



MINNESOTA HISTORICAL SOCIETY  
Minnesota State Archives

**FREEBORN COUNTY**  
**Independent School District No. 241, Albert Lea**  
**An Inventory of Its Records**

**OVERVIEW OF THE RECORDS**

**Agency:** Minnesota. Independent School District No. 241 (Albert Lea).  
**Series Title:** Records,  
**Dates:** 1872-1991.  
**Quantity:** 11.8 cu. ft. (13 boxes, 1 partial box, and 1 card file box).  
**Location:** See Detailed Description section for box locations.

**ADMINISTRATIVE HISTORY OF ISD No. 241**

Originally Freeborn County Independent Consolidated School District No. 38; became Independent School District No. 241 on September 6, 1957.

**SCOPE AND CONTENTS OF THE RECORDS**

School board minutes (1872-1968); superintendents', clerks', and treasurers' reports; various financial records; attendance registers (1951-1956); administrative and policy documents; curriculum guides (1958-1961); lists of staff and teachers (1904-1991) and graduates (1884-1965); staff record cards (ca. 1910-ca. 1960); student and teacher handbooks; teacher salary schedules and contracts (1905-1989); consolidation/reorganization files (1954-1972); school censuses (1911-1955); and superintendent's subject files (1931-1982), covering such topics as accessibility, district history, and education programs and policies.

Also a report on a financial study of schools in Albert Lea, Austin, Mankato and Faribault (1931) and files on a proposed area vocational technical institute (1963-1980) and the Gateway Vocational Center (1972-1978).

## INDEX TERMS

*This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.*

### **Topics:**

Area vocational-technical centers--Minnesota.  
Educational surveys--Minnesota--Freeborn County.  
Education--Curricula--Minnesota--Freeborn County.  
Education--Minnesota--Albert Lea.  
Education--Minnesota--Austin.  
Education--Minnesota--Faribault.  
Education--Minnesota--Mankato.  
High schools--Minnesota--Freeborn County--Alumni.  
School boards--Minnesota--Freeborn County.  
School districts--Minnesota--Freeborn County--Officials and employees.  
School management and organization--Minnesota--Freeborn County  
Schools--Access for the physically handicapped--Minnesota--Freeborn County.  
Schools--Centralization--Minnesota--Freeborn County.  
Schools--Minnesota--Freeborn County--Finance.  
Schools--Minnesota--Freeborn County--History.  
Student participation in administration--Minnesota--Freeborn County.  
Students--Minnesota--Freeborn County--Handbooks, manuals, etc.  
Students--Minnesota--Freeborn County--Registers.  
Teachers--Minnesota--Freeborn County--Handbooks, manuals, etc.  
Teachers--Minnesota--Freeborn County--Registers.  
Teachers--Salaries, etc.--Minnesota--Freeborn County.

### **Places:**

Albert Lea (Minn.)

### **Organizations:**

Freeborn County (Minn.). Independent Consolidated School District No. 38 (Albert Lea).  
Gateway Vocational Center (Minn.).

### **Types of Documents:**

Audit reports--Minnesota--Freeborn County.  
School census--Minnesota--Freeborn County.

## ADMINISTRATIVE INFORMATION

### Preferred Citation:

*[Indicate the cited volume and page or item and folder title here].* Minnesota Independent School District No. 241, Albert Lea. Records. Minnesota Historical Society. State Archives.  
*See the Chicago Manual of Style for additional examples.*

### Accession Information:

Accession number(s): 989-146 993-43 984-27 986-125 985-164

### Processing Information:

PALS ID No.: 0900037686 (records) 0800009426 (history)

## DETAILED DESCRIPTION OF THE COLLECTION

*Note to Researchers: To request materials, please note both the location and box numbers shown below.*

<b>Location</b>	<b>Box</b>	<b>Contents</b>
102.K.14.7B	1	School Board Minutes: 1872-1925. 10 folders.
106.H.7.7B-1	2	1925 - June 1949. 3 bundles. Minutes for 1928-1931 (and probably several years before and after) focus heavily on financial, budgetary, and maintenance matters, and include itemized lists of bills approved for payment. They also include annual lists of teachers, their grade or subject taught, and annual salary authorized. Information on school board members appears annually (usually in the form of information on electees to the board), and information on non-teaching employees also appears, though less systematically.
106.H.7.7B-2	3	July 1949 - May 1961. 3 bundles.
106.H.7.8F-1	4	May 1961 - 1967. 3 bundles.
102.K.14.7B	1	Condensed Minutes, 1959-1968. 2 folders. Mimeo copies, apparently for public distribution.
102.K.14.8F	5	Superintendent's Annual Reports, 1935-1941. 3 volumes in 2 folders. 1935-1936 1936-1937 1940-1941 Superintendent's Reports to the Board of Education, 1943-1966. Annual reports, accompanied by other reports and associated data. 1943-1956. 12 volumes and 1 folder. (Missing 1953/1954 and 1954/1955)
102.K.15.1B	6	1957-1962. 12 volumes and 1 folder.
102.K.15.2F	7	1962-1966. 3 volumes. [box part empty]

