



March 5, 2026

VIA ELECTRONIC MAIL

Dr. Kathryn Pacitto
Executive Director of Curriculum and Specialized Programs
Office of Teaching and Learning
Phoenixville Area School District
386 City Line Avenue
Phoenixville, PA 19460

Re: Terms of Engagement for Legal Services

Dear Dr. Pacitto:

Thank you for giving The Sereni Law Group LLC (the "Firm") the opportunity to represent you as the Phoenixville Area School District's special education counsel.

The Rules of Professional Conduct, which govern the activities of Pennsylvania attorneys, require that we establish the terms of our Engagement at the outset of our work for the School District.

This letter outlines the terms and conditions under which the Firm will represent your organization.

1. Scope of Representation

Our legal services will include but are not limited to special education legal counsel on an as-needed basis as well as educational consulting if requested.

2. Attorneys Responsible for Representation

The primary attorney responsible for your representation will be myself, with Samantha Newell as my second, and the assistance of other attorneys and support staff as necessary if approved by you. We will inform you ahead of time if any other attorney or support staff will assist in your District's matters and will seek your prior approval prior to commencing work.

3. Legal Fees and Expenses

Our fees will be billed at the hourly rate of \$210.00 for attorneys and consultants and \$125.00 for legal assistants. We will also bill for any out-of-pocket expenses incurred on your behalf, including but not limited to filing fees, courier charges, and travel expenses. We make every effort to have work done in the most cost-effective way possible, taking into account the nature of the work and the hourly rate and the experience of the attorneys and legal assistants that are available for an assignment. The Firm periodically reviews and adjusts the hourly rates of its attorneys and legal assistants, and you can anticipate changes in hourly rates annually.



4. Billing and Payment

Invoices will be issued on a monthly basis and are payable within 30 days of receipt. In the event of non-payment, the Firm reserves the right to suspend services until the account is brought current.

5. Confidentiality

All communications between the Firm and the School District are confidential and protected by attorney-client privilege. We will not disclose any information obtained during the course of our representation without your prior consent, except as required by law.

6. Conflicts

We have completed a check for possible conflicts of interest and have found none. If you are aware of any facts that may give rise to a conflict of interest, please contact me immediately.

7. Termination of Services

You have the right to terminate our services at any time by providing written notice. We also reserve the right to withdraw from representation if circumstances arise that make it unethical or impractical for us to continue. In either case, the Firm will be entitled to payment for all services rendered and expenses incurred up to the date of termination.

8. Governing Law

This engagement letter and the relationship between the Firm and the Phoenixville Area School District shall be governed by the laws of the Commonwealth of Pennsylvania.

Please indicate your acceptance of these terms by signing and returning a copy of this letter.

We look forward to continuing to provide services to the District.

Sincerely,

/s/ Gabrielle C. Sereni

Owner/Team Attorney
The Sereni Law Group

[SIGNATURES ON FOLLOWING PAGE]



Acknowledgment and Acceptance:

Signature: _____

Name: Scott Overland

Title: Board President

Date: _____