Curriculum, Instruction, and Assessment Summary

Program Overview

The Division of Curriculum, Instruction, and Assessment is comprised of instructional supervisory offices representing: accelerated learning and intervention, business education, career and technical education, early childhood programs, Fine Arts, health education, intervention, library/media, mathematics, physical education, Reading, English, and Language Arts, science, social studies, technology education, and world language.

In addition to the content offices, the Offices of Leadership and Professional Development and Accountability comprise the Division of Curriculum, Instruction, and Assessment of Harford County Public Schools. The Office of School Improvement provides assistance and support for the development, implementation, and evaluation of systemwide school improvement initiatives.

The Division of Curriculum, Instruction, and Assessment provides support and assistance for all instructionally related aspects of the educational program offered by Harford County Public Schools. All the instructional supervisors and coordinators within the Division provide direct assistance and leadership in the development, implementation, evaluation, and coordination of curriculum and instruction, Pre-K through Grade 12.

Goals - FY 2018

The Harford County Public School System recognizes the importance of assuring that every student has optimal opportunity to demonstrate successful mastery of the essential learning outcomes as assessed through an array of local, state and national accountability measures. Approximately 250 curriculum guides and resources are the primary tools to support an educational program that:

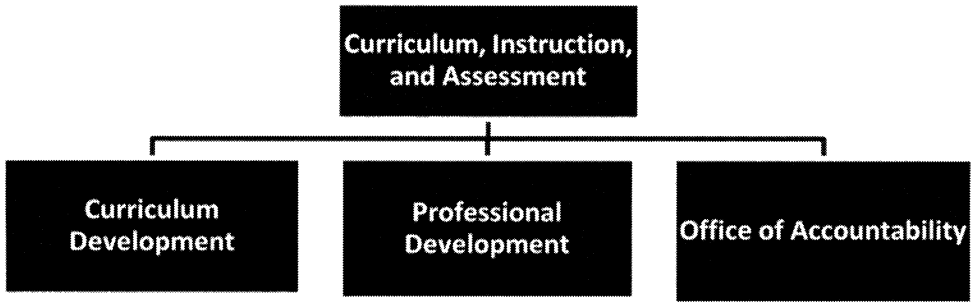
- Is designed to meet the unique learning needs of all students
- Is appropriately diversified across disciplines and subject areas
- Is performance-based, focusing on what students should know and be able to accomplish
- Is relevant, authentic, and judged against high standards
- Is aligned with national, state, and local education goals
- Embodies the common principles of teaching and learning
- Is rigorous, relevant, and promotes and builds student success

Objectives - FY 2018

Curriculum Implementation

Content supervisors utilize countywide professional development days, department chairperson meetings, school-based content professional learning communities, and summer sessions to train teachers regarding the implementation and evaluation of all curricular materials.

PROGRAM COMPONENT ORGANIZATION



	FY 2015 Actual	FY 2016 Actual	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Change
Curriculum and Instruction	**$ 5,792,305**	**$ 5,749,068**	**$ 6,038,773**	**$ 6,064,126**	**$ 6,256,113**	**$ 191,987**
Curriculum Dev and Implementation	3,948,686	3,985,415	4,143,500	4,232,524	4,396,575	164,051
Office of Accountability	849,460	774,517	788,897	751,814	762,452	10,638
Professional Development	994,159	989,136	1,106,376	1,079,788	1,097,086	17,298

Summary Report

Curriculum and Instruction

By Object Code

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
Salaries	$5,184,346	$5,211,873	$5,452,652	$5,533,005	$226,970	$5,759,975
Contracted Services	$329,019	$268,248	$288,449	$252,449	($32,678)	$219,771
Supplies	$127,221	$116,002	$126,933	$97,433	($2,500)	$94,933
Other Charges	$130,722	$128,149	$146,630	$147,130	$1,000	$148,130
Equipment	$20,997	$24,795	$24,109	$34,109	($805)	$33,304
Total:	**$5,792,305**	**$5,749,068**	**$6,038,773**	**$6,064,126**	**$191,987**	**$6,256,113**

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Administrator	3.0	4.0	4.0	0.0	4.0
Assistant Supervisor	6.8	6.0	6.0	0.0	6.0
Clerical 12 Month	17.5	17.5	17.5	0.0	17.5
Director	1.0	1.0	1.0	0.0	1.0
Specialist 12 Month	1.0	1.0	1.0	1.0	2.0
Supervisor	11.0	11.0	10.0	0.0	10.0
Teacher/Counselor	5.0	10.0	12.0	0.0	12.0
	45.3	**50.5**	**51.5**	**1.0**	**52.5**

By State Category

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget	FY18 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	$13,890	$12,985	$21,425	$15,425	$(2,425)	$13,000	
Equipment	$892	$2,160	$4,119	$4,119	$(805)	$3,314	
Other Charges	$6,822	$9,920	$5,577	$5,577	$1,000	$6,577	
Salaries	$486,496	$468,016	$476,103	$496,020	$45,621	$541,641	
Supplies	$9,265	$10,990	$14,000	$12,000	$(2,500)	$9,500	
TOTAL:	**$517,365**	**$504,070**	**$521,224**	**$533,141**	**$40,891**	**$574,032**	**7.0**
MID-LEVEL ADMINISTRATION							
Contracted Services	$56,726	$44,221	$57,000	$52,000	$0	$52,000	
Equipment	$20,105	$22,635	$19,990	$29,990	$0	$29,990	
Other Charges	$88,193	$82,927	$107,453	$107,953	$0	$107,953	
Salaries	$3,376,575	$3,405,303	$3,470,982	$3,587,732	$181,349	$3,769,081	
Supplies	$38,182	$40,006	$47,284	$46,784	$0	$46,784	
TOTAL:	**$3,579,781**	**$3,595,091**	**$3,702,709**	**$3,824,459**	**$181,349**	**$4,005,808**	**45.5**
INSTRUCTIONAL SALARIES							
Salaries	$1,321,276	$1,338,555	$1,505,567	$1,449,253	$0	$1,449,253	
TOTAL:	**$1,321,276**	**$1,338,555**	**$1,505,567**	**$1,449,253**	**$0**	**$1,449,253**	**0.0**
TEXTBOOKS AND CLASS SUPPLIES							
Supplies	$79,773	$65,007	$65,649	$38,649	$0	$38,649	
TOTAL:	**$79,773**	**$65,007**	**$65,649**	**$38,649**	**$0**	**$38,649**	**0.0**
OTHER INSTRUCTIONAL COSTS							

By State Category	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget	FY18 FTE
Contracted Services	$258,403	$211,042	$210,024	$185,024	$(30,253)	$154,771	
Other Charges	$35,708	$35,303	$33,600	$33,600	$0	$33,600	
TOTAL:	**$294,111**	**$246,345**	**$243,624**	**$218,624**	**$(30,253)**	**$188,371**	**0.0**
Grand Total:	**$5,792,305**	**$5,749,068**	**$6,038,773**	**$6,064,126**	**$191,987**	**$6,256,113**	**52.5**

Curriculum Development and Implementation

The primary functions of this division include the on-going development and implementation of curriculum at all grade levels and for all courses of study aligned with national, state, and local mandates, as well as direct support for continued instructional improvement.

Program Overview- Accelerated Learning Programs

The Office of Accelerated Learning coordinates the elementary gifted and talented programs and oversees the implementation of the high school Advanced Placement, SAT, and PSAT testing and preparation programs.

