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### State Legislation And State Board Rulings Relating To Superintendents of Schools

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DOI: 10.58809/ZRRI2448

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STATE LEGISLATION AND STATE BOARD RULINGS  
RELATING TO  
SUPERINTENDENTS OF SCHOOLS

being

A Thesis presented to the Graduate Faculty  
in partial fulfillment of the  
requirements for the  
degree of  
MASTER OF SCIENCE

by

C. A. Clark, B. S. in Education

Fort Hays Kansas State College

1933

Approved by

Date

Aug. 16, 1933

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Dept. of Education

Date

Aug. 17, 1933

R. H. Macgregor  
Graduate Council

ACKNOWLEDGMENT

I wish to extend thanks to the following persons for their assistance in making this study possible: To Dr. Robert T. McGrath for his suggestions and constructive criticisms; to Dr. F. B. Streeter and Dr. R. R. Macgregor for class work in Bibliography and thesis writing; to the State Superintendents of Public Instruction and others who have co-operated by sending the information and materials necessary for this study. I also wish to thank my wife, Mrs. Gladys Clark, for assistance in typing.

*Gift*

*C. A. Clark*

*6/26/34*

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This significant educational problem is the result of a historical development. The administrative personnel and administrative machinery of the schools of today are largely the product of the latter half of the nineteenth century. The duties and responsibilities of the administrative department are becoming so large and varied that they require more and more specialized personnel. It is difficult to find the men who are capable of handling the details of the administrative work of the schools of today. The men who are capable of handling the details of the administrative work of the schools of today are few and far between. The men who are capable of handling the details of the administrative work of the schools of today are few and far between. The men who are capable of handling the details of the administrative work of the schools of today are few and far between.

Public education has always been a function of the state. In fact this is one of the most fundamental principles of our educational system. The responsibility of the state in education is therefore a responsibility of the highest order. It is the responsibility of the state to provide for the education of all its citizens. It is the responsibility of the state to provide for the education of all its citizens. It is the responsibility of the state to provide for the education of all its citizens.

## INTRODUCTION

### Purpose and Plan of Treatment

Education today is the largest and the most important business of the American people. About one person in every four gives his working hours to study, teaching, supervision, or some other phase of school work. Most homes have at least one representative regularly in school either as a student or as an employee.

This gigantic educational system is the result of a gradual evolution. The administrative personnel and administrative machinery of the schools of today are among the latest additions to this process. The duties and obligations of the administrative department are becoming so large and varied that they are almost overwhelming. There are hundreds of details incident to the running of an efficient school system for which someone must be held responsible. There must be some well organized plan whereby these things can be accomplished.

Public education has always been a function of the state, in fact this is one of the most fundamental principles of our educational control. Proper administrative procedure is therefore, a responsibility of the state quite as much as the erection of school houses, school attendance, curriculum making, etc. There are many important administrative problems common to all schools and it seems proper

that there should be state regulations covering these common fundamental problems.

What then, have the different states done to control these problems? What laws do the states of the United States now have relating to superintendents of schools? What additional regulations do the state boards now have concerning them?

The problem of this thesis is to show what specific legislation the states now have in force relating to superintendents of schools and also to what extent state board rulings now in effect relate to them.

No attempt is made to determine what legislation or rulings should be made by the states or state boards. It is merely a compilation of laws and regulations as they now exist.

The thesis embraces a study of the latest available school laws of each state and additional information relating to state board rulings, secured from letters or pamphlets received from the offices of the different state superintendents of public instruction. The state laws and state board rulings are classified separately.

## EVOLUTION OF THE CITY SUPERINTENDENCY

The early New England Colonial school was a simple community undertaking. The town meeting as a whole directed the early meeting, the same as it did other civic affairs. They voted to establish the school, hired the teacher, bought supplies and transacted all other necessary business for the proper maintenance of the school.

This condition existed from 1636 to 1654 (Reeder, The Fundamentals of Public School Administration. Page 6). As education expanded and developed it became apparent that better results could be obtained if certain functions were handled by smaller groups. In 1654 Massachusetts enacted a state law directing the selectmen to exercise some supervision over the character of the teacher employed. The selectmen were gradually delegated more and more authority and as the tasks of the school became more complicated there was a tendency to appoint special committees for specific purposes. This was the beginning of supervision in Massachusetts.

In 1826 Massachusetts passed a state law requiring every town in the state to select a separate school committee and prescribed as its only function the general direction and control of the schools of the town. The large power that the board or committee of the school today possesses, has come to it gradually.

The evolution of the school from the control of the public to school board control is well summarized by E. P. Cubberly in his book *Public School Administration* pages 75 and 76.

"We see here the result of two centuries of evolution in the organization and administration of public education. The first professional act to be differentiated was the certification of teachers employed; the next was the visitation and inspection of their work; and finally the right to employ the teacher also passed from the hands of the people into the hands of others who represented them. At first, these representatives were the learned men of the towns--the ministers, or the men selected by the people for the general town government; finally, a special representative body (school committee) was evolved, selected because of supposed ability to direct the system of public education maintained, and to this body were transferred the educational functions formerly resting with the towns. The final compulsory establishment of school committees marks the definite recognition by the state that the people of towns were no longer able en masse to handle intelligently those educational matters relating to the teaching functions of the schools. Such matters were now to be decided for them by their representatives (or by the state): the voting of school support alone still remaining with the people."

The most important step in establishing the modern school

was taken when laws were made creating boards of education to perform the administrative functions. The next step was taken when it was realized that the business of education was so large, complex and important, that special employees were needed to assist the boards of education. The multitude of activities and problems confronting the board of the modern school plant is almost overwhelming. The average board member has neither the time nor the ability to cope with these problems and as a result the superintendency has come into being. It has gradually developed into the place it holds today where the superintendent recommends or acts in place of the board.

The first superintendency was established at Providence Rhode Island in 1836 (Reeder, W. G. The Fundamentals of Public School Administration. Page 8). By 1870 there were only twenty-seven city superintendents of schools employed in the whole United States. Now they are established in every state of the Union. Most of this development has occurred during the past twenty-five years.

When the superintendency was first established the board had no intention of making the superintendent its executive officer. He was just a clerk and had charge of supervision of instruction in the elementary school. Just as the people were slow in delegating powers to the boards, boards have been slow in delegating functions to the superintendent.

The superintendent is gradually securing more and more power. The States are recognizing the importance of his position and are making laws and regulations pertaining to him.

Until recently the business aspects of education have almost entirely been neglected by the superintendent. Research workers are becoming interested in the field and only during the last few years have courses in school administration emphasised the business aspects. The training heretofore had been strictly educational. It is now realized that every administrative problem is at bottom an educational problem regardless of whether it is building a building, planning the budget, purchasing of supplies or failure of a pupil to make satisfactory work.

The modern superintendent must be an educator to be able to administer the educational affairs of his school system; he must be a business man at the same time to secure the necessary funds and to supervise their expenditures in the proper manner. He must also be a publicity man to secure and maintain the support of the public. His training must be specific and for these purposes. This is especially true for conditions as they are today where every dollar counts and the taxpayer hardly knows where he can secure the necessary funds to support the schools.

What are the states doing to provide adequately trained executives and what are they doing to see that their ideas can be put into operation in the school plant?

## CHAPTER I

### STATE LEGISLATION

This chapter is a tabulation of the state laws and regulations relating to the superintendent of schools, as recorded in the latest available school codes of the various states. The states are listed separately and in alphabetical order.

At the end of the chapter will be found a table summarizing these laws and regulations.

Laws and regulations relating to the superintendent of schools are defined as those laws pertaining specifically to the superintendent of schools and not in a general way to all of the teachers.

#### ALABAMA

"The city board of education may appoint as its executive officer a superintendent of schools, who may also be secretary of the board of education. The superintendent of schools shall conduct all correspondence of the board, keep and preserve all of its records, receive all reports required by the board, and see that all such reports are in proper form, complete and accurate. He shall attend all meetings of the board and its committees, he shall have the right to advise on any motion under consideration, but shall have no vote."<sup>1</sup>

"The city board of education shall provide the city superintendent of schools, his professional and clerical assistants with ample, convenient and comfortable office quarters and with adequate clerical supplies and equipment."<sup>1</sup>

"Before assuming any of the duties of the office, the city superintendent of schools must take the oath of office

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<sup>1</sup> Alabama, School Code, 1924, p. 64

prescribed by the constitution and give bond in an amount to be fixed by the State Board of Education in a reputable surety company authorized to do business in Alabama conditioned upon the faithful performance of the duties of his office and upon the accounting and paying over to the proper authority of all monies coming into his hands. A certified copy of the bond of the city superintendent shall be placed on file in the office of the State Department of Education."<sup>2</sup>

"The Board of Education may appoint a city superintendent of schools for a term of not more than five years. The city superintendent shall receive such compensation as the Board of Education shall direct. The city board of education may remove the city superintendent of schools for incompetency, immorality, misconduct in office, wilful neglect of duty, or when, in the opinion of the board, the best interest of the schools require it."<sup>2</sup>

"The city superintendent of schools shall be the chief executive officer of the city board of education, and shall see that the laws relating to the schools, and the rules and regulations of the city board of education are carried into effect. The city superintendent of schools shall explain the true intent and meaning of the school laws, and of the rules and regulations of the city board of education, and of the State Board of Education subject to the provisions of the Code. He shall Decide, without expense to the parties concerned, all controversies and disputes involving the rules and regulations of the city board of education, and the proper administration of the public schools. He shall have authority to administer oaths and to examine under oath witnesses in any matter pertaining to the public schools of the city and to cause the examination to be produced in writing."<sup>2</sup>

"The city superintendent of schools, subject to the provisions of the Code, shall recommend for approval and adoption by the city board of education, the kind, grade and location of schools to be established and maintained."<sup>2</sup>

"The city superintendent subject to the provisions of this code, shall recommend for approval and adoption by the city board of education policies adopted to promote the educational interests of the city, and rules and regulations for the conduct of the school."<sup>2</sup>

"The city superintendent of schools shall nominate all employees of the board and all persons so nominated for

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<sup>2</sup> Alabama, School Code, 1924, p. 65-71-72

teaching and supervising positions shall hold certificates issued by the State Board of Education."<sup>3</sup>

"The city superintendent of schools, subject to the regulations from time to time of the city board of education and in accordance with the provisions of this Code, shall outline a building program adequate to meet the needs of the schools of the city, and shall submit the same for approval and adoption by the city board of education."<sup>3</sup>

"The city superintendent of schools shall recommend to the city board of education for condemnation school buildings which are insanitary and unfit for use. He shall recommend sites and buildings, or the sale of the same, and shall prepare or cause to be prepared, all plans and specifications for the remodeling of old buildings, and the construction of new buildings, and shall supervise such remodeling and construction. He shall approve in writing all contracts of whatever kind entered into by the city board of education."<sup>3</sup>

"The city superintendent of schools, subject to the provisions of this Code, shall prepare courses of study for the schools of the city, and shall submit the same for approval and adoption by the city board of education. Printed copies of the courses of study shall be supplied every teacher and every interested citizen of the city or town."<sup>3</sup>

"The city superintendent of schools shall nominate in writing for appointment by the city board of education, all principals, teachers, supervisors, attendance officers, janitors, and all other regular employees of the board, and shall assign to them their positions, transfer them as the needs of the schools require, recommend them for promotion, suspend them for cause, and recommend them for dismissal."<sup>3</sup>

"The city superintendent of schools, subject to this Code, shall organize institutes for teachers and for citizens. He shall organize and direct the reading circle work, advise teachers as to further study and professional reading, and assist parents and teachers in acquiring knowledge of the aims and work of the schools."<sup>3</sup>

"The city superintendent of schools shall visit the

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<sup>3</sup> Alabama, School Code, p. 72-73

schools, observe the management and instruction and give suggestions for the improvement of the same. He shall advise with principals and teachers, and shall endeavor in every way to promote public interest and improve educational conditions."<sup>4</sup>

"The city superintendent of schools, subject to the provisions of this Code, shall prepare forms and blanks upon which principals, teachers, supervisors, attendance officers, janitors, and other regular employees shall make such reports as shall be required, and shall submit the same for approval to the city board of education."<sup>4</sup>

"The city superintendent of schools, subject to the provisions of this Code, shall prepare the annual school budget provided for in Article eight of this Code, and shall submit the same for approval and adoption by the city board of education. He shall in every way seek to secure adequate funds for the support and development of the schools."<sup>4</sup>

"The city superintendent of schools shall direct the taking of the biennial census provided for in Article eight of this Code. He shall cause the census to be retaken in whole or part when directed to do so by the State Superintendent of Education. The city superintendent of schools shall require the enumerators to make their reports to him not later than August 10th, following the date of taking the census, and on, or before the 15th day of August following the city superintendent of schools shall make his report of such census to the county superintendent of education. He shall retain a duplicate of the same for the files of his own office."<sup>4</sup>

"The city superintendent of schools shall recommend the employment of one or more attendance officers, subject to the provisions of this Code, and the rules of the city board of education, and shall see to it that the provisions for school attendance set out in Article fifteen of this Code are enforced."<sup>4</sup>

"The city superintendent of schools shall prepare or cause to be prepared, and submit to the city board of education for adoption, all reports required by the State Board of Education, and he shall prepare or cause to be prepared, and submit to the city board of education a school

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<sup>4</sup> Alabama, School Code, 1924, p. 73-74

report as provided in Article eight of this Code."<sup>5</sup>

"The city superintendent of schools, acting under the rules and regulations of the city board of education, shall be responsible for the administration of the office of superintendent of schools, and he shall see that all regular appointees of the city board of education devote their entire time to their duties."<sup>5</sup>

"The city superintendent of schools shall perform such other duties as are assigned to him elsewhere in this Article or as may be assigned to him in accordance with law."<sup>5</sup>

#### ARIZONA

"Boards of trustees having an average daily attendance of three hundred or more may employ a certificated superintendent or principal; two or more districts having an average daily attendance of three hundred or more may jointly employ a principal or superintendent whose salary shall be pro-rated among the districts employing him in accordance with the number of children enrolled in each district. The employment of superintendents of schools or principals may be for any term not exceeding four years."<sup>6</sup>

"In schools employing a city superintendent or principal, the authority to suspend pupils shall be vested in him."<sup>6</sup>

"Within any high school or union high school district, the superintendent of such high school shall supervise the work of the eighth grade of all schools employing no superintendent or principal."<sup>6</sup>

"An employment certificate shall be issued only by the county, city, or town superintendent of schools wherein the applicant for such a certificate resides, or by a person authorized by him in writing, or where there is no superintendent of schools, by a person authorized by the school board."<sup>6</sup>

#### ARKANSAS

"For schools within the corporate limits of a city

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<sup>5</sup> Alabama, School Code, 1924, p. 74-75

<sup>6</sup> Arizona, School Laws, 1931, p. 49-64-87-127

having 2,500 or more population, according to the last Federal Census, the board of directors of the district may employ a city superintendent, who shall perform the duties ordinarily performed by the county superintendent, under the direction of the board of directors of such districts; provided, that all reports required by the State Board of Education for such cities shall be made to the county superintendent, and by him to the State Board of Education."<sup>7</sup>

"Budgets for the districts having a city of twenty-five hundred (2,500) or more population which employ a city superintendent shall be approved by the city superintendent and need not be submitted to the county board of education for approval, but shall be filed with the county superintendent for record."<sup>7</sup>

"Provided, that in school districts where a superintendent of schools is employed, the principal of each school shall make the annual report to the superintendent, and he in turn shall make the report to the county superintendent."<sup>7</sup>

"The board of directors of each school district are authorized to draw warrants on the county treasurer for all funds to be disbursed by them, such warrants to be countersigned by the county superintendent, city superintendent, or agent authorized by the county superintendent of schools, as counter signature is expressly required by law."<sup>7</sup>

"Provided that in cities with a population of five thousand (5,000) or more, according to the last Federal Census, the power of granting such exemption (compulsory school attendance) shall rest with the superintendent of such city school."<sup>7</sup>

"It shall be the duty of the county and city superintendent of schools, boards of directors, and other school officers to see that the provisions (course of physical training for all pupils) of this section are carried into effect."<sup>7</sup>

"--or city superintendent of schools, --shall not act as agent or representative of any author or book seller seeking to sell any school books to the state or to any school district, or directly or indirectly receive any emolument, reward or premium for his service or influence in recommending or procuring the use of any book, school apparatus, or furniture of any kind in any public school."<sup>7</sup>

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<sup>7</sup> Arkansas, School Law, 1931, p. 19-49-51-70-74-91-12

## CALIFORNIA

"In each city school district governed by a city board of education, such board may employ a city superintendent of schools and such deputy or assistant city superintendent as it may deem necessary and fix and order paid their compensation unless the same be otherwise prescribed by law."<sup>8</sup>

"City superintendents of public schools, elected by city boards of education, shall be elected for a term of four years, and said city board of education shall have full power to fix the salary of all employees."<sup>8</sup>

"No person shall be eligible to hold a position as city superintendent, district superintendent, deputy superintendent, or assistant superintendent of schools unless he is a holder of both a valid school administration certificate and a valid teachers certificate."<sup>8</sup>

"For the administrator's credential: First, a teacher's certificate authorizing the holder to teach in the public schools of the state; second, a minimum of not less than two years experience as a teacher, supervisor, or school administrator, as prescribed by the state board of education; third, such evidence of special training and study as will satisfy the board as to his fitness to perform the services he desires to qualify for."<sup>8</sup>

"The city, or city and county, superintendent of schools is chairman of the city, or city and county, board of examination."<sup>8</sup>

"The superintendent of schools of any city or any city and county or of any county (over such portions of any county as are not within the jurisdiction of any superintendent of city schools), or a person authorized by him in writing, shall have authority to issue to certain minors permits to work as herein specified."<sup>8</sup>

"Should any controversy arise in any high school district of this state over the question as to whether any person is exempt from the compulsory attendance features of this act, or over the question as to whether attendance or part-time classes maintained by other agencies may be accepted in lieu of attendance upon the classes contemplated by this act, the school superintendent having jurisdiction over said district shall provide for an investigation and he shall

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<sup>8</sup> California, School Law, 1927, p. 104-208-203-47-207-311

render a decision."<sup>9</sup>

# COLORADO

"Nothing in this act shall be construed to prevent the employment of children in fruit orchards, gardens, field or farm, provided that any child under fourteen years of age engaging in such employment for persons other than their own parents must first secure a permit from the superintendent of schools in accordance with the provisions of section 15 of this act."<sup>10</sup>

"An age and school certificate shall be approved only by the superintendent of schools or by a person authorized by him in writing; or where there is no superintendent of schools, by a person authorized by the school board."<sup>10</sup>

"It shall be the duty of the superintendent of the school district, if there be such superintendent, and, if not, then by the county superintendent of schools, to hear and determine all applications of children desiring for any of the causes mentioned herein to be exempted from the provisions of this act (compulsory education), and if upon such application such superintendent hearing the same shall be of the opinion that such child is for any reason entitled to be exempted as aforesaid, then such superintendent shall issue a written permit to such child, stating therein his reasons for such exemptions."<sup>10</sup>

"At the close of each term of school, the teacher shall file the summary in such register; in graded schools the register aforesaid shall be filed with the principal or superintendent of the district, in which case said principal or superintendent shall make an abstract of the summaries of all such registers upon blanks prepared by the superintendent of public instruction, and file the same with the secretary, which shall also be preserved."<sup>10</sup>

"Until the registers, summaries, and abstracts herein above described have been filed, it shall be unlawful for the officers of the district to draw a warrant for the last month's salary of any teacher, principal, or superintendent, whose duty it is to make and file such register, summary or abstract."<sup>10</sup>

<sup>9</sup> California, School Law, 1927, p.338

<sup>10</sup> Colorado, School Laws, 1927, p. 47-50-60-189

## CONNECTICUT

"The board of education of each town shall provide for the supervision of the schools under its control by a superintendent or supervising agent. If any such board shall elect a superintendent, such election shall be by ballot, and the board shall fix the salary of the superintendent and his term of office, which shall not exceed three years, and define his duties, or those of the supervising agent if there be one, provided any town served by a supervising agent shall not be required to elect a superintendent. A majority vote of all members shall be necessary to an election. Such superintendent or supervising agent shall be the executive agent of the board."<sup>11</sup>

"Two or more towns together employing more than forty and not more than sixty-five teachers may unite, by a vote of the board of education, for the purpose of employing a superintendent of schools, and towns so united shall form a supervision district."<sup>11</sup>

"The secretary of each board of education, acting under section 63 of this act (section<sup>114</sup> of this compilation), shall, annually, on or before the fourteenth day of July, certify to the state board of education the amount actually paid as salary to the superintendent for the current school year, and whenever a superintendent has been employed according to the provisions of said section 64 (section <sup>112</sup> of this compilation), the comptroller shall, upon application of the state board of education, draw an order on the treasurer on behalf of such town for one-half the sum certified; provided not more than eight hundred dollars be paid by the state to any supervision district for one year; and provided no supervision district shall receive more from the state than the district itself has paid to the superintendent. Any board of education appointing a superintendent under the provisions of section 63 of this act, shall, annually, on or before the fourteenth day of July, certify to the state board of education the amount actually paid as salary to the superintendent for the current schoolyear, and the comptroller shall, upon application of the state board of education, draw an order on the treasurer on behalf of such town for one-half the sum certified; provided not more than eight hundred dollars shall be paid by the state towards the salary or salaries of any such superintendent; and provided, if any superintendent shall be employed by more than one town, the comptroller shall draw his order on behalf of each such town for

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<sup>11</sup> Connecticut, School Document, 1931, p. 48-49

such proportion of such amount as the salary paid by such town shall be of the total salary of such superintendent."<sup>12</sup>

"The board of education of any town employing more than twenty-five and not more than thirty teachers may choose by ballot a superintendent of schools and may fix his salary and prescribe the duties of such superintendent."<sup>12</sup>

"Any board of education may authorize the superintendent or supervising agent to employ teachers. Any superintendent or supervising agent not authorized to employ teachers shall nominate to the board of education teachers for each of the schools in their respective towns, from which nominations teachers may be employed and such board shall accept or reject such nominations within one month from the time made."<sup>12</sup>

"No child under sixteen years of age shall be permitted to labor in any occupation during the hours when the public school is in session, unless the employer of such child, or the parent or guardian if the child is to leave school to labor at home, shall first have obtained a leaving certificate issued to such child, and signed by the secretary or agent, school superintendent or supervising principal designated by said board,--."<sup>12</sup>

"The teacher of such public school shall correctly keep the school register provided by the state, in the manner and form required by the state board of education, and at the end of each school year and before such teachers shall leave such school, shall certify in writing to the correctness of the same, and immediately deliver it to the superintendent of schools or supervising agent having jurisdiction over such schools, who shall file the same with the town clerk;--."<sup>12</sup>

#### DELAWARE

"The Board of Education of each Special School District shall appoint as its Executive Officer, for the school, a Superintendent of Schools who shall also be Secretary of the said Board of Education. No person shall be appointed such Superintendent who does not possess the following qualifications: Shall have graduated from a standard college; shall have had at least two years' successful experience in administration and teaching; and such other qualifications as the State Board of Education shall prescribe. Provided that the State Board of Education may accept in lieu of graduation

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<sup>12</sup> Connecticut, School Document, 1931, p. 49-50-48-31

from a standard college an equivalent in professional experience in administration and supervision."<sup>13</sup>

"As Secretary he shall conduct all correspondence of the Board, keep and preserve all records, receive all reports required by the Board and see that such reports are in proper form and complete and accurate. He shall attend all meetings of the Board and of its committees except when the tenure, the salary or the administration of his office are under discussion, and shall have the right to advise on any question under consideration, but shall have no vote."<sup>13</sup>

"The Superintendent of Schools shall when required by the State Board of Education, conduct examinations for teachers' certificated within his Special School District, and shall direct the taking of the Biennial School Census as required under the rules and regulations of the State Board of Education."<sup>13</sup>

"The Superintendent of Schools, acting under the rules and regulations of the Board of Education shall be responsible for the administration and supervision of the free public schools of that district; he shall visit the schools, observe the management and instruction, and give suggestions for the improvement of the same; he shall organize and conduct institutes and conferences and such other educational activities as will foster professional insight and efficiency in teachers and develop public interest in education."<sup>13</sup>

"The State Superintendent of Public Instruction and Superintendent of Schools in Special School Districts, or persons designated by such Superintendents, shall issue employment certificates, permits and badges---."<sup>13</sup>

#### FLORIDA

None

#### GEORGIA

None

#### IDAHO

"The Board of Trustees of independent Class A and joint independent Class A School Districts shall have the power, and it is their duty to employ a superintendent of

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<sup>13</sup> Delaware, School Laws, 1929, p. 26-27-28-40

schools for a term not to exceed three years, who shall be the executive officer of the Board, with such powers and duties as they may prescribe, together with such powers and duties as are now or may hereafter be prescribed by the laws of the state; to fix, allow and order paid his salary, and to discharge said superintendent for incompetency, immorality or gross neglect of duty."<sup>14</sup>

#### ILLINOIS

"The board of education, districts of one thousand to one hundred thousand, shall have the power and it shall be their duty to employ a competent superintendent who may be required to act as principal or teacher in the schools."<sup>15</sup>

"The board of education, cities over 500,000, shall by a vote of a majority of the full membership of the board appoint, as executive officers a superintendent of schools, who shall have general charge and control, subject to the approval of the board, of the educational department and of the employees therein of the public schools; a business manager, who shall have general charge and control, subject to the approval of the board, of the business department and of the employees therein of the public schools; and an attorney who shall have general charge and control subject to the approval of the board, of the law department and the employees therein of the public school system. Each of said executive officers shall hold his office for a term of four years."<sup>15</sup>

"The appointment and removal of the superintendent of schools, the business manager and of the attorney, and all assistant attorneys, shall not be subject to the civil service law. The superintendent of schools, the business manager and the attorney shall be removed during the term of employment only for cause, by a vote of not less than a majority of all members of the board, upon written charges to be heard by the board after thirty days' notice, with copy of the charges, is served upon the person against whom they are preferred, who shall have the privilege of being present, together with counsel, offering evidence, and making defence thereto; but pending the hearing of such charges the person charged may by a like majority vote be suspended by the board: Provided, however, that in the event of acquittal, such person shall not suffer any loss of salary by reason of the suspen-

<sup>14</sup> Idaho, School Laws, 1931, p. 38

<sup>15</sup> Illinois, School Law, Cir. No. 256, p. 61-63-64

sion. The action and decision of the board in the matter shall be final."<sup>16</sup>

"The superintendent of schools shall prescribe and control, subject to the approval of the board of education, the course of study, text books, educational apparatus and equipment, discipline in and conduct of the schools, and shall perform such other duties as the board may by rule prescribe pertaining to the education department. Appointments, promotions and transfers of teacherd, principals, assistant and district superintendents and all other employees in the teaching force, shall be made, sites shall be selected, school houses located thereon and plans for the same approved, and text books and educational apparatus and equipment shall be adopted and purchased, by the board of education, only upon the recommendation of the superintendent of schools, unless it be a two-thirds vote of all members of the board. Text books shall not be changed oftener than once in four years, except upon the recommendation of the superintendent, approved by a two-thirds vote of all members of the board. The board shall have the power to furnish free text books to pupils whose parents are unable to buy them, and to publish its own text books and manufacture its own apparatus, equipment and supplies."<sup>16</sup>

"The superintendent of schools, the business manager and the attorney may be present at all meetings of the board of education, and shall have a right to take part in its discussions and deliberations, but shall have no vote."<sup>16</sup>

"Such board of examiners of applicants to teach shall consist of the superintendent of schools together with two persons approved and appointed by the board of education upon the nomination of the superintendent of schools. The board of examiners shall hold such examinations as the board of education may prescribe, upon the recommendation of the superintendent of schools and shall prepare all necessary eligible lists, which shall be kept in the office of the superintendent of schools and be open to public inspection."<sup>16</sup>

"Children over fourteen years of age, who are necessarily and lawfully employed, may be excused from attendance at school by the county superintendent of schools or the superintendent of the public school which the child should be attending, on the recommendation of the board of directors or board of education of the public school district in which such children reside, and said board shall certify the facts in all such cases."<sup>16</sup>

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<sup>16</sup> Illinois, School Law, Cir. No. 256, p. 64-65-77-127

"An employment certificate shall be issued only by the superintendent of schools or by a person authorized by him in writing; or where there is no superintendent of schools, by a person authorized by the school board or other local school authority or in counties of the first and second classes during vacation by the county superintendent of schools. The person issuing these certificates shall have authority to administer the oaths provided for herein, but no fee shall be charged therefor."<sup>17</sup>

