

Board of Education Summary

Vision

We will **inspire** and **prepare** each student to **achieve** success in college and career.

Mission

Each student will attain academic and personal success in a safe and caring environment that honors the diversity of our students and staff.

Core Values

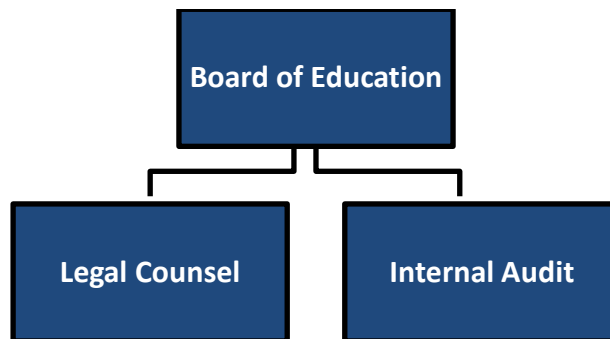
- We empower each student to achieve academic excellence
- We create reciprocal relationships with families and members of the community
- We attract and retain highly skilled personnel
- We assure an efficient and effective organization
- We provide a safe and secure environment

Board of Education Goals – FY 2019

- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

Program Component Organization

The Board of Education Program is comprised of the Board of Education Services, Internal Audit and In-house Counsel Services. The Board of Education provides the policy direction for Harford County Public Schools. The Board oversees the operations of the school system. The Internal Auditor and Legal Counsel Offices work with the Board of Education in an advisory capacity.



	FY 2016 Actual	FY 2017 Actual	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	Change
Board of Education	\$ 629,338	\$ 567,526	\$ 657,670	\$ 641,799	\$ 649,213	\$ 7,414
Board of Education Services	228,786	206,980	275,753	245,966	239,018	(6,948)
Internal Audit Services	178,555	134,764	151,320	160,897	168,906	8,009
Legal Services	221,997	225,783	230,597	234,936	241,289	6,353

Summary Report

Board of Education

By Object Code

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
Salaries	\$396,628	\$391,893	\$401,038	\$423,197	\$19,114	\$442,311
Contracted Services	\$133,993	\$80,661	\$138,530	\$103,500	(\$5,000)	\$98,500
Supplies	\$9,486	\$9,780	\$13,000	\$13,000	\$4,350	\$17,350
Other Charges	\$82,689	\$82,422	\$100,602	\$97,602	(\$11,050)	\$86,552
Equipment	\$6,542	\$2,770	\$4,500	\$4,500	\$0	\$4,500
Total:	\$629,338	\$567,526	\$657,670	\$641,799	\$7,414	\$649,213

Budgeted Full Time Equivalent Positions

	FY16	FY17	FY18	18-19	FY19
Administrator	2.0	2.0	2.0	0.0	2.0
Clerical 12 Month	3.0	3.0	3.0	0.0	3.0
	5.0	5.0	5.0	0.0	5.0

By State Category

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget	FY19 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	\$133,993	\$80,661	\$138,530	\$103,500	\$(5,000)	\$98,500	
Equipment	\$6,542	\$2,770	\$4,500	\$4,500	\$0	\$4,500	
Other Charges	\$82,689	\$82,422	\$100,602	\$97,602	\$(11,050)	\$86,552	
Salaries	\$313,433	\$307,687	\$316,800	\$337,513	\$16,572	\$354,085	
Supplies	\$9,486	\$9,780	\$13,000	\$13,000	\$4,350	\$17,350	
TOTAL:	\$546,142	\$483,320	\$573,432	\$556,115	\$4,872	\$560,987	4.2
SPECIAL EDUCATION							
Salaries	\$83,196	\$84,206	\$84,238	\$85,684	\$2,542	\$88,226	
TOTAL:	\$83,196	\$84,206	\$84,238	\$85,684	\$2,542	\$88,226	0.8
Grand Total:	\$629,338	\$567,526	\$657,670	\$641,799	\$7,414	\$649,213	5.0

Board of Education

Program Overview

Policy making for Harford County Public Schools is vested in the Harford County Board of Education. Senate Bill 629 enacted by the 2009 Maryland General Assembly, and effective July 1, 2009, provides for a nine-member board of education in Harford County. Six of the members are elected and the Governor appoints three of the members. Each Board member serves a term of four years. Board members may not serve for more than two consecutive terms. This legislation also authorized the position of a non-voting student member who is to be elected by the students of the Harford County Public Schools system in a manner specified by the Board.

