

# Board of Education Summary

**Vision**

Harford County Public Schools will be a community of learners in which our public schools, families, public officials, businesses, community organizations, and other citizens work collaboratively to prepare all of our students to succeed academically and socially in a diverse, democratic, change-oriented, and global society.

**Mission**

The mission of the Harford County Public Schools is to promote excellence in instructional leadership and teaching and to provide facilities and instructional materials that support teaching and learning for the 21<sup>st</sup> century. The Harford County Board of Education will support this mission by fostering a climate for deliberate change and monitoring progress through measurable indicators.

**Board of Education Goals**

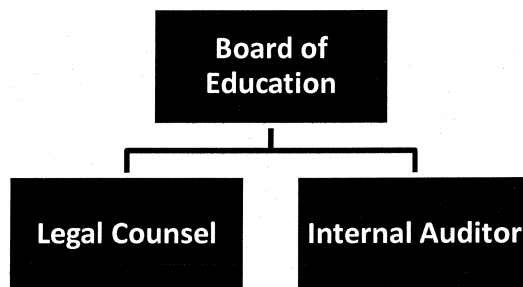
- **Goal 1:** To prepare every student for success in postsecondary education and a career.
- **Goal 2:** To encourage and monitor engagement between the school system and the community to support student achievement.
- **Goal 3:** To hire and support skilled staff who are committed to increasing student achievement.
- **Goal 4:** To provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning.

**Board of Education Objectives**

- To inform the community about the school system's successes and challenges.
- To identify areas of strength and weakness and describe the ways in which we will address our needs and build on successes.
- To provide an opportunity to engage the Board in dialogue regarding the status of our schools.

## 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.



	FY09 Actual	FY10 Actual	FY11 Actual	FY11 Budget	Change 11 - 12	FY12 Budget
<b>BOARD OF EDUCATION</b>	<b>448,884</b>	<b>452,351</b>	<b>447,029</b>	<b>530,143</b>	<b>8,000</b>	<b>538,143</b>
Board of Education Services	132,489	143,752	106,666	168,330	8,000	176,330
Legal Services	200,026	198,878	200,030	207,246	0	207,246
Internal Audit Services	116,369	109,721	140,333	154,567	0	154,567



## Summary Board of Education

By Object Code	FY10 Actual	FY11 Actual	FY11 Budget	11 - 12 Change	FY12 Budget
Salaries	\$281,502	\$312,757	\$327,061	\$0	\$327,061
Contracted Services	\$100,485	\$77,698	\$98,830	\$0	\$98,830
Supplies	\$7,823	\$10,898	\$17,650	\$0	\$17,650
Other Charges	\$62,541	\$45,610	\$85,102	\$8,000	\$93,102
Equipment	\$0	\$67	\$1,500	\$0	\$1,500
<b>Total</b>	<b>\$452,351</b>	<b>\$447,029</b>	<b>\$530,143</b>	<b>\$8,000</b>	<b>\$538,143</b>

Budgeted Full Time Equivalent Positions				
	FY10	FY11	Change	FY12
Attorney	1.0	1.0	0.0	1.0
Clerical	1.0	2.0	0.0	2.0
Internal Auditor	1.0	1.0	0.0	1.0
<b>Total</b>	<b>3.0</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>

By State Category	FY10 Actual	FY11 Actual	FY11 Budget	11 - 12 Change	FY12 Budget
<b>FY12 FTE: 3.2</b>	<b>ADMINISTRATIVE SERVICES</b>				
Salaries	\$207,585	\$238,607	\$251,293	\$0	\$251,293
Contracted Services	\$100,485	\$77,698	\$98,830	\$0	\$98,830
Supplies	\$7,823	\$10,898	\$17,650	\$0	\$17,650
Other Charges	\$62,541	\$45,610	\$85,102	\$8,000	\$93,102
Equipment	\$0	\$67	\$1,500	\$0	\$1,500
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>\$378,435</b>	<b>\$372,878</b>	<b>\$454,375</b>	<b>\$8,000</b>	<b>\$462,375</b>
<b>FY12 FTE: 0.8</b>	<b>SPECIAL EDUCATION</b>				
Salaries	\$73,916	\$74,151	\$75,768	\$0	\$75,768
<b>TOTAL SPECIAL EDUCATION</b>	<b>\$73,916</b>	<b>\$74,151</b>	<b>\$75,768</b>	<b>\$0</b>	<b>\$75,768</b>
<b>Grand Total</b>	<b>\$452,351</b>	<b>\$447,029</b>	<b>\$530,143</b>	<b>\$8,000</b>	<b>\$538,143</b>
<b>FTE FY12: 4.0</b>					



# Board of Education Services

## **Program Overview**

Policy making for the 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 to be elected (three in the 2010 General Election and three in the 2014 General Election) and three of the members are appointed by the Governor (two appointed in 2010 and one in 2014). 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 nonvoting 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 which 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, and
- Determine student attendance areas.

