



June 7, 2022

Dr. Elizabeth Homan, Superintendent
Arlington Public Schools
869 Massachusetts Avenue
Arlington, MA 02476

Dear Dr. Homan:

Thank you for requesting a proposal for legal services and allowing me the opportunity to meet with you to discuss the Arlington Public Schools retaining K|M Education Law, LLC as school counsel. This letter confirms the District's nonexclusive retention for general education and special education matters beginning on July 1, 2022. I am both excited and *honored* to be working with the District again.

As discussed, I will be opening K|M Education Law, LLC on July 1, 2022, exclusively representing public schools and charter schools. The following information documents our understanding of the terms of my legal services:

- The hourly rate for legal services is \$220.00 per hour.
- Given my proximity to Arlington and as a client courtesy, I will not bill for my time to travel to/from meetings in Arlington.
- In order to help with the transition, I will offer 10 hours this summer at no charge to get up to speed on pending cases. This can be used in any manner you choose: review of records, meetings, case conferences, etc.
- All legal services will be billed in quarter hour increments.
- Any non-legal work completed by my office manager will not be charged to you.
- Electronic bills will be sent monthly and will include a brief description of the completed work and the time billed.

Thank you for the opportunity to join your team. If you have any questions or need any additional information, please let me know.

Respectfully,

Katie A. Meinelt

Katie A. Meinelt

Katie A. Meinelt, Esq.

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