Members of the Board do not receive salary or compensation, but receive an allowance of \$300 monthly for travel and other expenses related to the performance of their duties.

The Education Article of the Annotated Code of Maryland defines specific statutory powers of the Board of Education that include, but are not limited to, the following:

- Determine, with the Superintendent's advice, educational policies
- Appoint principals, teachers and other personnel and set their salaries
- Prepare an annual Operating and Capital budget
- Establish at least one citizen advisory committee
- Adopt curriculum guides, course of study and other teaching aids recommended by the Superintendent
- Acquire, rent, repair, improve and build school buildings
- Purchase and distribute instructional materials and equipment
- Provide for an annual audit
- Determine student attendance areas

FY 2019 Funding Adjustments

Wage and Benefits Adjustments of \$4,752:

- Proposed salary/wage adjustments of \$4,752

Base Budget Adjustments of (\$11,700):

- Reduction in legal fees, (\$5,000)
- Reduction in professional dues, (\$6,700)

The decrease in expenditures from the fiscal 2018 budget for Board of Education is (\$6,948).

Board of Education Services

By Object Code

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
Salaries	\$46,777	\$51,143	\$50,873	\$59,116	\$4,752	\$63,868
Contracted Services	\$106,335	\$80,457	\$136,030	\$101,000	(\$5,000)	\$96,000
Supplies	\$127	\$31	\$750	\$750	\$0	\$750
Other Charges	\$75,547	\$75,349	\$88,100	\$85,100	(\$6,700)	\$78,400
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$228,786	\$206,980	\$275,753	\$245,966	(\$6,948)	\$239,018

Budgeted Full Time Equivalent Positions

	FY16	FY17	FY18	18-19	FY19
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
	1.0	1.0	1.0	0.0	1.0

By State Category

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
FTE: 1.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 CLERICAL Board of Education 101-XXX-021-005 51110 FTE: 1.0	\$46,777	\$51,143	\$50,873	\$59,116	\$4,752	\$63,868
Total Salaries	\$46,777	\$51,143	\$50,873	\$59,116	\$4,752	\$63,868
Contracted Services						
2 AUDITING Board of Education 101-XXX-021-005 52185	\$52,732	\$52,389	\$55,030	\$50,000	\$0	\$50,000
3 LEGAL FEES Board of Education 101-XXX-021-005 52195	\$40,353	\$28,068	\$75,000	\$45,000	(\$5,000)	\$40,000
4 CONSULTANTS Board of Education 101-XXX-021-005 52205	\$13,250	\$0	\$6,000	\$6,000	\$0	\$6,000
Total Contracted Services	\$106,335	\$80,457	\$136,030	\$101,000	(\$5,000)	\$96,000
Supplies						
5 OFFICE Board of Education 101-XXX-021-005 53440	\$127	\$31	\$500	\$500	\$0	\$500
6 BOOKS, SUBS, PERIODICALS Board of Education 101-XXX-021-005 53475	\$0	\$0	\$250	\$250	\$0	\$250
Total Supplies	\$127	\$31	\$750	\$750	\$0	\$750
Other Charges						
7 OTHER CHARGES Board of Education 101-XXX-021-005 54170	\$1,716	\$823	\$2,000	\$2,000	\$0	\$2,000

By State Category		FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
8	BOARD MEMBERS ALLOWANCE Board of Education 101-XXX-021-005 54640	\$33,400	\$33,400	\$34,400	\$33,400	\$0	\$33,400
9	MILEAGE, PARKING, TOLLS Board of Education 101-XXX-021-005 54720	\$0	\$37	\$2,000	\$0	\$0	\$0
10	PROFESSIONAL DUES Board of Education 101-XXX-021-005 54730	\$30,670	\$32,059	\$39,700	\$39,700	\$(6,700)	\$33,000
11	INSTITUTES, CONFERENCES, MTGS. Board of Education 101-XXX-021-005 54750	\$9,761	\$9,030	\$10,000	\$10,000	\$0	\$10,000
Total Other Charges		\$75,547	\$75,349	\$88,100	\$85,100	\$(6,700)	\$78,400
Total ADMINISTRATIVE SERVICES		\$228,786	\$206,980	\$275,753	\$245,966	\$(6,948)	\$239,018
Report Total:		\$228,786	\$206,980	\$275,753	\$245,966	\$(6,948)	\$239,018

Internal Audit

Program Overview

The Office of Internal Audit serves independently within the Harford County Public School System, reporting directly to the Board of Education. The Internal Audit Office performs independent, objective assurance and auditing, and investigative services designed to add value, improve internal controls and strengthen HCPS. Specific activities include:

- Measuring and evaluating the effectiveness of internal controls
- Identifying areas for operational improvement
- Reducing organizational risks

The Internal Auditor also provides oversight and administration of the Fraud Hotline.