## **FY 2012 Funding Adjustments**

The changes to Board of Education Services for fiscal 2012 are below:

### **Cost of Doing Business for \$8,000:**

- Adjust the Board of Education Allowance account to fully fund the monthly allowance of \$300 for each Board Member and a \$2,000 annual stipend for the student representative, \$8,000.

**The increase in expenditures over the fiscal 2011 budget for Board of Education Services is \$8,000.**

## Board of Education Services

By Object Code	FY10 Actual	FY11 Actual	FY11 Budget	11 - 12 Change	FY12 Budget
Contracted Services	\$89,730	\$67,481	\$87,830	\$0	\$87,830
Supplies	\$213	\$26	\$6,100	\$0	\$6,100
Other Charges	\$53,809	\$39,160	\$74,400	\$8,000	\$82,400
<b>Total</b>	<b>\$143,752</b>	<b>\$106,666</b>	<b>\$168,330</b>	<b>\$8,000</b>	<b>\$176,330</b>

Budgeted Full Time Equivalent Positions				
	FY10	FY11	Change	FY12
<b>Total</b>				

By State Category	FY10 Actual	FY11 Actual	FY11 Budget	11 - 12 Change	FY12 Budget
<b>FY12 FTE: 0.0</b>	<b>ADMINISTRATIVE SERVICES</b>				
Contracted Services	\$89,730	\$67,481	\$87,830	\$0	\$87,830
Supplies	\$213	\$26	\$6,100	\$0	\$6,100
Other Charges	\$53,809	\$39,160	\$74,400	\$8,000	\$82,400
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>\$143,752</b>	<b>\$106,666</b>	<b>\$168,330</b>	<b>\$8,000</b>	<b>\$176,330</b>
<b>Grand Total</b>	<b>\$143,752</b>	<b>\$106,666</b>	<b>\$168,330</b>	<b>\$8,000</b>	<b>\$176,330</b>
<b>FTE FY12: 0.0</b>					

# Legal Counsel

## 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 interpretation of existing legislation.
- Review and interpretation of judicial decisions affecting education.
- Provide legal advice regarding specific cases and/or matters.
- Representation in formal cases involving student, employee, contracts and other matters.
- Provide advice regarding and formulating board policy.
- Provide advice and representation in special education cases or special education matters.
- Prepare opinion letters for the Board and Superintendent.
- Respond to Maryland Public Information Requests.
- Attendance at and provision of legal advice to various board committees and/or subcommittees.
- Provide oversight and supervision to the Governmental Relations Office.
- Serve as liaison to the Board's Ethics Panel.
- Provide oversight regarding charter school matters.

## Goals - FY 2012

- Provide effective and timely legal advice to the Board, the Superintendent, and school system staff.
- Provide timely and effective legal representation in matters which are pending before administrative agencies or courts involving special education, employment matters, and general litigation involving the Board.
- Provide timely updates regarding the effect and/or impact of new legislation and/or judicial cases involving education issues.
- Provide effective and timely legal advice to the Ethics Panel in matters involving legal issues unrelated to the Board; provide administrative services, e.g. arrange for Panel meetings; collect financial disclosure reports from administrative and supervisory personnel on a yearly basis; meet with the Chairman regarding issues or concerns or a specific matter.
- Provide effective, high quality staff development presentations regarding legal topics.
- Provide effective policy drafting; analysis and development.
- Provide effective direction, guidance and representation to the Department of Special Education.
- Provide effective direction and guidance to the Governmental Relations Office.

## FY 2012 Funding Adjustments

The changes for FY 2012 include:

### **Base Budget Adjustments net change \$0:**

- The following accounts were realigned based on program needs:
  - Legal Services Other - \$600
  - Institutes, Conferences, Meetings – (\$600)

**There is no increase in expenditures over the fiscal 2011 budget for Legal Counsel.**

## Legal Services

<b>By Object Code</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY11 Budget</b>	<b>11 - 12 Change</b>	<b>FY12 Budget</b>
Salaries	\$184,790	\$185,377	\$186,994	\$0	\$186,994
Contracted Services	\$124	\$0	\$0	\$0	\$0
Supplies	\$7,304	\$9,532	\$10,750	\$0	\$10,750
Other Charges	\$6,660	\$5,122	\$9,002	\$0	\$9,002
Equipment	\$0	\$0	\$500	\$0	\$500
<b>Total</b>	<b>\$198,878</b>	<b>\$200,030</b>	<b>\$207,246</b>	<b>\$0</b>	<b>\$207,246</b>

<b>Budgeted Full Time Equivalent Positions</b>				
	<b>FY10</b>	<b>FY11</b>	<b>Change</b>	<b>FY12</b>
Attorney	1.0	1.0	0.0	1.0
Clerical	1.0	1.0	0.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>