# INDIANA

"The school trustees of incorporated towns and cities shall have power to employ a superintendent for their schools (Whose salary shall be paid from the special school revenue), and to prescribe his duties, and to direct in the discharge of the same."<sup>18</sup>

"In case a person is employed to superintend part of the time and teach part of the time, he can be paid for the services he renders as superintendent out of the special revenue, and for the services he renders as teacher out of the tuition revenue. If paid anything from the latter, he must possess a valid license."<sup>18</sup>

"A city or town superintendent may be employed for one or more years, but it is advisable not to employ him for more than three."<sup>18</sup>

"A contract made by the school trustees with a school superintendent prior to the June election of trustees, for services to be performed after such election, is binding on the corporation."<sup>18</sup>

"School trustees may employ a superintendent of schools for a period of three years, although all the terms of such trustees will end before the expiration of such period."<sup>18</sup>

"No teacher shall be appointed by any school corporation in Indiana, and no teacher shall become a permanent teacher in any such school corporation, until the superintendent, in the case of school cities and school towns, and the county superintendent, in case of townships and school cities and towns not having superintendents, shall have made a report upon such teachers preparation, experience, and license, and

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<sup>17</sup> Illinois, School Law, Cir. No. 256, p. 146

<sup>18</sup> Indiana, School Laws, 1932, p. 47

it shall be the duty of every such superintendent, within ten days after request, to make such report upon any person whom the school corporation is considering as an applicant: Provided that nothing contained in this section shall be deemed to prevent the granting to any superintendent of additional authority in the selection of teachers either by law or by the rules or regulations of any school corporation."<sup>19</sup>

"The board (first class cities) shall, at its first regular meeting in the month of April of each year, when vacancies require it, elect a business director, a superintendent of schools, a secretary, a librarian and a superintendent of buildings and grounds, whose respective terms shall be for four years from the date of their election and each shall receive such annual salary, payable monthly, as the board shall fix."<sup>19</sup>

"The superintendent of schools of such school city, first class, shall have the power to appoint and discharge all principals, supervisors, assistants, teachers and other employees in the educational department, authorized by the board, subject to the limitations in this act stated, and shall report to the board annually and oftener if required, as respects all matters under his supervision: Provided, that the board shall approve the appointment of assistants, principals, supervisors, and teachers unless four of its members disprove the same. The superintendent may be required by the board to attend any or all of its meetings and may take part in the board's deliberations, but shall have no vote. He shall select and report to the board all charts, maps, text books and apparatus to be used in the schools of said school city, except in the high schools, and manual training schools, conforming, however, so far as may be to the provisions of the general law of the State of Indiana governing the school books. In like manner he shall report to the board all text books, maps, charts and apparatus to be used in the highschools and manual training schools, which charts, maps, text books and apparatus shall have first been selected by a committee consisting of said superintendent of schools and the head of each department in which such maps, charts, text books or apparatus are to be used."<sup>19</sup>

"That each county superintendent of schools, and the superintendent of schools of each town and city having a board of school trustees or board of school commissioners, be and are hereby made co-operating agents for the inspection of both elementary and high schools within their respective jurisdic-

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<sup>19</sup> Indiana, School Laws, 1932, p. 190-191

tions. It shall be the duty of said superintendents to make reports as shall be required of them by the inspectors acting under the direction of the state board of education."<sup>20</sup>

"City schools, however, having duly appointed superintendents, shall be exempt from the general superintendence authorized by this act, upon written request of the school board that such supervision be not extended to such cities by the county superintendent."<sup>20</sup>

"It shall be the duty of the city, town, and county superintendents of schools to visit each year the teachers under their charge and supervision, and from personal inspection and otherwise make an itemized statement and grading of the success of each teacher under their charge, and in accordance with the rules and schedule of the state superintendent of public instruction, as provided in section 1 of this act."<sup>20</sup>

"Except as hereinafter otherwise provided, the superintendent of schools of the respective cities, towns and counties are hereby authorized to have any of the children under their respective jurisdictions examined by a regularly licensed and practising physician or other competent person for the purpose of ascertaining and determining whether such children are fit and suitable candidates for any types of special classes established or proposed to be established under the provisions of this act."<sup>20</sup>

"Appropriate exercises shall be introduced in all the schools of the state; and it shall be the duty of the several county and city superintendents to prepare a program of exercises for arbor day to be observed in all schools under their respective jurisdictions."<sup>20</sup>

#### IOWA

"The board of directors of any independent school district or school township where there is a township high school shall have power to employ a superintendent of schools for one year. After serving at least seven months, he may be employed for a term of not to exceed three years. He shall be the executive officer of the board and have such powers and duties as may be prescribed by the rules adopted by the board or by law. Boards of directors may jointly exercise the powers conferred by this section."<sup>21</sup>

<sup>20</sup> Indiana, School Laws, 1932, p. 30-31-32-90-87

<sup>21</sup> Iowa, School Laws, p. 55

"If such evening school is a branch of a city or town school, the same shall be under the supervision of the superintendent of such city or town school."<sup>22</sup>

"In city independent districts, where twenty-five or more teachers are regularly employed, the county superintendent shall co-operate with the city superintendent in arranging for educational lectures relating to the professional work of the teachers and to such matters of public education as may best meet the needs of the teachers in such districts, at times approved by the city superintendent and city board of education, in so far as the condition of the county institute fund shall permit."<sup>22</sup>

"It shall also be the duty of all mayors and police officers, town and city marshalls, sheriffs and their deputies, school superintendents, school truant and attendance officers, within their several jurisdictions, to co-operate in the enforcement of such provisions and furnish the labor commissioner, his deputies and assistants all information coming to their knowledge regarding any violations of such provisions."<sup>22</sup>

"A work permit shall be issued only by the superintendent of schools or by a person authorized by him in writing, or where there is no superintendent of schools, by a person authorized in writing by the local school board in the community where such child resides, upon the application of the parent, guardian, or custodian of the child desiring such permit."<sup>22</sup>

"The superintendent of each training school shall at the close of each semester file such report with the superintendent of public instruction as said officer may require."<sup>22</sup>

"At the close of each school year, the principal or superintendent of each accredited school shall file with the board of examiners a sworn statement, showing the name, age postoffice address, studies, and attendance of each of the students in his school taking prescribed teachers' course."<sup>22</sup>

"Said board shall award the contract for said textbooks and supplies to any responsible bidder or bidders offering suitable textbooks and supplies at the lowest prices, taking into consideration the quality of material used, illustrations, binding, and other things that go to make up a desirable textbook; and to the end that they may be fully advised consult with the county superintendent, or, in case of city

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<sup>22</sup> Iowa, School Laws, 1929, p. 173-106-58-54-84-85

independent districts, with the city superintendent or other competent person, with references to the selection of text-books."<sup>23</sup>

# KANSAS

"The board of education in cities of the first and second class, at such times as they may deem expedient shall elect a superintendent of schools, who shall not be a member of said board, for a term of one or two years, as the board may choose, and whose term shall begin on the first Monday in August. The superintendent shall have charge and control of the public schools of the city, subject to the orders, rules and regulations and by-laws of the board, and shall receive for his services such compensation as the board may allow. Such superintendent shall be the holder of a state certificate valid for at least three years, or be a graduate of an accredited normal school, college or university: Provided, That the qualifications herein specified shall not apply to any person holding the position of superintendent in any city of the first or second class at the date when this act shall take effect."<sup>24</sup>

"The board of education in cities of the first and second class, at such times as they may deem expedient, shall appoint two competent persons who, with the superintendent as chairman thereof, shall be styled the examining committee of the board of education, whose duty it shall be to examine all persons who shall apply to them as teachers."<sup>24</sup>

"The school board of every school district maintaining, in addition to the elementary schools a high school either accredited or approved and employing ten or more full-time teachers in all of the schools of said district, may elect a superintendent of schools, who shall not be a member of said board, for a term of one year, such term to begin on the first Monday of August. Said superintendent shall have charge and control of the public schools of said district subject to the rules and orders of the board, and shall be the holder of a valid teachers' certificate authorizing him to teach in any high school: Provided, That no contract shall be entered into prior to February 1, for a term beginning the following August."<sup>24</sup>

"It shall be unlawful for any merchant, company or cor-

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<sup>23</sup> Iowa, School Laws, 1929, p. 220

<sup>24</sup> Kansas, School Laws, 1931, p. 41-64

poration or other party without written permit of the county superintendent of schools or the superintendent of schools of any city of the first or second class to employ any child therein, between the ages of seven and sixteen years during school hours of school days of the school term or year, unless such child is exempt from attendance under the provisions of law."<sup>25</sup>

"Every teacher employed in the public schools in the state of Kansas is hereby required, before receiving each month's salary, to make a report to the county superintendent of public instruction or to the superintendent of the city in which he may be employed, showing the names and addresses of all pupils who have been truant or habitually absent from school during the previous month, and stating reasons for such truancy or habitual absence in each case, if known. All such cases of truancy so reported shall be brought to the notice of the proper truant officer by the county superintendent of public instruction or by the superintendent of the city by which he is employed."<sup>25</sup>

"The superintendent of schools in cities of the first and second class and the county superintendents of schools shall within ten days after the receipt of said enumeration of defective children send a copy of the same to the office of the state board of administration."<sup>25</sup>

"It shall be the duty of every proprietor, custodian, superintendent, or person or persons having the charge and control of such buildings mentioned in this chapter to post notices under the direction of the state fire marshall or chief of the fire department in rooms and halls or in public and conspicuous places in such buildings and designating the place on each and every floor of such buildings where such fire escapes are located and may be found."<sup>25</sup>

#### KENTUCKY

"The board of education, cities first class, shall appoint a superintendent of schools, who shall serve for a term of one year, but whenever a superintendent who shall have served one year shall be re-elected, his re-election shall be for a term of four years. His compensation shall not be changed during the term for which he is elected. He may be removed at any time by a vote of three-fifths of the entire board. The board of education may, on the nomination of the superintendent of schools, appoint as many assistant super-

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<sup>25</sup> Kansas, School Laws, 1931, p. 68-69-125

intendents as it may deem necessary, whose compensation shall be fixed by the board, and who may be removed by the superintendent with the approval of the board. The superintendent of schools shall qualify by taking the oath prescribed by law. He shall have general supervision, subject to the control of the board, of the course of instruction, discipline and conduct of the schools, text-books and studies; and all appointments, promotions and transfers of teachers and truant officers and introduction and changes of text-books and apparatus shall be made only upon the recommendation of the superintendent and the approval of the board. The superintendent shall have the power to suspend any teacher or truant officer for cause deemed by him sufficient, and the board of education shall take such action upon the restoration or removal of such person as it may deem proper. All appointments and promotions of teachers shall be made upon the basis of merit, to be ascertained, as far as practicable, in cases of appointments, by examination, and in cases of promotion, by length and character of service. Examination for appointment shall be conducted by the superintendent in accordance with the State law for the certification of teachers and under such other regulations as may be made by the board. The superintendent of schools shall devote himself exclusively to the duties of his office, and shall have power to appoint clerks, whose number and salaries shall be fixed by the board, and shall have power to remove same; shall exercise a general supervision over the schools of the city, examine their condition and progress and shall keep himself informed as to the progress of education in other cities. He shall advise himself as to the needs of extension of the school system of the city, and shall make reports from time to time as may be fixed by rules or directed by the board, and shall be responsible to the board for the condition of the instruction and discipline of the schools."26

"The board of education, cities second class, shall appoint a superintendent of schools, whose term of office shall begin on July 1 following his appointment, and who shall serve for a term of two years, but whenever a superintendent who shall have served two years after his appointment which is to be made under this law shall be reappointed to succeed himself, his reappointment shall be for a term of four years. He may be removed by three members of the board for cause, or at any time by four members of the board, and the vacancy thus created shall be filled by the board only until the first day of July following, when the temporary incumbent or some other person shall be appointed for a first term of two years as hereinbefore provided. The board of education may, on the

nomination of the superintendent of schools, appoint as many assistant superintendents as it may deem necessary, whose compensation shall be fixed by the board, and who may be removed for cause by the superintendent with the approval of the board."<sup>27</sup>

"The superintendent of schools shall qualify by taking the oath prescribed by law, and shall have general supervision subject to the control of the board, of the course of instruction, discipline and conduct of the schools, text books and studies; and all appointments, promotions and transfers of teachers and truant officers, and the introduction and changes of text books and apparatus shall be made only upon recommendations of the superintendent and the approval of the board. The superintendent shall have power to suspend any teacher or truant officer for cause deemed by him sufficient and the board of education shall take action upon the restoration or removal of such person as it may deem proper. All appointments and promotions of teachers shall be made upon the basis of merit, to be ascertained as far as practicable in cases of appointment by examination, and in cases of promotion by length and character of service. Examination for appointment shall be conducted by the superintendent in accordance with the State law for the certification of teachers and under such other regulations as may be made by the board, and shall have power to remove same; shall exercise a general supervision over the schools of the city, examine their condition and progress and shall keep himself informed of the progress of education in other cities. He shall advise himself of the need of extension of the school system of the city, shall make report from time to time as may be fixed by the rules or directed by the board, and shall be responsible to the board for the conditions of the instruction and discipline of the school."<sup>27</sup>

"The board of education, cities of the third class, shall have power to determine its own rules of proceedings, and to appoint superintendents, teachers, principals, attendance officers, and other officers and employees, and regulate and fix their term, duties and compensation, and may suspend or remove them or any of them for cause."<sup>27</sup>

"The board of education, cities of the fourth class, shall appoint a superintendent of schools whose term of office shall begin July first following his appointment and said appointment may be for a term of one, two, three, or four years but shall not exceed four years. He shall be eligible

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<sup>27</sup> Kentucky, Common School Laws, 1930, p. 183-208

to succeed himself. He may be removed by four members of the board for cause, and all vacancies shall be filled by the board until the first day of July following, when the temporary incumbent or some other person shall be appointed for a term of not more than four years as hereinbefore provided. The board of education may, on the nomination of the superintendent of schools, appoint as many assistant superintendents as it may deem necessary, whose compensation shall be fixed by the board and who may be removed for cause by the superintendent, with the approval of four members of the board. The superintendent of schools shall qualify by taking the oath prescribed by law, and shall have general supervision, subject to the control of the board, of the course of instruction, discipline and conduct of the schools. All appointments, promotions, dismissals and transfers of teachers and truant officers shall be made only upon the recommendation of the superintendent and with the approval of the board. The superintendent shall have the power to suspend any teacher, pupil or truant officer for cause deemed by him sufficient, and the board of education shall take such action upon the restoration or removal of such person as it may deem proper. All appointments and promotions shall be made upon the basis of merit. The superintendent of schools shall devote himself exclusively to the duties of his office and shall have power to appoint clerks whose number and salary shall be fixed by the board: shall have the power to remove the same: shall exercise general supervision over the schools of the city. examine their condition and progress, and shall keep himself informed of the progress of education in other cities. He shall advise himself of the needs of extension of the school system of the city, shall make a report from time to time as may be fixed by the rules or directed by the board, and shall be responsible to the board for the condition of the instruction and discipline of the school."<sup>28</sup>

"The superintendent of Public Instruction shall prepare or cause to be prepared requisition forms on which all county superintendents, independent graded school principals, and city superintendents shall requisition the books needed for the next ensuing school term in the districts of their respective jurisdiction."<sup>28</sup>

"Each Superintendent of Schools in the Commonwealth shall hold a standard certificate in administration and supervision as provided for by law. Such certificate shall be issued to any application who files evidence of having had at

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<sup>28</sup> Kentucky, Common School Laws, 1930, p. 225-304

least four years' experience in administration and supervision in the public schools or colleges of this commonwealth, and who has satisfied the requirements for the issuance of a standard certificate for high school teaching and in addition thereto files standard college credits for six semester hours in public school administration and supervision. Such certificate shall be issued for a term of four school years and shall qualify the holder for any position in public school administration and supervision in the Commonwealth and shall be eligible for renewal on the presentation of evidence that the holder has earned twelve additional semester hours of standard college credit in educational subjects and satisfactory evidence of three years of successful experience."<sup>29</sup>

#### LOUISIANA

"The Legislature shall provide for the creation and election of parish school boards which shall elect parish superintendents for their respective parishes, and such other officers or agents as may be authorized by the Legislature. The State Board of Education shall fix the qualifications and prescribe the duties of parish superintendents, who need not be residents of the parishes. Wherever a parish contains a municipality, the population of which is more than one-half of that of the entire parish, it shall have representation on the parish school board proportionate to its population."<sup>30</sup>

"The parish school boards shall elect or appoint a parish superintendent of schools, having such qualifications as may be fixed by the State Board of Education, for a period of four years. The parish superintendent of schools shall not be required to be a qualified elector or a resident of the parish which he is to serve as superintendent. He shall be required to devote his entire time to the office of parish superintendent of schools. The first parish superintendent of schools selected under this Act shall take office July 1, 1925."<sup>30</sup>

"The president of the school board, or in his absence the vice-president, shall preside at all meetings of the board, call meetings when necessary, advise with and assist the parish superintendent of schools in promoting the success of the schools, and, generally, to do and perform all other acts and duties pertaining to his office as president of the

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<sup>29</sup> Kentucky, School Laws, 1930 Sup., p. 4

<sup>30</sup> Louisiana, School Laws, 1926, p. 12-159

board. All deeds and contracts for the schools shall be signed by him; the contracts with teachers shall be signed by the parish superintendent and the contracting teachers."<sup>31</sup>

"The parish superintendents of schools shall make such annual reports to the State Board of Education by August 15 of each year as the State Superintendent of Public Education may require. Whenever a parish superintendent of schools fails to place his annual report in the hands of the State Superintendent of Public Education by August 15, and without an excuse acceptable to the State Superintendent of Public Education, the State Board of Education shall have authority to delegate an auditor to prepare the report. In such cases it shall be the duty of the parish superintendent of schools to make readily available to said auditor all books, reports and other information, needed in the preparation of the report. The auditor's salary and all other necessary expenses shall be paid out of the salary of the parish superintendent failing to make the required report, and it shall be the duty of the State Supervisor of Public Accounts to see that the auditor's salary and other necessary expenses are paid out as provided in this section."<sup>31</sup>

"It is made the duty of the State Superintendent of Public Education to report to the State Board of Education all irregularities on the part of any parish school board, or parish superintendent, whenever it may come to his knowledge. He shall hold annually such conventions of school officials, superintendents and teachers as he may deem necessary for the promotion and advancement of the public school interests."<sup>31</sup>

"The Attorney General, when called upon by the State Superintendent of Public Education, the State Board of Education, or any parish superintendent, when authorized by the parish school board and its legal adviser, shall give his opinion in regard to any controversy or dispute affecting any such officers or boards, relating to their respective rights or duties, or affecting the schools under their charge, or any of them."<sup>31</sup>

"The parish superintendent of schools during the year shall visit as often as possible each school in the parish and he shall exert his best endeavors in promoting the cause of public education. To this end he shall faithfully carry out the requirements of the state school laws and the rules and regulations made for the schools by the State Board of Education."<sup>31</sup>

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<sup>31</sup> Louisiana, School Laws, 1926, p. 162-168-169-170

"Each parish superintendent shall keep a record of all business transacted by him as parish superintendent, the names, numbers and description of school districts, the tabulation of reports of school principals made monthly to him by the principals of the schools of his parish, and all other papers, books and documents of value connected with his office; and they shall be at all times subject to inspection and examination by the State Superintendent of Public Education, or by any officer, or citizen. In addition to his annual report to the State Superintendent of Public Education, hereinbefore provided for, which shall be made in accordance with instructions of the State Superintendent of Public Education, he shall furnish to the State Department of Education such narrative and such information as the State Superintendent of Public Education or the State Board of Education may from time to time require of him."<sup>32</sup>

"The parish superintendent of schools may administer the oath required of any of the officials of the public schools or to any person required to make oath in any manner thereto except to qualify school board members."<sup>32</sup>

"The parish superintendent of schools shall maintain his office at a point in the parish designated by the parish school board, and shall keep his office open during the usual office hours to receive reports of teachers and others and to transact the business required of him, except during the time he is visiting schools or attending to his duties elsewhere."<sup>32</sup>

"The parish superintendent of schools shall make quarterly reports to the parish school board upon the condition of the schools under his supervision, and all such reports, as well as all minutes of the proceedings of the board meetings, shall be regularly published in the official journal of the school board. He shall keep full minutes of all proceedings of the board in a book provided for that purpose, and shall do and perform all other acts and duties pertaining to the office of the secretary of the board."<sup>32</sup>

"If at any time a teacher becomes incompetent, inefficient or unworthy the parish superintendent of schools shall immediately report such fact to the school board of his parish, and said board shall take such action as the nature of the case warrants; provided, that in no case shall a teacher be discharged without the opportunity of a hearing."<sup>32</sup>

"No person shall be appointed to teach without a written

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<sup>32</sup> Louisiana, School Laws, p. 170-171

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contract for the scholastic year in which the school is taught, and who shall not hold a certificate provided for by this Act of a grade sufficiently high to meet the requirements of the school, and it is made the duty of the parish superintendent of schools to ascertain definitely before contracting with a teacher that such teacher holds a certificate issued by the Louisiana State Board of Education."<sup>33</sup>

"It shall be the duty of the parish superintendent of schools and teachers of the public schools of the State to make and keep such school records as shall be prescribed by the State Superintendent of Public Education, Prior to receiving their monthly salaries at the end of each month. Each principal of a school shall make to the parish superintendent of schools such reports as may be required. If any principal wilfully neglects or fails to do this, the parish superintendent of schools may withhold the salary due until the report is satisfactorily made."<sup>33</sup>

"The superintendent of schools in every parish (the Parish of Orleans excepted) shall be and is hereby constituted the treasurer of all school funds appropriated by the state in such parish, or raised, collected, or donated therein, for the support of the public schools; he shall receipt for all such funds to the Treasurer of the State and to the collector of parish taxes. The parish school treasurer shall give an indemnity bond in such sum as may be determined by the parish school board, made in favor of the Governor of the State, or his successors in office, and the parish school board shall pay the premium of said bond. The superintendent of public schools shall receive no compensation whatever for his services as school treasurer. The said treasurer shall deposit the school funds in such bank or banks as may be designated by the parish school board under the provisions of the law."<sup>33</sup>

"The principal of the school shall have authority to suspend from school any pupil, for good cause, pending a hearing before the parish superintendent of schools, whose decision on the merits of the case, as well as the term of suspension, shall be final, reserving the right to the superintendent of schools to remit any portion of the time of suspension."<sup>33</sup>

"The several school boards of the State of Louisiana shall annually authorize, direct and instruct the parish superintendent of education, or other proper authority to ob-

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<sup>33</sup> Louisiana, School Laws, 1926, p. 172-173

serve the anniversary of the date of the discovery of America by Christopher Columbus, October 12, by such fitting and appropriate exercises, as the said various and several school boards may determine upon and select."<sup>34</sup>

#### MAINE

"The management of the schools and the custody and care, including repairs and insurance on school buildings, of all school property in every town shall devolve upon the superintending school committee which shall annually, and as often as a vacancy shall occur, elect a superintendent of schools who shall not be a member of the committee, and no person shall be eligible to the office of superintendent of schools under the provisions of this section unless he shall hold a teacher's certificate, or a state certificate of superintendence grade. After due notice and investigation, the superintending school committees may for cause discharge a superintendent of schools and, after protracted absence from duty on the part of the said superintendent, may declare a vacancy in his office. This section, so far as it relates to the manner of the election or employment of superintendents of schools, shall not apply to cities, nor to towns authorized by special laws to employ or choose superintendents in manner otherwise than is herein provided."<sup>35</sup>

"The superintendent of schools in each town shall procure the conveyances of all common school pupils residing in his town, a part or the whole of the distance, to and from the nearest suitable school, for the number of weeks for which schools are maintained in each year, when such pupils reside at such distance from said school as in the judgment of the superintending school committee shall render such conveyance necessary. In all cases, conveyance so provided shall conserve the comfort, safety, and welfare of the children conveyed and shall be in charge of a responsible driver who shall have control over the conduct of the children conveyed. Provided, however that the superintending committee may authorize the superintendent of schools to pay the board of any pupil or pupils at a suitable place near any established school instead of providing conveyance for said pupil or pupils, when in their judgment it may be done at an equal or less expense than by conveyance."<sup>35</sup>

"No money appropriated by law for public schools shall

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<sup>34</sup> Louisiana, School Laws, 1926, p. 173

<sup>35</sup> Maine, School Laws, 1930, p. 359-351

be paid from the treasury of any town except upon written order of its municipal officers; and no such order shall be drawn by said officers except upon presentation of a properly avouched bill of items, said bill of items having first been approved by a majority of the members of the superintending school committee and certified by the superintendent of schools."<sup>36</sup>

"Where the distance from the place of temporary residence to the school is more than two miles and transportation is deemed advisable by the superintending committee, the superintendent of schools shall report the same to the state commissioner of education with such other information as may be required and if so directed by the state commissioner of education shall procure transportation for such child or children or, if transportation is inadvisable, board in lieu thereof."<sup>36</sup>

"The superintendent of schools in every town shall return under oath to the school committee, in April annually, a certified list of the names and ages of all persons in the town from five to twenty-one years of age, corrected to the first day of said month, leaving out of said enumeration all persons coming from other places to attend any college or academy, or to labor in any factory or at any manufacturing or other business."<sup>36</sup>

"He shall, on or before the first day of August, annually, make under oath a full and complete return of all educational statistics for the year ending the first day of July next preceding, and any town that shall fail, through its school officers, to make the return required by this section shall be liable to the provisions of section nineteen of this chapter."<sup>36</sup>

"Superintendents of schools shall see that the flag is displayed from the public school buildings on appropriate occasions. They shall report annually to the towns the amount necessary to furnish the public schools with suitable flags and flagstaffs, and towns shall annually appropriate a sufficient amount to defray the necessary cost of the display of the flag."<sup>36</sup>

"When a teacher becomes aware or suspects that any of the pupils attending his school are in a condition which renders them a source of offense or danger to the other pupils in school on account of filthiness, or because they are the bearers of vermin or parasites, or have an infectious or con-

tagious disease of the skin, mouth, or eyes, he shall notify the superintendent of schools. When a superintendent of schools knows or learns that any of the pupils attending any school within his jurisdiction are affected with any of the conditions, infections, or diseases herein mentioned, he shall notify the parents to cleanse the clothing and the bodies of the children and to furnish them with the required home or medical treatment for the relief of their trouble, and he may, when he deems it necessary, exclude such children from the schools temporarily or until they may be cured, cleansed, and disinfected."<sup>37</sup>

"The superintending school committee of the towns composing a union shall form a joint committee, and said joint committee shall determine the relative amount of service to be performed by the superintendent in each town, including the minimum number of visits to be made each term of school, fix his salary, apportion the amounts thereof to be paid by the several towns, which amounts shall be certified to the treasurers of said towns, respectively, and to the state commissioner of education, together with the amounts apportioned to each town, provided, that the amount so certified shall be in proportion to the amount of service performed in the several towns. Said joint committee, at the time of its organization or as soon thereafter as possible, and whenever a vacancy shall occur, shall choose by ballot a superintendent of schools for a term of not more than five years and the term for which a superintendent is elected shall, in all cases, end on the thirtieth day of June of the year in which the contract expires, provided, however, that said committee, by a two-thirds vote of its full membership, after due notice and investigation, may, for cause, discharge a superintendent of schools before the expiration of the term for which he was elected, and after such discharge the salary of said superintendent shall cease."<sup>37</sup>

"The chairman and secretary of said joint committee shall, upon the election of a superintendent of schools as provided by the preceeding section, certify under oath to the state commissioner of education, upon the forms prescribed by him, all facts relative to said union and employment of a superintendent. On or before the first day of August, nineteen hundred eighteen, and annually thereafter, and whenever a new superintendent is chosen, said chairman and secretary shall make a return of a similar certificate. Upon approval of said certificate the superintendent so employed shall, on

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<sup>35</sup> Maine, School Laws, 1930, p. 363-364

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presentation of proper vouchers, receive monthly out of the sum appropriated for superintendence of towns composing school unions a sum equal to the aggregate sum paid by the towns composing the union, provided, that the amount paid for the benefit of a single union of towns shall not exceed twelve hundred dollars in one year nor shall any school union receive less than one thousand per year, and provided further, that the annual appropriation for payments hereunder shall be deducted from the state school funds. The state commissioner of education annually shall cause an investigation to be made of the conditions of supervision in union towns, including the relative financial support for supervision by towns, the relative distances required to be traveled and the relative amounts of expenses to be paid by superintendents of schools directly in connection with the supervision and administration of schools in unions of towns. When it appears to the state commissioner of education that the efficiency of supervision in any union is or may be lessened because of the financial burden to towns, expenses for travel and other purposes required to be paid by the superintendent of such union because of the number and location of schools, geographical or other conditions, said state commissioner of education, annually in August, shall issue to the governor and council a recommendation relative thereto and the governor and council, on the approval of said recommendation, may draw a warrant for payment out of the sum appropriated for superintendence of towns composing school unions in favor of the superintendent or superintendents of schools employed in said union within the school year ending June thirtieth immediately preceding, provided, however, that the amount so paid for the benefit of a single union shall not exceed three hundred and fifty dollars annually and shall be in addition to other payments made to said superintendent as provided in this section and provided further, that the amount so available for the equalization of such expenses shall not exceed one-fifth of the appropriation for superintendence of towns composing school unions." 38

"The superintending school committee of a city or town having under its care and custody an aggregate of more than fifty schools may employ a superintendent of schools without uniting with other cities or towns for the purpose. Said superintendent of schools shall be chosen in the same manner and for the same term, his salary shall be fixed, and he may be discharged under the same conditions as the superintendents employed under the provisions of section sixty-four. Annually, in the month of December the chairman and secretary of said committee shall certify to the state commissioner of

education, upon forms prescribed by him, all facts relative to the amount of the salary received; then upon the approval of said certificate by the state commissioner of education and presentation to the governor and council, a warrant shall be drawn upon the treasurer of state for the payment to the treasurer of that town or city, of a sum equal to the amount expended by said town or city for said superintendence, provided that the amount so paid for the benefit of a single town or city shall not be at a rate exceeding twelve hundred dollars for one year."<sup>39</sup>

"Towns shall appropriate for the salary of the superintendent of schools their proportion of the sum paid said superintendent to the amount certified by the joint committee to the town treasurer, and said proportion to be paid by any town may be paid out of an appropriation for the salaries of officers or out of a special appropriation for the purpose or out of both, but it shall not be paid from any appropriation made for the support or maintenance of common schools or high schools."<sup>39</sup>

"The state commissioner of education shall annually hold a conference for the instruction of superintendents serving under the provisions of the six preceding sections; he may expend not exceeding five hundred dollars out of the appropriation for the superintendence of towns composing unions, to assist in defraying the mileage expenses of those superintendents who live remote from the place of such conference; but no superintendent shall be entitled to any part of such expenses unless he shall regularly attend all sessions of such conference."<sup>39</sup>

Persons employed to serve as superintendents of schools under section sixty-four to sixty-six shall hold state certificates of superintendence grade which shall be issued under such regulations as may be prescribed by the state commissioner of education; they shall devote their entire time to superintendence in the towns composing the union; provided, however, that they may, without violation of the provisions of this section, perform such educational service outside of the towns of their unions as may be performed with the approval of the state commissioner of education and with the consent of the committee employing them."<sup>39</sup>

"A superintendent of schools employed under the provisions of section sixty-four to sixty-six shall have the following powers and duties:

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He shall be, ex officio, secretary of the superintending school committee and of any school building committee chosen by the town, and shall perform such duties not herein enumerated as said committee shall direct.