Board of Education Goals – FY 2019

- Board Goal 1: Prepare every student for success in postsecondary education and career
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Departmental Objectives – FY 2019

- Promote and model accountability, transparency and ethical behavior (Board Goal 4)
- Promote compliance with laws, regulations, policies and procedures through reviews and analyses of HCPS activities (Board Goal 4)
- Develop and implement the Board of Education's approved Office of Internal Audit's risk-based audit plan for FY 2019 (Board Goal 4)
- Perform the audits and examinations listed on the FY 2019 internal audit plan with integrity to help HCPS and the Board of Education achieve the highest levels of effectiveness and efficiency (Board Goal 4)
- Provide the Board of Education and Superintendent with impactful audit reports for each completed audit (Board Goal 4)
- Address the office's staffing issue to ensure the Office of Internal Audit is appropriately sized to accomplish the office's objectives (Board Goal 4)

Accomplishments – FY 2017

- Completed eleven exit audits for Principals, Directors and Lead Secretaries (Board Goal 4)
- Completed continuous auditing techniques on procurement card transactions and logs (Board Goal 4)
- Completed an audit of the Procurement Practices of Harford County Public Schools (Board Goal 4)
- Completed a budget analysis of the FY 2018 Board of Education's Budget (Board Goal 4)
- Prepared analyses as requested by Board of Education members (Board Goal 4)
- Reviewed the remediation status of prior audit findings from the Office of Legislative Audit Report (Board Goal 4)
- Issued formal reports to the Board of Education and Superintendent for each review/audit completed (Board Goal 4)
- Developed a risk-based internal audit plan for FY 2018 to set the priorities for the Office of Internal Audit (Board Goal 4)
- Obtained Board of Education approval of the internal audit plan (Board Goal 4)
- Provided the Board of Education with an annual update on the status of the FY 2017 internal audit plan (Board Goal 4)

FY 2019 Funding Adjustments

Wage and Benefits Adjustments of \$8,009:

- Proposed salary/wage adjustments of \$8,009

The increase in expenditures from the fiscal 2018 budget for Internal Audit is \$8,009.

Internal Audit Services

By Object Code

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
Salaries	\$141,862	\$130,234	\$139,570	\$149,147	\$8,009	\$157,156
Contracted Services	\$27,658	\$204	\$2,500	\$2,500	\$0	\$2,500
Supplies	\$1,226	\$357	\$1,500	\$1,500	\$0	\$1,500
Other Charges	\$1,268	\$1,689	\$3,750	\$3,750	\$0	\$3,750
Equipment	\$6,542	\$2,280	\$4,000	\$4,000	\$0	\$4,000
Total:	\$178,555	\$134,764	\$151,320	\$160,897	\$8,009	\$168,906

Budgeted Full Time Equivalent Positions

	FY16	FY17	FY18	18-19	FY19
Administrator	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
	2.0	2.0	2.0	0.0	2.0

By State Category

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
FTE: 2.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Internal Audit 101-XXX-022-016 51100 FTE: 1.0	\$96,325	\$84,337	\$93,249	\$99,811	\$4,014	\$103,825
2 CLERICAL Internal Audit 101-XXX-022-016 51110 FTE: 1.0	\$44,546	\$45,898	\$46,321	\$49,336	\$3,995	\$53,331
3 OTHER SALARIES Internal Audit 101-XXX-022-016 51170 FTE: 0.0	\$990	\$0	\$0	\$0	\$0	\$0
Total Salaries	\$141,862	\$130,234	\$139,570	\$149,147	\$8,009	\$157,156
Contracted Services						
4 CONSULTANTS Internal Audit 101-XXX-022-016 52205	\$6,098	\$0	\$0	\$0	\$0	\$0
5 SOFTWARE MAINTENANCE Internal Audit 101-XXX-022-016 52380	\$21,560	\$204	\$2,500	\$2,500	\$0	\$2,500
Total Contracted Services	\$27,658	\$204	\$2,500	\$2,500	\$0	\$2,500
Supplies						
6 OFFICE Internal Audit 101-XXX-022-016 53440	\$1,226	\$357	\$1,500	\$1,500	\$0	\$1,500
Total Supplies	\$1,226	\$357	\$1,500	\$1,500	\$0	\$1,500
Other Charges						