Accomplishments- FY 2016

- Provided ongoing professional development to Gifted and Talented (GT) Specialists in the areas of identification of GT students, use of assessments for identification, and planning for higher-level mathematics instruction (Board Goal 3)
- Developed an ACT/SAT Preparation Course in itslearning for use in high schools (Board Goal 1)
- Partnered with Aberdeen Proving Ground (AEOP) and the Office of Grants and Community Partnerships to bring Camp Invention to 65 students in the Aberdeen area (Board Goal 2)
- Provided summer enrichment programming for 45 students through the Center for Environmental Education and Technology program at Harford Glen. Students investigated interest-based environmental problems and proposed solutions (Board Goals 1 and 2)
- Participated in a one-day virtual makerspace pilot with the Digital Harbor Foundation and Maryland State Department of Education (Board Goal 2)
- Built online professional development modules through the itslearning platform around: Identification of Gifted and Talented students, Differentiation of Instruction, Discussion Techniques, Co-Teaching and Higher Level Mathematics Instruction (Board Goal 3)
- Implemented the "Hour of Code" in elementary schools through the Gifted and Talented Specialists (Board Goal 3)
- Formally identified and serviced 10% of the elementary population in grades 3-5 through the HCPS Levels of Service model (Board Goal 3)
- Awarded two GT Specialists with the Excellence in Gifted and Talented Education (EGATE) "Teacher as Leader" award from Maryland State Department of Education (Board Goal 3)
- Celebrated seven schools (Hall's Cross Roads Elementary, Hickory Elementary, Meadowvale Elementary, Southampton Middle, Bel Air Middle, Bel Air High, Edgewood High) attending the Global Competition for Destination Imagination in Knoxville, Tennessee (Board Goal 2)
- Celebrated two elementary schools who placed first in the Maryland Stock Market Game: Meadowvale Elementary fifth graders placed first in state and Emmorton Elementary School placed first in their region (Board Goals 1, 2, and 3)
- Integrated coding and robotics with Spheros as a Level 4 service in several elementary schools (Board Goal 3)
- Increased number of students taking at least one AP course by 61 students (.7%) (Board Goal 3)

Program Overview – Business

The Office of Business Education provides a program of study to focus on financial services (Academy of Finance), accounting, marketing, business management, business administrative support services, and computer programming. These programs include options for students to earn industry certifications and college credit toward advanced study in the career field.

Accomplishments – FY 2016

- Continued partnership with APG Federal Credit Union to train Academy of Finance students to operate HCPS student-run credit union at Edgewood High School (Board Goals 1 and 2)
- Served on Maryland State Department of Education (MSDE) Business Education State Advisory Group to revamp the Business Education, Business Management and Finance Career Cluster and Pathways (Board Goal 1)
- Began professional development for HCPS teachers to increase the rigor and value added to business courses (Board Goal 1)
- Observed and evaluated teachers with principals and administrative teams in all nine comprehensive high schools (Board Goal 3)
- Provided leadership for the after school clubs of Future Business Leaders of America (FBLA) and Distributive Education Clubs of America (DECA) where high school students participated in local, state, and national competitions with Bel Air High School, North Harford High School (FBLA) and Patterson Mill High School (DECA) having state winners (Board Goal 1)

Curriculum Development and Implementation

- Ensured each class has the needed materials of instruction, computers, and an effective teacher to implement the business curricula (Board Goals 1 and 3)
- Implemented the new MSDE Business, Management, and Finance Career Cluster and Pathway courses (Board Goal 1)
- Provided professional development for staff to align their coursework with the Maryland College and Career Ready Standards (MCCRS) (Board Goal 3)
- Encouraged, supported, and assisted additional teachers to prepare students to take the Microsoft Office Specialist industry certification (Board Goal 1)
- Provided support to instructional staff with the transition to Office 365 (Board Goal 3)
- Afforded five Business Management and Finance teachers the opportunity to attend a MSDE professional development course on the new Business Capstone option for students (Board Goal 3)
- Began the development of a new financial and technology literacy course for implementation in 2017 (Board Goal 1)

The following is a list of accomplishments for the Academy of Finance (AOF) at Edgewood High School in Harford County Maryland for the 2016 school year.

- Held Monthly Business Advisory Board Meetings throughout the 2015-16 school year (Board Goal 2)
- Appointed a senior from the AOF as a permanent member of the AOF Advisory Board (Board Goal 1)
- Appointed a parent volunteer to serve as a representative on the AOF Advisory Board (Board Goal 1)
- Offered Academy of Finance online college course Introduction to Business through Harford Community College for seniors (Board Goal 1)
- Integrated National Academy of Foundation certified curriculum into current classroom instruction (Board Goal 1)
- Continued the Student Branch of Aberdeen Proving Ground Federal Credit Union inside Edgewood High. APGFCU RAM Branch Credit Union is run by the juniors and seniors in the Academy of Finance at Edgewood High School. (Board Goals 1 and 2)
- Conducted interviews by various members of the Advisory Board to hire qualified tellers for the in-school APGFCU RAM Branch (Board Goals 1, 2, and 3)
- Held a job shadow opportunity with approximately 55 AOF Students with 15+ local AOF Business Advisory Board members and AOF Business Partners (Board Goals 1 and 2)
- Provided a professional development day for all AOF Students; students received professional advice in proper business lunch etiquette and visited three training sessions on topics such as networking and interviewing (Board Goals 1 and 3)
- Conducted Business Members of AOF Advisory Board HR Director interviews with juniors for a paid summer internship through the AOF (Board Goals 1 and 2)
- Held AOF Appreciation Breakfast to honor and thank AOF Business Partners for their support and participation; presentation of three $750 AOF College Scholarships (Board Goals 1 and 2)
- Collaborated with local businesses and AOF Advisory Board Members to provide 13 paid summer internships (Board Goals 1 and 2)
- Achieved "Model Status" recognition from the National Academy Foundation for the third time in the 18-year history of the program (Board Goals 1 and 3)

Program Overview – Early Childhood (Prekindergarten and Kindergarten)

The overall goal of Early Childhood is to provide the foundational skills for young children which will enable them to become successful in school. Whether the child's first experience is prekindergarten or kindergarten, children should experience a positive, supportive environment to begin their educational career.

The purpose for prekindergarten is to prepare at-risk children for kindergarten. Through a structured educational program that consists of instruction in language arts and mathematics, theme-related project work, self-directed activities in learning centers, literature and outdoor play, children acquire the work habits, academic knowledge and social skills needed for kindergarten readiness.

Kindergarten is a highly structured academic setting for children to begin formal education. The full day program includes all academic subjects such as language arts, mathematics, science and social studies, as well as special area subjects of art, music, media center, and physical education. Children enter school and are assessed throughout the year to monitor growth and skills to be ready for first grade. A variety of resources are available to kindergarten children from intervention to enrichment to meet the child's needs throughout the year.

Curriculum Development and Implementation

The Office of Early Childhood also performs testing for children applying for early entrance to kindergarten and advanced placement to first grade. In the past year the number of children tested was approximately 36.

Accomplishments – FY 2016

- Ensured all early childhood communication efforts were proactive and systemic (Board Goal 2)
- Continued to promote, collaborate, and support HCPS early childhood programs within the school system and the community (Board Goal 2)
- Provided and monitored high-quality early childhood professional development for teachers and staff throughout the system (Board Goals 1, 2, and 3)
- Aligned all prekindergarten and kindergarten curriculum and assessments to the Maryland College and Career Ready Standards (Board Goals 1, 2, and 3)
- Created a Kindergarten Handbook to serve as a programmatic guide for kindergarten teachers (Board Goals 1, 2, and 4)
- Continued the Early Childhood Ad-hoc Committee to collaborate and support high-quality early childhood programs (Board Goal 2)
- Secured and successfully implemented a Federal Prekindergarten Expansion grant for full-day prekindergarten at Deerfield Elementary and William Paca/Old Post Road Elementary Schools. (Board Goals 1, 2, 3, and 4)
- Sustained the Judy Center at Magnolia Elementary School grant and steering committee (Board Goals 1, 2, 3, and 4)
- Participated in various countywide committees to represent HCPS early childhood such as Child Care Providers Director's Group, Judy Center Steering Committee, Early Childhood Advisory Council, and Local Interagency Coordinating Council (Board Goals 1, 2, and 4)
- Achieved Maryland State Accreditation and Maryland EXCELS Level 5 Ratings for early childhood programs at Magnolia Elementary School and William Paca/Old Post Road Elementary Schools (Board Goal 1, 2, 3, and 4)
- Worked collaboratively with Instructional Leadership Teams in the teacher appraisal process. (Board Goal 3)
- Secured Ready for Kindergarten Professional Development Grant and provided professional development of the Kindergarten Readiness Assessment to all kindergarten teachers of record and elementary reading specialists (Board Goals 1, 2, and 3)
- Provided professional development for all elementary lead secretaries on the prekindergarten application process and early entrance guidelines and testing (Board Goal 2)

Program Overview- Fine Arts

The Office of Fine Arts provides a well-articulated and comprehensive program of study for grades Pre-K through 12 in art, dance, drama, and music aligned with state and national standards related to: perceiving, performing, and responding-aesthetic education; historical, cultural, and social contexts; creative expression and production; and aesthetics and criticism. The Fine Arts provide opportunities for students to develop abilities that foster expression, a sensitivity to cultural diversity, and the capacity to embrace the sensory stimuli of everyday life. The primary purpose of the Fine Arts curriculum is to establish a foundation for a life-long relationship with the arts for every student. The Fine Arts office is continuing to develop a systemwide program in Music Technology labs at all high schools.