He shall keep a permanent record of all its voted, orders, and proceedings; he shall place all orders for materials and supplies purchased by vote of the committee, and shall be its agent in keeping all financial records and accounts. He shall issue vouchers showing the correctness of bills contracted on account of school appropriations, but such bills shall not be allowed for payment by the municipal officers of the towns unless they shall have been approved by a majority of the members of the superintending school committee.

He shall examine the schools and inquire into the regulations and the discipline thereof, and the proficiency of the pupils, for which purpose he shall visit each school at least the minimum number of times each term which the joint committee may designate. At the annual town meeting, he shall make a written report of the condition of the schools for the past year, with a statement of the condition of the school buildings, the proficiency made by the pupils, and the success attending the modes of instruction and government thereof, and transmit a copy to the state commissioner of education.

He shall keep a faithful and accurate account of school finances, and he shall report at least once a term in writing to each of the several committees of the supervisory union, including in such report a statement of the condition of the schools, a financial statement, and a statement of the condition of school buildings and outbuildings in the matter of repair, cleanliness and sanitary arrangements.

He shall nominate all teachers subject to such regulations governing salaries and the qualifications of teachers as the superintending school committee shall make, and upon the approval of nominations by said committee he may employ teachers so nominated and approved.

He shall direct and supervise the work of all teachers.

He shall select text-books, supplies, and apparatus subject to the approval of the superintending school committee and shall make all purchases of the same under such regulations as the superintending school committee shall adopt.

He shall see to it that all necessary apparatus and

supplies are seasonably distributed to each school and accurately accounted for and economically used.

He shall enforce or cause to be enforced all regulations of the superintending school committee."<sup>40</sup>

"Attendance officers, shall, when directed by the school committee or superintendent, in writing, prosecute in the name of the state any person neglecting to perform the duties prescribed in said section, by promptly entering a complaint before a magistrate. ---Attendance officers, when so directed in writing by the superintendent of schools or the superintending school committee of their respective towns may visit the manufacturing, mechanical, mercantile, and other business establishments in their several cities and towns during the hours in which public schools of such city or town are in session, and ascertain whether any minors under the age of fourteen years are employed therein, and shall report in writing any cases of such employment to the superintendent of schools or the superintending school committee of their city or town."<sup>40</sup>

"Free high schools, when established by any town or union of towns, shall be free to all youth in such town or towns who have such scholastic attainments as will fit them to attend such schools with profit, and the superintendent, or superintending school committee, having supervision thereof shall make such examination of candidates for admission to said schools as they consider necessary."<sup>40</sup>

"The superintendent of schools of the contracting town in which the academy is located shall be secretary ex officio of the joint committee and shall be assigned such supervisory duties in connection with the school as the joint committee shall determine upon."<sup>40</sup>

"Superintendents of schools shall issue certificates of free tuition privilege to persons who may be entitled to free tuition under the provisions of this section."<sup>40</sup>

"Superintendents shall, annually, before the first day of July, make returns under oath to the state commissioner of education on blanks prepared and sent out by him, of the amount appropriated and the amount expended by each town or precinct for instruction in such free high schools during the current year; also of the amount appropriated and the amount expended for common school purposes by each town maintaining

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the same; the number of weeks during which schools have been taught; the wages paid each teacher; the number of pupils registered; the average attendance; and the number of pupils in each branch of study pursued and the amount received for tuition."<sup>41</sup>

"Whenever a superintendent of schools shall hold a meeting or institute of the teachers of the several towns for the purpose of giving instruction in methods of teaching or the conduct of schools or for the training of teachers already in service in a manner approved by the state commissioner of education, financial assistance may be given by the state defraying the expenses of such meetings."<sup>41</sup>

"Plantations have the same powers and liabilities as towns for electing superintending school committees, superintendents of schools, treasurers, and collectors, and for raising, assessing, and collecting school money, to be apportioned and expended as in towns."<sup>41</sup>

"It is the duty of the state commissioner of education to exercise a general supervision of all the public schools, and to advise and direct the town committees and superintendents in the discharge of their duties, by circular letter and personal conference, devoting all his time to the duties of his office."<sup>41</sup>

"The state commissioner of education shall cause an inspection to be made and report to the school committee his findings and recommendations whenever the superintending school committee or the superintendent of schools of any town, or any three citizens thereof, shall petition him to make an inspection of the schools of the said town."<sup>41</sup>

"He shall prepare and print blank forms for all other returns required by law, or deemed by him necessary, and shall on the first day of each March, forward to the superintendents of schools of the several towns, blanks for the annual school returns as provided in section fifty-seven, and shall, on the first day of each May, forward to said superintendents blanks for the returns required by section fifty-eight."<sup>41</sup>

"It shall be the duty of said commissioner to furnish to superintending school committees or superintendents of schools upon request, information relative to persons registered as hereinbefore provided."<sup>41</sup>

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<sup>41</sup> Maine, School Laws, 1930, p. 375-382-383-387-388-389-390

"Whenever the superintendent of schools of any town shall certify under oath to the state commissioner of education according to a form prescribed by him that instruction in manual training or domestic science has been provided pupils of elementary schools for the year preceding, then upon approval of such certificate by the state commissioner of education, state aid shall be paid to the amount of two-thirds the total salary paid each teacher."<sup>42</sup>

"The authority and duties of the superintending school committee and of the superintendent of schools in relation to general industrial schools shall be the same as in the case of the common schools and high schools."<sup>42</sup>

"Whenever the superintendent of schools of any town or city, on or before the first day of July, shall report to the state commissioner of education that part-time or part-time continuation schools and classes have been maintained in accordance with the specified standards, and when such schools and classes shall be approved by the state board for vocational education, the state commissioner of education shall recommend to the governor and council annually in December the payment of reimbursement from federal funds designated for part-time schools and from state funds provided for industrial education to the extent of two-thirds the cost of instruction."<sup>42</sup>

"It shall be the duty of the superintendent of schools in which directors or supervisors of physical education are employed, to report to the state commissioner of education, on blank forms prepared by him, the number of pupils receiving instruction, the number of directors or supervisors employed, the amount paid such directors or supervisors, and such other information as may be required."<sup>42</sup>

"Teachers eligible to attend summer school shall be selected by the state commissioner of education, upon recommendation of superintendents of rural towns in accordance with such standards of fitness as the state commissioner of education shall determine."<sup>42</sup>

"When any town shall have been required to pay and has paid tuition for pupils attending secondary schools, as provided by section ninety-three, the superintendent of schools of such town shall make a return under oath to the state commissioner of education before the first day of September, annually, for the preceding year, stating the name of each

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<sup>42</sup> Maine, School Laws, 1930, p. 391-393-395-397

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pupil for whom tuition has been paid, the amount paid by the town for each, and the name and location of the school which each attended."<sup>43</sup>

"The amount of said deductions shall be certified by the superintendent of schools and approved by the governing board to the treasurer of the town and also to the state commissioner of education."<sup>43</sup>

"The superintending school committees of the towns composing a union shall form a joint committee, and said joint committee shall determine the relative amount of service to be performed by the superintendent in each town, including the minimum number of visits to be made each term of school, fix his salary, apportion the amounts thereof to be paid by the several towns, which amounts shall be certified to the treasurer of said towns, respectively, and to the state commissioner of education, together with the amounts apportioned to each town, provided, that the amount so certified shall be in proportion to the amount of service performed in the several towns. Said joint committee, at the time of its organization, or as soon thereafter as possible, and whenever a vacancy shall occur, shall, subject to the conditions hereinafter provided, choose by ballot a superintendent of schools for a term of not more than five years and the term for which a superintendent is elected shall, in all cases, end on the thirtieth day of June of the year in which the contract expires, provided, however that said committee, by a majority vote of its full membership, after due notice and investigation, may, for cause, discharge a superintendent of schools before the expiration of the term for which he was elected, and after such discharge the salary of said superintendent shall cease. The election of a superintendent of schools, as herein provided, shall not be effective unless said election shall be approved by the superintending school committee of the town in the said union having a majority of the school in the towns comprising the union and by the superintending school committee of the town paying not less than one-half of the salary aforesaid exclusive of any sums paid by the state for the purpose."<sup>43</sup>

#### MARYLAND

None.

#### MASSACHUSETTS

"The school committee of a town not in a superintend-

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<sup>43</sup> Maine, School Laws, 1930, p. 401-407. 1931, p. 8

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ency union or district shall employ a superintendent of schools and fix his compensation. A superintendent employed under this section or section sixty or sixty-three shall be the executive officer of the committee, and under its general direction, shall have the care and supervision of public schools, shall assist it in keeping its records and accounts and in making such reports as are required by law, and shall recommend to the committee teachers, text-books, and courses of study."<sup>44</sup>

"Two or more towns may, by vote of each, form a district for the purpose of employing a superintendent of public schools therein, who shall annually be appointed by a joint committee composed of the chairman and secretary of the school committee of each of the said towns. The committee shall determine the relative amount of service to be performed by him in each of the said towns, fix his salary, apportion the amount thereof to be paid by each town and certify the same to each town treasurer."<sup>44</sup>

"The school committee of two or more towns, each having a valuation less than two million five hundred thousand dollars, and having an aggregate maximum of seventy-five, and an aggregate minimum of twenty-five schools, and the said committee of four or more such towns, having said maximum but irrespective of said minimum, shall form a union for employing a superintendent of schools. A town whose valuation exceeds said amount, may participate in such union but otherwise subject to this section. Such a union shall not be dissolved except by vote of the school committee representing a majority of the participating towns with the consent of the department, nor by reason of any change in valuation or the number of schools."<sup>44</sup>

"The school committee of such towns shall, for the purpose of the union, be a joint committee and shall be the agent of each participating town, provided that any school committee of more than three members shall be represented therein by its chairman and two of its members chosen by it. The joint committee shall annually, in April, meet at a day and place agreed upon by the chairman of the constituent committee, and shall organize by choosing a chairman and secretary. It shall employ for a three-year term, a superintendent of schools, determine the relative amount of service to be rendered by him in each town, fix his salary, which shall not be reduced during his term, apportion the payment thereof in accordance with section sixty-five among the several towns and

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certify the respective shares to the several town treasurers. He may be removed, with the consent of the department, by a two-thirds vote of the full membership of the joint committee."<sup>45</sup>

"The salary of the superintendent in such a union shall be not less than the amount provided in the following schedule; Twenty-two hundred dollars for the first year of service, twenty-three hundred dollars for the second year, twenty-four hundred for the third year, twenty-five hundred for the fourth year. If his salary is not in excess of twenty-nine hundred dollars, the union shall, and otherwise may, reimburse him for his actual traveling expenses incurred in the discharge of his duties, but such reimbursement may be limited by the committee to four hundred dollars a year."<sup>45</sup>

"When the chairman and secretary of the joint committee certify to the comptroller, on oath, that the towns unitedly have employed a superintendent of schools for the year ending on June thirtieth, and have complied with section sixty-three, a warrant shall, upon the approval of the department, be drawn upon the state treasurer for the payment of two-thirds of the following amounts: (1) the amount paid to the superintendent as salary not including any such amount in excess of twenty-five hundred dollars, and (2) the amount reimbursed to the superintendent for traveling expenses not including any such amount in excess of four hundred dollars. The amount in the warrant shall be apportioned and distributed among the towns forming the union in proportion to the amounts expended by them for the salary and traveling expenses of the superintendent; provided, that the amount apportioned to any town whose valuation then exceeds four million five hundred thousand or to any town whose valuation exceeds two million five hundred thousand at the time of its entry into a union, shall be retained by the commonwealth."<sup>45</sup>

"The department shall not approve the claim to reimbursement under the preceding section unless the superintendent, for the entire period of whose services such reimbursement is claimed, held a certificate of the department certifying to his qualifications as determined by examination or otherwise."<sup>45</sup>

"A superintendent of schools who accepts any commission, fee, compensation, or reward of any kind for obtaining for any person a position as teacher in the public schools shall be punished by a fine of not less than fifty nor more than

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<sup>45</sup> Massachusetts, General School Laws, 1920, p. 25-26

five hundred dollars."<sup>46</sup>

"The superintendent of schools may, unless the committee votes otherwise, direct the closing of schools under his supervision in order that teachers may attend a meeting of a county association of teachers or an institute, conference, or convention held under the direction of the department."<sup>46</sup>

"The commissioner of education shall prepare and send forms for the registration of minors required by section two, the school registers, blank forms for the school returns required by section three, and the annual report of the department of education, as soon as ready for distribution, to the superintendent of schools of each town, who shall on receipt thereof, deliver them to the several persons charged with duties in connection therewith, and send to the commissioner a list of the private schools in such town and the names of their principals. If said superintendent does not receive said forms on or before July fifth, he shall forthwith notify the commissioner who shall thereupon transmit them to him."<sup>46</sup>

"Supervisors of attendance, under the direction of the committee and superintendent of schools, shall have charge of the records required by this section, shall be responsible for their completeness and accuracy, and shall receive the co-operation of principals, teachers, and supervisory officers in the discharge of their duties hereunder."<sup>46</sup>

"The superintendent of schools shall annually on or before July thirty-first transmit the school returns to the commissioner, signed and sworn to by him, containing the following information, together with any other information required by the commissioner in accordance with section one of chapter sixty-nine:

The number of persons between the ages of five and seven, the number between seven and fourteen, and the number between fourteen and sixteen, residing in the town October first last preceding the date of the certificate. Such information shall be collected during the first two weeks of said October.

The net average membership of the public schools of the town for the year last preceding the date of said certificate as determined under section eight of this chapter and section five of chapter seventy.

The amount of money raised by taxation by the town, and expended during the fiscal year last preceding said date for the support of public schools, including the wages of teachers, and transportation of children, or board in place thereof, fuel, the care of fires, schoolrooms and school premises, re-

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pairs, supervision, text-books and supplies, and school sundries or incidentals, but excluding alternations of school buildings other than repairs, and construction of school-houses and contributions for, and reimbursements on account of, the support of public schools from the commonwealth or from other sources than local taxation; and the total expenditures, classified, for the public schools during the school year last preceding said date.

That the town has maintained during the school year last preceding said date each of its schools, as required by section one of chapter seventy-one, for a period of not less than one hundred sixty days, or for what shorter period one or more schools have been maintained, if specifically exempted by the department.

That the town has, during said school year, complied with said chapter seventy-one in the matter of high school instruction, and the number of days such schools were in session.

Before filing said school returns, the superintendent shall submit them to the chairman of the school committee, who shall countersign them on oath, if, after examination, he finds them correct."<sup>47</sup>

"The committee shall annually make a detailed report of the condition of the public schools, containing such statements or suggestions relative thereto as it considers necessary or proper. It shall cause said report to be printed, for the use of the inhabitants, in octavo, pamphlet form, of the size of the annual reports of the department. The superintendent of schools shall transmit two copies thereof to the commissioner on or before April thirtieth, and shall deposit one copy in the office of the town clerk."<sup>47</sup>

"If a superintendent of schools fails, within the prescribed time, to make both the returns and the report required by law, the commissioner shall forthwith notify the chairman of the school committee thereof, and he shall immediately transmit the same to him."<sup>47</sup>

"Every child between seven and fourteen, every child under sixteen who does not meet the requirements for the completion of the sixth grade of the public schools of the town where he resides, and every child under sixteen except a child holding an employment certificate as provided in chapter one and forty-nine and employed in some regular employment or business for at least six hours per day, and except a child having the written permission of the superintendent of schools

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of the town where he resides to engage in profitable employment at home, shall, subject to section fifteen, attend a public day school in said town or some other day school approved by the school committee, during the entire time the public schools are in session, unless the child attends school in another town, during the entire time the same is in session, under sections six to twelve inclusive, or under chapter seventy-one; but such attendance shall not be required of a child whose physical or mental condition is such as to render attendance inexpedient or impracticable or who is being otherwise instructed in a manner approved in advance by the superintendent or the school committee."<sup>48</sup>

"When any child described in section one leaves the school or institution where he is being educated because of change of residence to another town in the commonwealth, the superintendent of schools, in the case of a public school, or otherwise the person in charge, shall furnish such child a transfer card in a form prescribed by the department of education which shall contain, in addition to any other information relative to him, his name, age, grade in school, and in every case possible, his new street and number, and shall forthwith send duplicate thereof to the superintendent of schools of the town where the child is to reside."<sup>48</sup>

"The town from which an habitual truant, absentee or school offender is committed to a county training school shall pay to the county maintaining it two dollars a week toward his support, and reports of the condition and progress of its pupils in said school shall be sent each month to the superintendent of schools of such town."<sup>48</sup>

"If the county commissioners deem it for the best interest of any child committed to a county training school under their control, after due notice and an opportunity to be heard has been given the superintendent of schools, if any, otherwise to the school committee of the town from which such child was committed, they may permit him to be at liberty upon such conditions as they deem best; or with the approval of the court which imposed the sentence, they may discharge him from said school."<sup>48</sup>

"If a superintendent or a school committee furnishes evidence satisfactory to the commissioners of the child's violation of said conditions, the commissioners shall revoke such parole, and may, thereupon issue an order directed to the supervisors of attendance or police officers of any town

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to arrest such child wherever found and return him to said school."<sup>49</sup>

"Children between fourteen and sixteen employed in private domestic service or service on farms shall be required to secure a special certificate issued by the superintendent of schools covering such employment. On termination of the employment of a child whose employment or special certificate is on file, said certificate shall be returned by the employer within two days after said termination to the office of the superintendent of schools or school committee from which it was issued."<sup>49</sup>

"An employment certificate shall be issued only by the superintendent of schools or by a person authorized by him in writing, or, where there is no superintendent of schools, by a person authorized by the school committee of the town where the child to whom it is issued resides during his employment."<sup>49</sup>

#### MICHIGAN

"It shall be the duty of the board of education in any graded school district, if six or more teachers are employed, to employ a superintendent of schools who shall be the holder of at least a state life certificate, a normal school diploma, or have educational qualifications equivalent thereto. Said superintendent shall have the following duties:

To recommend in writing all teachers necessary for the schools, and to suspend any teacher for cause until the board of education may consider such suspension;

To classify and control the promotion of pupils;

To recommend to the board the best methods of arranging the course of study and the proper text books to be used;

To make reports in writing to the board of education and to the superintendent of public instruction annually, or oftener if required, in regard to all matters pertaining to the educational interests of the district;

To supervise and direct the work of the teachers and other employees of the board of education;

To assist the board in all matters pertaining to the general welfare of the schools and to perform such other duties as the board may determine;

To put into practice the educational policies of the state and of the board of education in accordance with the means provided by the board of education."<sup>50</sup>

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<sup>49</sup> Massachusetts, General School Laws, 1920, p. 46-48

<sup>50</sup> Michigan, General School Laws, 1931, p. 23-24

"It shall be the duty of the board of education in any graded school district to employ legally qualified teachers necessary for the several schools upon the recommendation of the superintendent, and to determine the amount of their compensation and to require the proper officers to make contracts with the same on behalf of the district in accordance with provisions of law governing contracts with teachers: Provided, that the board of education may employ a teacher not recommended by the superintendent, or may reinstate a teacher suspended by the superintendent."<sup>51</sup>

"The board of education of any township district shall employ a superintendent of schools for the township, and employ such other officers and servants as may be necessary for the management of the schools and school property, and prescribe their duties and fix their compensation. The superintendent of schools herein provided for shall be the holder of at least a state life certificate or a normal school diploma, or he shall have educational qualifications equivalent thereto and shall be the holder of a diploma from a college or university of recognized standing, and shall have the following duties:

To recommend in writing all teachers necessary for the schools and to suspend any teacher for cause, until the board of education or a committee of such board may consider such suspension;

To classify and control the promotion of pupils;

To recommend to the board the best methods of arranging the course of study and the proper textbooks to be used;

To make reports in writing to the board of education and to the superintendent of public instruction annually or oftener if required;

To supervise and direct the work of the teachers;

To assist the board in all matters pertaining to the general welfare of the school, and to perform such other duties as the board may determine."<sup>51</sup>

"The superintendent provided in section two of this chapter shall be the holder of at least a state life certificate or a state normal school diploma or shall have educational qualifications equivalent thereto. Said superintendent shall have all the powers and duties conferred upon the superintendent of schools in the graded school chapter."<sup>51</sup>

"The board of education of any school district of the third class shall contract with, appoint and employ a suitable person, not a member of said board, who shall be a col-

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<sup>51</sup> Michigan, General School Laws, 1931, p. 24-35-49

lege graduate or have educational qualifications equivalent thereto, as superintendent of the public schools under the control of the board, who shall hold his office for a term fixed by the board and not to exceed five years, and shall have powers and duties as follows:

To put into practice the educational policies of the state and of the board of education in accordance with the methods provided by the board of education;

To recommend in writing all teachers necessary for the schools and to suspend any teacher for cause until the board of education may consider such suspension;

To classify and control the promotion of pupils;

To recommend to the board the best methods of arranging the course of study and the proper textbooks to be used;

To make reports in writing to the board of education and to the superintendent of public instruction annually or oftener if required, in all matters pertaining to the educational interests of the district;

To supervise and direct the work of the teachers and other employees of the board of education;

To assist the board in all matters pertaining to the general welfare of the school, and to perform such other duties as the board may determine."<sup>52</sup>

"The board of education (districts of the second class) shall have the power to elect for such term not exceeding three years as it may determine, a superintendent of schools and a business manager, neither of whom shall be members of said board, and to fix their salaries and remove either of them, notwithstanding their term of office has not expired, upon the concurrent vote of two-thirds of all members of the board. It may delegate to such superintendent the executive management and control of the educational department and to the business manager the management and control of purchases, contracts, and all other business matters in so far and to such extent as it may from time to time determine."<sup>52</sup>

"The board of education in districts of the first class, shall at its first regular meeting in July after the expiration of the term of office of the person holding office at the time this act goes into effect and at the first regular meeting in July in every third year thereafter appoint a suitable person as superintendent of the public schools under its control who shall hold office for the term of three years or until his successor shall be appointed and enter upon the performance of his duties: Provided, That if such appointment shall not be made at any subsequent regular meeting. The superintendent shall receive such salary as shall be fixed by

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the board."<sup>53</sup>

"All contracts with teachers shall be in writing and signed by a majority of the board in behalf of the district, or by the president and secretary, or by the superintendent of schools when so directed at a meeting of the board."<sup>53</sup>

"The several members of the board of education, school trustees, school commissioners, and superintendents of schools are hereby authorized to administer said oath."<sup>53</sup>

"Children over fourteen years of age who have completed the work of the sixth grade whose services are essential to the support of their parents or themselves, or who are mentally or physically unable to pursue the school work offered by the school district where they are legal residents, may be excused by the county commissioner of schools in districts for which the county attendance officer acts, and by the superintendent of schools in all other districts from attendance at school, on the recommendation of the board of education of the districts in which such children reside."<sup>53</sup>

"The board of education of any districts except primary districts may establish one or more ungraded schools for the instruction of certain children as defined and set forth in the following section. They may, through the attendance officer and superintendent of schools, require such children to attend said schools, or any department of their graded schools, as said board of education may direct."<sup>53</sup>

"---Provided, That said minors may be excused from the provisions of this section by the superintendent of schools in case they are physically unable to attend or mentally unable to pursue the work offered by the part-time school or would by reason of part-time school attendance be deprived of wages essential to their support or that of their family."<sup>53</sup>

"The superintendent of schools having jurisdiction, or a person authorized by him in writing, may revoke the permit of any minor who fails to attend such school or courses of instruction when required by the provisions of this chapter."<sup>53</sup>

"In graded, first, second, and third class districts, of which said districts the major portions are located in incorporated cities employing a principal of the high school and also a superintendent of schools who gives not less than

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one-third of his or her time to school supervision, the superintendent of schools and the board of education or a committee thereof shall be empowered to examine their teachers and grant certificates to such as are not already legally qualified, at such times and in such form as the superintendent of public instruction shall prescribe."<sup>54</sup>

"Such employment permit or certificate shall be issued by the superintendent of schools of the school district in which such child resides, or the county commissioner of schools or some one duly authorized by him in writing, any of whom shall have power to administer oaths in relation thereto."<sup>54</sup>

#### MINNESOTA

"Within ten days after the election of the first school board in independent districts, and annually thereafter on the first Saturday in August, or as soon thereafter as practicable the board shall meet and organize by choosing a chairman, clerk, and treasurer, who shall hold their offices for one year, and until their successors are elected and qualified. They may also elect a superintendent for such term of service as the board may determine not to exceed a term of one year. He shall be ex officio a member of the board but not entitled to vote therein."<sup>55</sup>

"The superintendent in independent or special 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 superintend the grading of the schools and examinations for promotion, and shall perform such other duties as the board shall prescribe. He shall make, either directly to the state superintendent, or through the county superintendent, such reports as shall be required."<sup>55</sup>

"A person shall be qualified to be superintendent of schools in any school district when he shall hold a High School General Certificate and in addition shall have such other qualifications with reference to special training and experience as the Board may, from time to time prescribe."<sup>55</sup>

"When any person shall establish his qualifications to

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<sup>54</sup> Michigan, General School Laws, 1931, p. 166-218

<sup>55</sup> Minnesota, School Laws, 1931, p. 19-33-102

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be a principal, supervisor, or superintendent, as aforesaid, to the satisfaction of the Board, such Board may certify him as being qualified to be such principal, supervisor, or superintendent, as the case may be. Contracts with principals, supervisors or superintendents shall not be valid unless they shall be qualified, as herein provided."<sup>56</sup>

