



## ASSIGNMENT OF STATUTORY DUTIES COUNTY SUPERINTENDENT OF SCHOOLS

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION  
OFFICE OF SCHOOL APPROVAL AND OPPORTUNITY  
SFN 52749 (04-23)

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

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 assigns 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 performing 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 in 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	

**56-06-02. County Board of Appraisers - How Composed**

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](mailto:jkolosky@nd.gov)