R. Tolson re resolution dates (.1)	3.00 hrs.
11/07/2017	CR	Receipt, review, research and response to C Dwyer's email re WEI and its UAS course (.4); Prepare memorandum to C Knox addressing issue of Title IX disclosures at the close of the OCR's pending investigation (.5); Research and analysis of new GDPR regulations and their implications to TCC (1.8); Receipt and review of email and draft resolution agreement with OCR re the Cox case (.3)	3.00 hrs.
11/08/2017	JCK	Receipt and review of emails (x2) from B. Ingerman re GDPR (.8); Telephone conference with B. Ingerman re GDPR (.3); Receipt and review of email from B. Wills re county contract (.4); Telephone call to B. Wills re county contract (.1); Preparation of email to B. Wills re county contract (.2); Receipt and review of email from A. Moran re FOIA Proposal (.6); Receipt and review of emails (x2) from B. Jones re FOIA Proposal (.3)	2.70 hrs.
11/09/2017	JCK	Receipt and review of email from B. Wills re county contract (.1); Receipt and review of email from R. Tolson re Resolution Agreement (.1); Receipt and review of email from A. Moran re Public Records Request (.6); Review	1.30 hrs.



11/09/2017	CR	law re open class (.4); Preparation of email to A. Moran re Public Records Request (.1) Call from Tampa FAA office, re written authorization for TCC drone course (.4); Receipt and review of complaint log from TCC in response to Public Records Request (.3); Research case law addressing additional time to respond to section 119 public records request when an exemption is in question (1.2); Receipt and review of email from A Moran re PRR (.2); Review FERPA and section 119 to determine if information could be released (1.9); Email memorandum to A Moran addressing concerns with requesting additional time to respond to records request under section 119 (.3)	4.30 hrs.
11/13/2017	JCK	Receipt and review of emails (x2) from B. Ingerman re GDPR (.2); Preparation of email to B. Ingerman re GDPR (.2); Receipt and review of emails (x2) from S. Rowland re American Homestay Contract (.2); Receipt and review of American Homestay Contract (.8); Revise American Homestay Contract (.4); Preparation of email to S. Rowland re American Homestay Contract (.2); Receipt and review of emails (x2) from B. Jones re American Homestay Contract (.2); Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Preparation of emails (x2) to A. Moran re Public Records Request (.7); Receipt and review of email from R. Tolson re Resolution Agreement (.1); Revise Resolution Agreement (.6); Preparation of email to R. Tolson re Resolution Agreement (.1); Receipt and review of emails (x2) from C. Collins re Release (.2); Revise/edit Release (.7); Preparation of email to C. Collins re Release (.2); Receipt and review of email from B. Ingerman re Prism Analytics Addendum (.1); Receipt and review of Prism Analytics Addendum (.6); Preparation of email to B. Ingerman re Prism Analytics Addendum (.1)	5.80 hrs.

11/13/2017	CR	Review notes and draft email re TCC's compliance with FAA UAS regulations (.4); Receipt and review of email from C Collins re FAA release (.3); Review FAA guidelines and draft changes to TCC's UAS program waiver and release form (.7); Memorandum to C Knox addressing concerns and changes to TCC drone waiver and release form (.4); Receipt and review of email from C Dwyer re UAS course (.2)	2.00 hrs.
11/14/2017	JCK	Receipt and review of emails (x2) from R. Tolson re Resolution Agreement (.2); Receipt and review of email from DOE re Resolution Agreement (.1); Receipt and review of revised Resolution Agreement (.2); Preparation of email to R. Tolson re Resolution Agreement (.1); Preparation of emails (x2) to DOE re Resolution Agreement (.3); Receipt and review of email from R. Hall re Executive Order on UAS (.8); Receipt and review of emails (x2) from B. Wills re employee contract (.2); Receipt and review of employee contract (.4); Preparation of addendum to contract (.4); Preparation of email to B. Wills re employee contract (.1); Receipt and review of emails (x3) from A. Moran re Public Records Request (.9); Receipt and review of email from R. Tolson re Public Records Request (.1); Receipt and review of Public Records Request Response (.4); Preparation of emails (x2) to A. Moran re Public Records Request (.8); Receipt and review of memorandum of law re limited access records (.6); Receipt and review of email from A. Moran re open claims (.1); Review open claims (.6); Preparation of email to A. Moran re open claims (.2)	6.50 hrs.
11/15/2017	JCK	Receipt and review of emails (x2) from B. Ingerman with attachments re GDPR (1.6); Preparation of email to B. Ingerman re GDPR (.6); Receipt and review of emails (x2) from A. Moran re Public Records Request (.2); Preparation of emails (x2) to A. Moran re	4.10 hrs.