"Such child may be excused from attendance upon application of his parent, guardian, or other person having control of such child, to any member of the school board, truant officer, principal, or city superintendent, for the whole or any part of such period, by the school board of the district in which the child resides, upon its being shown to the satisfaction of such board."<sup>56</sup>

"The county superintendent, city superintendent, principal of graded schools or superintendent of a district maintaining a high school as the case may be, shall make and file a criminal complaint against the person or persons neglecting or refusing to comply with the provisions of this act relating to the sending of a child or children to school, in any court in said county having jurisdiction of the trial of misdemeanors, and upon making of such complaint a warrant shall be issued and proceedings and trial be had as provided by law in cases of misdemeanor."<sup>56</sup>

"An employment certificate shall be issued only by the superintendent of schools, or by someone authorized by him so to do, or where there is no superintendent of schools by the chairman of the board of education, or by a person authorized by such chairman; provided, that no superintendent of schools, member of the school board or board of education or other persons authorized, as aforesaid, shall have authority to issue such certificates for any child then in or about to enter his own employment or the employment of a firm or corporation of which he is a member, officer or employee."<sup>56</sup>

#### MISSISSIPPI

"The powers and duties of separate school district trustees are as follows:---

To elect a superintendent, if one be required, and a principal for each of the schools, and prescribe their powers and duties."<sup>57</sup>

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<sup>56</sup> Minnesota, School Laws, 1931, p. 102-83-84-86

<sup>57</sup> Mississippi, School Laws, 1924, p. 61

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## MISSOURI

"It shall be the duty of all boards of education and all superintendents of schools and of the state superintendents of schools to enforce the provisions of sections 11147, 11148, 11149, 11150b, 11150c."58

"The superintendent of each such approved high school shall at the close of each semester file such report (for state aid) with the state superintendent of public schools as said officer may require."58

"It shall be the duty of the state superintendent of schools, of superintendents of instruction, of boards of education in this state, of the county superintendents of schools, of the county attendance and probation officer, to enforce all laws relating to compulsory school attendance."58

"Superintendents, principals and persons in charge of schools and attendance officers are authorized to administer oaths and to take the affidavits of parent, guardian or other person having charge, control or custody of children, concerning the ages of children, and to furnish children with certificates of such affidavits."58

"Permit certificates shall be issued only by the superintendent or principal of the public school of the district wherein such child resides, or by some person appointed by an order of the board of education, board of directors, or the body having local supervision of public schools, entered on the record."58

## MONTANA

"The board of trustees of any school district may appoint a superintendent of schools of the district who shall be employed for such term, not exceeding three years, as the board may deem proper and be paid such salary from the general school funds as is fixed by the board of trustees; provided that after the second successive employment of any such superintendent of schools his contract shall thereafter be deemed renewed for a further term of one year, and successively thereafter for terms of one year each, unless the board of trustees shall by a majority vote of its members give written notice to such superintendent on or before the 1st day of February of the last year of his current term that his services will not be required after the expiration of his exist-

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ing contract."<sup>59</sup>

"No person shall be eligible for appointment as district superintendent of schools of any school district unless at the beginning of the term of his contract he be the holder of such teacher's certificate as the state board of education shall require; and any such district superintendent of schools who at any time during the term of his contract shall from any cause cease to be the holder of such teacher's certificate as the said state board of education may require shall thereupon be forthwith discharged by the board of trustees of the district, regardless of the unexpired term of his contract, and in no event shall receive compensation from the school district for any services rendered subsequent to the date of his ceasing to hold the required certificate."<sup>59</sup>

"The district superintendent shall have general supervision of all the schools of his district, including all high schools, both junior and senior, and all high school courses offered in any district school, but under the direction and control of the board of trustees. He shall be executive officer of the board of trustees and shall perform such additional duties in connection with the school system of the district as the board of trustees may prescribe."<sup>59</sup>

"No district superintendent of schools shall engage in any work or activity which the board of trustees may deem in conflict with the duties and employment as such superintendent."<sup>59</sup>

"All references and library books of the high school shall be selected by the district superintendent of schools with the approval of the board of trustees; but in districts where a district superintendent is not employed the principal of schools shall select such references and library books likewise with the approval of the board."<sup>59</sup>

"Every joint board formed as provided in this chapter shall employ some qualified person who shall supervise the administration of the county high school and of the public schools in the districts wherein the county high school is located and who shall be known as the superintendent of district schools and principal of the county high school."<sup>59</sup>

"Every person appointed to the position of superintendent of district schools and principal of the county high school shall have the qualifications required by law for ad-

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ministrator of grades included within the system. He shall be employed for a term not exceeding two years and at a salary to be fixed by the joint board."<sup>60</sup>

"School attendance shall begin within the first week of the school term, unless the child is excused from such attendance by the superintendent of the public schools, in city and other districts having such superintendent."<sup>60</sup>

"An age and schooling certificate shall be issued by the city superintendent of schools or principal of schools, or by some person duly authorized by him; in districts not having a city superintendent or principal, by the county superintendent of schools upon satisfactory proof that such child is the age of fourteen years or over, and has successfully completed the eighth grade as the same is designated and determined by the state board of education; provided, also, that in case the wages of any child over fourteen years of age are necessary to the support of the family of such child, the city superintendent of schools or principal of schools, or county superintendent, as the case may be, may, upon production of satisfactory evidence that the wages of such child are necessary to the support of the family, issue a certificate permitting the employment of such child, even though the said child may not have completed said eighth grade work."<sup>60</sup>

"The truant officer shall institute proceedings against any officer, parent, guardian, person or corporation violating any provisions of this chapter, and perform such other services as the superintendent of schools or the board of trustees may deem necessary to preserve the morals and secure the good conduct of school children, and to enforce the provisions of this chapter. The truant officer shall keep a record of his transactions for the inspection and information of the superintendent of schools and the board of trustees; and he shall make daily reports to the superintendent of schools during the school term in districts having superintendents."<sup>60</sup>

"On request of the superintendent of schools or the board of trustees, or when it otherwise comes to his notice, the truant officer shall examine into any case of truancy or non-attendance within his district."<sup>60</sup>

#### NEBRASKA

"The board of education, in cities over 1000, may elect

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<sup>60</sup> Montana, School Laws, 1931, p. 64-65-66

at any regular meeting one superintendent of public instruction with such salary as the board may deem best, and they may enter into contract with him at their discretion, for a term not to exceed three years."<sup>61</sup>

"The board of regents of a county high school shall have power to employ a superintendent and such other employees as may be required; to fix their compensation and prescribe their duties."<sup>61</sup>

"An employment certificate shall be approved only by the superintendent of schools of the school corporation in which the child resides, or by a person authorized by him in writing or where there is no superintendent of schools, by a person authorized by the school district officers."<sup>61</sup>

"The superintendent of public schools in all cities and towns having a population of more than one thousand (1000) according to the last official census, and the presiding officer of all other school boards shall furnish a duplicate copy of all certificates issued under the provisions of this article to the department of labor."<sup>61</sup>

#### NEVADA

"The board of trustees of any district of the first-class is hereby authorized to create the office of city superintendent of schools for such district, to define the powers and duties of such superintendent, to elect to said office any person entitled to teach in the high schools of this state, and to fix the salary; provided, that no city superintendent shall be elected for more than one year, unless said city superintendent shall have first served one year acceptably in the district, when said board of trustees is empowered to elect said superintendent for a term not to exceed four years; provided, further, that said superintendent may be dismissed at any time for cause."<sup>62</sup>

"In districts of the first class the city superintendent may administer the oath of office to teachers in their respective districts."<sup>62</sup>

"The superintendent of a union district shall possess the qualifications and shall be employed by the said board of

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<sup>61</sup> Nebraska, School Laws, 1927-1928, p. 147-92-192-193

<sup>62</sup> Nevada, School Code, 1931, p. 37-34

education in the same manner as required by law for the city superintendents."<sup>63</sup>

"The superintendent of public instruction may require high school principals and superintendents to make such reports as may be necessary to carry out the provisions of this act."<sup>63</sup>

"It shall be the duty of all public school trustees, school superintendents, deputy superintendents of public instruction and county boards of education, or any person or persons empowered to employ public-school teachers within this state, requiring the services of a teacher or teachers, to first apply to said bureau for recommendation of the necessary number of teachers required by any school district or county high school within the state before seeking to employ the necessary teachers through any other agency, and the said administrator of this act shall recommend the same from the list in his possession."<sup>63</sup>

"It shall be the duty of the state board of education, the board of regents of the University of Nevada, the superintendent of the Nevada school of industry, and those having charge of any other schools or institutions named in this act, (instruction in United States and Nevada Constitution), to make due arrangements for carrying out the provisions of this act as regards the schools under their respective control or administration."<sup>63</sup>

#### NEW HAMPSHIRE

"The state board, through the commissioner of education acting as the executive officer of the board, shall, upon consultation with the local school boards in each supervisory union, and upon the nomination by said school boards of a suitable and competent person, employ such person as superintendent. It may employ by the same method one or more assistant superintendents when that is reasonably necessary, and may remove a superintendent or assistant superintendent when the interest of the schools require it."<sup>64</sup>

"The state board shall fix the salaries of the superintendents and assistant superintendents for the supervisory unions at two thousand a year."<sup>64</sup>

<sup>63</sup> Nevada, School Code, 1931, p. 112-129-138

<sup>64</sup> New Hampshire, School Laws, 1931, p. 12

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"It shall be unlawful for any superintendent or assistant superintendent of schools in any city or town to accept any commission, fee, compensation or reward of any kind for obtaining a position as teacher in the public schools for any person."<sup>65</sup>

"Upon the sworn statement of the commissioner of education, the salaries of all superintendents and assistant superintendents fixed and determined as herein provided shall be paid by the state treasurer monthly, upon the warrant of the governor and council."<sup>65</sup>

"Superintendents shall direct and supervise the work of teachers, and for cause may remove a teacher or other employee of the district."<sup>65</sup>

"It shall be the duty of superintendents to attend all conferences called by the state board. Each superintendent shall report to the proper officers any violation of the provisions of the laws of this state in reference to the public schools, school buildings, the employment of persons under twenty-one years of age who cannot read and speak the English language understandingly, the protection of children and violations of the rules and regulations prescribed by the state board for the efficient administration of the public schools. Superintendents of schools and all who have charge of instruction in private or state schools shall file reports with the state board of health, as provided in chapter 286, section 14."<sup>65</sup>

"Superintendents shall nominate, and school boards elect, all teachers employed in the schools in their union."<sup>65</sup>

"The school boards of the several districts forming a supervisory union shall, when necessary, nominate a superintendent or superintendents, fix his or their salary and apportion it among the several districts and certify the apportionment to their respective treasurers and to the state board of education."<sup>65</sup>

"Any union may add such sums as it sees fit to the salary of the superintendent or assistant superintendent as fixed by the state board, and in that event the treasurer of the union shall pay such excess salary or salaries into the state treasury; the proportion for each district to be as determined by the supervisory board for the union."<sup>65</sup>

"Whenever it shall appear to the superintendent of

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schools that the welfare of any child above the age of fourteen will be best served by the withdrawal of such child from school, he or a majority of the members of the school board shall make recommendation to the commissioner of education, who shall, if the facts warrant it, make an order exempting such child from attendance for such period of time as seems best for the interest of the child."<sup>66</sup>

"An employment certificate shall be issued only by the superintendent of schools, or in the absence of the superintendent by a person authorized by the school board."<sup>66</sup>

"The superintendent of schools or other person authorized to issue employment certificates shall keep a record of the same in a book."<sup>66</sup>

"Any superintendent of schools or other person issuing employment certificates who fails to comply with such provisions, shall be fined not less than five not more than twenty-five dollars."<sup>66</sup>

"It shall be the duty of the superintendent to issue such certificates and to revoke them for cause in proper cases, and they shall keep such a record as is required in the case of the employment of minors under the age of sixteen, and make such reports of their doings in the matter as the commissioner may prescribe."<sup>66</sup>

#### NEW JERSEY

"Every board of education shall appoint a person to be its secretary, and may appoint a superintendent of schools, a business manager and other officers, agents and employees as may be needed, and may fix their compensation and terms of employment, but no such appointee, officer, agent or employee, other than the secretary, shall be a member of said board."<sup>67</sup>

"Whenever a superintendent of schools shall be appointed, it shall be by a majority vote of all of the members of the board of education. He shall receive such salary as said board shall determine, which salary shall not be reduced during his employment. He may be removed by a majority vote of all the members of said board. He shall have a seat in said board and the right to speak on all educational matters, but shall not have the right to vote."<sup>67</sup>

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<sup>66</sup> New Hampshire, School Laws, 1931, p. 34-40-42-45-46

<sup>67</sup> New Jersey, School Law, 1928, p. 38-45

"The board of education may, on the nomination of the Superintendent of Schools, appoint assistant superintendents and shall fix their salaries. Assistant superintendents may be removed by a majority vote of all the members of said board."<sup>68</sup>

"No person shall hereafter be appointed superintendent of schools, or assistant superintendent under the provisions of this article, unless he shall hold a State teacher's certificate."<sup>68</sup>

"The Superintendent of Schools shall, when required by the board of education, devote himself exclusively to the duties of his office. He shall have general supervision over the schools of the district and shall examine into their condition and progress and report thereon from time to time as directed by the Board of Education. He shall have such other powers and perform such other duties as may be prescribed by said board. He may appoint and remove clerks in his office, but the number and salaries of such clerks shall be determined by said board. Said superintendent shall render annually, on or before the first day of August, to the Commissioner of Education, and in the manner and form prescribed by him, a report of such matters relating to the schools under his supervision as shall be required by the Commissioner of Education."<sup>68</sup>

"Whenever, heretofore or hereafter, one who has served continuously as superintendent of schools in any first class city of this State for a period of thirty years has died, or may hereafter die, leaving a widow, it shall be lawful for the board of education of such municipality, by vote of a majority of its members, to grant to such widow a pension of not exceeding twenty-five hundred dollars per annum, which pension shall be payable in monthly installments to such widow so long as she shall remain unmarried."<sup>68</sup>

"The superintendent of schools may, with the approval of the president of the board of education, suspend any assistant superintendent, principal or teacher, and shall forthwith report such suspension to the board of education, which board shall take such action for the restoration or removal of such assistant superintendent, principal or teacher as it shall deem proper."<sup>68</sup>

"The commissioner of education shall hold meetings of city and county superintendents at least once a year for the

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<sup>68</sup> New Jersey, School Laws, 1928, p. 46-47

discussion of school affairs and ways and means of promoting a thorough and efficient school system of education."<sup>69</sup>

"The Commissioner of Education shall from time to time instruct County and City Superintendents as to their duties and as to the best manner of conducting schools, constructing schoolhouses and furnishing the same."<sup>69</sup>

"The superintendents, district clerks, and the custodians of school moneys of the several school districts shall annually, on or before the first day of August, report to the County Superintendent of Schools, in the manner and form prescribed by the Commissioner of Education."<sup>69</sup>

"In any district having a superintendent or supervising principal the filing of registers and reports with such superintendent or principal shall be deemed to be a compliance with the provisions of this rule, and said superintendent or supervising principal shall forward the registers and reports to the Commissioner of Education."<sup>69</sup>

"In each city school district there may be a board of examiners consisting of the superintendent of schools of such district, if there be one, and such persons as the board of education of the school district shall appoint."<sup>69</sup>

"The check, order or warrant for the balance of salary due any teacher at the time of closing the school for the summer vacation, or of leaving the school before the end of the school year, shall not be delivered to such teacher until the district clerk or other officer authorized to deliver such check, order or warrant shall have received written notice from the county or city superintendent that such teacher has filed with him his or her annual report on the blank furnished for that purpose by the Commissioner of Education."<sup>69</sup>

#### NEW MEXICO

"The board of Education of a municipal school district may also employ a Superintendent who must be of good moral character and possess a first grade teacher's certificate, or scholastic standing equivalent thereto."<sup>70</sup>

"Permit certificates shall be issued only by the city

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<sup>69</sup> New Jersey, School Laws, 1928, p. 14-16-24-510-27-117

<sup>70</sup> New Mexico, School Code, 1927, p. 29

school superintendent in towns of two thousand inhabitants or over, and by the county school superintendent in all other cases."<sup>71</sup>

## NEW YORK

"The superintendent or an associate superintendent of a city in office when this article goes into effect shall hold his position for a term for which he was chosen and until his successor is chosen. A superintendent or associate superintendent appointed after this article goes into effect shall hold his position in a city of the first class for a period of six years from the date of his appointment subject to removal for cause and in all other cities subject to the pleasure of the board of education. In a city having a population of one million or more there shall be eight associate superintendents, and the superintendent of schools and such associate superintendents shall constitute a board of superintendents. The superintendent of schools shall be the chairman of such board. A superintendent or an associate superintendent may vacate his position by filing a written resignation with the board of education. No person shall be eligible to the position of superintendent of schools or associate, district or other superintendent of schools or a member of the board of examiners unless he is:

A graduate of a college or university approved by the University of the State of New York, and has had at least five years' successful experience in the teaching or in the supervision of public schools since graduation; or

A holder of a superintendent's certificate issued by the commissioner of education under the regulations prescribed by the regents of the university of the state of New York, and has had at least ten years' successful experience in teaching or in public school administration, or equivalent educational experience approved by the commissioner of education."<sup>72</sup>

"The superintendent of schools of a city shall possess subject to the by-laws of the board of education, the following powers and be charged with the following duties:

To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the board of education, to be the chief executive officer of such board and the educational system, and to have seat in the board of education and the right to speak on all

<sup>71</sup> New Mexico, School Code, 1927, p. 50

<sup>72</sup> New York, Education Law, 1932, p. 259

matters before the board, but not to vote.

To prepare the content of each course of study authorized by the board of education, but in a city having a board of superintendents the content of each of such courses shall be prepared and recommended by the board of superintendents, submitted to the board of education for its approval and, when thus approved, the superintendent or board of superintendents, as the case may be, shall cause such courses of study to be used in the grades, classes and schools for which they are authorized.

To recommend suitable lists of textbooks to be used in the schools, but in a city having a board of superintendents such board of superintendents shall recommend to the board of education such lists.

To have supervision and direction of associate, district and other superintendents, directors, supervisors, principals, teachers, lecturers, medical inspectors, nurses, auditors, attendance officers, janitors and other persons employed in the management of the schools or the other educational activities of the city authorized by this chapter and under the direction and management of the board of education; to transfer teachers from one school to another, or from one grade of the course of study to another grade in such courses, and to report immediately such transfers to said board for its consideration and action, but in a city having a board of superintendents such transfers shall be made upon the recommendation of such board; to report to said board of education violations of regulations and cases of insubordination, and to suspend an associate, district or other superintendent, director, supervisor, expert, principal, teacher or other employee until the next regular meeting of the board, when all facts relating to the case shall be submitted to the board for consideration and action.

To have supervision and direction over the enforcement and observance of the course of study, the examination and promotion of pupils, and over all other matters pertaining to playgrounds, medical inspection, recreation and social center work, libraries, lectures and all other educational activities and interests under the management, direction and control of the board of education, but in a city having a board of superintendents rules and regulations for the promotion and graduation of pupils shall be made by such board.

To issue such licenses to teachers, principals, directors and other members of the teaching and supervising staff as may be required under the regulations of the board of education in cities in which such boards requires its teachers to hold qualifications in addition to or in advance of the minimum qualifications required under this chapter. In a city having a board of examiners, such licenses shall be issued

on the recommendation of such board."<sup>73</sup>

"In any union free school district having a population of four thousand five hundred or more, which fact shall be determined by the commissioner of education, as herein provided, the board of education may appoint a superintendent of schools.

Such superintendent shall be under the direction of the board of education, which shall prescribe his powers and duties. He shall be paid a salary from the teachers' fund, to be fixed by the board of education, and he may be removed from office by a vote of the majority of all the members of such board."<sup>73</sup>

"A school commissioner, a city superintendent of schools or such other authority of a city as may be designated by a special act or the city charter may issue such certificate as may be authorized by the regents general rules or by such special act or city charter."<sup>73</sup>

"No public money of the state shall be apportioned by the commissioner of education or paid for the benefit of any city until the superintendent of schools therein shall have filed with the treasurer or chamberlain of such city an affidavit, and with the commissioner of education a duplicate of such affidavit, that he has made thorough investigation as to the facts, and that to the best of his knowledge information and belief, all the provisions of this article (instruction regarding nature of alcoholic drinks and narcotics), have been complied with in all the schools under his supervision in such city during the last preceding legal school year."<sup>73</sup>

"Employment certificates, vacation work permits and street trades badges shall be issued by the superintendent of schools in cities and school districts employing a superintendent of schools and elsewhere by the district superintendent of schools. A superintendent of schools, or district superintendent of schools, in accordance with regulations of the commissioner of education may designate in writing one or more public school officials to act as certificating officers in his stead."<sup>73</sup>

"The use of a school building shall be granted for any examination or teachers institute appointed by the commissioner of education upon the request of the school commissioner in whose school commissioner district or the superintendent of the city in which such building is located or upon the direc-

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tion or order of such commissioner of education."<sup>74</sup>

"The superintendent of schools shall supervise the enforcement of this article within such city or school district, (Compulsory Education)."<sup>74</sup>

"Such permanent census board shall consist of the mayor, the superintendent of schools, the police commissioner or officer performing duties similar to those of a police commissioner."<sup>74</sup>

"District superintendents, directors, supervisors, principals, teachers and all other members of the teaching and supervising staff, except associate superintendents and examiners, authorized by section eight hundred and sixty-eight of this article, shall be appointed by the board of education, upon the recommendation of the superintendent of schools."<sup>74</sup>

"At the expiration of the probationary term of a person appointed for such term, the superintendent of schools, and, in a city having a board of superintendents, such board shall make a written report to the board of education recommending for permanent appointment those persons who have been found competent, efficient and satisfactory."<sup>74</sup>

"The board of education, on the recommendation of the superintendent of schools, and in a city having a board of superintendents on the recommendation of such board shall designate, subject to the other provisions of this chapter, the kind and grades of licenses which shall be required for service as principal, branch principal, director supervisor or teacher of special branch, head of department, assistant or any other position of the teaching staff together with the academic and professional qualifications required for each kind or grade of license."<sup>74</sup>

#### NORTH CAROLINA

"By and with the consent of the county board of education, the governing board of two or more local tax or special charter districts, including any city or town, may, by a majority vote of the committee in each district, employ a superintendent of the public schools of such districts and he shall perform all duties of the county superintendent of public instruction as to such districts, and shall make to the county superintendent all reports that may be necessary to en-

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<sup>74</sup> New York, Education Law, 1932, p. 155-224-228-262-263-264

able him to make his reports to the State superintendent: Provided, the teacher so employed shall hold or shall be entitled to hold a superintendent's certificate, and Provided further, the combined schools under the jurisdiction of the superintendent employed shall be large enough to rank as a city school or a union school of sufficient size to entitle the authorities to employ a superintendent."<sup>75</sup>

"The superintendent of any city school or the superintendent of any union school in a special charter district shall make such reports to the State Superintendent of Public Instruction as are required by him and a copy of all such reports shall be sent to the county superintendent."<sup>75</sup>

"The examination and certification of all applicants for second and third grade certificates shall be under the control of the county superintendent of each county or of the town or city superintendent of each town or city system operated under any special acts or charter."<sup>75</sup>

"No certificate issued by the board shall be valid until approved and signed by the county superintendent of the county or the city superintendent of the city in which the examination of the holder of said certificate was held, or in the schools of which the holder of said certificate, if issued without examination, applies to teach. Any certificate when so approved by said county or city superintendent shall be of State-wide validity, and in case such county or city superintendent shall refuse to approve and sign any such certificate he shall notify the State Board of Education and state in writing the reasons for such refusal."<sup>75</sup>

#### NORTH DAKOTA

"Each board of education shall have the power and it shall be its duty to employ, should it deem expedient, a competent and discreet person as superintendent of schools for a period not to exceed three years, and to pay such person a reasonable salary; such superintendent may be required to act as principal or teacher in such school."<sup>76</sup>

"The schools of each district shall be under the immediate supervision of the board of education or the school superintendent."<sup>76</sup>

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<sup>75</sup> North Carolina, School Law, 1929, p. 36-31-110

<sup>76</sup> North Dakota, School Laws, 1931, p. 67-68

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"The superintendent of schools in all districts employing such officer, shall, subject to the final authority of the board, supervise the administration of the course of study, visit schools, examine classes, and have general supervision of the professional work of the school, including the holding of teachers meetings and the classification of teachers. The superintendent, from time to time shall make reports to the board of education embodying recommendations relative to the employment of teachers and janitors, adoption of textbooks, changes in the course of study, enforcement of discipline, and general school matters; and shall also make such other reports and perform such other duties as the board of education may direct and delegate."<sup>77</sup>

"The county superintendent of schools shall have the general superintendence of the common schools in his county, except those in districts which employ a city superintendent of schools."<sup>77</sup>

"The superintendent of schools of the city or village, if one is employed, and if not, then the clerk of the school board or board of education, is hereby authorized to issue an employment certificate in writing, such certificate to be issued upon the evidence prescribed in section four of this act."<sup>77</sup>

"All pupils entering high school shall select one of the courses of study offered by said high school, and no pupil shall be permitted to change said course of study, except by permission of the superintendent of said school, or upon request of the parent or guardian of said pupil."<sup>77</sup>

"The superintendent shall, and it is hereby made his duty to cause to be reviewed by each senior class during the senior year, the full and complete course of study pursued by said class in the grammar grades."<sup>77</sup>

#### OHIO

"Each city, village or rural board of education may elect, to serve under proper rules and regulations, a superintendent or principal of schools and other employees, including, if deemed best, a superintendent of buildings, and may fix their salaries."<sup>78</sup>

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<sup>77</sup> North Dakota, School Laws, 1931, p. 95-27-106-123

<sup>78</sup> Ohio, School Laws, 1928, p. 353

"The board of education in each city school district at a regular meeting, between May 1st and August 31st, shall appoint a suitable person to act as superintendent of the public schools of the district, for a term not longer than five school years, beginning within four months of such appointment and ending on the 31st day of August.

Provided, that in the event of a vacancy occurring in the office of the superintendent prior to May 1st, the board of education may appoint a superintendent for the unexpired portion of that school year.

