



March 12, 2024

Stephanie P. Berntsen
Admitted in Washington and
California
D: 206-689-1235
C: 206-992-5972
sberntsen@schwabe.com

VIA E-MAIL ROBINM@MYPCM.ORG

Robin McDonald
Board of Directors
Pullman Community Montessori
115 NE State St., Rm 212
Pullman, WA 99163

RE: Engagement of Schwabe, Williamson & Wyatt, P.C.
Our File No.: 119800-163799

Dear Robin:

We appreciate the opportunity to be of service to Pullman Community Montessori. This letter, together with the attached Standard Terms of Engagement, constitutes our contract of engagement to provide legal services and legal advice to Pullman Community Montessori (and not to any other shareholders, affiliates, subsidiaries, parents, stakeholders, people, or entities) to conduct a workplace investigation of the Head of School and whether her actions violate Washington's Law Against Discrimination or other applicable law.

Please be advised that the Corporate Transparency Act ("CTA"), effective as of January 1, 2024, requires that certain companies report beneficial ownership and other information to the U.S. Treasury Department's Financial Crimes Enforcement Network ("FinCEN"). At this time, our representation DOES NOT include any legal advice or other assistance related to the CTA. You and Pullman Community Montessori have sole responsibility for compliance with the CTA including reporting requirements and Schwabe assumes no liability resulting from any failure to comply with the CTA. If Pullman Community Montessori requires legal advice regarding any reporting obligations or application of the CTA, a separate engagement will be required.

The team members we anticipate will work on this matter are listed on the attachment with their hourly rates and contact information. We review billing rates at the end of each calendar year and may adjust them at the beginning of the next year.

We know that Pullman Community Montessori values and expects timely legal work from us. We likewise value and expect timely payment within thirty days of the date of our invoices.

Robin McDonald
March 12, 2024

We want Pullman Community Montessori to be satisfied with the services we provide. If Pullman Community Montessori ever has concerns, please contact our Chief Executive Officer, Graciela Cowger, at 360.905.1100. For payment questions, please call our Director of Accounting, Liz Russell, at 503.796.2846.

Again, thank you for your confidence in us.

Very truly yours,



Stephanie P. Berntsen

SPB:res
Enclosure

WIRE FRAUD WARNING: If you need to wire funds to Schwabe, Williamson & Wyatt, P.C., and you receive wire transfer instructions or changes to prior wire transfer instructions, please verbally confirm the instructions with Schwabe's Director of Accounting or Chief Financial Officer. Call Schwabe's offices using previously known or independently derived contact information.

Please be extra careful with instructions delivered by electronic mail. Do not respond to or solely rely on the information provided, including the wire instructions and contact information.

The foregoing terms and conditions, including the attached Standard Terms of Engagement, are agreed.

PULLMAN COMMUNITY MONTESSORI

By: _____

Its: _____

Date: _____

Robin McDonald
March 12, 2024

ATTACHMENT A
CONTACT INFORMATION

| <u>Lawyer/Paralegal</u> | <u>Current Hourly Rate</u> | <u>Contact Information</u> | <u>Secretary/Contact Information</u> |
|--------------------------------|---------------------------------------|---|--|
| Stephanie P. Berntsen | \$500 | 1420 5 th Avenue Suite 3400 Seattle, WA 98101 Direct: 206.689.1235 Fax: 206.292.0460 sberntsen@schwabe.com Cell: 206.992.5972 | Rayanne Sherwood Direct: 206.689.1208 rsherwood@schwabe.com |