Public Records Request (1.0); Receipt and review of email from A. Moran re PRR Response (.1); Receipt and review of Response to PRR (.2); Receipt and review of email from S. Pessin re Final Agreement (.1); Receipt and review of email from B. Wills re easement issue (.3)

11/16/2017	JCK	Receipt and review of email from B. Wills re WOS Contract review (.2); Receipt and review of WOS Contract (.9); Revise WOS Contract (.4); Preparation of email to B. Wills re WOS Contract (.2); Receipt and review of email from B. Wills re easement (.2); Receipt and review of emails (x2) from B. Ingerman re GDPR (.3); Preparation of email to B. Ingerman re GDPR (.1); Receipt and review of email from M. Robeck re DMV MOU (.1); Receipt and review of five DMV MOU (2.6); Preparation of email to B. Wills re easement (.1); Review Chapter 24-2 FAC (.6); Preparation of email to M. Robeck re DMV MOU (.3); Receipt and review of email from A. Bradbury re Amendment to Department of Juvenile Justice Contract (.1); Receipt and review of Department fo Juvenile Justice Contract and Amendment (.8); Review Wakulla Easement File (.8); Receipt and review of BOT Agenda Book (1.2)	8.90 hrs.
11/17/2017	JCK	Attend conference call re easement (.4); Receipt and review of email from D. Herr re easement (.1); Receipt and review of email from D. Herr re easements with attachments and drawings (.5); Receipt and review of email from M. Robeck re DMV MOU (.1); Receipt and review of email from B. Ingerman re GDPR (.2); Preparation of email to B. Ingerman re GDPR (.4); Conference call with Chair Kilpatrick re BOT Agenda (.5); Receipt and review of emails (x2) from A. Bradbury re Ray's Sponsorship Agreement (.2); Receipt and review of Ray's Sponsorship Agreement (.8); Preparation of email to A. Bradbury re	3.30 hrs.

Barbara Wills

Invoice# 14882

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Ray's Sponsorship Agreement (.1)

11/19/17 JCK Portion of Monthly Fee \$10,735.00

11/19/17 CR Portion of Monthly Fee \$5,515.00

Fees for this matter \$16,250.00

BILLING SUMMARY

Knox, J. Craig Partner 76.30 hrs \$10,735.00

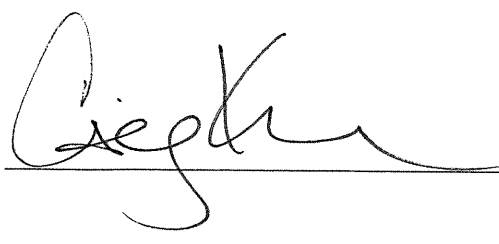
Richards, Craig Attorney 39.20 hrs \$5,515.00

Fees 115.50 hrs \$16,250.00

Disbursements \$0.00

TOTAL CHARGES FOR THIS BILL \$16,250.00

*I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Longfellow, LLP and the BOARD.*

 \_\_\_\_\_, *Firm Contract Administrator*

# ANDREWS, CRABTREE, KNOX & LONGFELLOW, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

December 11, 2017

Barbara Wills  
Vice President for Administrative Services and CBO  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice# 14950 JCK  
Our file# T00007 02276  
Billing through 12/06/2017

Tallahassee Community College (General)  
P.O. Number: PO-007607

## FOR PROFESSIONAL SERVICES RENDERED

11/14/2017	CR	Receipt and review of revised OCR agreements (two revised versions) (.3); Analysis of relevant case law, Section 119, and Section 1012 Florida Stat. to determine what information is protected (2.5); Memorandum to C Knox re protected information (.4); Memorandum to C Knox addressing the disclosure of personal information (.3)	3.50 hrs.
11/15/2017	CR	Review memorandum re integration of new UAS guidelines and procedures (.3); Research and analysis of circuit case law to determine if legal jurisdiction in another state based on its online classes (1.7); Research Supreme Court case law re legal jurisdiction in a foreign venue if conducted activities or a study abroad program in foreign country (.5); Memorandum to C Knox addressing concerns of legal jurisdiction in a foreign State (.3); Receipt and review of email from A Moran, re Public Records Request (.2); Research relevant case law re personal identifying information of a student under s. 119 and FERPA (1.5); Email to C Knox addressing concerns of Public Records Request (.3); Receipt and review of GDPR Executive Report (.3); Receipt and review of Public Records Request response	6.50 hrs.

