



**Knox McLaughlin Gornall & Sennett, P.C.**  
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May 6, 2024

Mr. Gary Weber  
Superintendent  
Warren County School District  
6820 Market Street  
Russell, PA 16345

RE: Provision of Legal Services

Dear Dr. Weber:

Please know that I value my relationship with you and the Warren County School District and look forward to continuing to serve you and your District. Please accept this correspondence as the terms of our engagement.

Knox McLaughlin Gornall & Sennett, P.C. is being retained to provide legal representation in regard to special education matters, Title IX matters and requested special counsel projects. Attorney Jennifer Gornall will have primary responsibility for providing you these services. Where I consider it to be appropriate, I will engage the services of other attorneys and paralegals within the firm.

The rate for special education, Title IX and special counsel projects for the 2024-2025 school year is \$235/hour for shareholders and \$200/hour for associates. In addition, the School District will be responsible for all out of pocket expenses incurred by us. In your case, these expenses will likely be charges for copy projects, mailing fees, etc. Any of the below mentioned rates are subject to periodic increases.

Paralegal Services	\$100/hour
Administrative staff/clerical services	No charge
Photocopies	\$.25/page
Mileage	IRS rate

You will be billed for our services on a monthly basis. Significant out of pocket expenses paid on your behalf may be billed separately on a more frequent basis. We would anticipate being paid no more than thirty days after an invoice date.

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All final documents prepared for you as well as any documents or property you provided to us will be given to you upon conclusion of each matter. If the School District maintains a records management policy that dictates specific procedures, please provide the Knox Firm with a copy of the policy. Otherwise, the Firm will retain the pertinent contents of your file, both paper and electronic, for a minimum of five years, after which time it may be destroyed without further notice.

Every effort will be made to expedite your legal matters promptly and efficiently according to the highest legal and ethical standards. We will keep you as fully informed as possible of all the time we devote to your matters.

Unless you advise us otherwise, we may communicate confidential information, including attached documents, to you via email. You should understand that email, by its nature, is not secure. Network administrators and internet service providers are able to view the contents of your emails.

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I appreciate the confidence you have shown in me and in the Knox Firm and I genuinely look forward to continuing our rewarding and productive relationship. Thank you very much.

Very truly yours,

KNOX McLAUGHLIN GORNALL &  
SENNETT, P.C.

By: Jennifer E. Gornall  
Jennifer E. Gornall, Esquire

JEG/smc  
# 2507228.v1

Copy to: Dr. Patricia Mead, Warren County School District

I have read the above Agreement and it correctly sets forth my understanding in regard to the fee arrangement and representation by Knox McLaughlin Gornall & Sennett, P.C.

I accept the above Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2024, and intend to be legally bound by this Agreement.

\_\_\_\_\_

## **PRIVACY POLICY**

Lawyers, as providers of certain personal services, are now arguably required by the Gramm-Leach-Bliley Act to inform their clients of their policies regarding privacy of client information. Our law firm understands your concerns as a client for privacy and the need to ensure the privacy of all your information. Your privacy is important to us and maintaining your trust and confidence is a high priority. Lawyers have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by such Act. Therefore, we have always protected your right to privacy. The purpose of this notice is to explain our Privacy Policy with regard to personal information about you that we obtain and how we keep that information secure.

### **NONPUBLIC PERSONAL INFORMATION WE COLLECT**

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization or consent.

**WE DO NOT DISCLOSE ANY PERSONAL INFORMATION ABOUT OUR CLIENTS OR FORMER CLIENTS TO ANYONE, EXCEPT AS PERMITTED BY LAW AND ANY APPLICABLE STATE ETHICS RULES.**

We do not disclose any nonpublic personal information about current or former clients obtained in the course of representation of those clients, except as expressly or impliedly authorized by those clients to enable us to effectuate the purpose of our representation or as required or permitted by law or applicable provisions of codes of professional responsibility or ethical rules governing our conduct as lawyers.

### **CONFIDENTIALITY AND SECURITY**

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and to comply with professional guidelines or requirements of law. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.