

copy of all the proceedings of the council relating to the formation or alteration of school sections, all school assessments, and other educational matters.

Township Clerk to prepare Maps of School Sections.

49. The township clerk shall prepare in duplicate, a map of the township, shewing the divisions of the township into school sections and parts of union school sections, and shall furnish one copy of such map to the county clerk, for the use of the county council, and he shall retain the other in the township clerk's office, for the use of the township corporation.

DUTIES OF COUNTY MUNICIPAL COUNCILS.

To raise equivalent to Legislative School Grant.

50. Each county council shall cause to be levied yearly upon the several townships of the county, such sums of money, for the payment of the salaries of legally qualified common school Teachers, as at least equal (clear of all charges of collection) the amount of school money apportioned by the Chief Superintendent of Education to the several townships thereof for the year, and notified by him to such council through the county clerk;

Such equivalent may be increased for poor schools, &c.

And the sums so levied may be increased at the discretion of the council, either in aid of the county school fund, or on the recommendation of one or more local superintendents, to give special or additional aid to new or needy school sections.

Such county-rate to be collected by 14th December.

51. The sum annually required to be levied in each county, for the salaries of legally qualified teachers, shall be collected and paid into the hands of the county treasurer, on or before the *Fourteenth day of December* in each year;

Teachers not to be refused payment.

But notwithstanding the non-payment of any part thereof to such treasurer in due time, no teacher shall be refused the payment of the sum to which he may be entitled from such year's county school fund, but the county treasurer shall pay the local superintendent's lawful order in behalf of such teacher, in anticipation of the payment of the county school assessment; and the county council shall make the necessary provision to enable the county treasurer to pay the amount of such order.

Council may establish County Library.

52. Each county council shall raise by assessment such sums of money as it may judge expedient, for the establishment and maintenance of a county common school library.

County to appoint Local Superintendents.

53. Each county council shall appoint annually a local superintendent of schools for the whole county, or for any one or more townships in the county, as it may judge expedient; and shall fix (within the limits prescribed by the *eighty-eighth* section of this Act) and provide for the salary of such local superintendent.*

54. No local superintendent shall have the oversight of more than one hundred schools.

Clerk to report appointments and proceedings to Chief Superintendent.

55. The county clerk shall forthwith notify the Chief Superintendent of Education of the appointment and address of each such local superintendent, and of the county treasurer; and shall likewise furnish him with a copy of all proceedings of the council relating to school assessments and other educational matters.

To obtain security from all persons entrusted with school moneys.

56. Each county council shall see that sufficient security is given by all officers of the council to whom school moneys are to be entrusted, and shall also see that no deduction is

made from the school fund by the county treasurer or sub-treasurer for the receipt and payment of school moneys.

School Sub-treasurers for townships may be appointed.

57. If deemed expedient, the county council shall appoint one or more sub-treasurers of school moneys for one or more townships of the county; in which event each such sub-treasurer shall be subject to the same responsibilities and obligations in respect to the accounting for school moneys and the payment of lawful orders for such moneys given by any local superintendent within the parts of the county for which he is appointed sub-treasurer, as are imposed by this Act upon each county treasurer in respect to the paying and accounting for school moneys.*

Auditors of School Moneys to be appointed.

58. Each county council shall annually, or oftener, appoint auditors, who shall audit the accounts of the county treasurer and other officers to whom school moneys have been entrusted, and who shall report to such council.

Clerk to transmit audited accounts to the Chief Superintendent.

59. The county clerk shall transmit to the Chief Superintendent of Education, on or before the first day of March in each year, a certified copy of the abstract of the report of the auditors, and shall also give any explanation relating thereto, as far as he is able, which may be required by the Chief Superintendent.

[NOTE.—Sections 60 to 79 inclusive, refer to cities, towns, and incorporated villages, for which a separate manual has been prepared and sent out to each Board of Trustees, &c.]

COMMON SCHOOL TEACHERS AND THEIR DUTIES.

80. No [male or female] teacher shall be deemed a qualified teacher who does not at the time of engaging with the trustees, and applying for payment from the school fund, hold a certificate of qualification, as in this Act provided.

Teacher not to hold certain offices.

81. No teacher shall hold the office of school trustee or of local superintendent.†

Duties of Common School Teachers.

82. It shall be the duty of every teacher of a common school:—

To teach according to law and regulations.

(1) To teach diligently and faithfully all the branches required to be taught in the school according to the terms of his engagement with the trustees, and according to the provisions of this Act.

To keep the Register of the School.

(2) To keep the daily, weekly, and monthly or quarterly registers of the school.‡

To maintain proper order and discipline.

(3) To maintain proper order and discipline in his school according to the authorized forms and regulations.

To keep Visitors' Book.

(4) To keep a visitors' book (which the trustees shall provide) and enter therein the visits made to his school, and to present such book to each visitor, and request him to make therein any remarks suggested by his visit.

To give access to Register and Visitors' Book.

(5) At all times, when desired by them, to give the trustees and visitors access to the registers and visitors' book appertaining to the school, and upon his leaving the school to deliver up the same to the order of the trustees.§

To hold Public Quarterly Examinations.

(6) To have at the end of each quarter a public examination

* See Section 137 of this Act.

† See section 11 of the new School Act.

‡ See section 138 of this Act.

§ See section 1 of the new School Act.

* See Section 89 of this Act