

WILMINGTON AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: **DISTRICT SOLICITOR**

ADOPTED:

REVISED:

<p>SC 324, 406 Pol. 005</p>	<p style="text-align: center;">005.1. DISTRICT SOLICITOR</p> <p>Section 1. <u>Appointment</u></p> <p>The Board shall have the authority to appoint a district solicitor and/or assistant solicitor(s) as it may deem appropriate and fix their salaries.</p> <p>Section 2. <u>General Duties</u></p> <p>In consideration of the annual retainer, the solicitor(s) shall attend all regular Board meetings and shall be available to the district through the Board President, Superintendent and members of the administration.</p> <p>Section 3. <u>Additional Duties</u></p> <p>The solicitor shall be available to perform the following services:</p> <ol style="list-style-type: none">a. To research and furnish opinions related to question(s) which may be submitted by the Board or administration.b. To confer with the Board and/or administration regarding question(s) of law affecting the operation of the district.c. To notify the Board and/or administration relative to any potential legal concerns perceived by the solicitor.d. To review, approve and/or prepare contracts to be entered into by the district.e. To prepare or review all deeds, leases, notes, mortgages and evidences of indebtedness of the district.f. To represent the district in proceedings before administrative bodies, Magisterial District Judge and Courts of Record in all matters to be instituted or defended by the district.
--	---

Pol. 605, 606

g. To prepare resolution(s) and notice(s) relative to taxes to be levied and collected by the district.

Section 4. Administrator Responsibilities

Direct administrator **contacts of** district solicitor(s) **pertaining** to legal **guidance** regarding any perceived legal concerns unique to **such** administrator's area of responsibility **shall be in accordance with Board rules, procedures and administrative regulations.**

The administration shall follow the advice of the solicitor, unless and until instructed otherwise by the Board.

References:

School Code – 24 P.S. Sec – 324, 406, 510

Board Policy – 000, 605, 606