



Knox McLaughlin Gornall & Sennett, P.C.
120 West Tenth Street | Erie, Pennsylvania 16501-1461
814-459-2800 | 814-453-4530 fax | www.kmgslaw.com

Jennifer E. Gornall
jgornall@kmgslaw.com

August 10, 2015

Patricia Hawley
Director of Pupil Services
Warren County School District
6820 Market Street
Russell, PA 16345

RE: Provision of Legal Services Regarding Special Education Matters

Dear Ms. Hawley:

It was a pleasure speaking with you and other members of the Warren County School District Administration a few weeks ago. It is my understanding that the District would like to retain me to represent the District in matters pertaining special education and related matters. We discussed that I would be the main contact person for the provision of those services, although other attorneys in my Firm are available to consult with you when I am unavailable.

The fee for our services shall be calculated based upon the current hourly rate of the attorney or paralegal providing the service, and includes time spent traveling. At the present time, my hourly rate is \$185 per hour, charged in increments of one tenth of an hour. My special education paralegal is billed at an hourly rate of \$75 per hour. The hourly rates of other attorneys or paralegals who may work on your matter vary, but will be the same as or less than \$190/\$75. In addition, the District will be responsible for all out of pocket expenses incurred by us. In your case, these expenses will likely charges for copy projects, mailing fees, etc. Any of the above mentioned rates are subject to periodic increases.

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.

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 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.

Patricia Hawley
Director of Pupil Services
Warren County School District
August 10, 2015
Page 2

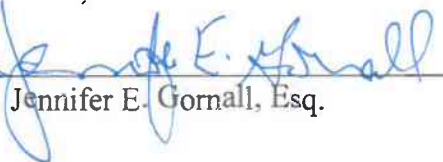
Unless you advise us otherwise, we may communicate confidential information, including attached documents, to you via email. You should understand that email, by its nature, is not secure. Network administrators and internet service providers are able to view the contents of your emails.

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

Very truly yours,

KNOX McLAUGHLIN GORNALL &
SENNETT, P.C.

By:



Jennifer E. Gornall, Esq.

JEG:llk
1608501.v1

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.