



ASSIGNMENT OF STATUTORY DUTIES COUNTY SUPERINTENDENT OF SCHOOLS

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF SCHOOL APPROVAL AND OPPORTUNITY
SFN 52749 (04-22)

15.1-11-01. County Superintendent of Schools - Employment - Qualifications

Except as provided in section 15.1-11-02, each board of county commissioners shall employ a county superintendent of schools on a full-time or a part-time basis.

If the county employs a **single** county superintendent, please fill out the information below

Name of County	Effective Date of County Plan (Month, Day, Year)	
County Contact Person	Title	
Address		
City	State	Zip Code
Telephone Number	Fax Number	Email Address

However, a county commission may elect to reassign the county superintendent's duties:

15.1-11-02. County Superintendent of Schools - Assignment of duties - Waiver

Notwithstanding any other provision of law, a board of county commissioners, by majority vote may choose not to employ a county superintendent of schools, provided the board of county commissioners assign all such statutory duties; obtain approval by many of the school board presidents whose districts have their administrative headquarters in the county, and obtains written approval of the assignments from the Superintendent of Public Instruction.

If **one** individual is assigned to perform the statutory duties listed below, enter designee information by the assigned statute:

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

Below are all the County Superintendent's statutory duties listed in North Dakota Century Code.

If **more than one** individual is assigned to perform the statutory duties listed below, enter designee information by the assigned statute:

11-14-13. Treasurer's Accounts with School Districts - Disbursements

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

11-14-14. Reports of Disbursements of Funds to School Districts

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-07-02. School District - Name change

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-07-19. Reward For Purchase of School Supplies - Penalty

It is a class B misdemeanor for a county superintendent of schools, a school board member, or a school district employee to accept a commission, fee, or other rewards for the purchase by the district of any textbooks, furniture, or school supplies.

No action is needed here, this is for guidance only.

15.1-07-21. School District Business Manager - Duties

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-09-05. School Board - Vacancies - Appointments

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-09-17. Notification of Elected Individuals - Notice to the County Superintendent of Schools

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-09-35. Reports by School Boards on Conditions of Schools

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-10-01. County Committee - Appointment - Compensation

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-10-03. County Committee - Secretary

The county superintendent of schools is the secretary of the committee but may not vote. The county superintendent is entitled to compensation from the employing county for actual and necessary expenses incurred while in the performance of required duties.

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-11-04. County Superintendent of Schools - Duties

Note: these duties are found throughout NDCC and may or may not be addressed on this document.

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-11-05. Preservation of Records

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-11-06. Clerks - Office and Supplies

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-03. Annexation of Property to School District - Eligibility

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-04. Annexation of Property to School District - Petition Requirements

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-05. Annexation of Property to School District - Hearing

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-07.1. Voluntary Transfer of Property to School District - Hearing

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-09. School District Reorganization - Initiation of a Reorganization Plan

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-10. School District Reorganization - Contents of Plan - Public hearing – Testimony of Evidence

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-11. School District Reorganization - Approved Plan - Special Election - Formation of New District

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-13. School District Reorganization - Proposal Rejection - Revision – New Election

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-14. School District Reorganization - School Boards - Assumption of Duties – Approval of Expenditures – Contracts

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-21. School District Reorganization - Changes in Plan

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-26. Dissolution of School District - Grounds

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-12-27. Dissolution of School District - Notice - Hearing - Order of Attachment

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-13-27. Suspension or Revocation of Teaching License - Notice

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-23-02. Statement of Intent to Supervise Home Education

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-23-07. Home Education - Required Monitoring of Progress - Reporting of Progress - Compensation

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-23-11. Home Education - Standardized Achievement Test - Results

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-23-18. Home Education - Liability

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-29-06. Petition For Waiver of Tuition - Appeal - Withholding of State Payments

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

15.1-29-14. Student Placement for Noneducational Purposes – Residency Determination - Payment of Tuition and Tutoring Charges

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

44-11-02. Charges - How Made - By Whom Prosecuted

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

54-01-13.2. Appraisal

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

57-51-15 Apportionment and Use of Proceeds of Gross Production Tax

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

57-60-15. Duty of State Treasurer - Allocation to Political Subdivisions

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

57-62-02. Allocation of Moneys in Coal Development Fund

Name of Designee	Title	
Affiliation	Email Address	
Address		
City	State	Zip Code
Telephone Number	Fax Number	

Assurances:

I hereby certify the following: 1) The board of county commissioners have eliminated the position of the county superintendents of schools. 2) Assigned all statutory duties otherwise performed by a county superintendent of schools to one or more individuals. 3) Obtained approval by many of the school board presidents representing school districts having their administrative headquarters in the county.

Typed Name of Authorized Representative	Title	Email Address
Signature of Authorized Representative	Telephone Number	Fax Number

Return completed form to:

ND Department of Public Instruction
600 E Boulevard Ave., Dept 201
Bismarck, ND 58505-0440
jkolosky@nd.gov