Accomplishments – FY 2016

- Showcased student art work in three local exhibits and in the Harford County Public Schools Student Education Planning Guide, Comprehensive Annual Financial Report, and Parent-Student Handbook Calendar (Board Goals 1 and 2)
- Showcased student dance performances in three high schools (Board Goals 1 and 2)
- Hosted an AP Portfolio Critique Workshop for 25 AP Studio Art students (Board Goal 1)
- Provided comprehensive professional development to Fine Arts teachers in support of effective teaching practices (Board Goal 3)
- Provided 68 Fine Arts workshop offerings at the November Professional Learning Conference which enabled teachers to design an individualized learning plan for their professional growth (Board Goal 3)
- Sent one high school art teacher to Advanced Placement training for AP Studio Art (Board Goal 3)
- Piloted a countywide final exam for the high school Fine Art Preparation course and revised it, based on results, for implementation for the 2016-17 school year (Board Goal 1)
- Purchased equipment and instructional materials for Fine Arts programs in elementary, middle and high schools (Board Goal 1)
- Participated in teacher observations for non-tenured and teachers on a Plan for Professional Growth (Board Goal 3)

Curriculum Development and Implementation

- Conducted candidate interviews and hired 31 new Fine Arts teachers: 7 – Art; 2 – Dance; 2 – Drama; 20 – Music (Board Goal 3)
- Acquired funding and implemented the Fine Arts Initiative Grant to support Fine Arts program (Board Goals 1 and 2)
- Completed over 750 instrument repairs throughout the county (Board Goal 1)
- Supported over 750 music performance trips for the community, throughout the state, and beyond (Board Goal 2)
- Assisted teachers in writing and modifying their personal and school SLOs (Board Goal 3)
- Entered 16th year of a partnership with Jason's Music of Pasadena, Maryland where $100,000 to $150,000 of pianos are loaned each year to HCPS schools free of charge (Board Goal 2)
- Completed 8 All-County Performance events, serving over 600 students, which include Band, Orchestra, Chorus, High School Jazz Band, and High School Jazz Choir (Board Goal 1)
- Held the annual Solo and Ensemble Festival at Southampton Middle School with over 900 students participating (Board Goal 1)
- Completed successful spring performance assessments for all secondary schools for Band, Orchestra and Chorus (Board Goal 1)
- Partnered with "Band Together," now an independent charitable organization and business partner with HCPS, to serve the needs of at-risk students. They supplied more than 300 students with instruments during the 2015-16 school year. (Board Goal 2)
- Conducted a successful "Music at the Glen" summer music camp for 92 students in grades 5-8 (Board Goal 1)
- Participated in the recruitment and hiring of new music teachers K-12, who teach in their area of certification (Board Goal 3)

Program Overview – Health Education

The Office of Elementary and Physical Education and Health oversees a comprehensive health education program in mental and emotional health, alcohol, tobacco and other drugs, personal and consumer health, family life and human sexuality, safety and injury prevention, nutrition and fitness, and disease prevention and control.

Accomplishments – FY 2016

- Established a partnership with the County Executive, Office of Drug Control and the Sheriff's Office to provide six countywide presentations on heroin (Board Goals 2 and 4)
- Established a grassroots initiative using the SAAD and STARS clubs at every secondary school with each group being trained and initiating an action plan for their school to address heroin (Board Goals 2 and 4)
- Acquired access to a multi-county grant funded initiative to train four health teachers with skills based health education with a two-day training (Board Goals 1 and 3)
- Completed approval and professional development for Family Life and Human Development (Board Goal 1)
- Worked collaboratively with Instructional Leadership Teams in the teacher appraisal process (Board Goal 3)
- Participated in the recruitment and hiring of new Health Teachers K-12 (Board Goal 3)
- Provided comprehensive professional development to Health teachers in support of effective teaching practices (Board Goal 3)
- Served as a state and national expert for the Maryland Association of Health, Physical Education, Recreation, and Dance and Society of Health and Physical Educators (Board Goal 3)

Program Overview – Mathematics

The Office of Mathematics provides a well-articulated and comprehensive program of mathematics study that is aligned with state and national standards. The Office is responsible for communicating information regarding mathematics education to the stakeholders of the Harford County Public Schools, including parents, the Board of Education, the Superintendent and Leadership, Central Office and School-based Administrators, teachers, and students.

Accomplishments – FY 2016

- Implemented the Maryland College and Career-Ready Standards for mathematics for Grades K through Algebra II (Board Goal 1)
- Adopted a new elementary mathematics textbook series in grades K-5 to support Maryland College and Career-Ready Standards (Board Goal 1)
- Developed course notes for each elementary topic to support teachers with the implementation of the new mathematics textbook and instructional technology resources (Board Goal 1)
- Collaborated with Elementary Instructional Facilitators to design a systemic professional development plan for all elementary classroom and special education teachers (Board Goal 1)

Curriculum Development and Implementation

- Developed exploration and supplemental lessons in all middle school mathematics courses to support Maryland College and Career-Ready Standards (Board Goal 1)
- Implemented Grade 8 Introduction to Algebra course to support Maryland College and Career-Ready Standards (Board Goal 1)
- Collaborated with Harford Community College and MSDE to support the transitional studies mathematics courses (Board Goal 1)
- Revised, published, and implemented quarterly benchmark assessments for Grades 1-5 (Board Goal 1)
- Developed, published, and implemented unit assessments for Math 6, Math 7, PreAlgebra, Introduction to Algebra, Algebra I, Geometry, and Algebra II (Board Goal 1)
- Revised, published, and implemented end-of-year benchmark assessments for Introduction to Algebra, Algebra I, Geometry, Algebra II, Trigonometry, and Precalculus (Board Goal 1)
- Conducted AP Calculus and AP Statistics simulations for over 250 high school students (Board Goals 1 and 3)
- Increased mathematics achievement as measured by PARCC, SAT, and AP standardized assessments (Board Goal 1)
- Conducted professional development on Maryland College and Career-Ready Standards of Mathematics for middle school and high school teachers (Board Goal 1)
- Collaborated with the Office of Technology and Office of Leadership and Professional Development to provide professional development for teachers to integrate technology into mathematics lessons PreK-12 (Board Goal 3)
- Provided professional development to newly-hired and special education teachers of mathematics (Board Goal 3)
- Provided comprehensive professional development for Middle and High School Department chairs in support of the Danielson's Framework for Teaching (Board Goal 3)
- Hosted countywide STEM and Beyond Nights for grades 4-6 students (Board Goal 2)
- Collaborated with Office of Grants and Community Partnerships to acquire funding and implement STEM, DoDEA, and MSDE Assessment grants (Board Goals 1 and 2)
- Identified critical content for each course Prekindergarten to Algebra II to support teachers in developing SLOs (Board Goal 3)
- Conducted candidate interviews and hired new mathematics teachers for Middle and High School (Board Goal 3)

Program Overview – Physical Education - Elementary and Middle

The Office of Physical Education assists the Board of Education and the Superintendent with the implementation of a comprehensive and rigorous course of study in motor skills and patterns, development of health enhancing fitness, and an understanding of movement concepts, principles, strategies and tactics.

