

# Maiello Brungo & Maiello

ATTORNEYS AT LAW

Christina L. Lane  
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October 17, 2016

**Sent Via U.S. First Class Mail**  
**And E-Mail at: [graczykk@sasd.k12.pa.us](mailto:graczykk@sasd.k12.pa.us)**

Kathleen Graczyk  
Director of Student Services  
Shaler Area School District  
1800 Mt. Royal Boulevard  
Glenshaw, PA 15116-2196

**RE: *Special Counsel Legal Representation***  
***Shaler Area School District***

Dear Ms. Graczyk:

I am honored to continue my association with the Shaler Area School District as Special Counsel. In this role, I will provide services to the District when directed such as: providing consultation on special education matters as directed.

In the capacity of Special Counsel, I will represent the District on an hourly basis, \$125.00 per hour (my rate and those of any partner in the firm) with fractions of hours computed in periods of not less than tenths of an hour. Each such hour is based upon the services provided including telephone calls. Out-of-pocket expenses or costs directly attributable to representation of the School District (i.e. filing costs, advertising, photocopying, long distance telephone calls, travel expenses, etc.) will be charged to the District in addition to the hourly rate. The District will be billed on a monthly basis for those services for the period covered by the bill along with all out-of-pocket expenses.

I shall keep you informed as to the progress of tasks completed. I shall send you copies of all papers coming in and out of our office, including correspondence or other pertinent documents. Please do not hesitate to ask questions during the course of my handling these matters for you. If I am unavailable when you telephone, your call will be returned with all reasonable promptness.

Please acknowledge receipt of this letter and the District's agreement to same by signing the enclosed copy and returning it to my office. I have enclosed a self-addressed, stamped envelope for your convenience.

Very truly yours,



Christina Lane

Enclosures

262374,9999.11

**ACKNOWLEDGEMENT AND AGREEMENT**

The above fee arrangement is understood and agreed to by me.

SHALER AREA SCHOOL DISTRICT

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

# SHALER AREA SCHOOL DISTRICT

RECEIVED  
SHALER AREA SCHOOL DIST

SEP 22 2016

DR. BRYAN O'BLACK

## OUT OF STATE / OVERNIGHT TRIP

Group: 7<sup>th</sup> grade students Date Submitted: 9.20.16

Sponsor(s): E. Bacco, S. Welka, K. Hissrodt Phone Ext. \_\_\_\_\_

Destination: Cleveland, Ohio

Date(s) of Trip: Tuesday May 9, 2017

Purpose of Trip: Students will visit the Cleveland Museum of Art, Botanical Gardens, and Museum of Natural History. All three places offer guided tours that relate directly to the 7<sup>th</sup> grade Social Studies and Science curriculums. After visiting the museums, students will go to Zip City USA, an indoor zip lining and trampoline park.

Costs:

Approximately \$70.00/student

Methods of Fundraising:

None

Number of Teacher Substitutes Needed 0

Number of Days for Each Substitute 0

### APPROVAL

YES

NO

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Activities/Athletic Director

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\_\_\_\_\_

✓

\_\_\_\_\_

Principal

Stowman

9.20.16

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Assistant Superintendent

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