<b>Location</b>	<b>Box</b>	<b>Contents</b>
102.K.15.3B	8	Clerk's Annual Reports [financial statements], 1925-1934. 1 folder. Clerk's and Treasurer's Annual Reports, 1935-1939. 1 folder. Annual Financial Statements, 1940-1944. 1 folder. Audit Reports: 1931-1975. 14 folders.
102.K.15.4F	9	1976-1991. 5 folders. Finance Committee Minutes, 1927-1933. 1 folder. Comparative Costs and Tax Burden Report, 1931. 1 folder. Report on a five-year study of schools in Albert Lea, Austin, Mankato, and Faribault. Calendar Payroll, 1938-1940. 1 folder. Annual Reports to County Superintendent, 1909-1951. 3 folders. Staff Directories/Teacher Lists, 1904-1991. 4 folders.
100.F.7	---	Staff Record Cards, ca. 1910-ca. 1960. 1 card file. Includes employment information and salaries of teachers and other school district employees. Arranged alphabetically.
102.K.15.5B	10	Teacher Salary Schedules and Contracts, 1905-1989. 4 folders. School Bulletins, 1914, 1916. 2 items in partial folder. Information Handbook, 1929/1930. 1 item in partial folder. Attendance Registers, 1951-1956. 2 folders. Survey Report for Albert Lea Public Schools, 1927. 1 folder. Lists of Graduates/Commencement Programs, 1884-1965. 3 folders. Commencement Announcements, 1914-1953. 1 folder. Band Concert Programs, 1913, 1916-1917. 1 folder. General Directives, 1955-1964. 4 folders. Of the superintendent, senior and junior high principals, and elementary supervisor. Established Policies, 1935-1971. 1 folder. Curriculum Guides, 1961. 3 folders. For basic guidance program, driver education, general music, home economics, junior business, industrial arts, language arts, mathematics, physical education, reading program, science, social studies, and speech and dramatics. Social Studies Course Description (Senior High), undated. 1 folder. Junior High Guide for Instruction, 1958. 1 folder. Program of Study (Junior High), 1960. 1 folder.

<b>Location</b>	<b>Box</b>	<b>Contents</b>
102.K.15.6F	11	Staff Bulletins, K-12, 1973-1978. 1 folder. Superintendent's Bulletins, 1973-1979. 1 folder. Opening of School Materials, 1973-1982. 1 folder. Board of Education Rules and Regulations, 1954. 1 folder. Civil Defense Plan, 1961. 1 folder. General Instructions for Junior High Teachers, 1959. 1 folder. Handbook for Student Teachers, undated. 1 folder. Handbook on Organization and Administration of the Albert Lea Public Schools, 1942-1943. 1 folder. Strike Plan, ca. 1976. 1 folder. Student Handbooks (Junior High) 1940-1946, 1950. 1 folder. Superintendent's Subject Files, 1931-1982. 11 folders. Abbott School History, 1961. Accessibility (Handicapped) Study, 1980. Bicentennial Activities, 1976. Bond Issue, 1949. Hawthorne School Chronology, undated. "Our Schools," 1931. Political Emphasis Week Program, 1968. Proposal for a Mobile Lab for the Science Program (Title III), 1965. Study of School District No. 241, by the League of Women Voters, 1968. Student Advocate Voice in Education Project Reports (Title III), 1973-1975. Writings from the Class of 1982. [box part empty]
117.F.7.8F	12	Consolidation-Reorganization Files, 1954-1972. 13 folders. Superintendent's Files on a Proposal for an Area Vocational-Technical Institute (AVTI), 1963-1980. 7 folders. Include background information supporting an AVTI in Albert Lea, bond issue election materials (1969), records of the Joint Area Vocational-Technical Institute Committee (Austin and Albert Lea), and general information handbooks (1973 and 1980) for the Albert Lea AVTI. Superintendent's Files on Gateway Vocational Center, 1972-1978. 4 folders.
116.B.19.12F	---	School Census, 1911, 1913-1919. 8 folders in partial box.
116.B.19.13B	13	School Census, 1926, 1933-1955. 1 box.