<b>By State Category</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY11 Budget</b>	<b>11 - 12 Change</b>	<b>FY12 Budget</b>
<b>FY12 FTE: 1.2</b>	<b>ADMINISTRATIVE SERVICES</b>				
Salaries	\$110,874	\$111,226	\$111,226	\$0	\$111,226
Contracted Services	\$124	\$0	\$0	\$0	\$0
Supplies	\$7,304	\$9,532	\$10,750	\$0	\$10,750
Other Charges	\$6,660	\$5,122	\$9,002	\$0	\$9,002
Equipment	\$0	\$0	\$500	\$0	\$500
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>\$124,962</b>	<b>\$125,879</b>	<b>\$131,478</b>	<b>\$0</b>	<b>\$131,478</b>
<b>FY12 FTE: 0.8</b>	<b>SPECIAL EDUCATION</b>				
Salaries	\$73,916	\$74,151	\$75,768	\$0	\$75,768
<b>TOTAL SPECIAL EDUCATION</b>	<b>\$73,916</b>	<b>\$74,151</b>	<b>\$75,768</b>	<b>\$0</b>	<b>\$75,768</b>
<b>Grand Total</b>	<b>\$198,878</b>	<b>\$200,030</b>	<b>\$207,246</b>	<b>\$0</b>	<b>\$207,246</b>
<b>FTE FY12: 2.0</b>					



# Internal Audit

## **Program Overview**

The Internal Audit Office assists the Board and the Superintendent with managing risks, including financial, operating, and other business risks, by measuring and evaluating the effectiveness of financial and managerial controls and recommending enhancements or corrective actions as needed.

The primary focus of the Internal Audit Office is school activity funds. The development and utilization of a risk assessment tool has assisted in determining the schools that are "riskiest" and require the most attention. The risk assessment tool takes into account the following:

- Management's competence, attitude, pressure level and awareness of the activity.
- The potential exposure as determined by the average cash balance, the volume of transactions, and the quality of the audit trail.
- The integrity of the financial reports and the ability to meet reporting requirements, and
- Any changes in key personnel or a rapid growth or decline of resources.

## **Accomplishments – FY 2010**

- Performed 12 school activity fund audits as determined by risk assessment results and audit scheduling.
- Completed 41 school activity fund compliance reviews.
- Performed 31 departmental procurement card audits as determined by risk assessment results and audit scheduling.

## **Goals – FY 2012**

The goals of the Internal Audit Office are:

- Assist the Board of Education by serving as an independent appraisal function.
- Ensure adherence to all applicable laws and regulations, as well as Board Policies, Administrative Procedures, and current practices.
- Increase the effectiveness and efficiency of the Internal Audit Office, and
- Promote the implementation of strong internal controls.

## **Objectives – FY 2012**

The objectives of the Internal Audit Office are:

- Review and update the Board of Education Policy as well as the HCPS Administrative Procedures that relate to school activity funds and other related financial matters.
- Perform a minimum of 5 financial audits of each individual school activity fund as determined by risk assessment results in addition to 11 activity fund audits based on the audit schedule, and
- Perform a minimum of 10 departmental audits of procurement card transactions as determined by risk assessment results in addition to 24 departmental audits as determined by audit scheduling.

## **FY 2012 Funding Adjustments**

There is no increase in expenditures over the fiscal 2011 budget for Internal Audit.

## Internal Audit Services

<b>By Object Code</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY11 Budget</b>	<b>11 - 12 Change</b>	<b>FY12 Budget</b>
Salaries	\$96,711	\$127,381	\$140,067	\$0	\$140,067
Contracted Services	\$10,632	\$10,217	\$11,000	\$0	\$11,000
Supplies	\$306	\$1,340	\$800	\$0	\$800
Other Charges	\$2,072	\$1,329	\$1,700	\$0	\$1,700
Equipment	\$0	\$67	\$1,000	\$0	\$1,000
<b>Total</b>	<b>\$109,721</b>	<b>\$140,333</b>	<b>\$154,567</b>	<b>\$0</b>	<b>\$154,567</b>

<b>Budgeted Full Time Equivalent Positions</b>				
	<b>FY10</b>	<b>FY11</b>	<b>Change</b>	<b>FY12</b>
Clerical	0.0	1.0	0.0	1.0
Internal Auditor	1.0	1.0	0.0	1.0
<b>Total</b>	<b>1.0</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>

<b>By State Category</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY11 Budget</b>	<b>11 - 12 Change</b>	<b>FY12 Budget</b>
<b>FY12 FTE: 2.0</b>	<b>ADMINISTRATIVE SERVICES</b>				
Salaries	\$96,711	\$127,381	\$140,067	\$0	\$140,067
Contracted Services	\$10,632	\$10,217	\$11,000	\$0	\$11,000
Supplies	\$306	\$1,340	\$800	\$0	\$800
Other Charges	\$2,072	\$1,329	\$1,700	\$0	\$1,700
Equipment	\$0	\$67	\$1,000	\$0	\$1,000
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>\$109,721</b>	<b>\$140,333</b>	<b>\$154,567</b>	<b>\$0</b>	<b>\$154,567</b>
<b>Grand Total</b>	<b>\$109,721</b>	<b>\$140,333</b>	<b>\$154,567</b>	<b>\$0</b>	<b>\$154,567</b>
<b>FTE FY12: 2.0</b>					