

NORTHEAST EDUCATION ADVOCACY, LLC

SERVICES AGREEMENT



This is a contract for services agreement between **Joanne Prague Doyle, Northeast Education Advocacy, LLC** (hereinafter referred to as **NEA**) and the parties named below (hereafter referred to as the **client**). **NEA** agrees to provide those services as indicated in this agreement. Such services shall be provided for determination of educational services in

the best interest of _____ (name of child). DOB: _____

School: _____

Parent/Guardian/Name(s): _____

Street Address: _____ Town _____ Zip Code _____

Phone # _____ Email _____

All signatories to this document are of the understanding that:

- **NEA LLC** will hold all information about the **client** and family in strictest confidence, only sharing information relevant to pursuing the best interest of the **client**.
- **NEA LLC** will regularly inform the **client** of contacts, phone consultations and/or conferences with the student's district representative(s) and other authorities within the education system serving the student as well as independent consultants hired either by the school district or by the student's parents and/or him and herself.
- **NEA LLC** is obligated by the State of Connecticut to report information regarding child abuse/neglect to appropriate authorities.
- It is expressly understood that these services are not to be construed as legal advice or legal services. It is expressly understood that **NEA LLC** is serving in the role of co-advocate with the **client** on your child's behalf. In signing this agreement, the **client** understands that there are no guarantees of success in obtaining the services desired by the **client**. The **client** agrees to hold **NEA LLC** harmless.
- This agreement serves as a waiver of confidentiality regarding your child's IEP/504 and/or educational needs. This waiver permits **NEA LLC** to review with the **client** your child's educational records, reports, and evaluations. It also permits **NEA LLC** to represent the **client** and your child during phone or e-mail discussions with the Department of Education (DOE), the Board of Education and to participate in school - based meetings as necessary.
- Either party, upon notification to the other, may terminate this agreement.

Billing/Fees:

Billing is based on fee for service work and rates are as follows:

There shall be no charge for the first consultation. Provision of services by **NEA, LLC** shall be by fee-for-service by hourly rate.

A initial fee of 100.00 shall serve as a retainer for services and shall be submitted with the signed Service Agreement. This fee will be credited toward billable hours and shall be documented on the client's bill.

Phone calls, emails, virtual meetings are billed at 100.00 when time exceeds .25 hour (per meeting/call/email).

Fee Rate: **\$100.00 per hour** for all services including administrative, document review, report writing, and meeting attendance. Travel time will be billed at a rate of **50.00 per hour**.

Any modification of the terms of service shall be in writing and attached as addenda to this agreement. Billing shall be monthly. Absent other arrangements in writing, failure to pay or arrange payment after 30 days of the date of the monthly bill constitutes cause for immediate termination of this agreement.

Billing statements are sent monthly through FreshBooks. You will receive email notifications and payments may be made directly through the online system, by Venmo or by mailing a check to the business address.

Nonpayment for a period of two months will result in a Small Claims Court case filing for collection of debt.

Student records will be stored for a period of 6 months following cessation of services and then the files shall be destroyed through a secure shredding service.

Joanne Prague Doyle NEA/ Joanne Prague Doyle	Date	NEA Signature
Client	Date	Client Signature

Documents can be emailed to northeasteducationadvocacy@gmail.com or mailed to:

**Northeast Education Advocacy
5 Hennequin Road
Columbia, CT 06237**