

January 14, 2025

Chartiers Valley School District
Attn: Darren Mariano, School Board President
2030 Swallow Hill road
Pittsburgh, PA 15220

RE: Engagement Letter for Chartiers Valley School District
Our File No. CHARVALLEY.001

Dear Mr. Mariano:

We are very pleased to have the opportunity to provide legal services to the Chartiers Valley School District. I will do my best to insure that the School District's legal interests are served and will be pleased to assist in any manner which School District officials find necessary. My office looks forward to working with you and will do our best to provide high quality legal services in a responsive, efficient manner. The purpose of this letter is to clarify and confirm the terms and conditions of our representation of the School District.

Scope of Services. Our firm will act as the Solicitor for the Chartiers Valley School District. While this letter is intended to deal with the legal services in that regard, these terms and conditions will also apply to any additional legal services that we may agree to provide that are outside the initial scope of our representation.

Staffing. Matthew D. Racunas, Esquire will be the attorney primarily responsible for your representation at this time. In order to render cost-effective services, I may also need to involve other firm personnel who are experienced in the practice of school law and who regularly attend hearings and meetings in the course of providing legal representation as solicitor. When questions arise about our services, staffing, billing, or other aspects of our representation, please contact me. My direct telephone number is 412-301-2400. It is important that you are satisfied with our service and responsiveness at all times.

Responsibilities. In reliance upon information and guidance provided by you, we will provide legal counsel and assistance to you in accordance with this letter, keep you reasonably informed of progress and developments, and respond to your inquiries.

Fees, Disbursements and Other Charges. Our current attorney billing rate is a flat fee of \$11,000.00 per month for all District legal matters, excluding tax assessment appeal, significant litigation, and District financing matters. The flat fee will cover time devoted to all legal issues involving the District including, but not limited to, contract negotiations, state and federal court

litigation, general day-to-day school district matters, and attendance at all meetings. Our attorney billing rate for tax assessment appeal and litigation matters is \$160.00 per hour.

We will also include on our bills expense charges for performing services such as large photocopying jobs, messenger and delivery service, computerized research, travel, charges paid to third parties, and search and filing fees at our actual costs. We anticipate billing you on a monthly basis and expect that our bills will be paid within 30 days after receipt. We will furnish you with a statement describing our services rendered and separately showing disbursements and other charges in a format with such detail as you and we may agree. There often is an unavoidable delay in reporting disbursements and other charges, and therefore not all disbursements and charges may be billed at the same time as the related services. If you are unable pay the balance of your account with cash or personal check, you will be required to provide us with your Visa or MasterCard number.

Attorney Fees. As outlined herein, our firm expects payment for work performed within 30 days of receipt of the invoice detailing the amounts owed.

If this letter correctly reflects your understanding of the terms and conditions of our representation, please confirm your acceptance by signing this letter in the space provided below **having it witnessed** by someone other than yourself and returning it in the self-addressed stamped envelope which I have provided for your convenience. I have enclosed an additional copy for your records. Upon your acceptance, these terms and conditions will apply to all services we perform on your behalf.

We are pleased to have this opportunity to be of service and to work with you.

Very truly yours,



MATTHEW D. RACUNAS

I read and understand the terms and conditions set forth in this letter and agree to them.

ATTEST:

Chartiers Valley School District

Darren Mariano, School Board President
Date