Provided, also, that if the vacancy occur through resignation or removal for cause, the superintendent thus resigning or removed shall be ineligible for reappointment to such office until after the reorganization of the board of education following the next general election of members of such board."<sup>79</sup>

"Upon his acceptance of the appointment, such superintendent, subject to the approval and confirmation of the board may appoint all the teachers, and for cause suspend any person thus appointed until the board or a committee thereof considers such suspension, but no one shall be dismissed by the board except as provided in section seventy-seven hundred and one. But any city or exempted village board of education, upon a three-fourths vote of its full membership, may re-employ any teacher whom the superintendent refuses to appoint. Such superintendent shall visit the schools under his charge, direct and assist the teachers in the performance of their duties, classify and control the promotion of pupils, and perform such other duties as the board determines. He must report to the board annually, and oftener if required, as to all matters under his supervision, and may be required by it to attend any and all of its meetings. He may take part in its deliberations but shall not vote."<sup>79</sup>

"Any village or wholly centralized rural school district or union of school districts for high school purposes which maintains a first grade high school and which employs a superintendent upon the nomination of the county superintendent shall upon application to the county board of education before June first of any year be placed under the supervision of the county superintendent. Such superintendent shall be employed by the local boards of education upon the nomination of the county superintendent, but the local board of education, by a majority vote of its full membership, may employ a superintendent not so nominated. Such superintendent shall perform the duties prescribed by law for assistant county superintendent-

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<sup>79</sup> Ohio, School Laws, 1928, p. 363-364

ents, but shall teach for such part of the day as the board of education of the districts may direct."<sup>80</sup>

"At any meeting prior to September 15 of the school year, the board of education of a city school district may by vote of the majority of its members, adopt a resolution requiring the superintendent and the director or other officer having the power and duties of a director to prepare and submit to the board by a certain date an estimate of the expense of conducting the affairs of the board of education for the following school year."<sup>80</sup>

"The board of education shall provide by resolution for the giving of bond by the principal or superintendent of any public school or schools in the state of Ohio."<sup>80</sup>

"It shall be unlawful for the principal or superintendent of any public school or schools in the state of Ohio, or for any person designated for that purpose by the board of education or other school authority under which such schools shall be, to collect once a week, or from time to time, small amounts of savings from the pupils of said school, the same to be deposited by said principal or superintendent or designated person on the day of collection in some savings bank, or building and loan associations, trust company, state or national bank, located in the school district and having an interest department."<sup>80</sup>

"When transportation is furnished in city, rural or village school districts no one shall be employed as driver of a school wagon or motor van who has not given satisfactory and sufficient bond and who has not received a certificate from the county board of education of the county in which he is to be employed or in a city district, from the superintendent of schools certifying that such person is at least eighteen years of age and is of good moral character and is qualified for such position."<sup>80</sup>

"The term superintendent of schools as used in this chapter shall be interpreted to mean, in the respective classes of school districts, the city, exempted village or county superintendent of schools, or person designated by such superintendent; provided that if at any time there is no such superintendent in a given district the president of the board of education shall perform these duties."<sup>80</sup>

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<sup>80</sup> Ohio, School Laws, 1928, p. 142-160-377-382-401

"The superintendent of schools of the district in which the child resides may excuse him from attendance for all or any part of the remainder of the current school year upon satisfactory showing of either of the following facts:----

In each such case the issuing superintendent shall file in his office, with a copy of the excuse, papers showing how the inability of the child to attend school or the qualifications of the persons instructing the child at home were determined."<sup>81</sup>

"Boards of education may provide or approve, subject to the approval of parents, activities for children during the summer vacation period which will promote their health, their civic and vocational intelligence, their industry, recreation, character or thrift or several of these. The superintendents of schools shall cause records to be kept of such activities assigned and completed."<sup>81</sup>

"In case such superintendent refuses to excuse a child from attendance from school for one of the reasons stated in section 7763, General Code, or refuse upon request to grant an age and schooling certificate as provided in section 7766, General Code an appeal may be taken from such decision to the judge of the juvenile court of the county, upon the giving of bond, within ten days thereafter, to the approval of such judge to pay the costs of the appeal. His decision in the matter shall be final."<sup>81</sup>

"An age and schooling certificate may be issued only by the superintendent of schools and only upon satisfactory proof that the child to whom the certificate is issued is over sixteen years of age and has satisfactorily passed a test for the completion of the work of the seventh grade."<sup>81</sup>

"The superintendent of schools shall not issue such certificates until he has received, examined, approved and filed the necessary papers duly executed."<sup>81</sup>

"If the superintendent of schools is satisfied that a reasonable effort to procure documentary proof has been without success such application shall be granted."<sup>81</sup>

"The superintendent or other issuing authority may revoke any age or schooling certificate on account of non-compliance with stipulations, physical conditions of the child, or other sufficient cause.

The superintendent or other issuing authority of the

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district in which the child is employed may revoke the age and schooling certificate of such child for failure to attend part time schools or classes as required by sections 7762-5 and 7767 of the General Code."<sup>82</sup>

"Any person above eighteen years of age who believes that he is likely to be supposed to be under eighteen years of age by an employer or person engaged in the enforcement of the laws relating to compulsory education and the employment of minors may apply to the superintendent of schools for an overage certificate which shall be issued to him if he is proved to be above eighteen years of age in the manner required for the proof of age to secure an age and schooling certificate."<sup>82</sup>

"The attendance officer shall perform such other service as the superintendent of schools or board of education of the district by which he is employed may deem necessary to preserve the morals and secure the good conduct of school children, and to enforce the provisions of the above mentioned laws."<sup>82</sup>

"The district superintendent shall certify to the county superintendent each year the names of all pupils in his supervision district who have completed the elementary school work and are eligible for admission to high school."<sup>82</sup>

"Superintendents of schools shall give to the board all necessary information in reference to branches and special studies to be taught, and the branches of study and grades of school which will be required to teach."<sup>82</sup>

"There shall be a city board of school examiners for each city school district. Such board shall consist of the city superintendent of schools and two other competent teachers serving full time in the day schools of such city to be appointed by the city board of education."<sup>82</sup>

"On or about the first day of February and of August the superintendent of the school district in which the inmates of a county, semi-public or district children's home is located shall furnish the county auditor a detailed report showing the average per capita cost, of conducting a school at such home."<sup>82</sup>

"The superintendents of schools of all city, exempted

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<sup>82</sup> Ohio, School Laws, 1928, p. 409-411-387-445-443-347

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village and county school districts, shall submit before the 15th day of September annually, to the Director of education, for his approval, the courses in physical education to be pursued by these schools under their supervision or shall indicate the course outlined by the Director of Education will be followed by the schools under their supervision. At the close of each school month a report of the amount of time devoted to physical education shall be included in the report of every school."<sup>83</sup>

"If a child be determined hereunder to be incapable of profiting substantially by further instructions, such determination shall be certified by the department of education to the superintendent of schools of the district in which he resides, who shall place such child under the supervision of a visiting teacher or of an attendance officer, to be exercised as long as he is of compulsory school age."<sup>83</sup>

"Upon the nomination of the superintendent of any school district the board of education of such district may employ a person or persons to supervise, organize, direct, and conduct social and recreational work in such districts."<sup>83</sup>

"Whoever, being a pupil in the public schools, organizing, joining or belonging to a fraternity, sorority or like society composed or made up of pupils of the public schools, fails to obey the notice provided for in the next preceding section, shall forthwith be suspended from the public schools by the superintendent or principal in charge thereof, until such pupil shall comply with the order of such board of education."<sup>83</sup>

"A city board of education is not authorized to appoint a superintendent of schools, unless a vacancy exists in the office, either by reason of the expiration of the term of a former appointee or by reason of his death, resignation or removal."<sup>83</sup>

#### OKLAHOMA

"The regular election of superintendent and teachers shall be held after the first Monday in May of each year, and at said time the board may, by a majority vote, elect a superintendent and teachers for a period of one year, and said board may at any of such meetings by a three-fourths vote, elect a superintendent for a period not to exceed three years,

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and all superintendents who have performed services as such superintendent in independent districts in this state, under contract signed by a majority of the board of education of such independent districts, and such contract shall be valid. The board of education shall also appoint two competent persons, who, with the superintendent as chairman thereof, shall be styled 'the examining committee of the board of education' whose duty it shall be to examine the credentials of all persons who apply to them as teachers. The examining board shall make a written report to the board of education, who may issue a certificate to the person applying, or may require any or all applicants to pass such examination as will satisfy the board and superintendent as to their competence and fitness to hold such position."<sup>84</sup>

"At the beginning of the last month of each yearly term of school, the superintendent of public schools of any school district affected by the provisions of this act (Education of Orphan Children), shall make a written report of any and all children confined in any institution as is defined in section 147 hereof, who shall have attended or been in control of the public schools of said district during the current year, their ages, attendance, their progress made and promotions, if any. Said report shall be in triplicate under oath and filed with the clerk of the board of education."<sup>84</sup>

"It shall be the duty of every superintendent or other person or persons having charge and control of such public buildings as are mentioned and described in the first section hereof to post notices in every room and hall, and in a public and conspicuous place in such buildings, calling attention to the fact that this article (Fire Escapes) has been complied with and designated the places on each and every floor of such buildings where such metallic ladders or stair fire escapes are located and may be found."<sup>84</sup>

#### OREGON

"The duties and powers of the district school boards in districts of the first class to be exercised in their discretion, shall be:

To employ a city superintendent of schools for the district and to fix his term of office, compensation and duties; and in districts having a school population of over 25,000 to employ assistant city superintendents."<sup>85</sup>

<sup>84</sup> Oklahoma, School Laws, 1927, p. 31-35-102

<sup>85</sup> Oregon, School Laws, 1931, p. 65

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"In districts of the first class, in addition to the authority now conferred upon the city superintendent of such districts, said city superintendent shall be and he hereby is vested with the authority now exercised by the county school superintendent in such districts and all reports heretofore rendered by said district to the county school superintendent shall be made to the state superintendent of public instruction."<sup>86</sup>

"The duties of each district school board shall be to employ a superintendent of schools for the district and to fix his term of office and compensation."<sup>86</sup>

"It shall be the duty of the local school committee to care for the school property, determine its use for civic purposes not inconsistent with its primary use, to visit the school at frequent intervals, to report to the superintendent of schools concerning the progress and needs of the school and the wishes of the people concerning the school, and to recommend improvements in the school property."<sup>86</sup>

"It shall be the duty of the school superintendent to act as executive officer of the district school board and as the representative of the educational authorities; to see that all school laws and regulations are enforced; to study the work of the schools and recommend to the district school board changes of any character affecting the efficiency of the school system; to arrange for all necessary and desirable reports to the district school board and to the superintendent of public instruction; to make recommendations to the district school board concerning the appointment and tenure of teachers, supervisors and assistants; to attend such superintendent's conventions as the superintendent of public instruction may cause to be held, and to perform such other duties not inconsistent herewith as the district school board may prescribe."<sup>86</sup>

"The office of county school superintendent is hereby abolished in each county in which this act shall become effective; provided, that the superintendent of the county school district shall hereafter be the custodian of all records heretofore preserved by the county school superintendent and all reports which may hereafter be forwarded to him in accordance with the provisions of this act or of other law; provided further, that the superintendent of the county school district shall hold examinations for the benefit of all teachers within the county, said examinations to be under

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the control and direction of the state board of education."<sup>87</sup>

"In the counties which have county high schools the county district superintendent shall serve in the same capacity on the county high school board as the hitherto county superintendent of schools."<sup>87</sup>

"At the option of the city superintendent of any school district of this state having more than twenty thousand children of school age, primary pupils of the first grade may be refused admission to the schools after the first month of each term and until the beginning of the succeeding term; and the decision of such city superintendent in each case shall be final."<sup>87</sup>

"In all districts of the first class the clerk of the district school board shall at the commencement of school, furnish a copy of the last school census to the city superintendent or the principal of the schools in such districts, together with the names and addresses of the attendance supervisors whose jurisdiction is in the district, and it shall be the duty of the city superintendent or principal, at the opening of school, and every four weeks thereafter, to compare said census list with the enrollment of the school, or schools and to report to the proper attendance supervisor the names and addresses of any parent or persons in parental relation whose child or children of ages hereinbefore mentioned are not in regular attendance at the public schools, and also the name or names of such children; provided, that should a school census be taken in a school district of any class while a school is in session in such district, it shall be the duty of the clerk of such district to provide, within 10 days after the completion of said census, the principal or superintendent with the provisions of sections 35-2109 and 35-2110."<sup>87</sup>

"The county superintendent, or in first class districts, the city superintendent thereof, shall determine in all cases of physically handicapped children what children are entitled to the benefits of this act and for this purpose shall have authority to require a physical or mental examination, or both."<sup>87</sup>

#### PENNSYLVANIA

"For the superintendence and supervision of the public schools of this Commonwealth, there shall be elected or appointed, in the manner herein provided, county superintendents,

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district superintendents, assistant county and district superintendents, and associate superintendents."<sup>88</sup>

"Every person elected or appointed as county, district, or assistant county or district superintendent or associate superintendent must be a person of good moral character."<sup>88</sup>

"No person shall be eligible for election or appointment as a county, district or associate county or district superintendent, or associate superintendent unless he holds a diploma from a college or other institution approved by the State Council of Education of this Commonwealth;

Provided, That no person shall be elected or appointed a county, district, or assistant county or district superintendent, or associate superintendent, who has not had six years of successful teaching experience, not less than three of which shall have been in a supervisory or administrative capacity: and provided further, that he has completed in a college or university a graduate course in education approved by the State Council of Education: And provided further, That serving either as county or district or assistant county or district superintendent, or associate superintendent in this Commonwealth, at the time this act becomes effective, shall be considered sufficient qualifications for any of the aforesaid offices."<sup>88</sup>

"The board of directors in every school district of the first and second class shall, and in every district of the third class may, by a majority vote of all the members thereof, elect a properly qualified person as district superintendent, together with such properly qualified assistant district superintendents as it deems wise."<sup>88</sup>

"The board of school directors of each district of the second or third class, electing a district superintendent, shall meet in convention at its regular place of meeting, on the second Tuesday of April, ----. Such convention shall, in the same manner as a county superintendent is elected and certified, elect and certify a properly qualified district superintendent, to serve for four years from the first Monday of July next following his election: Provided that on the second Tuesday of April, one thousand nine hundred and twenty six (1926) such district superintendents shall be elected as herein provided, to serve from the first Monday of May, 1926, until the first Monday of July, 1930."<sup>88</sup>

"The term of office or commission of a district super-

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intendent or assistant district superintendent shall not be shortened by reason of the fact that the district in which he serves shall, because of loss of population, enter a class of districts for which there is no provision for a district superintendent or assistant superintendent, and such superintendent or assistant superintendent shall continue to serve such district for the term of his office or commission."<sup>89</sup>

"The board of school directors at any convention electing a district superintendent shall determine the amount of salary to be paid such district superintendent, which compensation shall be paid out of the funds of the district."<sup>89</sup>

"District superintendents and assistant district superintendents may be removed from office, after a hearing, by a majority vote of the board of school directors of the district, for neglect of duty, incompetency, intemperance, or immorality, of which hearing notice of at least one week has been sent by mail to the accused, as well as to each member of the board of school directors."<sup>89</sup>

"Any vacancy in the position of district superintendent or assistant district superintendent shall be filled by the board of school directors, for the remainder of the term."<sup>89</sup>

"Any school district of the second or third class having no district superintendent may elect a district superintendent before the regular time fixed for the election of the district superintendents, in the manner herein provided, and he shall serve until the date when the terms of other districts superintendents end."<sup>89</sup>

"District superintendents, associate superintendents, and assistant district superintendents shall be commissioned by the Superintendent of Public Instruction, in the same manner and under the same conditions as in the case of county superintendents."<sup>89</sup>

"The duties of district superintendents shall be the same as those now required of the county superintendents, and also such as shall be required of them by the board of school directors of their respective district. The district superintendent shall have a seat in the board of school directors of the district, and the right to speak on all matters before the board, but not to vote."<sup>89</sup>

"When any school district having a district superintend-

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ent, is, after this act goes into effect, annexed to and becomes a part of another school district, the district superintendent therein shall become an assistant district superintendent in the district to which such school district is annexed, for the remainder of his term; except when two school districts are consolidated as a result of the consolidation of two boroughs, then the district superintendent of the district having the largest enrollment shall become the district superintendent of the consolidated district. The superintendent representing the smaller school enrollment shall become assistant superintendent in the consolidated district."<sup>90</sup>

"No county, district, or assistant county or district superintendent in this Commonwealth shall engage in the business or profession of teaching in this Commonwealth, unless it be done without any other compensation than that paid to him as such superintendent: Provided, That he may receive compensation for services in a summer school, maintained in a State Normal School, college, or university, devoted to the training of teachers, and is released for such service by the board of school directors or board of public education of the district in which such superintendent is employed."<sup>90</sup>

"Every person elected or appointed as county superintendent, district superintendent, or assistant county or district superintendent, shall before entering upon the duties of his office, subscribe to and take, before the Superintendent of Public Instruction, or before any judge of a court of common pleas in this Commonwealth, the same oath or affirmation as has herein been prescribed to be taken by persons elected to the office of school director, which said oath or affirmation, being attested by said Superintendent of Public Instruction or judge shall be filed in the office of the Superintendent of Public Instruction."<sup>90</sup>

"No county, district, or assistant county or district superintendent shall receive any compensation for services rendered in connection with the public schools under his jurisdiction except the compensation herein provided. No county, district, or assistant county or district superintendent who is engaged as such, nor any person who is an applicant for such position, shall be an agent for nor shall he be in any way financially interested in, the sale or adoption of any book or books or supplies in the county or district in which he is engaged, or in which he is an applicant for such position."<sup>90</sup>

"It shall be the duty of each county and district superintendent to see that in every district there shall be taught the several branches required by this act, as well as such other branches as the board of school directors may require."<sup>91</sup>

"In case the board of school directors shall fail to provide competent teachers to teach, the several branches required in this act, it shall be the duty of the county or district superintendent to notify the board of school directors, in writing, of its neglect, and, in case provision is not made forthwith for teaching the branches aforesaid, to report such fact to the Superintendent of Public Instruction, whose duty it shall be to withhold any order for such district's share of the State appropriations until the county or district superintendent shall notify him that competent teachers of the branches aforesaid have been employed."<sup>91</sup>

"Every county and every district superintendent in this Commonwealth shall annually on or before the first Monday of August, forward to the Superintendent of Public Instruction the report of the several school districts under his supervision, and shall accompany the same with such extended report of the public schools under his supervision as he may think proper, suggesting such improvements or changes in the public school system as he may see fit to suggest. He shall further furnish to the superintendent of Public Instruction, Whenever required so to do, such additional reports and information as the Superintendent of Public Instruction may request."<sup>91</sup>

"Superintendents, in second class districts, minimum annual salary five thousand dollars (\$5,000).

Superintendents, in third class districts, minimum annual salary three thousand five hundred dollars (\$3,500)."<sup>91</sup>

"Every public high school shall be under the supervision of the superintendent of the county or district in which said high school is situated."<sup>91</sup>

"All pupils desiring to attend any high school outside the district in which they reside shall first satisfy the superintendent having supervision of the district in which they reside, as well as the superintendent or principal of said high school, of their fitness to enter the same."<sup>91</sup>

"The board of public education in each school district of the first class shall annually, on the first Monday in Jan-

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<sup>91</sup> Pennsylvania, School Laws, 1931, p. 82-83-88-89-130-132

uary, appoint a district superintendent, to be designated and known as superintendent of schools, and may also at the same time appoint a superintendent of buildings, and a superintendent of supplies, and shall prescribe their duties and fix their salaries. They shall be responsible to the board for the conduct of their respective departments, shall make annual reports to the board, and shall from time to time submit such plans and suggestions for the improvement of the schools and the school system as they shall deem expedient or as the board of public education may require: Provided that the superintendents of schools may be elected for a term of not more than six years: And provided further, That when a superintendent of schools, who was employed in the public schools of the Commonwealth at the time of the establishment of the retirement system, is retired from service under the operation of the State School Employees Retirement System, the board may, when the said superintendent of schools has previously served as a teacher, principal, or superintendent of schools, in public schools in the United States of America outside the Commonwealth, provide for the payment to the said superintendent of schools annually, during his said retirement, of a sum equal to the difference between his retirement allowance, based on his service in the public schools of the Commonwealth, and the allowance to which he would have been entitled had he been given credit for his service as teacher, principal, or superintendent of schools both outside and within the Commonwealth."92

"Supervision of all matters pertaining to instruction in all the schools, under the direction and subject to the approval of the board of public education, shall be vested in the superintendent of schools, associate superintendents, assistant district superintendents, and school principals. Associate and assistant district superintendents may be appointed by the board of school directors, upon the nomination of the superintendent of schools. They shall receive such compensation as the board of public education may determine. They shall be under the supervision and direction of the superintendent of schools. Assistant district superintendents shall be assigned by the superintendent of schools to administrative districts. They shall, in conjunction with the school principals inquire into and supervise all matters relating to the government, course of study, methods of teaching, discipline, and conduct of all schools in their respective districts, and shall report the same when required to the superintendent of schools."92

"The superintendent of schools shall nominate to the board of public education for appointment such number of per-

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sons for the board of examiners as said board of public education may authorize. The superintendent of schools shall act as chairman of the board of examiners. He shall prescribe such examination as, upon his recommendation, the board of public education may approve, or as its rules may direct."<sup>93</sup>

"It shall be the duty of all superintendents of schools within this Commonwealth, either county, city, or otherwise, to see to it that the requirements of this act (Observation of Arbor and Bird Day) are complied with."<sup>93</sup>

"It shall be the duty of all school directors, superintendents, principals, or other persons in charge of any public, private, parochial, or other school, to refuse the admission of any child to any of said schools under their charge or supervision, except upon a certificate signed by a physician, setting forth that such child has been vaccinated and that subsequent examination reveals a resulting cicatrix indicating successful vaccination, or that vaccination has been performed according to the rules and regulations promulgated by the Commissioner of Health, with the sanction and advice of the Advisory Board of the Department of Health, or that it has previously been vaccinated."<sup>93</sup>

#### RHODE ISLAND

"The school committee of each town shall elect a superintendent of Public schools of the town to perform under the advice and direction of the committee, such duties, and to exercise such powers, as the committee shall assign him; and to receive such compensation out of the town appropriation for public schools as the committee shall vote."<sup>94</sup>

"The school committee of two or more towns, in which the aggregate number of schools shall not be more than sixty, may by vote unite for the purpose of the employment of a superintendent of the schools of said several towns."<sup>94</sup>

"In case any town or city not united with any other town or city as provided in section 5 shall annually pay at least fifteen hundred dollars for the salary of a superintendent of schools, such town or city shall be entitled to receive from the state treasury an amount equivalent to half the salary paid to said superintendent of schools but not exceeding one thousand dollars, which amount shall be paid toward the salary

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<sup>93</sup> Pennsylvania, School Laws, 1931, p. 150-227-233

<sup>94</sup> Rhode Island, Education Laws, 1923, p. 16-17

of said superintendent of schools; and the commissioner of education shall draw his order for said amount upon receipt of proper certificate from the chairman and clerk of the school committee of said town."<sup>94</sup>

"In case any town has not availed itself of state aid for supervision of schools as provided in this or the preceding section, the school committee of such town may request the state board of education to provide, for the public school of such town, supervision of the standard contemplated in this section, and said board if hereby authorized to arrange in co-operation with said school committee, for such supervision at the expense of the state not to exceed the sum named herein for any one town and to employ one or more superintendents therefor, whose salary or salaries, less portions thereof paid by towns, shall be paid from the annual appropriation provided in section 9 of this chapter: Provided, that each town taking advantage of this section shall pay to the superintendent of schools for the town as a part of his annual salary, at least fifteen dollars for every public school maintained in the town; and the state auditor is directed to draw his order or orders upon the general treasurer for any payment or payments herein provided on vouchers properly authenticated by the state board of education."<sup>94</sup>

"The superintendent of schools employed in accordance with the provisions of this chapter, shall, under the direction of the school committee, have the care and supervision of the public schools and shall be the chief administrative agent of the school committee. He shall give the school committee such assistance as it may direct in keeping its records and accounts and in making such reports as are required by law. He shall recommend teachers, including principals, supervisors, assistants, to the school committee for appointment to serve in public schools. He shall recommend to the school committee courses of study, textbooks, school supplies, school furniture, repairs and other needed improvements. He shall make a report to the school committee annually and at such other times as it may direct."<sup>94</sup>

"The superintendent of schools shall record on cards to be provided by the commissioner of education the names of all persons between the ages of 4 and 21 years inclusive, ascertained in the manner provided by section 13 of this chapter, and shall also record the attendance of such persons at public schools or on private instruction approved as required by law; and shall promptly report to the truant officer the names

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<sup>94</sup> Rhode Island, Education Laws, 1923, p. 17-18

of all persons required to attend school under the provisions of chapter 76 of the general laws who are not actually enrolled and attending school as shown by the records required by this section."<sup>95</sup>

"No superintendent or school committee of any town, or any person officially connected with the government or direction of public schools, shall receive any private fee, gratuity, donation, or compensation in any manner whatsoever for promoting the sale or exchange of any school book, map or chart in any public school, or be the agent for the sale or the publisher of any school text-book; and any such agency or interest shall disqualify any person so acting or interested from holding any school office whatsoever."<sup>95</sup>

"The school physician shall at least once a year make an examination of the pupils, teachers, and janitors of the schools, public and private, assigned to his care, and of the buildings and surroundings thereof, and shall make report of such examinations to the superintendent of schools in said town or city for such action as may be necessary."<sup>95</sup>

"Every superintendent of schools shall cause an examination of the sight and hearing of all children of the schools under his supervision to be made at least once a year by teachers or school physicians, and shall make provision for preserving the record of the examination of such children and for notifying the parents of defects. The commissioner of education shall furnish to superintendents suitable test cards and appliances approved by the state board of health, and such blanks and record books, and rules of instruction as he may deem necessary."<sup>95</sup>

"In towns providing medical inspection for schools the school physician or other person employed by or under the authority of the school committee to make an examination of the health of school children shall report to the superintendent of schools dental defects or conditions arising therefrom found by him, with the names of the children affected. The superintendent of schools shall make provision for preserving the records of health examinations of school children, and for notifying parents or custodians of children of conditions requiring professional or skilled treatment."<sup>95</sup>

"The superintendent of schools of every town shall annually, on or before the first day of October, notify the state board of education in writing of the number and location

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<sup>95</sup> Rhode Island, Education Laws, 1923, p. 19-29-30

and hours of session of schools established and maintained by the school committee in compliance with the provision of section 1 of this chapter and thereafter shall give immediate and similar notice of any school or schools subsequently established during the school year."<sup>96</sup>

"The school committee shall make provision for visitation and inspection of every public school in the town by the superintendent of schools or other agent of the committee at regular periods or so often as may be required for proper supervision; provided, that at least once during every school year an examination shall be made of the school houses and premises, including classrooms, laboratories and other rooms used by the pupils and teachers, with particular reference to cleanliness, heating, lighting, seating, ventilation and other sanitary arrangements and to corridors, stairways, doors, windows, fire escapes, and other devices for the protection of life in case of fire; and of registers and other school records, of the school library, apparatus and equipment in classrooms and laboratories, of the books, discipline mode of teaching and other matters that affect instruction. Report of such visitation and examination with recommendations for the improvement of schools, shall be made to the school committee."<sup>96</sup>

#### SOUTH CAROLINA

None.

