

CHAPTER 121

ADMINISTRATION AND SUPERVISION

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121.01 DUTIES OF COUNTY SUPERINTENDENT. In addition to their other duties, county superintendents shall visit and instruct each school in their counties, except those under the immediate charge of a city or district superintendent, at least once in each term. They shall instruct its teachers; organize and conduct such teachers institutes as they deem expedient; encourage teachers associations; advise teachers and school boards in regard to the best methods of instruction, the most approved plans for building, improving, and ventilating school houses or ornamenting school grounds and of adapting them to the convenience and health exercise of the pupils; stimulate school officers to the prompt and proper discharge of their duties; receive and file all reports required to be made to them; and make a report to the state commissioner of education containing an abstract of such reports, a written statement of the condition and prospects of the schools under their charge, and such other matters as they may deem proper or as may be called for by the state commissioner of education.

[R. L. s. 1379; 1941 c. 169 art. 2 s. 1] (2973)

121.02 COUNTY SUPERINTENDENTS TO KEEP RECORDS. County superintendents shall record in their office in a book provided by the board of county commissioners for such purpose all material facts concerning teachers certificates presented for recording purposes and certify to each holder of such certificate that such recording has been made.

[1905 c. 137 s. 2; 1941 c. 169 art. 2 s. 2] (2902)

121.03 MEETINGS OF DISTRICT OFFICERS. The county superintendent may call meetings of the district officers of his county at such times and places as may be convenient, to remain in session for one day, for consultation and advice in regard to school statistics, methods of organization of schools, and other matters relating to the educational interests of the public schools.

[R. L. s. 1380; 1941 c. 169 art. 2 s. 3] (2974)

121.04 BLANKS. The county superintendent shall forward to teachers and clerks all blanks and circulars furnished him for their use and shall be guided generally by the rules prescribed by the state board of education.

[R. L. s. 1382; 1941 c. 169 art. 2 s. 4] (2976)

121.05 REPORTS TO COMMISSIONER OF EDUCATION. The county superintendent shall make such reports as may be required by the state commissioner of education. These reports shall be made on or before dates fixed by the state board of education and shall include tabulated extracts from the reports of the teachers and clerks and such other matters as may be called for in the blanks. When the clerk of a common school district has failed to render his report at such time as may be specified by the state board of education the county superintendent shall be empowered to employ help to compile such report, the expense to be paid by the local school board from district funds, which amounts may be deducted from the annual salary of the clerk.

[R. L. s. 1383; 1941 c. 169 art. 2 s. 5] (2977)

121.06 REPORTS TO AUDITOR. On or before the first Monday in October of each year the county superintendent of schools shall file with the county auditor an abstract of the number of pupils in each district entitled to be counted for apportionment of school funds and, on or before December 15, he shall file with the county auditor an abstract of the number of children in each district entitled to be counted in the distribution of the income tax school fund.

[R. L. s. 1384; 1941 c. 169 art. 2 s. 6] (2978)

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121.07 FAILURE TO REPORT. No warrant shall be drawn for the payment of the salary of the county superintendent for the months of October and December of any year until the reports specified in sections 121.05 and 121.06 shall have been filed and proof made of the filing of such superintendent's reports to the commissioner of education.

[R. L. s. 1385; 1941 c. 169 art. 2 s. 7] (2979)

121.08 DEPUTY SUPERINTENDENT. Any superintendent physically unable to visit his schools may appoint a deputy superintendent for not more than 60 days in any year, to be paid by such county superintendent.

[R. L. s. 1386; 1941 c. 169 art. 2 s. 8] (2980)

121.09 SALARY OF COUNTY SUPERINTENDENT OF SCHOOLS; EXCEPTIONS. Salaries of county superintendents, except as hereinafter provided, shall be fixed by the board of county commissioners, and shall not be less than a sum equal to \$30.00, \$10.00 and \$5.00, as herein provided, for each organized public school in the county, to be reckoned, pro rata for the year from the time when a new school, organized in any district begins. Such minimum salary shall be calculated at the rate of \$30.00 for each of the first 80 schools, and at the rate of \$10.00 for each additional school up to 100, and at the rate of \$5.00 for each school in excess of 100, until the salary calculated on that basis reaches \$3,000; but if there be less than 67 public schools in any county, the minimum annual salary shall nevertheless be \$2,000, except that in counties with a population of less than 5,000 inhabitants the minimum amounts herein provided shall not apply. In any county where the superintendent of schools received \$800 or more as clerk of the unorganized school district the salary of the county superintendent of schools shall be set by the county board, regardless of the number of schools established or operating in such county, at not less than \$1500 nor more than \$2100, in addition to the salary as clerk of the unorganized school district. When one or more school districts are hereafter discontinued in any county as a result of consolidation or when school in any school building is or has been discontinued in any county as a result of consolidation and the children usually attendant thereat are transported to another school in the same or an adjoining district by the school authorities then thereafter the minimum salary of the county superintendent shall be reckoned and an assistant or assistant superintendent, if any, appointed on the basis of the number of schools before such consolidation or discontinuance was made.