Accomplishments – FY 2016

- Implemented a graphic of the Danielson Framework for Physical Education to provide support and professional development (Board Goal 1)
- Supported sharing sessions outside of the duty day for teachers who chose to utilize these resources (Board Goal 3)
- Implemented creative no cost professional development such as a "switch day" (Board Goal 3)
- Completed two elementary and one middle school unit of instruction within itslearning (Board Goal 3)
- Investigated and created pilot for countywide assessments with higher levels of rigor (Board Goal 4)
- Worked collaboratively with Instructional Leadership Teams in the teacher appraisal process (Board Goal 3)
- Participated in the recruitment and hiring of new Physical Education Teachers K-12 (Board Goal 3)
- Provided comprehensive professional development to Physical Education teachers in support of effective teaching practices (Board Goal 3)
- Served as a state and national expert for the Maryland Association of Health, Physical Education, Recreation, and Dance and Society of Health and Physical Educators (Board Goal 3)

Curriculum Development and Implementation

Program Overview – Physical Education - High

The Office of High School Physical Education and Athletics implements a comprehensive and rigorous course of study in motor skills and patterns, development of health enhancing fitness, and an understanding of movement concepts, principles, strategies and tactics.

Accomplishments – FY 2016

- Trained three teacher leaders to utilize UNIFY to create higher level computer-based assessments (Board Goal 3)
- Began curriculum writing for a grade 9 Physical Education course to align it with the new state standards (Board Goal 3)
- Purchased 10 iPad and 15 iPod touches to encourage the use of BYOT and other technology in instruction (Board Goal 3)
- Provided professional development on objective writing and the use of different technology apps (Board Goal 3)
- Obtained funding to support our teachers in attending the MAHPERD conference (Board Goal 3)
- Worked collaboratively with Instructional Leadership Teams in the teacher appraisal process (Board Goal 3)
- Participated in the recruitment and hiring of new Physical Education Teachers K-12 (Board Goal 3)

Program Overview- Reading, English and Language Arts

The Office of Reading, English and Language Arts implements a comprehensive program of study for students in grades 1-12 in the broad disciplines comprising the literacy/language arts (reading, writing, listening, speaking) by monitoring national and state developments, evaluating instructional trends, and making recommendations regarding content and pedagogical practices. The Office is responsible for communicating information regarding language arts education to the stakeholders of the Harford County Public Schools, including parents, the Board of Education, the Superintendent and Senior Staff, Central Office and School-Based Administrators, teachers, and students.

Accomplishments – FY 2016

- Implemented the Maryland College and Career-Ready Standards for English/Language Arts for Grades 1 through 12 (Board Goal 1)
- Provided professional development for 125 middle school Language Arts teachers and 120 high school English teachers on MCCRS, Blended Learning and RELA curriculum in the itslearning platform in August (Board Goal 3)
- Uploaded all reading data to Performance Matters in order to keep teachers and parents informed about student achievement in reading (Board Goal 2)
- Conducted quarterly secondary English department chair meetings in order to continue content validation and professional development (Board Goal 3)
- Conducted quarterly elementary reading specialist meetings in order to provide training on Maryland College and Career Ready Standards and to develop content knowledge in the area of reading and writing (Board Goal 3)
- Worked collaboratively with the Office of Human Resources to conduct candidate interviews for prospective hires for English/Language Arts positions (Board Goal 3)
- Supported implementation of reading intervention programs in grades 1-10 (Board Goal 1)
- Implemented a new Language Arts program for 8th grade in all middle schools in order to incorporate technology and align to the MCCRS (Board Goal 1)
- Utilized the Middle School Teacher Specialists for English in order to support content validation and the instructional observation process (Board Goal 1)
- Implemented the Fountas and Pinnell Benchmark Reading Assessment in all elementary schools (Board Goal 1)
- Administered the Scholastic Reading Inventory Assessment to all elementary and middle schools (Board Goal 1)
- Created curriculum development in the itslearning platform for thematic units for all grades 1-10 (Board Goal 1)
- Created a 12th grade English transition course and summative assessment to meet the SB740 requirement (Board Goal 1)
- Revised English 10 units in the itslearning platform for implementation (Board Goal 1)
- Provided school-based professional development to grade level teams at elementary and middle schools (Board Goal 1)
- Collaborated with the Office of Technology to provide professional development to all curriculum writers for English to support the Digital Curriculum Initiative (Board Goals 1 and 2)

Curriculum Development and Implementation

- Collaborated with the Office of Technology and Office of Leadership and Professional Development to provide professional development for teachers to integrate technology into English/Language Arts lessons PreK-12 (Board Goal 3)
- Attended department meetings at all secondary schools to support school-based professional development (Board Goal 1)
- Supported the professional development of new teachers by providing after-hour voluntary sessions, school-based visitations, and grade level planning sessions (Board Goal 1)
- Piloted a new writing program, Lucy Calkins Units of Study, in 9 elementary schools for grades K-5 (Board Goal 1)
- Conducted articulation sessions for all middle and high school feeders in order to align instructional programs and learning expectations across secondary schools (Board Goal 1)

Program Overview – Science

The Office of Science implements a comprehensive program of study for students in the broad disciplines comprising the natural sciences (Earth Science, Biology, Chemistry, Environmental Science, and Physics) by monitoring national and state developments, evaluating instructional trends, and making recommendations regarding content and pedagogical practices. The Office of Science also provides instructional services through the Harford Glen Environmental Education Center and school-based planetariums located at Alternative Education, Bel Air Middle School, and Southampton Middle School.

Accomplishments – FY 2016

- Launched a new STEM program, in collaboration with Aberdeen Proving Ground, which served all HCPS grade eight students (Board Goals 1 and 2)
- Initiated technology-based improvements to each planetarium facility for the purpose of enhancing the interactive nature of this curriculum connected program (Board Goals 1 and 2)
- Provided a variety of forms of job-embedded professional development to teachers and administrators to address science instruction, student performance, and the transition to the Next Generation Science Standards (NGSS) (Board Goals 1 and 3)
- Developed two online professional development modules for teachers of science to increase skills associated with the NGSS Science and Engineering Practices and general laboratory safety (Board Goals 1, 3, and 4)
- Conducted classroom walkthroughs at each secondary school, in conjunction with Department Chairs, with the purpose of building capacity regarding high quality science instructional practices (Board Goals 1, 3, and 4)
- Provided professional development to non-tenured science teachers throughout the school year for the purpose of supporting success and retention (Board Goals 1 and 3)
- Worked collaboratively with administrative teams in the teacher observation and evaluation process (Board Goal 3)
- Utilized the Office of Science budget to equip elementary, middle, and high school science teachers with instructional materials which support curriculum implementation (Board Goals 1 and 3)
- Collaborated with thirteen curriculum writing teams in order to develop curriculum aligned with the Next Generation Science Standards (Board Goal 1)
- Assembled science leaders at the elementary, middle, and high school levels for the purposes of articulation (Board Goal 1)

Program Overview – Social Studies

The Office of Social Studies oversees a comprehensive program of study for students in the broad disciplines comprising the social sciences (Economics, Geography, History, Political Science, Psychology, Sociology) by monitoring national and state developments, evaluating instructional trends, and making recommendations regarding content and pedagogical practices. Additionally, the Office of Social Studies oversees the Student Government Association (SGA) and the Student Page selection process.