#### SOUTH DAKOTA

"The board of education, in districts having two thousand or more population, shall elect a superintendent of schools, who shall in no case be a member of the board, who shall hold his office during the pleasure of the board and shall receive such compensation as the board may allow, and who, subject to the rules and regulations of the board, shall have general supervision of the schools of the corporation. Such board shall also appoint two competent persons who, with the superintendent as chairman, shall be styled the examining committee on the board."<sup>97</sup>

"In all independent districts, no superintendent or principal shall be employed who does not hold a valid South Dakota certificate for the grade or special subject taught;

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<sup>96</sup> Rhode Island, Education Laws, 1923, p. 34-1929 Sup., p. 6

<sup>97</sup> South Dakota, School Laws, 1929, p. 115

and any contract made in conflict herewith shall be void."<sup>98</sup>

"The County Superintendent shall have general supervision of all the public schools in the county and direct supervision of all schools in the County except in independent districts including a city that shall maintain a four year accredited high school and employ a superintendent who shall devote at least one-fourth of his time to supervision."<sup>98</sup>

"It shall be the duty of the county and independent district superintendents and boards of all educational institutions receiving aid from the state to report to the superintendent of public instruction any failure or neglect on the part of school boards, boards of education, and boards of all educational institutions receiving aid from the state, to make proper provision, in any and all the schools under their jurisdiction, for instruction in the nature of alcoholic drinks and narcotics and their effect upon the human system, in connection with the several divisions of the subject of relative physiology and hygiene, as required by this article; and such failure on the part of such boards, thus reported or otherwise satisfactorily proved, shall be deemed sufficient cause for withholding the warrant for the state appropriation of school money to which such district or educational institution would otherwise be entitled."<sup>98</sup>

#### TENNESSEE

"It shall be the duty of the county superintendent to require reports of daily average attendance from Superintendents of cities and incorporated towns and to report to the State Commissioner of Education any failure on the part of City Superintendents or principals to make such report."<sup>99</sup>

"Any City Superintendent or secretary of the town or city Board of Education who does not make all reports required by the State Commissioner of Education on or before the tenth day of July for the fiscal year ending the thirtieth day of June preceeding shall be considered a delinquent and said State Commissioner shall appoint a competent person to make such delinquent report and allow a reasonable sum for said services, which shall not exceed ten dollars (\$10.00) a day for the time actually required to make the report, together with transportation and subsistence."<sup>99</sup>

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<sup>98</sup> South Dakota, School Laws, 1929, p. 116-28-184

<sup>99</sup> Tennessee, School Laws, 1925, p. 18-39

"Superintendents of the city schools shall certify to the county superintendent, on or before the first day of July of each year, the average daily attendance in the schools of his city--elementary and high schools separately--for the previous year."100

"It shall be the duty of the County Superintendent or City Superintendent to furnish to the principal teacher in each school, or cause to be furnished through any duly elected attendance officer as hereinafter provided, the names of children depending on their schools for instruction, together with the name of parents or guardians of said children, said lists to be taken from the census enumeration on file in the office of the County Superintendent or City Superintendent, or from any other available and reliable sources, and said principal teacher shall report promptly and regularly to the County or City Board of Education, through the County Superintendent or City Superintendent, the names of all parents, guardians, or other persons who fail to comply with the provisions of this Act (Compulsory Attendance)."100

"It shall then be the duty of the County Superintendent or City Superintendent, through the attendance officer, to give written notice to parent, guardian, or other person having charge and control of such child that the attendance of such child at school is required; and if said parent, guardian or other person does not comply immediately with the provisions of this Act, said County Superintendent or City Superintendent or attendance officer shall proceed against such child as a delinquent child and against such parent, guardian, or other person for violation of this Act."100

"The County Superintendent and the City Superintendent shall make a report to the State Commissioner of Education of said census enumeration of the county and city respectively on or before the first day of July following on forms to be furnished by said Commissioner."100

"Employment certificates may be issued to children fourteen (14) years of age and over by the County Superintendent, or the City Superintendent in case the child resides within an incorporated town or city maintaining a public school system."100

"Applications for employment certificates shall be made by the child desiring employment accompanied by its parents,

guardian or custodian. Such certificate may be issued only after said county superintendent or city superintendent shall have received, examined, approved and filed in his or her office documentary evidence showing said child to be fourteen (14) years of age or over, which evidence shall consist of the necessary proof of age duly attested, and the proof accepted shall be specified in the certificate issued to the child."<sup>101</sup>

## TEXAS

"The board of trustees so selected shall employ a superintendent for the district, who shall be elected for one year or for two years as the trustees may determine, and who, in addition to his duties as superintendent, shall be a teacher in one of the elementary schools or the high school of the district. Acting in collaboration with the district superintendent, the board of trustees shall employ teachers for the several elementary schools of the district, or for the departments of the high school, which teachers shall be elected for one year or two years as the trustees decide, and they shall serve under the direction and supervision of the district superintendent. Contracts between the trustees and the district superintendent and teachers shall be in writing and subject to the approval of the county superintendent of the county wherein such district is situated."<sup>102</sup>

"The district superintendent shall visit personally and inspect the several schools of the district and advise with the teachers therein, and he shall be responsible to the district trustees and to the county superintendent for the proper conduct of the school and the management of the schools of the district. He shall spend at least one-fourth of his time in visiting and inspecting the schools of the district, and he shall make recommendations from time to time to the district trustees and to the county superintendent for any changes which in his judgment are necessary for the proper management of the schools of the district. He shall keep such records and make such reports as are required of him by the district trustees and the county superintendent, and the county superintendent shall refuse to approve vouchers drawn against the school funds of the district until such reports are made by the district superintendent."<sup>102</sup>

"A superintendent of schools in any city or town of this State shall be required to be the holder of a State first grade or State permanent certificate, and no school board may

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<sup>101</sup> Tennessee, School Laws, 1925, p. 68

<sup>102</sup> Texas, School Laws, 1931, p.62

legally contract with any superintendent who is not the holder of a State first grade or State permanent certificate: provided however, this certificate requirement shall not apply to a superintendent who has held a position as city or town superintendent for a period of ten consecutive years in the school in which he or she is employed."<sup>103</sup>

"The county superintendent shall furnish to the superintendent of schools of each district in the county, and to the principal of the school in case there be no superintendent, a complete list of all children of scholastic age belonging in said district, as shown by the last scholastic census and the record of transfers to and from said district. The superintendents and principals of the various schools of said county shall report to said county superintendent the names of all children subject to the provisions of this law who have not enrolled in said school, and the superintendent, principal or other official of private, denominational or parochial schools shall furnish to said county superintendent a list of all children of scholastic age enrolled in the school presided over by said official and the district in which said child was enumerated in the public school census."<sup>103</sup>

# UTAH

"At the first meeting of the board in June, 1911, and biennially thereafter, a superintendent of schools shall be elected by the board who at least shall be the holder of a life diploma of grammar school grade and who shall subscribe the constitutional oath of office, and shall enter upon his duties the first day of July thereafter. His term of office shall be two years, and until his successor shall be elected and qualified; provided, that until the date stated the county superintendents of schools shall as such officers, perform the duties of superintendent of schools in its county school districts of the first class situated in the county of which he is school superintendent. Said superintendent shall attend the convention of school superintendents provided for in paragraph 4524. '05, p. 132; '11, p. 267-8."<sup>104</sup>

"The school year shall commence of the first day of July annually, and close on the last day of June following. The annual reports of the president, the superintendent, and the several committees shall be presented to the board at or

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<sup>103</sup> Texas, School Laws, 1931, p. 98-126

<sup>104</sup> Utah, School Laws, 1927, p. 27

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before the first regular meeting in August of each year."<sup>105</sup>

"At the first meeting of the board of education (schools in cities) in June, 1898, and biennially thereafter, a superintendent of schools shall be elected, who shall subscribe an oath of office, and shall enter upon his duties on the 1st. day of July thereafter. His term of office shall be two years, and until his successor shall be elected and qualified."<sup>105</sup>

"The school year shall commence on the first day of July annually, and close on the last day of June following. The annual reports of the president, and superintendent, and the several committees shall be presented to the board at or before the first regular meeting in August of each year."<sup>105</sup>

"Diplomas of all grades including superintendents' and supervisors' diplomas, shall be issued only to professional teachers, superintendents, or supervisors, who have reached the age of twenty-three years, have had five years of successful teaching or supervising experience in this State, exhibit satisfactory evidence of good moral character and freedom from serious infectious or hereditary disease, and are found to possess the requisite scholarship and culture. These diplomas are valid for life unless revoked for cause or unless the holders allow a space of five consecutive years to pass without following the pursuit of school teaching or supervising."<sup>105</sup>

"No person shall be employed as supervisor or superintendent in any school district in the State of Utah and receive compensation therefor out of any public funds who, at the time of such employment is not the holder of a certificate issued in accordance with the regulations of the State Board of Education."<sup>105</sup>

"The city superintendent of public schools, or superintendent-elect, shall be chairman of the board of examiners."<sup>105</sup>

"In cities of the first class the said commissioners shall be composed of seven members; three members to be elected from the retirement association by the members thereof, whose terms shall be for three years; the superintendent of city schools, the clerk of the board of education, and two members to be elected by the board of education from their number, whose terms shall be two years. In all cases the terms of office shall be from the first Monday in February following the election."<sup>105</sup>

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"The State Superintendent shall have the power to call annually a convention of the county and city superintendents. ---It is hereby made the duty of all county and city superintendents to attend such conventions when called.---The actual traveling expenses of city superintendents attending such conventions shall be allowed, and paid out of the same fund as salaries of city superintendents."<sup>106</sup>

"When, by the extension of the limits of any city of the first, second, or third class, a part of the territory of an adjacent school district is annexed to such city, it shall be the duty of a board, consisting of the State superintendent of public instruction, the city superintendent of schools, the county superintendent of schools, or, in county school districts of the first class, the district superintendent of schools, to determine the present value of the school property of such districts, also all the moneys due to, or in the hands of, the district treasurer, and to equitably apportion the amount due the district board, or the board of education of such city, as the case may be."<sup>106</sup>

"The evidence of the existence of any of these reasons for non-attendance must be in each case sufficient to satisfy the superintendent of the county or city in which the child resides; and the superintendent, upon the presenting of such evidence, shall issue a certificate stating that the holder is exempted from attendance during the time therein specified."<sup>106</sup>

VERMONT

"The board of school directors of each city, town or incorporated school district, thereafter called town for the purpose of this act, shall on or before April fifteenth, 1923, and annually on or before April first thereafter, vote as hereinafter provided, (a) to employ a town superintendent of schools, or (b) to employ a supervising principal, or (c) to form a union district with other towns and to employ a union superintendent of schools."<sup>107</sup>

"When the board of school directors of a town votes to employ a town superintendent of schools as provided in section two of this act, said board shall annually between April first and July third of each year, or at any time when a vacancy may arise, appoint a town superintendent of schools for the ensuing year and fix his compensation, which shall be paid by

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<sup>106</sup> Utah, School Laws, 1927, p. 11-61-60

<sup>107</sup> Vermont, General Laws, 1929, p. 6

the town. Said town superintendent may be removed by majority of said board of school directors for cause or when the welfare of the schools will be served thereby.

Said superintendent shall devote such time to his duties as said board of school directors may order and shall perform such duties as shall be prescribed by law and by said board of school directors, including such administrative and clerical duties as the state board of education may require."<sup>108</sup>

"When the board of school directors of a town votes as provided in section two of this act to unite with other towns to form a union district and to employ a union superintendent, the chairman of such board shall forthwith notify the state board of education of such vote."<sup>108</sup>

"The state board of education shall assist the directors of such districts through recommendation and otherwise to secure competent superintendents therefor."<sup>108</sup>

"The members of the school boards or their representatives present at a union district meeting called for that purpose shall elect a union superintendent by ballot and fix his salary, which shall not be less than two thousand dollars annually, and shall vote an allowance for expenses, which shall not be less than five hundred dollars annually, and said salary and expenses shall be paid by towns comprising such district in proportion to the number of full time teachers employed in said district. The term of office of a union superintendent so elected shall in the first instance begin on July first, 1923; if elected after such date his term shall begin at such time as may be agreed upon by the union superintendent so elected and the school directors of the district."<sup>108</sup>

"When five or more school directors of a union district file with the chairman of the district a complaint that the union superintendent is negligent of his duties or fails to perform them properly, or is otherwise unfit to serve, said chairman shall within ten days after the receipt of such notice call a meeting of the school directors of said district. At the meeting so called the directors present shall vote on the following question: 'Shall the union superintendent now in office be retained?' If a majority vote in the negative, the chairman of the union district shall at once report the result of said vote to the state board of education and the term of office and compensation of said union superintendent shall end thirty days after the date of such vote."<sup>108</sup>

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"Said union superintendent shall devote his entire time to the duties of his office and shall divide his time among the towns of his districts, as nearly as may be feasible in proportion to the number of teachers in each town. He shall have general supervision of the public schools in his district and perform such other duties as are prescribed by the laws of the state and by the school directors of the district."<sup>109</sup>

"The state board of education shall have the power to determine the standard of qualifications by which a person may become eligible for appointment as a supervising principal town or union superintendent, and may pass upon the qualifications of any person desiring to be a candidate for such appointment.

Said state board of education shall issue certificates to such duly qualified persons, and said certificates may be revoked for cause by said board."<sup>109</sup>

"The supervising principals, town superintendents and union superintendents shall devote themselves to the efficiency of the schools under their charge, including high schools and vocational courses, and to the thorough instruction of pupils in the elementary schools in the essential subjects usually taught in such schools.

Endeavor in the first instance to adjust all matters of difference within their supervision districts.

Furnish the commissioner of education such data and information as he may from time to time require.

Report to said commissioner on or before the first day of August of each year concerning the needs, conditions and progress of the schools under their jurisdiction.

Report on or before the fifteenth day of July annually, to their respective school boards concerning needs and conditions of the schools under their jurisdiction, together with recommendations for their improvement and such data as seems fitting."<sup>109</sup>

"The state board of education, the commissioner of education, the supervising principals, the town superintendents and the union superintendents shall direct and control the educational system of the state and see that the laws governing the administration of school affairs and the attendance of pupils are enforced."<sup>109</sup>

"If a public school is closed by reason of the prevalence of any contagious disease, or by the order of said board with the approval of the superintendent having supervision of such

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school, the time during which such school is closed shall be counted in determining whether such school has been maintained for the requisite number of weeks during that school year."<sup>110</sup>

"Before the opening day of the fall term, said board shall, subject to the approval of the superintendent, designate the school each pupil shall attend during the ensuing school year, and shall furnish said superintendent with a list of such pupils, with the names in alphabetical order, the date of birth and the school designated for each pupil.---Said board shall, when necessary, designate, with the consent of said superintendent the school to be attended by a legal pupil not included in such list and by a person who has become eighteen years of age."<sup>110</sup>

"The superintendent of a public school may, in writing, excuse any pupil from attendance upon such school for a definite time but for not more than ten consecutive school days, and such excuse shall be granted only for emergencies or for absence from town."<sup>110</sup>

"The superintendent of an elementary school held for more than one hundred and seventy school days in a school year, may, in writing, excuse any pupil of such school from attending more than one hundred and seventy days."<sup>110</sup>

"The superintendent may, in writing, excuse a pupil who has reached the age of fifteen years and has completed the work required in the rural school course, from further school attendance if his services are needed for the support of those dependent upon him, or for any other sufficient reason."<sup>110</sup>

"A person having the control of a child between the ages of eight and sixteen years, shall, unless such child is mentally or physically unable to attend or is otherwise being furnished with the same education or has completed the elementary school course or the rural school course and the first two years of the junior or senior high school course or is excused by the superintendent or a school director as provided in this chapter, cause such child to attend a public school continuously for the full number of days for which such school is held."<sup>110</sup>

"A person having the control of a child over sixteen years of age who allows such child to become enrolled in a public school, shall cause such child to attend such school

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<sup>110</sup> Vermont, General Laws, 1929, p. 31-33-34

continuously for the full number of the school days of the term in which he is so enrolled, unless such child is mentally or physically unable to continue, or is excused in writing by the superintendent or a school director; and in case of such enrollment, such person, and the teacher, child, superintendent and school directors shall be under the laws and subject to the penalties relating to the attendance of children between the ages of eight and sixteen years."<sup>111</sup>

"If a pupil between the ages of eight and sixteen years, who is not excused or exempted from school attendance, fails to enter school at the beginning thereof, or being enrolled, fails to attend the same, and if a pupil who has become sixteen years of age becomes enrolled in a public school and fails to attend the teacher shall forthwith notify the superintendent or school directors, and the truant officer unless said teacher is satisfied upon information that the pupil is absent on account of sickness."<sup>111</sup>

"A superintendent may, and a truant officer shall stop a child between the ages of eight and sixteen years or a child sixteen years of age or over and enrolled in a public school, wherever found during school hours, and shall, unless such child is excused or exempted from school attendance, take him to the school which he should attend."<sup>111</sup>

"If a person having the control of a pupil represents to the superintendent having supervision of the school which such child should attend, that such child is mentally or physically unable to attend school, and if said superintendent has reason to believe that such representation is untrue, he shall investigate and, if he deems it advisable, shall request the health officer of the town or competent physician to examine such child, but if there is a medical inspector in the district in which such school is located, said superintendent shall request such inspector to examine such child. Said officer, physician or inspector shall examine the child and make a report of his condition to said superintendent; and said superintendent shall, if the child is found mentally and physically unable to attend school, notify the teacher of such school and the truant officer of the town of such fact. The expenses of such examination shall be paid from the school funds of the town district."<sup>111</sup>

"If a person having the control of a legal pupil notifies said superintendent that he is unable to provide such pupil with suitable clothing for school attendance, and if,

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<sup>111</sup> Vermont, General Laws, 1929, p. 34-35

upon investigation, said superintendent is satisfied that such pupil does not have suitable clothing and that such person is unable to provide such clothing, said superintendent shall notify the overseer of the poor of the town in which such person resides, who shall at once provide suitable clothing for such pupil; and the town so furnishing the same may recover the expense thereof from the town chargeable with such child's support as is provided in chapter one hundred eighty-two."112

"The superintendent of a school in which a non-resident pupil is enrolled and a truant officer having jurisdiction of the pupils in such school, shall have the same authority and jurisdiction over such non-resident pupils and the person having the control of such pupil as they have over resident pupils and the persons having control of such pupils."112

"A superintendent may, after consulting the local health officer, or if there is a medical inspector, with such inspector, and with the consent of a majority of the board of school directors, dismiss from school any pupil whose personal habits, infirmities or influences is such as to make the presence of such pupil harmful to the welfare of the school."112

"A pupil enrolled in a public school shall not join or solicit any pupil of such school to join any secret fraternity, club, or society, whose membership is formed in whole or part from the pupils attending such school, or take part in the organization, formation, or continuation of any such fraternity, club, or society, except such as are sanctioned by the commissioner of education and the superintendent having charge of such school, after an impartial investigation of the nature of such organization.---The superintendent, pursuant to the regulations which shall be made by the state board of education, shall have power to suspend or dismiss any pupil, or to prevent any pupil from graduating or participating in school honors, if, upon investigation had after notice to the pupil, such superintendent finds him guilty of violating a provision of this section."112

"A superintendent, truant officer or an overseer of the poor who refuses or neglects to carry out the provisions of this chapter, shall be fined not more than one hundred dollars."112

"The superintendent shall include in his annual report to the board of school directors of each town district, a report as to the pupils of such district who have been trans-

ported or boarded under the provisions of this chapter, and the expenses thereof. Said superintendent shall annually, at a time which shall be fixed by the state board of education, make a report to said board as to all pupils transported or boarded under the provisions of this chapter, and the expenses thereof."<sup>113</sup>

"The lanterns and slides belonging to the state for the use of superintendents, shall be kept in the state house when not in use and shall be in charge of the commissioner of education. Said commissioner may loan the same to superintendents who shall receipt therefor."<sup>113</sup>

"A town district shall not pay the tuition of a pupil for the third year in a junior or senior high school unless such pupil has received a certificate from the superintendent of the school last attended by such pupil, stating that such pupil has satisfactorily completed the elementary school course or the first two years of the junior or senior high school course."<sup>113</sup>

"The commissioner of education shall annually, in the month of June, transmit to each superintendent a sufficient number of such registers to supply the needs of the schools under his supervision. Said superintendent shall thereupon assign a register to each school and the same shall be the register for such school for the following school year; and within ten days before the opening of each term of school, said superintendent shall deliver the assigned register to the teacher of the school."<sup>113</sup>

"The superintendent shall, at the end of each term, examine the register of each school, and, if it is properly filled out and certified by the teacher, he shall give written notice thereof to the chairman of the board of school directors."<sup>113</sup>

"Said superintendent shall enter in each register correct answers to the interrogatories addressed to him, the name of the teacher or teachers of the school during the school year for which the register was kept and the date and character of the certificate held by the teacher or teachers, and shall certify to the correctness of such entries. Said superintendent shall on or before the third day of July, file each register so completed in the office of the town clerk of the town in which such school is maintained."<sup>113</sup>

"The superintendent shall, in the month of September of every even year, cause the teachers of the schools under his supervision, to test the sight and hearing of every pupil seven years of age and older in such schools, to keep a record of such tests according to the instructions furnished, notify in writing the person having control of a pupil who is found to have a defect of vision or hearing or a disease of the eyes or ears, with a brief statement of such defects or disease and to report such results to the commissioner of education. Said superintendent shall also cause said teachers to test the sight and hearing of pupils becoming seven years of age, and at any time, the sight and hearing of any pupil apparently defective; and records, notices, and reports of such tests shall be made as herein provided."114

"A Teacher shall not be employed without the approval of the superintendent except as herein provided. The school directors in cases of emergency or lack of legally qualified teachers may grant a permit to a person to teach in their own town provided that such person is at least seventeen years of age, a high school graduate, of good moral character and passes, with a grade of at least seventy-five per cent, an examination on the subjects to be taught given by or under the direction of the directors, confirmed by the state board of education."114

"A superintendent may dismiss a teacher who, in his judgment, is incompetent or unfit for the position."114

"The selection of such textbooks, appliances and supplies shall be subject to the approval of the superintendent of schools of such districts."114

"The superintendent shall ascertain whether the provisions of this chapter relating to the raising of money by the town district and the expenditure of same for the support of the schools under his charge are complied with; and, in case of non-compliance, he shall notify the state board of education."114

#### VIRGINIA

"There shall be appointed by the school board or boards of each school division, one division superintendent of schools, who shall be selected from a list of eligibles certified by the State board of education, and shall hold office for four years. In event that the local board or boards

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114 Vermont, General Laws, 1929, p. 48-17-18-50-53

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fail to elect a division superintendent within the time prescribed by law, the State board of education shall appoint such division superintendent."115

"The State board of education shall divide the State into appropriate school divisions, in the discretion of said board, comprising not less than one county or city each, but no county or city shall be divided in the formation of such division. The division superintendent shall receive a minimum salary of sixteen hundred dollars per year, provided he is employed for his full time in a school division with a population of not less than three thousand.---The superintendent may, by permission of the State board of education, act as school principal or undertake other related school work, in which case his salary as superintendent shall not exceed one-half the established minimum of sixteen hundred dollars per year. In school divisions with a school population of over three thousand the division superintendent shall receive in addition to the minimum of sixteen hundred dollars, ten dollars per hundred for each hundred of school population above three thousand, allowing in each computation numbers in excess of fifty to count as the next higher even hundred."115

"The powers and duties of the division superintendents shall be fixed by the State board of education."115

"The local board and the division superintendent shall see to it that appropriate orders for books are forwarded to each publisher either directly from the local board or through designated agencies not later than June thirtieth of each year. If such orders are not promptly and completely filled by the publishers reports shall be made by the division superintendent to the superintendent of public instruction for investigation and for report to the State board of education, if any action under the contract may be deemed proper. The division superintendent shall likewise report to the superintendent of public instruction any departures from contract prices by local dealers or agents and report any other irregularities or any failure of a publisher to comply with the conditions of the contract with the State board of education."115

"The State board of education shall punish division superintendents of schools for neglect of duty, or for any official misconduct, by reasonable fines, to be deducted from their pay; by suspension from office, for a limited period, or by removal from office."115

"No State money shall be paid for the public schools in any county until evidence is filed with the State board of education, signed by the superintendent of schools and the clerk of the board, certifying that the schools of said county have been kept in operation for at least eight months, or a less period satisfactory to the State board of education, or that arrangements have been made which will secure the keeping of them in operation for that length of time."<sup>116</sup>

"No one shall be eligible for appointment as division superintendent unless he meets the minimum qualifications set up by the State board of education, and in order that an applicant for the position of division superintendent may know what qualifications are required of him, the State board of education is hereby required to publish on the first day of February of the year in which such election is to take place, a statement showing the minimum qualifications for the position of division superintendent of schools which statement shall be furnished to all applicants. The superintendents at present in office shall continue therein until their present terms expire.

Within sixty days before May first, nineteen hundred and thirty three and every four years thereafter there shall be appointed by the school board or boards of each school division, one division superintendent of schools, who shall be selected from a list of eligibles certified by the State board of education and shall hold office for four years. The salary and conditions of appointment shall conform to section six hundred and fifteen. Any vacancy in the office of division superintendent shall be filled by the school board or boards of the division. In the event that the local school board fails to elect a division superintendent within the time prescribed by this section, the State board of education shall appoint such division superintendent."<sup>116</sup>

"Every division superintendent before entering upon the discharge of his office, shall take and subscribe the oath prescribe for all officers of the State."<sup>116</sup>

"The superintendent of schools shall keep in his office a record for the purpose of keeping accurate report of all receipts and disbursements of school funds, and all statistical information which may be required by the State board of education in the uniform report to be submitted to it by the superintendent of schools."<sup>116</sup>

"The board of supervisors of any county, or the council

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of any city, may, if such board or council deem it proper, provide offices for the division superintendent of schools, for such county or city."117

"The following minimum qualifications for the position of division superintendent of schools are hereby prescribed:

Graduation from a standard four-year college with at least fifteen hours in professional training, and two years of practical experience as school principal or supervisor, or five years' experience as a teacher; or

Graduation from a standard four-year college with degree of B.S. or A.B., with four years' experience as a teacher; and

General administrative ability as evidenced by practical experience in business or in business administration of education.

The college training and experience of the applicant for a division superintendent shall have been within a period of ten years from the date of the application.

No district trustee, county treasurer or deputy treasurer, or other county officer shall teach in a public school; provided, however, that the division superintendent of schools on a part-time basis, may with the consent of the State Board of Education serve as school principal.

It shall be the duty of each division superintendent to observe such directions and regulations as the superintendent of public instruction or the State board of education may from time to time prescribe; to make special reports to the State superintendent whenever required; and on or before the first day of August annually to make to him a report for the year ending the 30th day of June preceding, in such form and containing all such particulars as shall be prescribed; and to supplement this report by an advisory report showing school conditions in his division, and make such suggestions as the best interests of the schools may dictate. Until such annual report shall have been received in the office of the superintendent of public instruction, the division superintendent shall not draw his July or subsequent installments of pay from the State treasury. For each day's delay in the annual report after August 1st, the division superintendent shall be liable to a fine of not exceeding two dollars, to be deducted from his salary, and the same shall be imposed by the State board of education after notice to the party concerned.

It shall be the duty of the division superintendent to inspect the accounts of the clerk of the school board from

time to time during the year and see that such accounts are neatly and correctly kept and see that all school funds are properly applied.

Superintendents shall distribute promptly all reports, forms, laws, and regulations which may be received from the superintendent of public instruction, and in accordance with his directions.

Superintendents shall explain the school system and give information about it on all suitable occasions, and shall take care that all school laws and regulations are strictly enforced and that the decisions of the superintendent of public instruction, and of the State board of education, upon controversies relating to the school laws of the State or to the regulations prescribed by the State board of education, are complied with, the division superintendent shall inform the superintendent of public instruction thereof, and state the circumstances therewith.

It shall be the duty of the division superintendent to visit and inspect each school in his division in order that he may keep closely in touch with the condition of such schools. He shall inquire into all matters relating to the management of the schools, the course of study, method of instruction, use of textbooks, and shall give particular attention to the condition of the schoolhouses and their sanitary facilities.

The division superintendent shall see to it that teachers discharge faithfully duties assigned to them, and any neglect or violation on the part of teachers of any of the laws or regulations shall be promptly reported to the school board with recommendations for appropriate action.

The superintendent shall have authority to take lawful measures to abate nuisances or to condemn schoolhouses which are not fit and sanitary, and which for any reason are likely to endanger the health of pupils.

It shall be the duty of superintendents to promote the improvement and efficiency of teachers by all suitable and proper methods, under directions from the superintendent of public instruction; and to this end they shall encourage and assist in the organization and management of county institutes, of which at least one shall be held during each school session and they shall labor in every practicable way to elevate the standards of teaching in the public schools and improve their condition. It shall be the duty of the superintendent to prescribe over these county institutes. They shall also endeavor by all proper means to promote an appreciation and desire for education among the people.

The superintendent shall require the principal of each school in his division to have a patron's day, to be held on the school premises during the school term. On this day all patrons shall be invited and suitably entertained by school.

exercises. Advantage shall be taken of this day to give the patrons full information of the condition and needs of the schools.