		(.3); Analysis of GDPR and international statutes re jurisdiction of a US institution in a foreign country (1.1)	
11/17/2017	CR	Memorandum to C Knox re GDPR jurisdictional issues (.4); Research re personal/individual notes and public records (2.6)	3.00 hrs.
11/20/2017	JCK	Telephone conference with R. Pople re BOT Agenda (.4); Receipt and review of email from A. Moran re Public Records Request (.2); Review memo from C. Richards (.3); Preparation of email to A. Moran re Public Records Request (.3); Attend BOT Meeting (4.5); Receipt and review of email from F. Moore-Davis re Public Records Request (.1)	5.80 hrs.
11/20/2017	CR	Memorandums to C Knox re disclosure of personal notes as public records (.5); Call FAA Inspector to follow up on email correspondence and left a message (.3); Review final OCR resolution agreement (.3)	1.10 hrs.
11/21/2017	JCK	Receipt and review of email from N. Davis re employee discipline (.1); Receipt and review of proposed discipline actions (.7); Telephone conference with N. Davis re employee discipline issues (.5); Receipt and review of email from R. Tolson re Resolution Agreement (.1); Receipt and review of executed Resolution Agreement (.1); Preparation of email to R. Tolson re Resolution Agreement (.1); Telephone conference with A. Moran re Public Records Request (.4); Receipt and review of email from F. Moore-Davis re student issue (.1); Preparation of emails (x2) to F. Moore-Davis re student issue (.8); Receipt and review of emails (x2) from B. Ingerman re Webtext Contract (.3); Receipt and review of Webtext Contract (1.2); Revise Webtext Contract (.4); Preparation of email to B. Ingerman re Webtext Contract (.1)	4.90 hrs.
11/21/2017	CR	Receipt and review of documents from the EEOC re Rockwell (.3); Interoffice conference	0.70 hrs.

		discussing the concerns/liability re statutes and prescription medication (.4)	
11/22/2017	JCK	Receipt and review of emails (x4) from L. Kling re BOT meeting (.9); Review Sunshine Law (1.0); Preparation of emails (x3) to L. Kling re BOT Meeting (.4); Telephone conference with L. Kling re BOT Meeting (.2); Receipt and review of email from B. Wills re WOS Contract (.1); Review WOS Contract (.8); Preparation of email to B. Wills re WOS Contract (.1); Receipt and review of email from B. Jones re WOS Contract (.1); Receipt and review of emails (x2) from A. Bradbury re CSI Contract (.2); Receipt and review of revisions to CSI Contract (.7); Preparation of email to A. Bradbury re CSI Contract (.1); Receipt and review of email from B. Gardner re Bill of Sale (.1); Receipt and review of proposed Bill of Sale revisions (.8); Preparation of email to B. Wills re Bill of Sale (.1)	5.60 hrs.
11/22/2017	CR	Reviv TCC guidelines re Board meeting (.3)	0.30 hrs.
11/27/2017	JCK	Receipt and review of email from B. Ingerman re Workday Contract (.1); Receipt and review of email from D. Preble re Wakulla Lift Station (.1); Receipt and review of email from B. Gardner re Wakulla Lift Station (.1); Preparation of email to D. Preble re Wakulla Lift Station (.1); Receipt and review of emails (x3) from A. Moran re Public Records Request (.7); Receipt and review of Public Records for exempt material (.3); Preparation of emails (x3) to A. Moran re Public Records Request (.5); Review file note materials re BOT Meeting (.6); Receipt and review of email from R. Tolson re Resolution Agreement (.1); Receipt and review of emails (x2) from B. Ingerman re contract revisions (.2); Review contract revisions (.8); Preparation of email to B. Ingerman re contract revisions (.1)	3.70 hrs.
11/28/2017	JCK	Receipt and review of email from A. Moran re Public Records Request (.2); Telephone	1.60 hrs.



