

Section: C General School Administration

Policy Code: CEF Superintendent Expenses

Policy:

SUPERINTENDENT EXPENSES

The superintendent shall keep and maintain an office as necessary for the discharge of his/her duties and responsibilities in office. The cost of operation of said office shall be paid out of such funds as may be available to the school board from all sources, except as provided for as follows:

In all school districts in which the superintendent was, prior to July 1, 1986, known and referred to as county superintendent of education under the statutes of the State of Mississippi or as district superintendent of a special municipal separate school district which embraces all the territory of a county, the board of supervisors shall be responsible for providing an office together with all necessary furniture and water, gas, electricity and other utilities necessary and required for the operation of his said office, which shall be paid for out of the general fund of the county upon allowance of the board of supervisors. ' 37-9-70

Notice regarding the expenditure by the superintendent of travel expense funds and funds for other expenses.

The State Audit Department requires that authorization for such expenditures be spread upon the minutes of the school district at least annually even though such funds are budgeted. Such authorization may include the following language:

Pursuant to the direction of the State Department of Audit, the Jackson County School District Board hereby authorizes the superintendent to expend budgeted travel expense funds and other expense funds provided for in said budget in the manner provided by law. Reimbursements for travel, mileage, meals, and lodging will be made at the rate established by the State of Mississippi for public employees.

TRAVEL FOR SUPERINTENDENT (OUT-OF-DISTRICT)

The Jackson County Board of Education recognizes that it is necessary that the Superintendent makes out-of-district trips to attend various meetings, conferences, and school/district-related functions.

Upon submission of a travel voucher to the appropriate personnel, the Superintendent shall be reimbursed for travel in his vehicle at the state-approved mileage rate and for other expenses, such as conference fees. Expenses for meals shall be reimbursed at the state approved meal per diem rate only if there is an overnight stay involved with the travel.

References:

37-9-70 - Office for Superintendent of Schools.

LEGAL REF.: MS CODE as cited

Last Review Date: 08/17/2020