Every superintendent shall keep a record of his own official acts, and shall file methodically all official papers."118

"It shall be the duty of the division superintendent of schools, on or before the first day of April of each year, to prepare, with the advise of the school board, an estimate of the amount of money which will be needed during the next scholastic year, for the support of the public schools of the county."118

"On the basis of this estimate, the division superintendent of schools shall request the board of supervisors to fix such school levy as will net an amount of money necessary for the operation of the schools, or in lieu of such levy to make a cash appropriation from the general county levy for operation of the school."118

"The school board, with the assistance of the division superintendent, shall, on or before the first day of August of each year, make a report covering the work of the schools for the year ending the thirtieth day of the preceding June to the State board of education, on forms supplied by the superintendent of public instruction."118

"The school board shall employ teachers and place them in appropriate schools on recommendation of the division superintendent.---The division superintendent shall have authority to assign to their respective positions all teachers and principals employed by the board, and to reassign them, provided no change or reassignment shall affect the salary of such teachers; and provided further, that he shall make appropriate reports and explanations on the request of the board."118

"No schoolhouse shall be contracted for, erected or added to, until the plans and specifications therefor shall have been submitted to and approved in writing by the division superintendent of schools."118

"The superintendent or principal of any school for the blind, or the public schools, or the schools for the deaf, or person or persons duly authorized by such superintendents or principals, may excuse cases of necessary absence among its enrolled pupils, and provided further, that the provisions of

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this section shall not apply to a child whose physical or mental condition is such as to render its instruction as above described inexpedient or impracticable."119

"Within fifteen days after the opening of the school, each principal teacher shall report to the division superintendent the names of pupils enrolled in the school, giving age, grade and the name and address of parent or guardian.--- The division superintendent shall check these lists with the last school census and with reports from the bureau of vital statistics. From these reports and from any other reliable source the superintendent shall within fifteen days make a list of the names of children who are not enrolled in any school, and who are not exempt from school attendance. It shall be the duty of the division superintendent, or the attendance officer, if one be employed, to investigate all cases of non-enrollment and, when no valid reason is found therefor, to notify the parent, guardian or other person having control of the child, to require the attendance of such child at the school within five days from the date of such notice. A list of persons so notified shall be sent by the superintendent of schools, or the attendance officer, if there is one, to the principal teacher of the school. If the parent guardian or other person having control of the child or children fails, within the specified time, to comply with the law, it shall be the duty of the division superintendent or the chief attendance officer, if there be one, to make complaint in the name of the Commonwealth before the juvenile and domestic relations court of his city or county, if there be one."119

"The principal teacher of every public school in the counties and towns and the truant officers of the cities shall, within sixty days from the beginning of the school year, furnish the division superintendent and the county or city school board with the names of the children who are blind or partially blind or deaf between the ages of six and eighteen years, inclusive, living within the boundaries of his or her school district who do not attend school."119

"In a county or city where no attendance officer is appointed by the local school board, the division superintendent of schools shall act as attendance officer with the same powers conferred on attendance officers."119

"Said census shall be taken by agents appointed by the county school boards in counties and the school boards in

cities, on the recommendation of the division superintendent."120

"It shall be the duty of the school board to approve agents to take the school census, such agents to be recommended by the division superintendent."120

"The school board or any member thereof or the division superintendent subject to the approval of the board, may provide for, or permit, the use of schoolhouses out of school hours during the school term, or in vacation, for any legal assembly, or may permit the same to be used as voting places in any primary, regular or special election."120

"The division superintendent of a city shall receive pay from the State in like proportion as other division superintendents of schools; but nothing herein shall be construed to limit the amount of additional remuneration which he may receive from the council of the city within which he acts."120

#### WASHINGTON

"In order to be entitled to apportionment when two or more districts have consolidated, the board of directors of such district shall elect a superintendent or principal who shall be subject to all conditions, duties and powers fixed by the code of public instruction for superintendents or principals in districts of the second class."121

"The board may in its discretion require the superintendent, if there be one, of such consolidated district to act as clerk."121

"Every board of directors of a school district of the first class shall employ for a term of not exceeding three years a city superintendent of schools of the district, and for cause dismiss him; and fix his duties and compensation."121

"In all districts of the second class the board of directors shall elect a superintendent, or principal, who shall hold a valid teacher's certificate. The said superintendent or principal shall have supervision over the several departments of the school and the board of directors may contract with him for a term of one year, or a term of two years as

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120 Virginia, School Laws, 1930, p. 63-64-71-75

121 Washington, School Code, 1923, p. 204-203-285

may be deemed best in their judgment."122

"The directors of any districts wherein schools are maintained in two or more buildings shall elect a superintendent who may be a teacher in the schools of such district and such superintendent shall have general supervision over the schools in such districts in accordance with the rules and regulations of the board of directors."122

"It shall be the duty of the principal or superintendent of any school maintaining two or more departments to report to the superintendent of public instruction such facts relating to the grading, course of study, enrollment, attendance and other matters pertaining to such schools as he may require on blanks for that purpose."122

"All parents, guardians, and other persons in this state having or who may hereafter have immediate custody of any child between eight and fifteen years of age (being between the eighth and fifteenth birthdays), or of any child between fifteen and sixteen years of age (being between the fifteenth and sixteenth birthdays) not regularly and lawfully engaged in some useful and remunerative occupation, shall cause such child to attend the public school of the district, in which the child resides, for the full time when such school may be in session, or to attend a private school for the same time, unless the superintendent of the schools of the district in which the child resides, if there be such a superintendent, and in all other cases the county superintendents of common schools, shall have excused such child from such attendance because the child is physically or mentally unable to attend school or has already attained reasonable proficiency in the branches required by law to be taught in the first eight grades of the public schools of this state as provided by the course of study of such school, or for some other sufficient reason."122

"If there be a principal or city superintendent in such district, the clerk or secretary shall make such census report to him.----If there be a city superintendent, the principal shall transmit such report (truancy) to said city superintendent, who shall transmit such report to the proper truant officer of his district."122

"Expenses of superintendents or other school representatives chosen by the directors attending any conference or meetings or upon urgent school business, called by the state

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superintendent or authorized by the directors, may be paid by the district."<sup>123</sup>

"Temporary certificates, not renewable, shall be issued by the state board of education: Provided, That in a city district employing one hundred or more teachers, the superintendent thereof shall have the right to issue temporary certificates valid in that district until the close of the current school year."<sup>123</sup>

"Any minor fourteen years of age and under eighteen years of age who has completed the eighth grade or who in the judgment of the superintendent of schools for districts of the first and second class or of the county superintendent for districts of the third class can not profitably pursue further regular school work as evidenced by statements filed with such superintendent; and any minor fifteen years of age and under eighteen years of age may apply to the board of school directors or the permit officer for the district where such minor resides for permission to leave school and to enter upon employment and if upon investigation said board of school directors or permit officer finds that the needs of the family or the welfare of such minor requires, and if in the judgment of such board of school directors or permit officer such minor may legally engage in such employment the said board of school directors or permit officer shall issue an employment permit which shall state the age of the minor as shown by the school register, the grade attained in school, and the person, firm or corporation which is to employ the minor."<sup>123</sup>

"It shall be the duty of all principals or superintendents of the school or schools mentioned in this act (Compulsory Attendance), before attempting to enforce the provisions of this act hereinafter mentioned to serve, or cause to be served, a demand for the attendance of certain children, naming them, and also designating the school to which their attendance is required, upon the parent, guardian or other person having charge of said child or children as may be eligible to attend said school over which he has charge, and a copy of this act."<sup>123</sup>

"It shall be unlawful for any county superintendent of schools, superintendent or principal of public schools, director of any school district, or other public school officer in the state of Washington, to accept, demand, or receive, either directly or indirectly, any commission, remuneration,

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<sup>123</sup> Washington, School Code, 1923, p. 252-113-107-141

or thing of value from any teacher's agency, employment bureau, teacher or other employee of any school under his or her jurisdiction or charge, as compensation for or on account of the appointment or recommendation of any teacher or other employee to any position in such school, or for furnishing information of a vacancy existing or to exist in any such position, or to accept, demand or receive either directly or indirectly, any commission, remuneration or thing of value from any publisher, manufacturer, salesman, agent, or any other person, as compensation for or on account of the recommendation of any books, maps, school furniture, or school supplies for use in such school, or for any services rendered in inducing directors of any such school district to adopt, purchase, install or use the same in any such school."124

"The prosecuting attorney in each county is hereby required to give legal advice, when required, to all county and precinct officers, and directors and superintendents of common schools in all matters relating to their official business; and when so required, he shall draw up, in writing, all contracts, obligations, and like instruments of an official nature, for the use of said officers."124

"The textbook commission of such school district of the first division shall consist of five persons, including the city superintendent, or, if there be none, then the principal of the high school, who shall be ex officio chairman of the commission."124

"It shall be the duty of the superintendent or principal of each school in all districts of the first division to prepare and issue, under the direction of the board of school directors of the district, a course of study for his schools, which course of study must, before going into effect, be approved by the state superintendent of public instruction."124

"In districts employing more than one hundred teachers, the city superintendent may, in his discretion, hold a teacher's institute of two, three, four or five days in such district, said institute when so held by the city superintendent to be in all respects governed by the provisions of this code relating to teacher's institutes held by county superintendents."124

"All examination fees shall be paid by the county superintendent or the city superintendent to the county treasurer, who shall place them to the credit of the proper institute

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hereby created."<sup>125</sup>

"The county or city superintendent must keep an accurate account of the actual expense of the institute, with vouchers for same, and make a complete report to the county auditor, which shall be placed on file in his office as a part of the regular files."<sup>125</sup>

"It shall be the duty of the parent or guardian of any child committed to this school to provide suitable clothing upon his or her entry into such school and from time to time thereafter as it may be needed, upon notice from the superintendent or other proper officer of the school."<sup>125</sup>

#### WEST VIRGINIA

"The state superintendent of schools shall have the authority to call conferences of the county, district, and city superintendents of schools of the State, or any group or groups of such superintendents for the purpose of considering with them any matters relating to the conditions and needs of the schools and the proper means of improving the schools throughout the State, or any section thereof."<sup>126</sup>

"The board of education of every district in the State shall have authority to appoint for its district a district supervisor of the schools and to fix his salary. The salary of a district supervisor shall be paid out of the teachers' fund of the district.---The board of education of any district may employ a district supervisor for as many months longer than the regular school term as may be necessary for him to supervise the construction of new buildings, the repairing of old buildings, the improvement of school grounds, and to do such other work as may be approved by the board. The board may also cooperate with the extension division of the college of agriculture of West Virginia university in employing the district supervisor or another person as agricultural club agent for the organization and direction of boys' and girls' agricultural clubs in the district; but any district supervisor so appointed shall be under the authority and direction of the board of education of the district, and he shall in no case neglect the work of supervising the schools and of performing his other duties as district supervisor. Two or more districts in the same county or in adjoining counties may appoint a district supervisor jointly,

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<sup>125</sup> Washington, School Code, 1923, p. 183-184-294

<sup>126</sup> West Virginia, School Laws, 1931, p. 20

the appointment of the salary and of the time of such supervisor to be arranged according to the number of schools in each district."<sup>127</sup>

"No person shall be eligible for appointment as district supervisor who does not hold a valid supervisor's certificate or its equivalent, as defined by the state board of education and who is not also a graduate of a standard normal school, or who has not had other academic and professional training approved by the state board of education as equivalent in all respects to graduation from a standard normal school: Provided, That any person holding a first grade teacher's certificate, who has not had successful experience in supervising schools, and who shall attend a state normal school, or some other school approved by the state board of education, for a period of six weeks in each year, may, upon the recommendation of the state board of education, be granted by the state superintendent a provisional license to act as district supervisor: Provided further, That the holder of a life certificate shall be eligible for appointment as district supervisor."<sup>127</sup>

"The district supervisor shall be the executive officer of the board of education in his district. He shall attend all meetings of the board except when his appointment, tenure or salary is the order of business, and he shall have the privilege of the floor, but he shall have no vote. From a list of applicants in the hands of the board of education the district supervisor shall have authority to recommend for appointment by the board a sufficient number of principals and teachers for the schools of the district, except in incorporated towns and cities where superintendents are appointed by the board, and he shall have authority to assign to their respective posts of duty all principals and teachers so appointed. The supervisor shall visit the schools of his district as often as possible, and shall see that the school laws are enforced, that minimum standards of the courses of study prepared by the state board of education are maintained, and that all laws and rules of the state board of education relating to the health of school children are observed. He shall supervise the methods of instruction in the schools and offer such suggestions to teachers as he may deem expedient, and he shall have authority to call meetings of the teachers as often as practicable. He shall make such reports as the state superintendent of schools may require."<sup>127</sup>

"Boards of education shall have authority to fix special

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schedules of salaries to be paid to superintendents, principals, supervisors, and all other employees who are not employed as teachers; and to fix the salaries of teachers."<sup>128</sup>

"Supervisors certificates, valid for a period of five years, shall be issued by the state superintendent of schools to applicants who have taught not less than two years on a first grade certificate, or who have had other experience which the state board of education regards as equivalent to two years of teaching, and who have passed a satisfactory examination upon such subjects as shall be designated by the state board of education.

The state superintendent of schools shall have authority to issue supervisors' certificates valid for five years, upon application in due form, to graduates of the West Virginia university, or other approved universities or colleges, and to graduates of the state normal schools or other institutions approved by the state board of education for the offering of the diploma normal course: Provided, The course of instruction completed by such graduates shall have included not less than twenty semester hours in professional subjects, five semester hours of which shall have been in the subject of school supervision. Supervisors' certificates shall be valid in all schools of the State."<sup>128</sup>

#### WISCONSIN

"In all school districts which embrace all of the territory of any city, however organized, and including joint districts but not union free high school districts, the district board, board of education or other board in charge may employ a superintendent to examine and license teachers, and under the direction of such employing board to supervise and manage the schools of said city."<sup>129</sup>

"The school board shall have the power to employ a city superintendent but not for longer than three years at a time."<sup>129</sup>

"The city superintendent of schools shall examine and license teachers, have general supervision of the professional work of the schools, and the promotion of pupils.

He shall make written recommendations to the school board relative to teachers, courses of study, discipline and such other matters as he may deem for the best interests of

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<sup>128</sup> West Virginia, School Laws, 1931, p. 41-53

<sup>129</sup> Wisconsin, School Laws, 1928, p. 482-485

the schools; and shall perform such other duties as the board may require.

He shall not be a member of the school board. He shall not engage in any pursuit which shall interfere with the proper discharge of his duties, but he is eligible to act as principal or teacher in any school under his supervision, and he shall possess the legal qualifications required for the principalship of a high school.

He shall make the report required by section 39.11, directly to the state superintendent.

He shall attend annually one convention called by the state superintendent for the purpose of consultation upon matters pertaining to the supervision and management of city schools. He shall be reimbursed his actual and necessary expenses incurred for travel, board and lodging because of attendance upon such convention, such bills to be audited and allowed by the school board upon presentation of an itemized statement of expense accompanied by certificate of attendance signed by the state superintendent."<sup>130</sup>

"Every officer whose duty it is to take the school census (except in cities of the first class), shall make three copies of such census on blanks furnished by the state superintendent, and shall send one to the proper superintendent, before the fifteenth day of July, and, at the opening of the school in his district, shall deliver a copy to the teacher or the principal in charge of each schoolhouse in the district.

In case the school district extends into two or more counties the clerk of such district shall make separate census reports for the part in each county and forward the same to the proper superintendents.

The superintendent may require all public school teachers (except in high school) to report to him the name of the school and its location, the name and address of the teacher, the number of months of school maintained during the year, the opening and the closing dates, the names and ages of all children enrolled between the ages of seven and sixteen, the names and post-office addresses and places of residence of the parents of such children, the number of the district and the distance such children reside from the schoolhouse, the number of days each child was present during each month, and any other information requested by him, said reports to be made on blanks to be furnished by the superintendent."<sup>130</sup>

"Each county and city superintendent shall report to the industrial commission and to the proper truant officers (upon blanks furnished by the commission) within ten days

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after the close of each month, commencing with October and ending with May in each year, the name of each child residing in the district under his supervision, who during said month has not complied with the provisions of section 40.70, and the name and post-office address of the parents of such child. If he has no names of delinquent children to report for any month, he shall report that fact. He shall require suitable monthly reports from the teachers under his jurisdiction, in order to assist him in preparing the reports. Each truant officer shall report each month to the industrial commission the action taken by him in case of delinquency reported to him by the superintendent."<sup>131</sup>

"Any superintendent of schools, or truant officer who violates any of the provisions of this section, shall be subject to a forfeiture of not less than five nor more than twenty-five dollars for each offense."<sup>131</sup>

#### WYOMING

"A principal or superintendent of schools in any district who has supervision over three or more teachers may amend and change the course of study prescribed by the state superintendent of public instruction in such manner as will, in his judgment apply more directly to the local conditions of such district."<sup>132</sup>

"It shall be the duty of the several city superintendents of schools in the state and of the clerk and board of directors of all other educational institutions receiving aid from the state, to report to the county superintendent of schools any failure or neglect on the part of the board of trustees of any school district, or the board of directors of any educational institution receiving aid from the state, to make proper provision for the teaching of those branches prescribed in the state course of study issued by authority and through the office of the state superintendent of public instruction on any or all of the schools or other educational institutions under their charge or over which they have jurisdiction."<sup>132</sup>

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<sup>131</sup> Wisconsin, School Laws, 1928, p. 491-492

<sup>132</sup> Wyoming, School Laws, 1927, p. 32

## SUMMARY OF STATE LEGISLATION

	Length of term	Training	Experience	Ex. Off. of Bd.	Other Legislation	Duties Legi
Alabama C-1924 S-1931	not over 5 yrs.			X	Sec. of Bd.	
Arizona Code of 1931	not over 4 yrs.	Cert.				
Arkansas Code of 1931						
California Code of 1927	4 yrs.	Adm. C. Teach. C.	2 yrs.			
Colorado C-1927 S-1931						
Connecticut Code of 1931	not over 3 yrs.			X		
Delaware Code of 1929		grad. Col	2 yrs.	X	Sec. of Bd.	
Florida C-1929 S-1931						
Georgia C-1928 S-1932						
Idaho Code of 1931	not over 3 yrs.			X		
Illinois Cir. No. 256	4 yrs.			X		
Indiana Code of 1932	1-4 yrs.					
Iowa C-1929 S-1931	1-3 yrs.			X		
Kansas Code of 1931	1-2 yrs.	grad. Col				
Kentucky C-1930 S-1932	1-2-4 y.	Adm. C. 6 hr adm				
Louisiana C-1926 S-1930	4 yrs.				Treas. Bd.	
Maine C-1930 S-1931	not over 5 yrs.	State C. Supt. Gr			Sec of Bd.	
Maryland C-1927 S-1931						
Massachusetts Code of 1932	3 yrs.			X		
Michigan Code of 1932	not over 5 yrs.	State Life				
Minnesota Code of 1931	1 yr.	H. S. Gen. C.			Ex Officio member Bd.	
Mississippi Code of 1928						
Missouri Code of 1927						
Montana Code of 1931	not over 3 yrs.					

STATE Ex. Off. of Bd.	LEGISLATION Other Legislation	Duties prescribed by Legislation Board		Special duties only by Leg.
X	Sec. of Bd.	X		
				X
		X		
				X
				X
X			X	X
X	Sec. of Bd.	X		
X			X	
X		X		
		X	X	
X			X	X
			X	X
		X	X	
	Treas. Bd.	X		
	Sec of Bd.	X	X	
X		X	X	
		X	X	
	Ex Officio member Bd.	X	X	
			X	
				X
		X		

## SUMMARY OF STATE LEGISLATION Cont.

	Length of term	Training	Experience	Ex. Off. of Bd.	Other Legislation	Duti Leg
Nebraska Code of 1928	not over 3 yrs.					
Nevada Code of 1931	1-4 yrs.	License T-in HS				
New Hampshire Code of 1931					Bd. nom. State emp.	
New Jersey Code of 1928		State T Cert.			Seat in Bd.	
New Mexico Code of 1927		1st. gr. T. Cert.			Good moral character	
New York Code of 1932	6 yrs.	Col. grad Supt. C.	& 5 yrs. & 10 yrs.			
North Carolina C-1929 S-1931		Supt. C.				
North Dakota Code of 1931	not over 3 yrs.				Competent Discreet	
Ohio C-'28 S'29'31	not over 5 yrs.					
Oklahoma Code of 1927	1-3 yrs.					
Oregon Code of 1931				X		
Pennsylvania Code of 1931	4 yrs.	Col. Dip G-c Ed.	6 yrs. 3 Adm.		Good m. c. Seat in Bd.	
Rhode Island C-'24 S'29'32				X		
South Carolina Code of 1929						
South Dakota Code of 1929	S. Dak. Cert.					
Tennessee Code of 1925						
Texas Code of 1931	1-2 yrs.	S. 1st g S. Perm.				
Utah Code of 1927	2 yrs.	Life Dip G. C. Gr	5 yrs.		Good moral Character	
Vermont C-1929 S-1931						
Virginia Code of 1930	4 yrs.	g-4yr-c 15hr P t	2 yrs. Adm or 5yrs. T			
Washington C-1923 S-1931	1-3 yrs.	Teachers Cert.			Sec. of Bd.	
West Virginia Code of 1931				X		
Wisconsin Code of 1928	3 yrs.					
Wyoming C-1927 S-1931						

## CHAPTER II

## STATE BOARD RULINGS

This chapter is a tabulation of State Board rulings relating to Superintendents of Schools. Information was secured through the office of the Superintendent of Public Instruction of the different States.

A table summarizing the State Board rulings will be found at the end of the chapter.

As in the previous chapter, Rules Relating to Superintendents of Schools are interpreted to mean those rules pertaining specifically to the Superintendent of Schools and not in a general way to all of the teachers.

## ALABAMA

None

## ARIZONA

None

## ARKANSAS

None

## CALIFORNIA

None

## COLORADO

None

## CONNECTICUT

None

## DELAWARE

"A Superintendent of Schools' Certificate, valid in all special school districts and other districts of the State for three years, renewable for three-year periods on evidence of successful experience and professional spirit, and also valid as a high school principal's certificate, elementary principal's and supervisor's certificate, and required in all special school districts, may be granted to persons who are graduates of a standard college or university, including elementary school and high school methods, supervision and administration, and who have had three (3) years' experience as administrator, principal or teacher."<sup>133</sup>

## FLORIDA

None

## GEORGIA

None

## IDAHO

None

## ILLINOIS

No State Board in Illinois.

## INDIANA

"A superintendent's license, first grade, is valid for five years, renewable thereafter for life on presentation of evidence of three years of successful experience and professional spirit, and good for administration and supervision in any high school corporation. After January 1, 1935, evidence of five years of successful experience, two of which must have been in Indiana, will be required for the conversion of a first grade license to a life license.

Applicants for a superintendent's license, first grade, should present credits and qualifications approximately as follows:

(1) Graduation from a standard or approved college or normal school (four year course).

(2) Five years successful experience as administrator, supervisor, principal, or teacher, three of which must have

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<sup>133</sup> Delaware, Certification Rules, 1930, p. 2

been within the last ten preceding years (not including in this ten years, time spent in attending school).

(3) Hold or be qualified for some kind of teacher's license, first grade.

(4) In addition to the above requirements, the applicant should have completed one year of graduate work in a standard university, specializing in administration and supervision.

Eighteen semester hours (or 3/5 of all graduate credits presented) should be in not less than three of the following lines of work, always including 1:

1. Public School Administration (including School Records and Statistics)
2. Supervision of Instruction
3. Tests and Measurements
4. School Grounds, Houses, and Equipment
5. School Budget and Accounting
6. Indiana School Law

Twelve semester hours (or 2/5 of all graduate credits presented) may be in any other two fields of knowledge."<sup>134</sup>

#### IOWA

"Superintendent in Iowa Normal Training Schools

1. Training - Four-year college graduate, courses in school administration and grade supervision being strongly recommended
2. Certificate - Five-year Iowa State Certificate
3. Experience - Two years' experience preferably as superintendent."<sup>135</sup>

"Superintendent in High School approved for Tuition

1. Training - Graduation from approved four year college or university
2. Certificate - An Iowa State Certificate
4. Experience - Two years of successful experience."<sup>136</sup>

#### KANSAS

"Class A and Class B Schools (Effective after September

<sup>134</sup> Indiana, Pamphlet - License for Administrative and Supervisory Officers, p. 1

<sup>135</sup> Iowa, Mimeograph - Qualifications of teachers in Iowa Normal Training High Schools

<sup>136</sup> Iowa, Mimeograph - Qualifications Required in Iowa Public Schools Approved for High School Tuition Purposes

1, 1934)--The Superintendent of a district having an accredited high school and also an elementary school, or schools, shall qualify under the following provisions:

(a) A minimum of two years successful experience in an elementary school; and

(b) A Minimum of two years of successful experience in an accredited high school;

(c) And in addition, sixteen semester hours of graduate credit in professional courses relating to elementary work, or eight semester hours of graduate credit in professional courses relating to secondary organization, administration, and supervision.

These requirements for administrators of Class A and Class B high schools will become effective for the school year 1934-1935; but they will not apply to administrators who at that time have had two or more years of thoroughly successful experience in the specific field of administration in which they wish to continue."<sup>137</sup>

#### KENTUCKY

None

#### LOUISIANA

"The certificate needed by a superintendent is the Class I-B and this certificate is issued to an applicant who shows the baccalaureate degree and five years of successful teaching experience."<sup>138</sup>

#### MAINE

"Neither the school committee nor the superintendent can legally elect a teacher. It requires joint action. If a committee fails to approve a teacher nominated by the superintendent it becomes his duty to place in nomination another."<sup>139</sup>

"The laws of Maine do not give the superintendent of schools the right to set up rules and regulations, these must be established by the committee. The committee is the legislative authority in local school items, the superintendent is the executive officer of the board. The superintendent may recommend a code of rules to his school committee for approval.

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<sup>137</sup> Kansas, Required Standards, 1931, p. 8

<sup>138</sup> Louisiana, Dept. of Ed. Letter 3/20/33

<sup>139</sup> Maine, Duties and Responsibilities of Superintending School Committees, 1928

Note: Rules and regulations governing teachers, janitors, and pupils should be set up and approved by the committee. These should be made a part of the minutes of the board. If teachers are to be present at a certain hour before school calls, remain for a time at close of school, the opening and closing of the school, requiring excuse for absence and in fact, all items for the good of the school should have the approval of the board. The superintendent in employing a person to transport scholars should establish a schedule of time governing such transporting and persons employed should follow same."140

## MARYLAND

None

## MASSACHUSETTS

"The selection of a superintendent of schools is a most important responsibility of the school committee, and should be discharged with an intelligent view to the welfare of the schools.

When a vacancy occurs in the position of superintendent of schools, the school committee, before inviting candidates to present themselves, should define and describe the general qualifications requisite for the work of the superintendent, and also special demands in the administration of the schools resulting from local conditions.

If the candidate under consideration is already serving as superintendent of schools, one or more members of the school committee should visit the schools under his supervision so as to ascertain facts bearing on the quality of his work. The selection of a superintendent upon credentials alone is questionable.

The committee should eliminate at an early date applicants who do not reasonably meet the requirements and demands of the position, and focus attention upon a few candidates of proven ability or decided promise.

The salary of the superintendent should not be fixed definitely until candidates have been examined and a selection made. If the chosen candidate cannot be obtained for the salary which the committee is able to offer, then some other candidate should be selected. On the other hand, when an especially desirable candidate can be secured by a larger salary, the committee might well endeavor to grant such in-

crease if the appropriation permits."<sup>141</sup>

"On the basis of the general statutory requirements, the majority of superintendents of schools have in practice come to exercise the following specific powers and duties:-

1. He visits the schools for the purpose of improving the instruction offered therein, and conducts professional meetings and conferences for the teachers in the public schools.

2. He directs the work of all teachers, janitors attendance officers, conveyance drivers, and other employees of the school department; and makes recommendations to the school committees regarding their duties, salaries, election, and dismissal.

3. He inspects all public school buildings and properties of the school department; reports to the school committees regarding the care, cleanliness, and sanitary condition; and makes recommendations to the committees relative to their repair and improvement.

4. He has general control of the grading, promotion, and discipline of the pupils; and reports to the committees, with recommendations, any cases of discipline that call special action by the committee.

5. He attends all meetings of the school committees, except when the committee is considering his salary, election, or tenure; and participates in the consideration of all questions before the committee, but does not have a vote.

6. He has a permanent record of all votes, orders, and proceedings of the committee; may purchase textbooks, supplies, and materials, after authorization by vote of the committee; is its agent in keeping the financial records and accounts; and certifies to the correctness of all bills; but no bill is allowed for payment by the municipal officers of the town until it has been approved by vote of the committee and indorsed by its chairman.

7. He keeps a classified account of all school expenditures and funds available, and submits a statement thereof, in writing, to the school committee at least once in every two months.

8. He attends, in so far as consistent with other duties, educational conferences and visits schools in other cities and towns, for the purpose of acquainting himself with educational movements; and the school committee may allow for these purposes such expenses as it deems appropriate."<sup>141</sup>

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<sup>141</sup> Massachusetts, Public School Administration Bulletin  
1926, p. 4-12

## Explanation of Duties

**"Recommending Teachers.--**As provided by law the superintendent of schools shall recommend teachers to the school-committee. Before making such recommendation he should make a careful examination of the credentials and qualifications of candidates. Every effort should be made to secure full information, and from as many sources as possible. A comparison of the opinion from several independent sources is a great aid in reaching a correct judgment on a teacher's qualifications. The superintendent should, whenever such procedure is feasible, see the candidate actually at work, or at least secure a personal interview. When satisfied that candidates possess desired qualities for the position, he should recommend such candidates to the school-committee, together with information regarding each candidate's training, personal qualities, and general fitness.

**Recommending Textbooks.--**The superintendent of schools before recommending a textbook to the school committee for adoption, should secure full information regarding the several texts on the subject under consideration.

The superintendent should secure the co-operation of teachers and other competent persons in examining texts. The value of textbooks under consideration may be determined by testing them in selected schools before recommending their adoption in all schools.

**Employment Certificates.--**A set of rules and regulations should be formulated defining the procedure to be followed in granting employment certificates.

In cities and towns where large numbers of certificates are issued, the superintendent of schools should establish a regular procedure, including definite place and time, for issuing such certificates. Adequate clerical assistance should be provided.

**Reports.--**The superintendent of schools, in addition to the annual report required by the school committee, should make such special reports as are necessary to inform the school committee and citizens of the conditions, work, and needs of the schools.

Reports to the State Department of Education required by law from superintendents of schools:-

1. General School Fund Statement, Part I, in July.
2. General School Fund Statement, Part II, in January.
- (From towns of less than \$3,000,000 valuation, State.)
3. School Returns in July.
4. Annual Printed School Report before April 30.