Accomplishments – FY 2016

- Continued revision process for curriculum guides Grades 4-11 in the digital platform, itslearning (Board Goal 1)
- Began assessment revisions for Grades 10 and 11 to mirror PARCC testing format (Board Goal 1)
- Implemented Benchmark Assessments in Grades 6-11 to measure student learning (Board Goal 1)
- Selected six students to represent Harford County as Student Pages during the annual General Assembly session (Board Goals 1 and 2)

Curriculum Development and Implementation

- Supported nine high schools in the State Mock Trial competition (Board Goals 1 and 2)
- Supported two schools in the State History Day competition (Board Goals 1 and 2)
- Organized a Law Conference with the assistance of the Harford County and Maryland Bar Associations where approximately 150 students had the opportunity to learn about community law and careers (Board Goals 1 and 2)
- Collaborated with the Daughters of the American Revolution, American Legion, and Sons of the American Revolution on teacher and student sponsored contests and recognitions (Board Goal 2)
- Recognized a teacher for the Daughters of the American Revolution American History Teacher of the Year (Board Goal 2)
- Recognized a teacher for the Gilder Lehrman Institute as Maryland's American History Teacher of the Year (Board Goal 2)
- Sponsored 21 sessions at the November Professional Development Conference (Board Goal 3)
- Conducted AP Simulation tests in World History, Psychology, and US History for 303 students (Board Goal 1)
- Represented 47% of all AP Exams taken by HCPS students: 1,854 AP Exams in Social Studies courses were taken by students (Board Goal 1)
- Representing 55% of the AP Exams in Social Studies courses taken by HCPS students: 1,021 AP Exams in Social Studies courses taken resulted in a score of 3 or higher (Board Goal 1)
- 68% of students taking College Level Equivalency (CLEP) in Sociology sponsored by College Board passed the assessment (Board Goal 1)
- Provided comprehensive professional development to middle and high school Social Studies Teachers in support of the development of Student Learning Objectives and content/instructional transition to the Common Core Standards and College, Career, and Civic Life (C3) Standards (Board Goal 3)

Program Overview – Technology Education

The Office of Technology Education (better known as TechEd) has evolved from a study of industry and industrial practices (Industrial Arts) to the study of the fundamental nature and influence of technology. It is an integrated, experience-based instructional program designed to focus on technology's evolution, systems, uses, and social and cultural significance. It results in the application of mathematics and science concepts to solve practical problems and extend human capabilities. In addition, selected middle schools and selected high schools have a pre-engineering Project Lead the Way (PLTW) program to prepare students for further education and careers in engineering and engineering technology.

Accomplishments – FY 2016

- Supervised the high school program of pre-engineering (PLTW) for C. Milton Wright High School and Aberdeen High School (Board Goal 1)
- Provided leadership to Fallston Middle School, Magnolia Middle School and Patterson Mill Middle School for the Project Lead the Way/Gateway to Technology (GTT) pre-engineering program (Board Goals 1 and 3)
- Finalized preparation and training for Fallston Middle School, Magnolia Middle School and Patterson Mill Middle School to implement the GTT program in 2016-17. Worked with the current principals of Aberdeen Middle School, Bel Air Middle School, Southampton Middle School, Havre de Grace Middle School, Edgewood Middle School, and North Harford Middle to be sure all materials had been ordered and teachers were following the curriculum (Board Goal 1)
- Collaborated with Human Resources, MSDE, Technology Education supervisors, and Technology Education universities to recruit and hire Technology Education teachers for HCPS (Board Goal 3)
- Observed and evaluated Technology Education teachers with principals (Board Goal 3)
- Provided leadership for a comprehensive, effective, and reasonably uniform Program of Study for the Technology Education program, high school Pre-Engineering program and the middle school PLTW/GTT program (Board Goal 3)
- Ensured each class has the needed materials of instruction, equipment, and an effective teacher to implement the curricula (Board Goals 1 and 3)
- Provided leadership to equip HCPS Technology Education departments with professional development and equipment to have all high schools use the MSDE online FoT3 (Foundations of Technology) curriculum and the MSDE online ADA (Advanced Design Applications) curriculum (Board Goals 1 and 3).
- Provided leadership to implement AP Computer Science Principles as a course in our comprehensive high schools for the 2016-17 school year (Board Goals 1 and 3)
- Upgraded current technologies at (PLTW) middle schools and all nine comprehensive high schools to include laser engravers and 3D printers (Board Goals 1 and 3)

Curriculum Development and Implementation

Program Overview – World Languages

The Office of World Languages and English for Speakers of other Languages oversees a comprehensive French, German and Spanish World Language Program and an Arabic I course at the high school level, as well as a sequential French, German, and/or Spanish program offering at five middle schools, Introduction to French, Introduction to German, and Introduction to Spanish at four middle schools, and a Foreign Language Exploratory (FLEX) program at five middle schools.

Accomplishments – FY 2016

- Assisted the Office of Human Resources with the hiring of professional staff (Board Goal 3)
- Provided professional development to World Languages curriculum and assessment writing leaders through the Curriculum Development Institute, Parts I and II (Board Goal 3)
- Supported World Languages teacher participation in the MSDE Northern Maryland College and Career Readiness Conference (Board Goal 3)
- Planned and implemented professional development opportunities for newly employed World Languages teachers (Board Goal 3)
- Encouraged World Languages teacher attendance at the Maryland Foreign Language Association Fall and Spring Conferences (Board Goal 3)
- Enabled one World Languages teacher to attend the Northeast Conference on the Teaching of Foreign Languages Conference for the purpose of gathering information to present to HCPS World Language teachers (Board Goal 3)
- Provided professional development to World Languages teachers in support of the development of Student Learning Objectives (Board Goal 3)
- Provided professional development for World Languages teachers on the use of itslearning in the World Languages classroom (Board Goal 3)
- Provided 35 November Professional Learning Conference sessions for World Languages teachers (Board Goal 3)
- Assisted school-based administrators with the teacher observation and evaluation process (Board Goal 3)
- Assisted school-based administrators by providing lesson plan feedback to a teacher with a Plan for Professional Growth (Board Goal 3)
- Conducted World Languages department chair meeting (Board Goal 3)
- Attended and participated in World Languages department meetings at secondary schools (Board Goal 3)
- Guided the World Languages curriculum writing team in reflecting ACTFL's World-Readiness Standards for Learning Languages and backward design in initial efforts to write a common curriculum framework for levels I through IV and Discovery courses in itslearning (Board Goal 1)
- Collaborated with Aberdeen High School administrators to achieve regular status for the DoDEA grant-aligned Arabic I course (Board Goal 1)

FY 2018 Funding Adjustments

The changes to Curriculum and Instruction for fiscal 2018 include:

Wage Adjustments of $164,051:

- Proposed salary/wage adjustments of $164,051

The increase in expenditures from the fiscal 2017 budget for Curriculum and Instruction is $164,051.

Curriculum Dev and Implementation

By Object Code

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
Salaries	$3,803,835	$3,847,314	$3,972,586	$4,056,610	$164,051	$4,220,661
Contracted Services	$32,013	$23,531	$31,500	$26,500	$0	$26,500
Supplies	$17,799	$19,505	$21,731	$21,231	$0	$21,231
Other Charges	$77,208	$75,103	$100,453	$100,953	$0	$100,953
Equipment	$17,831	$19,961	$17,230	$27,230	$0	$27,230
Total:	**$3,948,686**	**$3,985,415**	**$4,143,500**	**$4,232,524**	**$164,051**	**$4,396,575**

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Administrator	2.0	2.0	2.0	0.0	2.0
Assistant Supervisor	4.8	4.0	4.0	0.0	4.0
Clerical 12 Month	14.5	14.5	14.5	0.0	14.5
Director	1.0	1.0	1.0	0.0	1.0
Supervisor	10.0	10.0	9.0	0.0	9.0
Teacher/Counselor	3.0	9.0	11.0	0.0	11.0
	35.3	40.5	41.5	0.0	41.5

By State Category

FTE: 41.5

MID-LEVEL ADMINISTRATION

Salaries

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
1 PROFESSIONAL Curriculum & Instruction 102-XXX-016-150 51100 FTE: 27.0	$2,494,734	$2,506,349	$2,571,203	$2,618,356	$86,266	$2,704,622
2 PROFESSIONAL - SUBSTITUTES Curriculum & Instruction 102-XXX-016-150 51101 FTE: 0.0	$42,262	$6,185	$0	$0	$0	$0
3 CLERICAL Curriculum & Instruction 102-XXX-016-150 51110 FTE: 14.5	$507,841	$541,353	$535,586	$573,037	$77,785	$650,822
4 TEMPORARY HELP Curriculum & Instruction 102-XXX-016-150 51140 FTE: 0.0	$18,422	$23,527	$32,000	$55,420	$0	$55,420
5 CLERICAL - ADDT'L HRS Curriculum & Instruction 102-XXX-016-150 51150 FTE: 0.0	$0	$0	$225	$225	$0	$225
6 OTHER Curriculum & Instruction 102-XXX-016-150 51170 FTE: 0.0	$1,800	$0	$0	$0	$0	$0
Total Salaries	**$3,065,059**	**$3,077,414**	**$3,139,014**	**$3,247,038**	**$164,051**	**$3,411,089**