By State Category		FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
7	MILEAGE, PARKING, TOLLS Internal Audit 101-XXX-022-016 54720	\$23	\$7	\$350	\$350	\$0	\$350
8	PROFESSIONAL DUES Internal Audit 101-XXX-022-016 54730	\$920	\$1,272	\$900	\$900	\$0	\$900
9	INSTITUTES, CONFERENCES, MTGS. Internal Audit 101-XXX-022-016 54750	\$325	\$410	\$2,500	\$2,500	\$0	\$2,500
Total Other Charges		\$1,268	\$1,689	\$3,750	\$3,750	\$0	\$3,750
Equipment							
10	SOFTWARE Internal Audit 101-XXX-022-016 55460	\$5,362	\$1,830	\$2,000	\$2,000	\$0	\$2,000
11	COMPUTERS/BUSINESS EQUIPMENT Internal Audit 101-XXX-022-016 55805	\$1,180	\$450	\$2,000	\$2,000	\$0	\$2,000
Total Equipment		\$6,542	\$2,280	\$4,000	\$4,000	\$0	\$4,000
Total ADMINISTRATIVE SERVICES		\$178,555	\$134,764	\$151,320	\$160,897	\$8,009	\$168,906
Report Total:		\$178,555	\$134,764	\$151,320	\$160,897	\$8,009	\$168,906

Legal Services

Program Overview

The Legal Counsel Office provides legal services to the Board of Education, Superintendent of Schools, and administrative staff. These duties include:

- Review and provide interpretation of existing and new legislation to the Board and/or staff
- Review and interpretation of judicial decisions relating to education law to the Board and/or staff
- Provision of legal advice regarding specific cases and/or matters
- Representation in formal cases involving student, employee, contracts and other matters
- Providing advice regarding and formulating Board policy and procedures
- Providing advice and representation in special education cases or special education matters
- Preparation of opinion letters for the Board, Superintendent or staff
- Responding to Maryland Public Information Act requests
- Attendance at meetings and/or provision of legal advice to various HCPS committees.
- Providing oversight and supervision to the Governmental Relations Office
- Serving as liaison to the Board's Ethics Panel
- Draft, review and revise contracts, memoranda of understanding and other agreements
- Making presentations to Board and staff regarding legislative issues

Board of Education Goals – FY 2019

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- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

Departmental Objectives – FY 2019

- Provide effective and timely legal advice to the Board, the Superintendent and school system staff (Board Goals 1-4)
- Provide timely and effective legal representation in matters that are pending before administrative agencies or courts involving special education, employment matters, and general litigation involving the Board (Board Goals 3 & 4)
- Provide timely updates regarding the effect and/or impact of new legislation and/or judicial cases involving education issues (Board Goals 1-4)
- Provide effective and timely legal advice to the Ethics Panel in matters involving legal issues unrelated to the Board; providing administrative services, e.g. arranging for Panel meetings; collecting financial disclosure reports from administrative and supervisory personnel on a yearly basis; meeting with the Chairman regarding issues or concerns or a specific matter (Board Goal 3)
- Provide effective, high-quality staff development presentations regarding legal topics (Board Goals 1-4)
- Provide effective policy drafting, analysis and development (Board Goals 1-4)
- Provide effective direction, guidance and representation to the Department of Special Education (Board Goals 1 and 4)
- Provide effective high quality procedures including analyzing, development and drafting (Board Goals 1-4)
- Provide timely responses to Maryland Public Information Act (MPIA) Requests (Board Goals 1-4)
- Provide timely and effective review/drafting of agreements, memoranda of understanding and contracts (Board Goals 1-4)

Accomplishments – FY 2017

- Provided timely and effective representation to the Board and the Superintendent regarding cases and appeals (Board Goals 1-4)
- Provided timely and effective advice to staff regarding a variety of legal issues including student discipline; special education and IEPs, parental rights; employment issues; Open Meetings Act issues (Board Goals 1-4)
- Provided high-quality professional development presentations to staff regarding 2017 legislation; special education matters and parental rights (Board Goals 1-4)

FY 2019 Funding Adjustments

Wage and Benefits Adjustments of \$6,353:

- Proposed salary/wage adjustments of \$6,353

Base Budget Adjustments of \$0:

- Reduction in other expenses, (\$4,350)
- Increase in books, subscriptions, periodicals, \$4,350

The increase in expenditures from the fiscal 2018 budget for Legal Services is \$6,353.