Reports to the State Department of Education required

assign teachers to positions within the school system as occasions arise, and to transfer teachers from one school to another when necessary.

**Promotion of Pupils.**--The superintendent of schools should formulate plans and methods for the promotion of pupils, to be in effect when approved by the school committee,

**Plans for New Buildings.**--The superintendent of schools should assist the school committee or special committees appointed by the town in securing plans for new buildings. He should be given opportunity to approve or disapprove plans before they are accepted.

**Repairs to School Property.**--The superintendent of schools should be responsible for incidental repairs to school property, and should report to the school committee on the conditions of the school buildings with reference to extensive repairs.

**Purchasing of Textbooks.**--In towns and cities where no special purchasing agent for all departments is employed the superintendent of schools should be the purchasing agent of the school department. In larger towns and cities the superintendent of schools should be given special assistance.

**Superintendents Office Hours.**--The superintendent of schools should have regular office hours for the convenience of persons who may wish to confer with him. Superintendents of schools, in unions, should arrange for a definite time (at least once a month) and place, in each town in the union for the purpose of conferring with persons on school matters. This practice is recommended in order that members of school committees of the various towns may be relieved of the responsibility of passing upon school administrative questions that properly should come, in the first instance, to the superintendent of schools.

**Visiting Schools.**--The superintendent in visiting schools should primarily aim to aid and advise the teachers. At the same time he will gain much knowledge of conditions in the schools on which to base recommendations for improvements. The superintendent can best fulfill this duty not by visiting schools in accordance with routine schedule, but by planning his visits with reference to a definite program of school improvement.

In a small town, the superintendent should so arrange his visits that he may keep informed of the work of the several schools. Where frequent visits are not possible, the superintendent should supplement his visits by memoranda to

the teachers, containing criticisms of teachers' or Pupils' work with suggestions for improvement.

A superintendent should keep a careful record of visits to schools, and note the conditions of the school property, building and grounds, the work of teacher and pupils, and such other matters as he may require in planning for improvements. The superintendent of schools should seek to encourage teachers in their work, and he should also frankly approve or disapprove their methods of instruction.

The superintendent should become acquainted with the pupils, and use his influence to affect the attitude of the pupil toward the school and the teacher.

**Administration of Course of Study.**--The superintendent of schools should be responsible for the successful administration of the course of study. The administration of a course of study involves:---

1. Giving the teacher information on the policy of the school committee with regard to subjects to be taught.
2. Instructing the teacher as to the methods prescribed in the course of study.
3. Determining the time allotment per subject.
4. Arranging the school day in accordance with the schedule of recitations.
5. Bringing teachers together from time to time to consider how to improve methods of instruction.
6. Employment of supervisors for special subjects.
7. Employment of teachers to assist retarded or backward pupils.
8. Promotion of pupils.

**Program for School Improvement.**--The superintendent of schools is charged with the responsibility of organizing for the school committee and the community a comprehensive program for the development of the school program. The program involves:---

1. A careful study of the new educational movements.
2. An intimate knowledge of the educational needs of the community, based upon social, economic, and industrial conditions.
3. Planning for the increase of school accommodations to meet the growing needs of the community.
4. Provisions for enlarging the scope of instruction.
5. Development of health protective agencies.
6. Establishing a close relation between the schools and community.

**Principal of the High School.**--The superintendent of

schools, as executive officer of the school committee, should have immediate supervision of all employees appointed by the school committee.

The principal of the high school should be responsible to the superintendent for the discharge of his duties and obligations.

The superintendent of schools should frequently confer with the principal of the high school in order to secure his co-operation with regard to general policies relating to the school system. The principal of the high school should also confer with the superintendent of schools on all questions of moment pertaining to the administration of the high school. Before making any major change in the course of study, the organization of the school, or introducing new methods or ideas, the principal should obtain the approval of the superintendent of schools.

**Principals of Elementary Schools.**--The superintendent of schools should have immediate supervision of elementary school principals, supervisors, and special teachers, and should direct their work in the interest of uniformity in organization and instruction. Frequent round-table conferences should be held so that principals and special teachers may have opportunity to suggest changes in the course of study and in the organization and operation of the schools.

The superintendent should hold principals responsible for:---

1. The discipline in buildings.
2. The condition of textbooks.
3. The development of organized play.
4. The social activities of the school.
5. Pupil records.
6. Quality of instruction.

**Janitors.**--The superintendent of schools should, with the assistance of the school committee, formulate a code of rules and regulations prescribing the duties and responsibilities of school janitor.

The superintendent, as the executive officer of the school committee, should have general charge and control of janitors. The principal under direction of the superintendent should have the janitor under his direct control. When a janitor fails to perform his work satisfactorily, the superintendent of schools should report the facts to the school committee. The superintendent should be authorized by the school committee to suspend janitors when, in his judgment, the circumstances warrant such action.

**Attendance Officers.**--The superintendent of schools, in conference with the school committee, should formulate a code of rules and regulations governing the duties and responsibilities of the attendance officers.

The attendance officers should be required to report daily to the superintendent of schools cases of habitual truancy, or other school offences. They should make recommendations for the better enforcement of attendance laws. In a superintendency union, reports by the attendance officers should be made to the superintendent of schools at the time of his visit to the town, unless a condition arises so serious as to call for prompt action.

**School Physicians and Nurses.**--The superintendent of schools, in conference with the school committee and the school physician, should organize the work of medical inspection, as follows:--

1. All children in the public schools of the town should be thoroughly examined at the beginning of the school year to determine their physical condition. This examination should be made by the school physician assisted by the school nurse.

2. Physical record cards, supplied by the department of Education, on which are recorded the physical condition of all children in the public schools, should be kept at the office of the superintendent. When a child transfers to another school, this card should be forwarded with transfer card to the superintendent, principal, or teacher of the school he enters.

3. The school physician should from time to time examine the children in the public schools. The school physician should promptly examine all cases called to his attention by the teachers, nurses or superintendent of schools.

4. An annual report should be made by the school physician to the superintendent of schools on the general condition of the health of the pupils.

5. A report should be made annually by the school physician on the sanitary conditions of the school property and on the effects of school conditions on the health of the children. The superintendent of schools, in co-operation with the school physician and nurse, should prepare a schedule and directions for school and home visitations by the school nurse.

6. A report should be made annually by the school nurse to the superintendent of schools, giving a summary of her work during the year.

**Conveyance Drivers.**--The superintendent of schools should have immediate direction and control of drivers of transportation vehicles, and should, with the assistance of the committee establish rules and regulations relating to transpor-

tation."142

"Suggested School Committee Rules and Regulations Concerning the Superintendent of Schools.

1. General Duties.--The superintendent shall be the executive officer of the school committee, and under the direction of the committee shall administer and supervise the public schools of the town.

2. Regulations.--He shall make and enforce such regulations for the conduct of the schools as he may deem conducive to the best interests of the schools, subject to the approval of the committee; such regulations are to be reported to the committee at its regular meeting.

3. Attendance on Meetings.--He shall attend all meetings of the committee, but shall not remain when his own election or salary is under consideration. He shall have the right to speak on all questions, but not to vote.

4. Visits to Schools.--He shall visit each of the schools of the town as often as is practicable, and give careful attention to matters of organization, instruction, and discipline. He shall direct all supervisors, principals, or teachers, general or special from time to time, to make such changes in methods of school management or of instruction as shall seem best calculated to give greater efficiency to the schools.

5. Meetings of Teachers.--He shall call such meetings of supervisors, principals, or teachers, general or special, as he may deem necessary for the purpose of giving instruction or direction to said supervisors, principals, or teachers, general or special, in the discharge of their duties, for the discussion of methods of teaching and school government, and for securing uniformity in the instruction and discipline of the schools.

6. Lists of Candidates.--He shall recommend teachers to the committee as vacancies occur, and shall keep on file a list of teachers who are applicants for positions in the schools, together with a record of facts respecting their character and qualifications.

7. Temporary Appointments.--He shall have power to fill all vacancies caused by temporary illness or necessary absence of teachers or other employees, and to make other temporary arrangements relative to the schools which he may deem necessary. He shall report such action to the committee at its subsequent meeting.

8. Assignment of Pupils and Classes.--He shall have power to assign pupils to buildings and classes to schoolrooms, subject to the approval of the committee.

9. Report on School Population.--At the regular

of the committee in December of each year, the superintendent shall report to the committee an estimate of the probable number of additional school children for whom provision should be made before the month of September following, and specify the localities in which school accommodations are inadequate. He shall also recommend from time to time whatever alterations and enlargements existing school buildings may require.

10. **Courses of Study.**--He shall supervise the preparation of all courses of study, and shall submit to the committee for its consideration such courses as he approves. He shall recommend to the committee such changes in the courses of study as he deems necessary, and these changes shall become effective when approved by the committee.

11. **Textbooks and Apparatus.**--He shall select, subject to the approval of the committee, the textbooks, maps, charts, and apparatus to be used in the elementary schools, and, with the advice of the principals and of the heads of special departments of the high school, the textbooks, maps, charts, and apparatus for these schools. In selecting books, supplies, and apparatus for use in work in charge of special directors or supervisors, he shall call for their recommendations in writing, but his choice shall be final, subject, as stated, to approval by the committee.

12. **Recommendation of Teachers, Supervisors, and Other School Employees.**--He shall recommend to the committee for appointment supervisors, principals, teachers, playground directors and teachers, medical inspectors and nurses, and other employees required by the school system.

13. **Reports on Work of Teachers.**--He shall report to the committee the failure of any teacher or other employee to do satisfactory work, to comply with the rules of the committee, or to follow out his directions.

14. **School Records, Registers, and Reports.**--He shall see that the school records and registers are properly kept, and that the necessary reports are made by the supervisors, principals, teachers, and other employees with care, promptness and accuracy.

15. **School Blanks.**--He shall recommend a system of report blanks to inform parents of the attendance, scholarship, deportment, and health of their children, and to promote the co-operation of parents and teachers.

16. **Reports of Employees.**--He may require of any appointee of the committee an annual report in writing of the work done in his department; all reports and communications of such appointees shall be submitted to the committee through him, and all orders or communications from the committee to such appointees are to be transmitted through the superintendent, unless otherwise provided by the rules and regulations.

17. **Suspension of Pupils.**--He shall have power to suspend from school any pupil whose conduct or character is such as to be detrimental to the good order of the school, or whose

parents wilfully neglect or refuse to co-operate with the superintendent or teachers in carrying out the regulations of the schools; such suspension is to be immediately reported to the parents or guardian of the pupil and to the committee.

18. Office Hours.--He shall keep regular office hours in rooms provided by the committee.

19. Supervision of Janitors.--He shall have general supervision of the work of janitors of the several schools, and shall see that they conform strictly to the rules of the committee and to such other instruction as he may deem wise to give.

20. Visiting Days.--He may, at his discretion, close the schools one day in the year to allow teachers to visit schools in other towns or cities, such visitation to be made under the direction of the superintendent of schools.

21. Closing Schools.--He shall have authority to close any school or schools temporarily, whenever conditions are such as to endanger the health of the pupils.

22. Study of Other School Systems.--He shall keep himself informed, by visiting and other means, in regard to the school systems of other towns and cities, their plans of organization, modes of government, methods of instruction, and such other matters as may enable him to keep the committee informed on progressive movements in education.

23. Ordering Textbooks and Supplies.--He shall have power, with the approval of the committee, to order or to authorize the ordering of necessary books, supplies, apparatus, and other materials. All requisitions for books, supplies, apparatus, and other materials shall be approved by the superintendent. In case of emergency he shall, with the approval of the chairman of the committee, order or cause to be ordered necessary books, apparatus, and supplies, and with the approval of the chairman of the committee he shall order or cause to be ordered materials for making emergency repairs.

24. School Bills and Pay Rolls.--He shall supervise and examine the pay roll of principals, teachers, and other employees, and all other bills and accounts referred to him for examination, and submit a statement as to their correctness to the committee.

25. Fire Drills.--He shall also require the principals and teachers of the several schools and departments to instruct and train their pupils by means of fire drills, so that they may leave the building quickly, without confusion, in case of fire. Such drills shall be held in each school at least once a month.<sup>143</sup>

## MICHIGAN

"The office of superintendent of schools or other position in direct charge of a high school must be filled with such care that an efficient, professionally trained administrator or supervisor will be insured.

Since January 1, 1930, it has been required that the person elected to the immediate administrative office of a secondary school shall possess a degree from a university, a standard college, or a standard teacher's college, representing the completion of the requirements for the Bachelor's degree; that he shall have completed at least fifteen semester hours of work in professional training, including courses in supervisory and administrative fields, and that he shall have had two or more years of teaching experience, preferably in an accredited school system."<sup>144</sup>

"In graded, first, second and third class districts, of which said district the major portions are located in incorporated cities employing a principal of the high school and also a superintendent of schools who gives not less than one-third of his or her time to school supervision, the superintendent of schools and the board of education or a committee thereof shall be empowered to examine their teachers and grant certificates to such as are not already legally qualified, at such times and in such form as the superintendent of public instruction shall prescribe."<sup>145</sup>

## MINNESOTA

"The superintendent of any accredited secondary school shall hold a superintendent's certificate valid for the type of school maintained.

The superintendent shall direct the work of all teachers and principals and, under such rules as the school board may establish, shall administer all affairs of the school system of his district.

The superintendent in independent or special 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 superintend the grading of the schools and examinations for promotion, and shall perform such other duties as the board shall prescribe. He shall make, either direct to the state super-

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<sup>144</sup> Michigan, Standards for High Schools, p. 2

<sup>145</sup> Michigan, Certification of Teachers, p. 11

intendent or through the county superintendent, such reports as shall be required."<sup>146</sup>

"In a six-year undivided high school the superintendent shall have adequate time for administration and supervision and to this end at least forty per cent of the school day shall be available for these purposes."<sup>146</sup>

"In a Junior-Senior high school the superintendent shall have fifty percent of the school day available for these purposes."<sup>146</sup>

"Under the direction of the superintendent, the principal shall be immediately responsible for the organization, administration and supervision of the junior-senior high school."<sup>146</sup>

"On or before October first of each year, the superintendent shall transmit to the State Department the qualifications of all teachers employed in his graded school."<sup>146</sup>

#### MISSISSIPPI

"It is recommended that superintendents and principals of four-year high schools be graduates of four-year colleges approved by this commission and have training in school administration and supervision, or shall earn seven quarter hours annually until this recommendation can be met.

Beginning superintendents and principals must be graduates of four-year colleges, have twenty-seven quarter hours training in education including school administration and supervision, and not less than two years of teaching experience.

Superintendents and principals in service having training less than that represented by graduation from an approved four-year college, must earn at least nine quarter hours every two years until a standard degree is earned."<sup>147</sup>

#### MISSOURI

None

#### MONTANA

"To be eligible to hold the position as city superin-

<sup>146</sup> Minnesota, Standards for Graded Elementary and Secondary Schools, p. 25-27-29

<sup>147</sup> Mississippi, Accredited High Schools and Colleges, p. 5-9

tendent of schools in Montana the applicant must be a college graduate from a fully accredited four year college with a bachelors degree, with at least 22½ quarter hours of work in education, plus 15 quarter hours of work in supervision and administration, and shall have taught three years successfully."148

#### NEBRASKA

None

#### NEVADA

None

#### NEW HAMPSHIRE

None

#### NEW JERSEY

Incorporated in the school Laws.

#### NEW MEXICO

None

#### NEW YORK

None

#### NORTH CAROLINA

All Board rulings enacted into law.

#### NORTH DAKOTA

None

#### OHIO

"Superintendents and principals are required to have preparation at least equal to that of teachers. They should master additional courses in administration and supervision."149

#### OKLAHOMA

None

148 Montana, Superintendent of Public Instruction Letter

149 Ohio, High School Standards, p. 32

## OREGON

Included in the state laws.

## PENNSYLVANIA

None

## RHODE ISLAND

"Superintendent's Certificates.

Life Professional;

Qualifications required for a professional superintendent's certificate. Successful experience of five years in superintendence of public schools. Accredited professional study and improvement in service, minimum of twenty credits.

Professional; Valid for five years and renewable.

Graduate from approved college or state normal school or equivalent. Approved graduate professional study of 216 hours. Approved course in Rhode Island Education. Accredited experience of three years in teaching in public schools.

Senior Provisional; Valid for five years and renewable.

Graduate from approved college or state normal school or college of education or equivalent. Approved course in Rhode Island Education. Accredited experience of three years of teaching. Accredited experience of five years or more in supervision."<sup>150</sup>

## SOUTH CAROLINA

"Certificate of Superintendent of Schools.

Duration: Ten years.

Basis of issuance:

- a. Experience: Five years, two of which must have been in administration as principal or supervisor; one year of graduate study in an accredited institution, 24 semester hours, one-half in administration and supervision may be substituted for two years of experience other than that of administration.
- b. Credentials:
  1. A. B. or B. S. Degree from an institution accredited by the State Board of Education, including 18 hours of professional training.
  2. Eighteen semester hours of education.
  3. All graduates with Bachelor's degrees shall have had

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<sup>150</sup> Rhode Island, Standards of Qualifications for Service in Public Education, Insert

in addition to the 18 hours of education, six semester hours graduate resident study in administration and supervision in an institution accredited by the State Board of Education.

- c. Renewal: On evidence of successful experience and professional growth during at least seven years on previous certificate, and 12 semester hours of approved graduate study, during the life of the certificate, in an institution accredited by the State Board of Education. One year of graduate study in an institution accredited by the State Board of Education, 24 semester hours, may be substituted for two of the seven years of required experience, provided the year's graduate study has not been previously used in securing the first certificate and provided that the year's study is in addition to the twelve semester hours required for renewal."<sup>151</sup>

#### SOUTH DAKOTA

"The High School General Certificate is granted to persons who have completed an approved course and hold a diploma of graduation from an approved university or college. 15 semester hours in Education is required. After June 1, 1932 three semester hours must be in practice teaching in high school subjects, preferably in the major or minor.

In addition three semester hours of credit in administration or supervision and three years of successful teaching experience is required of a person to serve as superintendent of a school and three semester hours of credit in educational administration or supervision and one year of successful teaching experience is required of every person who wishes to serve as principal. After September 1, 1932 General Psychology is not to be considered a credit in Education."<sup>152</sup>

"Teachers should be selected by the board upon the nomination of the superintendent. No teacher should be selected without the approval of the superintendent.

The janitor should be placed under the supervision of the superintendent or principal and abide by rules established for him by the board of education and superintendent."<sup>152</sup>

#### TENNESSEE

None

<sup>151</sup> South Carolina, Rules and Regulations for the Certification of Teachers, p. 1

<sup>152</sup> South Dakota, Directory of Secondary Schools, p. 7-6

## TEXAS

None

## UTAH

"The Board issues two general credentials in school administration--(1) A life diploma; (2) a five year certificate.

City and district superintendents of schools are required to hold the general administrative credential.

School administrators must hold a valid teacher's certificate or diploma of high school grade, as well as as administrative certificate or diploma of high school grade.

An applicant for the life diploma in school administration must show:

1. That he holds a valid teacher's diploma of high school grade issued by the Utah State Board of Education;
2. That he has had not fewer than five years of successful experience in administration, at least two of which have been in Utah;
3. That he has completed at least 41 quarter hours of approved college work in education;
4. That his work in education includes at least 3 quarter hours in each of the following subjects:  
 Advanced Organization and Administration of Schools  
 History of Education or Philosophy of Education  
 Educational Tests and Measurements.

The additional credit in education may be selected from the following:

Educational Supervision  
 School House Hygiene and Construction  
 Statistical Methods  
 Financial Problems in Educational Administration  
 Social Education  
 Introduction to Research in Education  
 Rural Education  
 Vocational Education  
 School Surveys  
 Use of Books

Deviation from any of these electives should be made only with the approval of the Board of Education giving the course.

The five year certificate in administration is granted to an applicant who is holder of at least a valid teacher's high school certificate, issued by the Utah State Board of Education, and who has had at least three years of successful teaching experience, and who furthermore has met all other

requirements for the life diploma, except experience in administration."<sup>153</sup>

## VERMONT

### "Town and Union Superintendents

a. Education.--Graduation from an approved, standard four-year secondary course, followed by graduation from a standard four year normal school course, or the completion of at least four years of an approved college course, or the satisfactory equivalent thereof. (Such approved course may not consist of highly specialized technical, commercial, medical, agricultural or other courses not adopted to public school work.)

b. At least three years of successful experience in public school teaching and administration (principal, supervisor or superintendent) to include elementary and if possible high schools, within five years of the date of issuance of the certificate. At least one year of experience should be in administration.

c. Professional training knowledge and skill.-- Satisfactory evidence of such equipment--certificates of educational courses taken, summer schools attended and of professional reading, or by examination. There shall be required for new superintendents after February 19, 1932, at least eighteen (18) hours of credit in professional courses.

d. References.--Satisfactory credentials covering personal qualifications and character, scholarship, success in instruction, administration, discipline and leadership."<sup>154</sup>

## VIRGINIA

Included in the school Laws.

## WASHINGTON

"On or after September 1, 1934 the superintendent of a district having an accredited high school and also an elementary school, or schools, shall qualify under the following provisions:

a. A minimum of two years of successful experience in an elementary school; and

b. A minimum of two years of successful experience in

<sup>153</sup> Utah, Requirements for Certification of Teachers, Supervisors and Superintendents, p. 6

<sup>154</sup> Vermont, Qualifications and Certification of Town and Union Superintendents, p. 1

an accredited high school: Provided, That not less than two years of such successful experience shall have been in the capacity of Principal on either level; and Provided, further, That in lieu of (a) 24 quarter hours of professional courses relating to elementary work may be substituted, or in lieu of (b) 12 quarter hours of professional courses relating to secondary organization, and supervision, in addition to the minimum number of hours in education required for certification, may be substituted. Professional work may be substituted for (a) or (b), but not for both.

The training to be accepted in lieu of (a) is interpreted as requiring at least one-third of the professional work specifically in elementary organization, administration, and supervision, including elementary methods, technique and research."<sup>155</sup>

## WEST VIRGINIA

None

## WISCONSIN

No state board in Wisconsin.

## WYOMING

### "Administrative Certificates

1. Advanced Administrative. Valid for the superintendency of any public school system in Wyoming.
  - a. Graduate of a standard college or university.
  - b. Master's Degree in Education from standard college or university.
  - c. Professional training, Group A..
  - d. Administrative experience, 3 years.
  - e. Term. Life.
2. Administrative I. Valid for superintendent or high school principal.
  - a. Graduate of a standard college or university.
  - b. Professional training, Group B.
  - c. Teaching experience, 1 year.
  - d. Term, 3 years.
  - e. Changed to Life Certificate after 3 years successful administrative experience."<sup>156</sup>

"Group A, Professional Subjects, 45 quarter hours in

<sup>155</sup> Washington, Certification of Teachers, p. 8

<sup>156</sup> Wyoming, Certification of Teachers, p. 6

graduate study. A minimum of 18 quarter hours in courses in Public School Administration and Supervision on the graduate level, selected from Groups 2, 3, and 4 below. >

1. Educational Psychology (3) (Required if not taken as undergraduate work)
2. Educational Sociology
3. Administration (12)
  - a. School Finance
  - b. Surveys
  - c. Elementary School Problems
  - d. Junior High school Problems
  - e. High School Problems
  - f. Research
  - g. Statistical Methods
4. Supervision (6)
  - a. Educational Measurements
  - b. Methods of Teaching in the Elementary School (Required if not taken as undergraduate work)
  - c. Methods of Teaching in High School (Required if not taken as undergraduate work)
  - d. Supervision of Instruction
  - e. Curriculum Construction
  - f. Vocational Guidance
  - g. Research
5. Supervised Teaching (3) (3 years successful experience may be substituted)

Group B, Professional Subjects, 30 quarter hours selected from Group A at under-graduate level, including 1, 4c and 5."157

## SUMMARY OF STATE BOARD RULINGS

	Training required	Require courses to fit for position	Experience required	Prescribe duties
Alabama				
Letter 1933				
Arizona				
Pamphlet 1931				
Arkansas				
Letter 1933				
California				
P-1931 R-1932				
Colorado				
Mimeograph 1933				
Conneticut				
Letter 1933				
Delaware	g-4yr-C	X	3 yrs.	
Pamphlet 1930	lyr-g-w			
Florida				
Letter 1933				
Georgia				
Letter 1933				
Idaho				
Letter 1933				
Illinois				
Letter 1933				
Indiana	g-4yr-C	X	5 yrs.	
Pamphlet	lyr-g-w			
Iowa	g-4yr-C	X	2 yrs.	
Pamphlet 1931				
Kansas	g-4yr-C	X	2 yr El-S.	
Pamphlet	g credit		2 yr H. S.	
Kentucky				
Letter 1933				
Louisiana	A. B.		5 yrs.	
Letter 1933	degree			
Maine				X
Pamphlet				
Maryland				
Letter 1933				
Massachusetts				X
Pamphlet 1926				
Michigan	Bachelor	X	2 yrs.	
Pamphlet 1928	degree			
Minnesota	Supt's C			X
Pamphlet 1931				
Mississippi	g-4yr-C	X		
Pamohlet 1931				
Missouri				
Letter 1933				
Montana	g-4yr-C	X	3 yrs.	
Letter 1933				

## SUMMARY OF STATE BOARD RULINGS Cont.

	Training required	Required courses to fit for position	Experience required	Prescribe duties
Nebraska				
Letter 1933				
Nevada				
Letter 1933				
New Hampshire				
Letter 1933				
New Jersey				
Letter 1933				
New Mexico				
Pamphlet				
New York				
Letter 1933				
North Carolina				
Letter 1933				
North Dakota				
Letter 1933				
Ohio		X		
Pamphlet 1929				
Oklahoma				
Letter 1933				
Oregon				
Letter 1933				
Pennsylvania				
Letter 1933				
Rhode Island		X	3-5 yrs.	
Pamphlet 1925	g-4yr-C			
South Carolina	g-4yr-C	X	5 yrs.	
Pamphlet	1yr-g-w		2 in adm.	
South Dakota		X	3 yrs.	
Pamphlet	g-4yr-C			
Tennessee				
Letter 1933				
Texas				
Pamphlet 1932				
Utah	adm-cert	X	5 yrs.	
Pamphlet 1928	teach-d.			
Vermont		X	3 yrs.	
Pamphlet 1932	g-4yr-C			
Virginia				
Letter 1933				
Washington			2 yr El-S.	
Pamphlet 1932			2 yr H. S.	
West Virginia				
Letter 1933				
Wisconsin				
Letter 1933				
Wyoming	g-4yr-C	X	3 yrs.	
Pamphlet 1932	M.A. Ed.			

## CONCLUSIONS

There seems to be a definite trend toward better training and more adequate preparation for persons who are to fill the positions of Superintendent of Schools. Since 1930 a number of states have realized this necessity and have passed legislation or made rulings requiring special training for the position. Kansas, Washington and Indiana are among the latest to recognize this need. The Kansas and Washington regulations take effect September 1, 1934, the Indiana ones January 1, 1935.

All but <sup>✓</sup>three of the states, Florida, Georgia and Maryland, have made rules or regulations relating to the Superintendent of Schools. Some have explained his duties and training in detail. Others have barely mentioned him.

Twenty-eight states recognize the value of keeping the same superintendent for a number of years and have passed legislation so that the Board may hire him for more than one year at a time. These vary as follows;

1	state,	a	term	of	6	years	
4	states,	a	term	of	not	over	5 years
4	"	"	"	"	"	"	4 "
5	"	"	"	"	"	"	4 "
9	"	"	"	"	not	over	3 "
2	"	"	"	"	"	"	3 "
2	"	"	"	"	not	over	2 "
1	"	"	"	"	"	"	2 "

Twenty-seven states have definite requirements that a person must meet before he can become a superintendent of schools. Sixteen have prescribed special administrative training for the position.

Twenty states require experience before a person can become a superintendent. This varies from two to ten years, but only one state has a requirement above six years and this is under certain conditions.

The superintendent is the executive officer in ten states. He is secretary of the Board in four and has a seat in the Board in three others. Three states require the superintendent to be of good moral character, one requires him to be competent and discreet and in one state the superintendent is nominated by the local Board but is hired by the State.

The States vary considerably in the method by which the superintendent's duties are determined. In twelve states the duties are prescribed by legislation or state board rulings. Two states leave it up to the local school board. Fourteen states prescribe part of the duties and the board determines the balance. In seven states most of the duties are determined by the local board, a few special duties are prescribed by the state. Eight states prescribe only special duties. Five states do not mention the superintendent's duties, three of these do not even mention the superintendent in their laws.

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