Contracted Services

7 CONSULTANTS Curriculum & Instruction 102-XXX-016-150 52205	$12,756	$9,398	$9,000	$4,000	$0	$4,000

By State Category	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
MID-LEVEL ADMINISTRATION						
Contracted Services						
8 COPIER / MACHINE RENTAL Curriculum & Instruction 102-XXX-016-150 52370	$19,257	$14,133	$22,500	$22,500	$0	$22,500
Total Contracted Services	**$32,013**	**$23,531**	**$31,500**	**$26,500**	**$0**	**$26,500**
Supplies						
9 OFFICE Curriculum & Instruction 102-XXX-016-150 53440	$16,638	$19,392	$19,231	$19,231	$0	$19,231
10 PRINTING Curriculum & Instruction 102-XXX-016-150 53445	$880	$75	$1,500	$1,500	$0	$1,500
11 POSTAGE/COURIER SERVICE Curriculum & Instruction 102-XXX-016-150 53450	$281	$38	$1,000	$500	$0	$500
Total Supplies	**$17,799**	**$19,505**	**$21,731**	**$21,231**	**$0**	**$21,231**
Other Charges						
12 MILEAGE, PARKING, TOLLS Curriculum & Instruction 102-XXX-016-150 54720	$38,386	$36,699	$52,470	$47,470	$0	$47,470
13 PROFESSIONAL DUES Curriculum & Instruction 102-XXX-016-150 54730	$1,863	$1,974	$1,500	$2,000	$0	$2,000
14 INSTITUTES, CONFERENCES, MTGS. Curriculum & Instruction 102-XXX-016-150 54750	$36,959	$36,430	$46,483	$51,483	$0	$51,483
Total Other Charges	**$77,208**	**$75,103**	**$100,453**	**$100,953**	**$0**	**$100,953**
Equipment						
15 OTHER EQUIPMENT Curriculum & Instruction 102-XXX-016-150 55170	$16,353	$16,732	$14,063	$24,063	$0	$24,063
16 OFFICE FURNITURE/EQUIPMENT Curriculum & Instruction 102-XXX-016-150 55810	$1,477	$3,229	$3,167	$3,167	$0	$3,167
Total Equipment	**$17,831**	**$19,961**	**$17,230**	**$27,230**	**$0**	**$27,230**
Total MID-LEVEL ADMINISTRATION	**$3,209,910**	**$3,215,515**	**$3,309,928**	**$3,422,952**	**$164,051**	**$3,587,003**
FTE: 0.0 **INSTRUCTIONAL SALARIES**						
Salaries						
17 PROFESSIONAL Curriculum Development 103-XXX-009-510 51100 FTE: 0.0	$421,295	$437,755	$422,246	$424,753	$0	$424,753
18 PROFESSIONAL - SUBSTITUTES Curriculum Development 103-XXX-009-510 51101 FTE: 0.0	$0	$5,620	$0	$0	$0	$0

By State Category	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
INSTRUCTIONAL SALARIES						
Salaries						
19 OTHER Curriculum Development 103-XXX-009-510 51170 FTE: 0.0	$27,575	$50,950	$52,192	$28,635	$0	$28,635
20 PROFESSIONAL Professional Staff Development 103-XXX-009-515 51100 FTE: 0.0	$933	$1,132	$0	$0	$0	$0
21 PROFESSIONAL - SUBSTITUTES Professional Staff Development 103-XXX-009-515 51101 FTE: 0.0	$287,359	$270,981	$359,134	$356,184	$0	$356,184
22 NON-INSTRUCTIONAL/AIDES/TECHS Professional Staff Development 103-XXX-009-515 51105 FTE: 0.0	$149	$0	$0	$0	$0	$0
23 NON-INSTRUCTIONAL SUBSTITUTES Professional Staff Development 103-XXX-009-515 51106 FTE: 0.0	$1,466	$3,462	$0	$0	$0	$0
Total Salaries	**$738,776**	**$769,900**	**$833,572**	**$809,572**	**$0**	**$809,572**
Total INSTRUCTIONAL SALARIES	**$738,776**	**$769,900**	**$833,572**	**$809,572**	**$0**	**$809,572**
Report Total:	**$3,948,686**	**$3,985,415**	**$4,143,500**	**$4,232,524**	**$164,051**	**$4,396,575**

Office of Accountability

Program Overview

The Office of Accountability ensures that valid, reliable, and useful information about student and school performance is made available to a variety of decision-makers in a timely way.

Accomplishments – FY 2016

- Continued to support the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments in mathematics and English/Language Arts/Literacy (Board Goal 1)
- Oversaw the implementation of national, state, and local assessments, including providing support and professional development to staff members (Board Goal 1)
- Facilitated administration of computer-delivered state and local assessments in various content areas (Board Goal 4)
- Served as liaison with staff members in accessing Performance Matters, the student instructional database management and assessment system (Board Goal 3)
- Performed statistical analyses to determine the reliability of locally created district assessments (Board Goal 2)
- Provided technical assistance for the design, production, scoring, and analysis of selected school system information-gathering activities (Board Goal 2)
- Provided technical support regarding various evaluations of school system initiatives (Board Goal 2)
- Provided various reports for system and school based administrators regarding student achievement, culture and climate initiatives, college and career readiness metrics, and other measures (Board Goal 1)

Goals – FY 2018

- Work collaboratively with the Central School Improvement Team (CSIT) to support schools through data analysis (Board Goal 2)
- Work collaboratively with stakeholders to enhance the systemwide assessment plan (Board Goal 1)
- Work collaboratively with other HCPS offices to ensure the design of valid and reliable assessment tools (Board Goal 1)
- Work collaboratively with content supervisors and coordinators regarding the implementation of UNIFY, a tool that provides the ability to create technology enhanced items in local assessments (Board Goal 4)
- Work collaboratively to provide professional development to staff members regarding accountability measures, assessments, and various tools to view and analyze data

Objectives – FY 2018

- Serve as a liaison with Maryland State Department of Education (MSDE) regarding assessment and accountability requirements (Board Goal 1)
- Assure Harford County Public Schools (HCPS) is in compliance with all state assessment and accountability requirements by working with various offices to ensure data collection processes are accurate and efficient (Board Goal 1)
- Establish and implement procedures in collaboration with content supervisors and coordinators to assure that systemwide benchmark assessments are reliable and valid for the intended purposes, and feasible to administer (Board Goal 1)
- Train and support all school test coordinators to facilitate state testing in the schools according to MSDE guidelines (Board Goal 3)
- Facilitate the administration of computer-adaptive and computer-delivered assessments (Board Goal 4)
- Work with staff members to apply effective evaluation theory and practice to systemwide initiatives and other instructional and programmatic intervention programs; support data collection, analysis, and interpretation (Board Goal 1)
- Provide technical assistance in the development, administration, scoring, and analysis of countywide and school-initiated surveys (Board Goal 2)
- Provide technical assistance and support to various work groups pursuing involvement from the broader community in the development and support of systemwide initiatives (Board Goal 2)
- Fulfill data requests for various staff members and external sources regarding teacher performance, student achievement, survey results, college and career readiness metrics, and other measures (Board Goal 1)

Office of Accountability

FY 2018 Funding Adjustments

The changes to the Office of Accountability for fiscal 2018 are:

Wage Adjustments of $30,007:

- Proposed salary/wage adjustments of $30,007

Base Budget Adjustments Net Change, ($19,369):

- Addition of 1.0 FTE Data Analyst, $45,999
- Reduction in temporary help, ($30,385)
- Reduction in consulting fees, ($925)
- Reduction to copier/machine rental expense, ($1,500)
- Reduction in printing supplies, ($500)
- Reduction to other supplies expense, ($500)
- Reduction in other equipment, ($500)
- Reduction in postage/courier service supplies, ($1,500)
- Increase in conference/meetings expense, $1,000
- Reduction in office furniture expense, ($305)
- Reduction to testing supplies/contracted service, ($30,253)

Net Change of ($19,369) offset in Business Services and Human Resources for fixed charges related to the addition of a 1.0 FTE Data Analyst.

The increase in expenditures from the fiscal 2017 budget for the Office of Accountability is $10,638.

