

Regina McClure
Director of Pupil Services and Special Education
Penn-Delco School District
2821 Concord Road
Aston, PA 19014
rmmclure@pdsd.org

September 22, 2023

RE: Special Education Services

Dear Ms. McClure:

Sereni & Perkins is pleased to confirm that we will provide special education services for Penn-Delco School District. The Rules of Professional Responsibility require that all fee arrangements be placed in writing. The hourly rate that all Sereni & Perkins attorneys and experts charge for representation in this engagement is \$205 per hour for all work. Our paralegal time will be billed at \$100 per hour.

Our fees will be based on the time expended and services performed on the District's behalf. The District will be billed at the agreed-upon hourly rate for all services rendered. We record chargeable time in 6 minute (or 1/10th of an hour) increments, with a minimum increment of two tenths of an hour, taking into account interruption of our other work. Absences from our office on behalf of the District, including travel to District locations, is also recorded on the same basis, which takes into account, in part, our unavailability to other clients during such periods. We will minimize such travel time to the extent possible.

Our out of pocket expenses including, for example, printing, photocopying, collating, binding, legal research, court reporting, witness fees, court costs, and costs for hearing officers, mediators, or arbitrators will be charged to the District. At times, when such costs are substantial, Sereni & Perkins may ask the District to pay them directly.

We appreciate the opportunity to assist the District and we thank you for your trust in Sereni & Perkins. High quality and thoughtful representation is the foundation of our practice, and we will make every effort to provide it to the District in an efficient manner. Please contact us with any questions you may have about our billing and payment practices.

Very truly yours,

SERENI & PERKINS LLC



Gabrielle C. Sereni, Esquire
Founding Member, Sereni & Perkins