Legal Services

By Object Code

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
Salaries	\$207,989	\$210,516	\$210,595	\$214,934	\$6,353	\$221,287
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$8,134	\$9,393	\$10,750	\$10,750	\$4,350	\$15,100
Other Charges	\$5,874	\$5,384	\$8,752	\$8,752	(\$4,350)	\$4,402
Equipment	\$0	\$490	\$500	\$500	\$0	\$500
Total:	\$221,997	\$225,783	\$230,597	\$234,936	\$6,353	\$241,289

Budgeted Full Time Equivalent Positions

	FY16	FY17	FY18	18-19	FY19
Administrator	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
	2.0	2.0	2.0	0.0	2.0

By State Category

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
FTE: 1.2 ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Legal Services 101-XXX-021-011 51100 FTE: 0.6	\$88,073	\$89,142	\$89,174	\$90,687	\$2,687	\$93,374
2 CLERICAL Legal Services 101-XXX-021-011 51110 FTE: 0.6	\$36,720	\$37,168	\$37,183	\$38,563	\$1,124	\$39,687
Total Salaries	\$124,793	\$126,309	\$126,357	\$129,250	\$3,811	\$133,061
Supplies						
3 OFFICE Legal Services 101-XXX-021-011 53440	\$1,177	\$856	\$1,500	\$1,500	\$0	\$1,500
4 POSTAGE/COURIER SERVICE Legal Services 101-XXX-021-011 53450	\$126	\$73	\$150	\$150	\$0	\$150
5 BOOKS, SUBS, PERIODICALS Legal Services 101-XXX-021-011 53475	\$6,830	\$8,463	\$9,100	\$9,100	\$4,350	\$13,450
Total Supplies	\$8,134	\$9,393	\$10,750	\$10,750	\$4,350	\$15,100
Other Charges						
6 OTHER CHARGES Legal Services 101-XXX-021-011 54170	\$4,308	\$4,325	\$4,350	\$4,350	(\$4,350)	\$0
7 MILEAGE, PARKING, TOLLS Legal Services 101-XXX-021-011 54720	\$404	\$419	\$702	\$702	\$0	\$702

By State Category		FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
8	PROFESSIONAL DUES Legal Services 101-XXX-021-011 54730	\$640	\$435	\$650	\$650	\$0	\$650
9	INSTITUTES, CONFERENCES, MTGS. Legal Services 101-XXX-021-011 54750	\$522	\$205	\$3,050	\$3,050	\$0	\$3,050
Total Other Charges		\$5,874	\$5,384	\$8,752	\$8,752	\$(4,350)	\$4,402
Equipment							
10	COMPUTERS/BUSINESS EQUIPMENT Legal Services 101-XXX-021-011 55805	\$0	\$490	\$500	\$500	\$0	\$500
Total Equipment		\$0	\$490	\$500	\$500	\$0	\$500
Total ADMINISTRATIVE SERVICES		\$138,801	\$141,576	\$146,359	\$149,252	\$3,811	\$153,063
FTE: 0.8							
SPECIAL EDUCATION							
Salaries							
11	PROFESSIONAL Spec. Ed. - Legal Services 106-XXX-016-011 51100 FTE: 0.4	\$58,715	\$59,428	\$59,450	\$60,470	\$1,792	\$62,262
12	CLERICAL Spec. Ed. - Legal Services 106-XXX-016-011 51110 FTE: 0.4	\$24,480	\$24,779	\$24,788	\$25,214	\$750	\$25,964
Total Salaries		\$83,196	\$84,206	\$84,238	\$85,684	\$2,542	\$88,226
Total SPECIAL EDUCATION		\$83,196	\$84,206	\$84,238	\$85,684	\$2,542	\$88,226
Report Total:		\$221,997	\$225,783	\$230,597	\$234,936	\$6,353	\$241,289