Office of Accountability

By Object Code

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
Salaries	$486,496	$468,016	$476,103	$496,020	$45,621	$541,641
Contracted Services	$272,018	$223,783	$229,449	$198,449	($32,678)	$165,771
Supplies	$83,232	$70,638	$73,649	$47,649	($2,500)	$45,149
Other Charges	$6,822	$9,920	$5,577	$5,577	$1,000	$6,577
Equipment	$892	$2,160	$4,119	$4,119	($805)	$3,314
Total:	**$849,460**	**$774,517**	**$788,897**	**$751,814**	**$10,638**	**$762,452**

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Administrator	0.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	1.0	1.0	1.0	1.0	2.0
Supervisor	1.0	1.0	1.0	0.0	1.0
Teacher/Counselor	1.0	0.0	0.0	0.0	0.0
	6.0	6.0	6.0	1.0	7.0

By State Category

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
FTE: 7.0 **ADMINISTRATIVE SERVICES**						
Salaries						
1 PROFESSIONAL Office of Accountability 101-XXX-023-030 51100 FTE: 3.0	$282,355	$285,129	$288,878	$295,395	$17,149	$312,544
2 CLERICAL Office of Accountability 101-XXX-023-030 51110 FTE: 2.0	$81,402	$85,459	$85,459	$86,528	$5,512	$92,040
3 MAINTENANCE/MECHANICS/TECHS Office of Accountability 101-XXX-023-030 51120 FTE: 2.0	$69,922	$59,594	$71,682	$73,712	$52,537	$126,249
4 TEMPORARY HELP Office of Accountability 101-XXX-023-030 51140 FTE: 0.0	$52,817	$37,835	$30,084	$40,385	$(29,577)	$10,808
Total Salaries	**$486,496**	**$468,016**	**$476,103**	**$496,020**	**$45,621**	**$541,641**
Contracted Services						
5 CONSULTANTS Office of Accountability 101-XXX-023-030 52205	$905	$0	$5,925	$925	$(925)	$0
6 COPIER / MACHINE RENTAL Office of Accountability 101-XXX-023-030 52370	$12,985	$12,985	$15,500	$14,500	$(1,500)	$13,000
Total Contracted Services	**$13,890**	**$12,985**	**$21,425**	**$15,425**	**$(2,425)**	**$13,000**
Supplies						

By State Category	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
ADMINISTRATIVE SERVICES						
Supplies						
7 OTHER Office of Accountability 101-XXX-023-030 53170	$1,966	$802	$2,500	$1,500	$(500)	$1,000
8 OFFICE Office of Accountability 101-XXX-023-030 53440	$6,271	$9,148	$8,500	$7,500	$0	$7,500
9 PRINTING Office of Accountability 101-XXX-023-030 53445	$0	$0	$1,000	$1,000	$(500)	$500
10 POSTAGE/COURIER SERVICE Office of Accountability 101-XXX-023-030 53450	$1,029	$1,040	$2,000	$2,000	$(1,500)	$500
Total Supplies	**$9,265**	**$10,990**	**$14,000**	**$12,000**	**$(2,500)**	**$9,500**
Other Charges						
11 MILEAGE, PARKING, TOLLS Office of Accountability 101-XXX-023-030 54720	$4,161	$3,891	$4,327	$4,327	$0	$4,327
12 INSTITUTES, CONFERENCES, MTGS. Office of Accountability 101-XXX-023-030 54750	$2,660	$6,029	$1,250	$1,250	$1,000	$2,250
Total Other Charges	**$6,822**	**$9,920**	**$5,577**	**$5,577**	**$1,000**	**$6,577**
Equipment						
13 OTHER EQUIPMENT Office of Accountability 101-XXX-023-030 55170	$144	$138	$500	$500	$(500)	$0
14 COMPUTERS/BUSINESS EQUIPMENT Office of Accountability 101-XXX-023-030 55805	$748	$1,639	$2,714	$2,714	$0	$2,714
15 OFFICE FURNITURE/EQUIPMENT Office of Accountability 101-XXX-023-030 55810	$0	$383	$905	$905	$(305)	$600
Total Equipment	**$892**	**$2,160**	**$4,119**	**$4,119**	**$(805)**	**$3,314**
Total ADMINISTRATIVE SERVICES	**$517,365**	**$504,070**	**$521,224**	**$533,141**	**$40,891**	**$574,032**
TEXTBOOKS AND CLASS SUPPLIES						
Supplies						
16 TESTING Guidance - Proctors 104-XXX-010-610 53470	$73,967	$59,648	$59,649	$35,649	$0	$35,649
Total Supplies	**$73,967**	**$59,648**	**$59,649**	**$35,649**	**$0**	**$35,649**
Total TEXTBOOKS AND CLASS SUPPLIES	**$73,967**	**$59,648**	**$59,649**	**$35,649**	**$0**	**$35,649**
OTHER INSTRUCTIONAL COSTS						
Contracted Services						
17 TESTING Guidance 105-XXX-010-610 52470	$258,129	$210,798	$208,024	$183,024	$(30,253)	$152,771

By State Category	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
OTHER INSTRUCTIONAL COSTS						
Total Contracted Services	$258,129	$210,798	$208,024	$183,024	$(30,253)	$152,771
Total OTHER INSTRUCTIONAL COSTS	$258,129	$210,798	$208,024	$183,024	$(30,253)	$152,771
Report Total:	$849,460	$774,517	$788,897	$751,814	$10,638	$762,452

Professional Development

Program Overview

Professional development is a critical component in promoting effective teaching and high levels of student performance for the staff and students of Harford County Public Schools (HCPS). The purpose of the professional development system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce. Professional learning is the result of the individual's commitment to improvement.

The Office of Leadership and Professional Development works to initiate, promote, and support professional learning of teachers and instructional administrators across the school system. National and state guidelines along with the Board of Education and Superintendent provide the direction for the comprehensive plans for professional development. Current research on content and pedagogy are cornerstone to the total program.

Educators play a critical role in the success of students. As such, all educators are called on to continually improve their practice. Professional development is the single most accessible method by which educators can grow and learn as professionals. In recent years a trio of potent reforms have impacted education: teacher evaluations that include professional practices and student growth measures; adoption of higher academic standards; and the development of assessments aligned with the new standards. Each reform demands that schools systematically and continuously improve student performance. The new reforms require significant changes in the classroom.

HCPS established practices that support the development, sustained implementation, and continuous improvement of the district's workforce. Those people charged with leading professional development operate as a community of practice within the school system to continually deepen and expand their understanding of what is required to transfer professional learning into improved professional practice. Schools, offices, and departments collaborate to advance student learning through research-based, evidence-driven professional learning.

Professional development activities occur at both the school and system level. Guidelines for specific initiatives are provided to ensure a systematic implementation across schools and offices. The Office of Leadership and Professional Development supports the work of the school and content supervisors in providing resources, guidance, and time for specific activities. Effective professional learning occurs over time in a sustained environment. Coordinating the Teacher Professional Development Calendar is one way to support the work of the various stakeholders.

The Professional Development Office coordinates teacher induction activities. Federal and State guidelines identify new teachers as those teachers in their first three years of teaching. Also, the Office of Leadership and Professional Development coordinates activities related to pre-service teachers. Harford Community College field placement students and university student interns are managed by the Professional Development Office.

The Office of Leadership and Professional Development coordinates the National Board Certification process for HCPS. As of September 2016, HCPS has seventy-eight National Board Certified Teachers.