The provisions of this section shall apply to all counties in this state excepting those having a population of 150,000 or more, in which the salary of the county superintendent and the appointment and salary of his assistant shall remain as now fixed by law referring to such counties.

The term "school," as used in this section, shall be understood to mean a school building in which a public school is held or pupils transported to another district.

This section shall not be construed as repealing the provisions of any existing law which fixes a higher salary for the county superintendent of schools than the minimum amounts provided herein.

[1911 c. 216 s. 2; 1919 c. 473; 1941 c. 169 art. 2 s. 10; 1945 c. 336 s. 1] (958)

121.10 EXPENSES, HOW PAID. The board of county commissioners of each county shall pay itemized and verified bills for postage used in official correspondence, and in forwarding official documents; express, telegraph, and telephone charges in official business; necessary bills for printing notices, circulars, examination questions, and annual reports required in the proper grading of schools; and necessary and proper expenditures in connection with county graduation exercises or such reports and classification records as may be required by the commissioner of education, together with necessary stationery in the examination of pupils and for official correspondence; also the local expense in connection with teachers institutes.

[1911 c. 216 s. 2; 1919 c. 473; 1941 c. 169 art. 2 s. 10] (959)

121.11 CLERK HIRE. In counties containing not less than 20 or more than 124 schools the county superintendent may be allowed annually such sum for clerk hire as the board of county commissioners may determine. In counties having 125 schools, but less than 240, the county superintendent may be allowed annually such sum for clerk hire as the board of county commissioners shall determine, and shall appoint one assistant, and in counties having 240 schools or more, he shall appoint two assistants, and the assistant or assistants shall give their entire time to their

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duties as such assistant superintendents, and shall serve during the pleasure of the superintendent. The salaries of assistants appointed to serve for full time shall be fixed by the board of county commissioners. Assistants so appointed to serve for full time shall have had at least 18 months' experience in public schools, and be the holders of teachers' certificates equivalent to diplomas from a Minnesota state teachers college, except that in counties having two assistants, it shall be sufficient if one of them possesses the teaching experience and the certificate herein referred to. Any assistant at the time of his appointment may or may not be a resident of the county for which he is appointed. In each case the assistant county superintendent shall assist the superintendent in the performance of his general duties, as directed, and report to him. Clerk hire shall be paid to the persons actually rendering such clerical services, out of the county treasury, upon the order of the county auditor accompanied by a certificate of the county superintendent that the service has been rendered, and no allowance for such clerk hire shall be made or received in any case except for services actually rendered. In counties with 200 school districts or more the county board shall have the authority to employ an assistant county superintendent.

This section shall not affect salaries fixed by other laws.

[1911 c. 216 s. 3; 1927 c. 342 s. 1; 1935 c. 22; 1935 c. 353; 1941 c. 22; 1941 c. 169 art. 2 s. 11; 1943 c. 513 ss. 1, 2; 1945 c. 552 s. 1; 1945 c. 573 ss. 1, 2] (960)

121.12 COUNTIES EXCEPTED. Section 121.11 shall not apply to any county now operating under a special law nor to any county where the provisions for county superintendent's clerk hire or assistant county superintendent is fixed on a classification other than the number of schools.

[1927 c. 342 s. 2; 1941 c. 169 art. 2 s. 12] (960-1)

121.13 DELIVERY OF RECORDS ON RETIRING. Every county superintendent on retiring from office shall deliver to the auditor of his county for his successor the records of his office, a list of the clerks of all school districts of the county, with their post-office addresses, and of all persons under contract to teach in the ungraded elementary schools of the county, together with all blanks, registers, copies of laws, and other state or county property in his possession; and no auditor shall make full payment of salary to any such county superintendent until he has complied with the requirements of this section.

[R. L. s. 601; 1941 c. 169 art. 2 s. 13] (961)

121.14 TRAVELING EXPENSES. The board of county commissioners of each county of the state shall audit and, if found correct, allow duly itemized and verified claims of the county superintendent of schools for actual and necessary traveling expenses incurred by him or his assistants in the discharge of their official duties. If the county superintendent of schools or his assistant uses his own automobile or other conveyance owned by him in the performance of his official duties, the board of county commissioners shall likewise allow him therefor not to exceed five cents per mile necessarily traveled in such automobile or other conveyance in the performance of his official duties.

[1907 c. 33 s. 1; 1919 c. 245; 1921 c. 447; 1941 c. 169 art. 2 s. 14] (962)

121.15 CERTAIN DISTRICTS MAY EMPLOY HIGH SCHOOL SUPERINTENDENT. All districts maintaining a classified high school shall employ a superintendent who shall be ex officio a member of the school board but not entitled to vote therein. The superintendent in such districts shall visit the schools of the district, and exercise a general supervision over them, and report their condition to the board, with proper recommendations, when he deems it advisable, or when requested by the board. He shall make recommendations to the board concerning the employment and dismissal of teachers. He shall superintend the grading of the schools and examinations for promotions and perform such other duties as the board shall prescribe. He shall make, either directly to the commissioner of education, or through the county superintendent, such reports as shall be required.

[R. L. s. 1331; 1941 c. 169 art. 2 s. 15] (2841)