



Board of Education of Harford County
Budget Citizen Advisory Committee (CAC)

Meeting Minutes of April 11, 2018

Call to Order

Mr. Securro called the meeting to order at 6:05 PM.

Committee Members Present

Scott Bachman	Joseph Lambdin
Donald Beynon	Paul MacMillian
Michelle Francis	John Santora
Dion Guthrie	Bill Securro

HCPS Staff Members Present

Deborah Judd, Assistant Superintendent for Business Services
Eric Clark, Director of Budget for Business Services

Approval of Previous Meeting Minutes

A motion was made by Mr. Guthrie and a second by Mr. Lambdin to accept the 1/10/18 meeting minutes. Ms. Francis will submit the approved minutes to Ms. Schmid for posting for public review.

Old Business

A. Follow up Discussions – Report to the Board of Education: Recommendations

- Mr. Voskuhl confirmed recommendations have been received, forwarded to all Board Members and will be shared with the new School Superintendent (interviews begin in April and they anticipate hiring new Superintendent by June)
- This is an election year (potential for up to six new Board members); re-socialization may be needed

B. Sub-Committee Activities:

1. Operations and Service: Transportation Meeting February 8, 2018

- The sub-committee met with Mr. Licata, the Director of Transportation and the transportation supervisors and toured the facility
- The group received compensation reports, reviewed information on the HCPS bus contract, bus routes and amortization schedules
- Scott proposed the Transportation Department partner with SMA to create two capstone projects for the upcoming school year
 - Possible topic is a review of Bus Routes within in the county (compare to other counties) to try to find efficiencies.
- Today Fuel bidding and stations are currently shared across the county agencies
- **Question:** Since the Special Education Transportation fees are so large are the costs included in the Transportation Budget:
- **Answer:** Ms. Judd confirmed some pieces are state mandated and it truly is a transportation expense so it would remain in that part of the budget. Each line item is broken out so you can easily see the details.
- **Question:** Has there been any more discussion regarding installing seat belts on the school buses?
- **Answer:** Believe it was declined again

2. Marketing and Public Relations

- Recommendations were submitted to the Board of Education

3. Enrollment and Class Size:

- There has been an increase in enrollment (300+ students)

- Also projecting 100+ increase in enrollment next year
 - There is not a lot of new construction activity
 - At the Elementary School level there was a significant increase in multi-family units
 - The sub-committee will try to determine ways to work with the County Council to more closely monitor future apartment complex's as they can create redistricting issues
 - Bel Air will be the most challenging part of the county as 60% of the population reside within that 5 mile radius
 - Enrollment and class size should be optimized at each school and be consistent (staff, custodians, etc.)
 - Need a strategic approach to determine what the appropriate level should be at each level (elementary, middle and high)
 - A thorough review of staffing should be completed and compared to Frederick County
 - The benefits of Job Sharing and Part Time employment should also be explored
 - Analysis of the number of Substitute teachers and if the number fluctuates each year
- C. Discussion: Technology Lease or Purchase
- Leasing of laptops for school use is a good cost savings for initial investment
 - Challenge is that Technology is out of the Operating Budget, but would need to show there for the Maintenance of Effort for leasing
 - A financial commitment would be required to create a plan that would allow leasing and save money
 - Verbiage for a proposal to lease versus purchase needs to be drafted – Mr. Securro will reach out to Drew Moore to discuss
 - Look for companies in the community to give donations
- D. Discussion: Audit Committee Non Bid Purchases
- The Audit Committee submitted the Report (findings) to the Board of Education and no follow up is planned
 - Ms. Judd was able to offer the following update on the findings:
 - The Management team did review the report and replied back to the Audit team
 - They are looking to make changes as some purchases shouldn't have been made in the past
 - They are educating the team on purchases and bids
 - The team wants to ensure we are getting the most beneficial pricing
 - Bobbie Wilkerson is the new Purchasing Supervisor and Ms. Judd will see if she is available to come and present in a future Budget CAC meeting
- E. Review Quarterly Meeting Dates for 2017 – 2018
- June meeting date changed from June 13th to June 20th at 6 pm
 - Committee will continue to meet the 2nd Wednesday in September, October and November
 - September 12, 2018
 - October 10, 2018
 - November 14, 2018
 - John Santora will be leaving the Audit Committee in June 2018, so assuming he will also be leaving this committee (as he has a seat because of his Audit Committee membership)
 - Currently all Budget CAC members serve a 4 year team
 - Officer elections (Chairman and Secretary) will be held in September 2018

New Business

A. HBRT – Spring membership meeting will be on May 24, 2018 – let Mr. Seccurro know if you are interested in attending

B. Additional Recommendations: Questions and Discussion

Question: Are mandates (with financial impacts) kept and tracked? It would make sense to be able to share with the community the amount of mandated initiatives and how they impact the budget

Answer: Ms. Judd advised not really tracked, but typically can go back and identify which initiatives were mandated. They must report results by school/student.

Question: Is there a way for our county to complete work that is currently be completed for HCPS for smaller counties (to gain revenue)? Are there any consulting revenues received in any form?

Answer: Ms. Judd there would probably be issues with back office systems since they are different across counties. HCPS does act as the lead for the National Purchasing Co-Op and received \$165,000 for serving in that capacity.

Adjourn

With no further business before the committee, a motion was made by Mr. Seccurro and a second by Mr. Bachman to adjourn the meeting at 8:15 p.m.