Accomplishments – FY 2016

- Prepared, coordinated, and delivered professional development for administrators and teacher leaders in areas around school improvement processes, best practices, and leadership capacity building (Board Goals 1 and 3)
- Coordinated a comprehensive teacher induction program for approximately 670 teachers in their first three years with HCPS (Board Goals 1 and 3)
- Prepared and delivered ongoing support and training on the Danielson Framework for Teaching, including developing the understanding and utilization of the Framework with new hires and new administrators (Board Goal 3)
- Coordinated, planned, and facilitated a comprehensive, two-day systemwide professional learning conference for all instructional staff and instructional support staff offering over 600 sessions that offered choices for personalized professional learning (Board Goals 1 and 3)
- Prepared and implemented a credit-bearing course, Teacher Leader Summit, for over 50 teacher leaders (Board Goal 1 and 3)
- Continued training in online delivery for professional learning (Board Goal 3)
- Supported the development and implementation of leadership modules for administrators working on the support side of the school system (Board Goal 3)
- Collaborated with the Office of Instructional Technology to plan and deliver professional development in *itslearning* (Board Goal 1 and 3)

Professional Development

Goals – FY 2018

- Support the Superintendent of Schools on system-level initiatives that involve the professional development of system leadership, teachers, and staff (Board Goals 1 and 3)
- Support the professional development plans of the content supervisors and individual schools as identified on School Improvement Plans aligned to national, state, local, and industry standards (Board Goal 3)
- Support the development and implementation of professional development modules for support side administrators and staff (Board Goal 3)
- Support the transition to blended learning for students, teachers, and administrators in the *itslearning* system (Board Goals 1 and 3)

Objectives – FY 2018

- Coordinate opportunities for teachers to extend and enhance their utilization of the Maryland College and Career-Ready Standards, as well as other national, state, and industry standards (Board Goals 1 and 3)
- Provide support and professional learning opportunities for teachers in their first three years with HCPS as a part of a comprehensive teacher induction program (Board Goals 1 and 3)

FY 2018 Funding Adjustments

The changes to Professional Development for fiscal 2018 are:

Wage Adjustments of $17,298:

- Salary/wage adjustments of $17,298

The increase in expenditures from the fiscal 2017 budget for the Office of Professional Development is $17,298.

Professional Development

By Object Code

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
Salaries	$894,015	$896,543	$1,003,963	$980,375	$17,298	$997,673
Contracted Services	$24,987	$20,934	$27,500	$27,500	$0	$27,500
Supplies	$26,190	$25,859	$31,553	$28,553	$0	$28,553
Other Charges	$46,692	$43,126	$40,600	$40,600	$0	$40,600
Equipment	$2,274	$2,674	$2,760	$2,760	$0	$2,760
Total:	**$994,159**	**$989,136**	**$1,106,376**	**$1,079,788**	**$17,298**	**$1,097,086**

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Administrator	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
Teacher/Counselor	1.0	1.0	1.0	0.0	1.0
	4.0	4.0	4.0	0.0	4.0

By State Category

	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
FTE: 4.0 **MID-LEVEL ADMINISTRATION**						
Salaries						
1 PROFESSIONAL Professional Development 102-XXX-016-145 51100 FTE: 3.0	$281,220	$297,329	$296,089	$302,927	$14,775	$317,702
2 CLERICAL Professional Development 102-XXX-016-145 51110 FTE: 1.0	$29,488	$30,559	$35,879	$37,767	$2,523	$40,290
3 CLERICAL SUBSTITUTES Professional Development 102-XXX-016-145 51111 FTE: 0.0	$808	$0	$0	$0	$0	$0
Total Salaries	**$311,516**	**$327,888**	**$331,968**	**$340,694**	**$17,298**	**$357,992**
Contracted Services						
4 OTHER Professional Development 102-XXX-016-145 52170	$23,002	$18,980	$20,000	$20,000	$0	$20,000
5 EQUIPMENT MAINTENANCE CONTRACT Professional Development 102-XXX-016-145 52360	$0	$0	$3,000	$3,000	$0	$3,000
6 COPIER / MACHINE RENTAL Professional Development 102-XXX-016-145 52370	$1,710	$1,710	$2,500	$2,500	$0	$2,500
Total Contracted Services	**$24,712**	**$20,690**	**$25,500**	**$25,500**	**$0**	**$25,500**
Supplies						

By State Category	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
MID-LEVEL ADMINISTRATION						
Supplies						
7 OTHER Professional Development 102-XXX-016-145 53170	$17,245	$17,922	$20,651	$20,651	$0	$20,651
8 OFFICE Professional Development 102-XXX-016-145 53440	$2,625	$2,483	$3,402	$3,402	$0	$3,402
9 PRINTING Professional Development 102-XXX-016-145 53445	$515	$95	$1,500	$1,500	$0	$1,500
Total Supplies	**$20,384**	**$20,500**	**$25,553**	**$25,553**	**$0**	**$25,553**
Other Charges						
10 MILEAGE, PARKING, TOLLS Professional Development 102-XXX-016-145 54720	$1,954	$3,630	$3,000	$3,000	$0	$3,000
11 INSTITUTES, CONFERENCES, MTGS. Professional Development 102-XXX-016-145 54750	$9,031	$4,194	$4,000	$4,000	$0	$4,000
Total Other Charges	**$10,985**	**$7,824**	**$7,000**	**$7,000**	**$0**	**$7,000**
Equipment						
12 OTHER EQUIPMENT Professional Development 102-XXX-016-145 55170	$2,274	$2,674	$2,760	$2,760	$0	$2,760
Total Equipment	**$2,274**	**$2,674**	**$2,760**	**$2,760**	**$0**	**$2,760**
Total MID-LEVEL ADMINISTRATION	**$369,871**	**$379,576**	**$392,781**	**$401,507**	**$17,298**	**$418,805**
FTE: 0.0 **INSTRUCTIONAL SALARIES**						
Salaries						
13 PROFESSIONAL Staff Dev. - Equity & Cultural Diversity 103-XXX-009-140 51100 FTE: 0.0	$27,590	$17,982	$18,023	$18,023	$0	$18,023
14 PROFESSIONAL Staff Dev. - In-service 103-XXX-009-505 51100 FTE: 0.0	$28,759	$38,800	$30,041	$31,318	$0	$31,318
15 PROFESSIONAL Curriculum Implementation 103-XXX-009-511 51100 FTE: 0.0	$125,199	$115,620	$117,533	$122,528	$0	$122,528
16 PROFESSIONAL - SUBSTITUTES Curriculum Implementation 103-XXX-009-511 51101 FTE: 0.0	$24,097	$13,030	$50,000	$42,125	$0	$42,125
17 PROFESSIONAL School Imp./School Based Staff Dev. 103-XXX-009-520 51100 FTE: 0.0	$248,638	$258,793	$326,495	$290,263	$0	$290,263
18 PROFESSIONAL - SUBSTITUTES School Imp./School Based Staff Dev. 103-XXX-009-520 51101 FTE: 0.0	$128,217	$124,430	$129,903	$135,424	$0	$135,424
Total Salaries	**$582,499**	**$568,655**	**$671,995**	**$639,681**	**$0**	**$639,681**

By State Category	FY15 Actual	FY16 Actual	FY16 Budget	FY17 Budget	17-18 Change	FY18 Budget
Total INSTRUCTIONAL SALARIES	$582,499	$568,655	$671,995	$639,681	$0	$639,681
TEXTBOOKS AND CLASS SUPPLIES						
Supplies						
19 TRAINING SUPPLIES Staff Dev. - In-service 104-XXX-009-505 53580	$5,806	$5,359	$6,000	$3,000	$0	$3,000
Total Supplies	**$5,806**	**$5,359**	**$6,000**	**$3,000**	**$0**	**$3,000**
Total TEXTBOOKS AND CLASS SUPPLIES	$5,806	$5,359	$6,000	$3,000	$0	$3,000
OTHER INSTRUCTIONAL COSTS						
Contracted Services						
20 OTHER School Imp./School Based Staff Dev. 105-XXX-009-520 52170	$275	$244	$2,000	$2,000	$0	$2,000
Total Contracted Services	**$275**	**$244**	**$2,000**	**$2,000**	**$0**	**$2,000**
Other Charges						
21 MILEAGE, PARKING, TOLLS Staff Dev. - Other 105-XXX-009-990 54720	$4,147	$2,201	$0	$0	$0	$0
22 INSTITUTES, CONFERENCES, MTGS. Staff Dev. - Other 105-XXX-009-990 54750	$31,561	$33,102	$33,600	$33,600	$0	$33,600
Total Other Charges	**$35,708**	**$35,303**	**$33,600**	**$33,600**	**$0**	**$33,600**
Total OTHER INSTRUCTIONAL COSTS	$35,983	$35,547	$35,600	$35,600	$0	$35,600
Report Total:	**$994,159**	**$989,136**	**$1,106,376**	**$1,079,788**	**$17,298**	**$1,097,086**