		conference with A. Moran re Public Records Request (1.2); Receipt and review of Public Records Request (.2)		
11/29/2017	JCK	Telephone conference with N. Davis re employee issue (.4); Receipt and review of emails (x5) from A. Moran re Public Records Request (.8); Telephone conferences (x2) with A. Moran re Public Records Request (1.6)	2.80 hrs.	
11/29/2017	CR	Research FERPA, Section 119 and case law re due process to determine if claimant is entitled to unredacted version of complaint (3.1)	3.10 hrs.	
11/30/2017	JCK	Receipt and review of email from B. Jones re employee issue (.4); Receipt and review of background information on employee issue (.2); Telephone conferences (x2) with B. Jones re employee issue (.8); Telephone conference with B. Ballard re WEI question (.4); Receipt and review of email from B. Ingerman re Cloud Management Contract (.2); Receipt and review of Cloud Management Contract (1.4); Revise Cloud Management Contract (.4); Preparation of email to B. Ingerman re Cloud Management Contract (.4); Telephone conference with B. Ingerman re Cloud Management Contract (.2); Telephone conference with R. Tolson re Title IX questions (.3); Telephone conference with A. Moran re Public Records Request (.8); Telephone conference with N. Davis re employee issues (.5)	6.00 hrs.	
11/30/2017	CR	Follow-up call to FAA Inspector re FAA Drone Course (.3)	0.30 hrs.	4,977.0
12/01/2017	JCK	Receipt and review of emails (x2) from A. Moran re Public Records Request (.4); Preparation of email to A. Moran re Public Records Request (.1); Telephone conference with A. Moran re Public Records Request (.8); Receipt and review of email from N. Davis re employee issues (.1); Receipt and review of employee issue materials (1.2)	2.60 hrs.	
12/04/2017	JCK	Telephone conference with A. Moran re public	3.20 hrs.	

records policy (.2); Receipt and review of emails (x2) from A. Moran re public records policy (.5); Review Chapter 119, Fla. Stat. (.6); Receipt and review of email from A. Moran re Public Records Request and supporting documentation (.4); Receipt and review of emails (x5) from A. Moran re Public Records Request (.5); Preparation of emails (x2) to A. Moran re Public Records Request (.2); Telephone conference with A. Moran re Public Records Request (.8)

12/05/2017	JCK	<p>Receipt and review of email from A. Bradbury re contract review (.1); Revise FHP Invoice Agreement (.7); Preparation of email to A. Bradbury re contract review (.1); Receipt and review of email from B. Wills re lift station (.1); Receipt and review of emails (x2) from D. Herr re easement (.2); Receipt and review of email from A. Moran re Public Records Request (.3); Telephone conference with R. Tolson re Title IX issue (.3); Preparation of current administrative actions and litigation memorandum involving TCC to President Murdaugh (1.2); Receipt and review of emails (x2) from B. Wills re Lease Agreement (.2); Receipt and review of Lease Agreement and Modification (.6); Revise Lease Agreement (.3); Preparation of email to B. Wills re Lease Agreement (.1); Receipt and review of email from B. Jones re property issue (.1); Preparation of email to B. Jones re property issue (.1)</p>	4.40 hrs.
12/06/2017	JCK	<p>Telephone conference with R. Tolson re Title IX issue (.2); Receipt and review of email from A. Moran re Public Records Request (.2); Review Chapter 119, Fla. Stat. (.3); Review legal memorandum (.4); Preparation of email to A. Moran re Public Records Request (.1); Receipt and review of email from B. Jones re Public Records Request (.1)</p>	1.30 hrs.
12/06/2017	JCK	Portion of Monthly Fee	\$11,273.00

Barbara Wills

Invoice# 14950

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12/06/2017 CR Portion of Monthly Fee

\$4,977.00

Fees for this matter

\$16,250.00

BILLING SUMMARY

Knox, J. Craig Partner 41.90 hrs \$11,273.00

Richards, Craig Attorney 18.50 hrs \$4,977.00

Fees 60.40 hrs 

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\$16,250.00

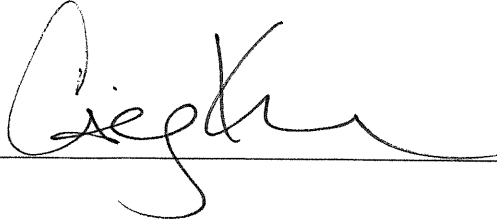
Disbursements \$0.00

TOTAL CHARGES FOR THIS BILL 

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\$16,250.00

*I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Longfellow, LLP and the BOARD.*

  
\_\_\_\_\_, *Firm Contract Administrator*