

Legal Counsel, Retainer, and Policy Services

Strategic legal compliance involves prudently applying the law to help schools fulfill their mission and objectives safely and effectively. School leaders need prompt, reliable, and affordable legal expertise to fulfill their professional and fiduciary duties. Lexis and its associates offer a full range of services -- virtual in-house counsel for our clients. For a complete description, go to www.Lex-is.com/services.

Retainer Plans. We offer several plans for existing and prospective schools giving leaders access to prompt and practical legal advice, *anytime*, for an *unlimited* number of issues and typically without hourly fees and ongoing legal bills. Our clients have saved thousands, even hundreds of thousands of dollars, due to liability averted, disputes resolved, and funding secured. Plans and fees are as follows.

Retainer Plan	Unbilled Counsel Per Issue ¹ <i>unlimited # of issues</i>	Annual Cost ²	Added Document Services	Retainer Client Discounts <i>other fees & services</i>
Bronze	1/2 hr.	\$5,000	N/A	N/A
Silver	1 hr.	\$7,500	+Review governance docs	10% Discount
Gold	2 hr.	\$10,000	++Review all contracts	20% Discount
Platinum	4 hr.	\$12,500	+++Review all policies, handbooks; annual training	30% Discount

Board Meetings. It is often important to have a lawyer at board meetings. In addition to our retainer services (above), we offer additional counsel for regular, special, and emergency meetings -- in person or via audio/video conference. Meeting services and fees *subject to Retainer Plan discounts* are as follows:

Attendance Type	All Board Meetings	Up to 5 Board Meetings	Single Meetings (No annual plan)
In-Person	\$5000	\$2500	Hourly fee + travel expenses
Via A-V Conference	\$2500	\$1500	Hourly fee

¹An "issue" is a separate legal matter; the number of "issues" per year is unlimited for any plan. Once the attorney time per plan per issue is met, hourly counsel is billed under the plan's discounted hourly rate. For example, a Platinum Plan school has a contract dispute; attorney time of 4 hours is devoted at no charge. Time devoted beyond that fourth hour is billed at 70% of our regular fee. ²Schools with 1000 students or more are subject to a 10% surcharge.

Policy Services. Lexis offers a full range of policy and document services. Services and fees, *subject to Retainer Plan discounts*, are as follows:

Policy Series Options¹	Description	Fees²
Bronze Series	All policy template sections shared: (1) Board Procedures (2) Personnel (3) Students & Community (4) Operations (5) Technology <i>A link to a sample Table of Contents is available at www.Lex-is.com/Services. Specialized policy adaptations or additions are subject to additional fees.</i>	\$1500
Silver Series	Bronze Series... + Lexis makes two cycles of requested adaptations at no additional fee	\$2500
Gold Series	Silver Series... ++ Lexis reviews existing board policies (as needed) ++ 1 year of policy updates (described below) ++ 1 year of unlimited policy modifications and consultation	\$5000
Platinum Series	Gold Series... +++ Board and/or staff policy training session(s) as needed +++ Review adaptations to student and/or employee handbook(s) +++ 2 years of policy updates (described below) +++ 2 years of unlimited policy modifications and consultation	\$7,500

Basic Policy & Update Services	Description	Fees²
Single policy review	Legal review and preparation of single policies (up to 5 pages + 1 round of further review and edits)	\$500
Board policies review	Legal review of all existing board policies (up to 50 pages)	\$1500
Law and policy update service	Annually ensure school policies remain updated consistent with legal changes. Provide legal updates and new or updated policy templates.	\$1500

Handbooks & Contracts	Description	Fees²
Handbook reviews	Review of an existing handbook (e.g., students, personnel) for strategic and legal compliance issues (up to 50 pages)	\$1000
Employee contract review	Review all existing employment contracts and letters (up to 15 pages)	\$500
Enrollment, vendor, service contract review	Review other contracts (e.g., enrollment, vendors/service providers, up to 15 pages; fee may be adjusted depending on page length or complexity)	\$500
Facility and lease contract review	Review facility and lease documents, and other comparable or extensive documents (subject to adjustment depending on notable complexity or length)	\$1000
Handbook development	Student and employee handbook templates; includes 1 round of revisions.	\$1500

¹Board Policy Series and other Lexis created documents are copyright protected.

²Retainer clients are entitled to unbilled document reviews per the hour limits of their respective plans; additional services are also subject to Retainer Plan discounts. Fee exceptions apply to lengthy or highly technical documents requiring special review.