

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 21st 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

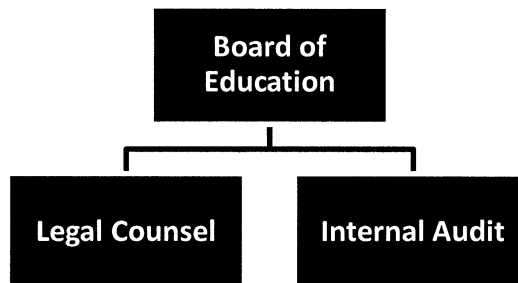
- **Goal 1:** To prepare every student for success in postsecondary education and a career.
- **Goal 2:** To encourage and monitor engagement between the school system and the community to support student achievement.
- **Goal 3:** To hire and support skilled staff who are committed to increasing student 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.



	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2014 Budget	FY 2015 Budget	Change FY14 - FY15
Board of Education	556,993	591,173	615,890	631,002	649,533	18,531
Board of Education Services	200,953	230,006	226,221	264,807	273,377	8,570
Internal Audit Services	154,649	154,986	155,936	158,285	157,796	(489)
Legal Services	201,391	206,181	233,733	207,910	218,360	10,450

Summary Report

Board of Education

By Object Code	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget
Salaries	\$366,768	\$374,493	\$403,499	\$374,690	\$12,531	\$387,221
Contracted Services	\$86,763	\$131,010	\$123,016	\$148,430	\$0	\$148,430
Supplies	\$10,596	\$11,187	\$9,485	\$13,350	\$0	\$13,350
Other Charges	\$92,620	\$74,394	\$78,711	\$94,032	\$6,000	\$100,032
Equipment	\$245	\$90	\$1,178	\$500	\$0	\$500
Total:	\$556,992	\$591,173	\$615,889	\$631,002	\$18,531	\$649,533

Budgeted Full Time Equivalent Positions

	FY12	FY13	FY14	14-15	FY15
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	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget	FY15 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	\$86,763	\$131,010	\$123,016	\$148,430	\$0	\$148,430	
Equipment	\$245	\$90	\$1,178	\$500	\$0	\$500	
Other Charges	\$92,620	\$74,394	\$78,711	\$94,032	\$6,000	\$100,032	
Salaries	\$292,617	\$298,522	\$323,627	\$298,726	\$9,633	\$308,359	
Supplies	\$10,596	\$11,187	\$9,485	\$13,350	\$0	\$13,350	
TOTAL:	\$482,841	\$515,202	\$536,018	\$555,038	\$15,633	\$570,671	4.2
SPECIAL EDUCATION							
Salaries	\$74,151	\$75,971	\$79,872	\$75,964	\$2,898	\$78,862	
TOTAL:	\$74,151	\$75,971	\$79,872	\$75,964	\$2,898	\$78,862	0.8
Grand Total:	\$556,992	\$591,173	\$615,889	\$631,002	\$18,531	\$649,533	5.0

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 2015 Funding Adjustments

The changes to Board of Education Services for fiscal 2015 are:

Wage Adjustments of \$2,570:

- Align salary accounts with actual expenditures, \$2,570.

Cost of Doing Business for \$6,000:

- Increase in professional dues, \$6,000.

The increase in expenditures from the fiscal 2014 budget for the Board of Education is \$8,570.

Board of Education Services

By Object Code	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget
Salaries	\$38,873	\$42,177	\$44,500	\$42,177	\$2,570	\$44,747
Contracted Services	\$75,851	\$119,505	\$111,249	\$136,030	\$0	\$136,030
Supplies	\$656	\$286	\$0	\$1,500	\$0	\$1,500
Other Charges	\$85,573	\$68,038	\$70,471	\$85,100	\$6,000	\$91,100
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$200,953	\$230,006	\$226,221	\$264,807	\$8,570	\$273,377

Budgeted Full Time Equivalent Positions

	FY12	FY13	FY14	14-15	FY15
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	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget	FY15 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	\$75,851	\$119,505	\$111,249	\$136,030	\$0	\$136,030	
Other Charges	\$85,573	\$68,038	\$70,471	\$85,100	\$6,000	\$91,100	
Salaries	\$38,873	\$42,177	\$44,500	\$42,177	\$2,570	\$44,747	
Supplies	\$656	\$286	\$0	\$1,500	\$0	\$1,500	
TOTAL:	\$200,953	\$230,006	\$226,221	\$264,807	\$8,570	\$273,377	1.0
Grand Total:	\$200,953	\$230,006	\$226,221	\$264,807	\$8,570	\$273,377	1.0

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 and procurement card transactions. The development and utilization of a risk assessment tool has assisted in determining the schools and departments 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 2013

- Completed 21 comprehensive school audits (including audit of both school activity fund and procurement card transactions) for the period July 1, 2011 – June 30, 2012 as determined by risk assessment results and rotational audit scheduling.
- Completed 26 school activity fund compliance reviews for the period July 1, 2011 – June 30, 2012.
- Performed 26 departmental procurement card audits for at least one quarter of the period July 1, 2011 – June 30, 2012 as determined by rotational audit scheduling.
- Performed 22 departmental procurement card audits for at least one quarter of the period July 1, 2012 – June 30, 2013 as determined by rotational audit scheduling.
- In conjunction with the Office of the County Auditor, completed a review of the status of the findings and recommendations from the Financial Management Practices Performance Audit Report for Harford County Public Schools issued by the Office of Legislative Audits in May 2008.

Goals – FY 2015

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 2015

The objectives of the Internal Audit Office are:

- Perform 27 comprehensive school audits (to include school activity funds and procurement card transactions), and
- Perform an audit of procurement card transactions for each department for at least one of the quarters of the fiscal year.

FY 2015 Funding Adjustments

The changes to Internal Audit for fiscal 2015 are:

Wage Adjustments of (\$489):

- Align salary accounts with actual expenditures, (\$489).

The decrease in expenditures from the fiscal 2014 budget for Internal Audit is (\$489).

Internal Audit Services

By Object Code	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget
Salaries	\$141,268	\$140,964	\$141,126	\$142,605	(\$489)	\$142,116
Contracted Services	\$10,912	\$11,505	\$11,767	\$12,400	\$0	\$12,400
Supplies	\$947	\$1,413	\$961	\$1,100	\$0	\$1,100
Other Charges	\$1,522	\$1,104	\$2,082	\$2,180	\$0	\$2,180
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$154,649	\$154,986	\$155,936	\$158,285	(\$489)	\$157,796

Budgeted Full Time Equivalent Positions

	FY12	FY13	FY14	14-15	FY15
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	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget	FY15 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	\$10,912	\$11,505	\$11,767	\$12,400	\$0	\$12,400	
Other Charges	\$1,522	\$1,104	\$2,082	\$2,180	\$0	\$2,180	
Salaries	\$141,268	\$140,964	\$141,126	\$142,605	\$(489)	\$142,116	
Supplies	\$947	\$1,413	\$961	\$1,100	\$0	\$1,100	
TOTAL:	\$154,649	\$154,986	\$155,936	\$158,285	\$(489)	\$157,796	2.0
Grand Total:	\$154,649	\$154,986	\$155,936	\$158,285	\$(489)	\$157,796	2.0

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.
- 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.
- Providing advice and representation in special education cases or special education matters.
- Preparation of opinion letters for the Board and Superintendent.
- Responding to Maryland Public Information Requests.
- Attendance at and provision of legal advice to various board committees and/or subcommittees.
- Providing oversight and supervision to the Governmental Relations Office.
- Serving as liaison to the Board's Ethics Panel.
- Providing oversight regarding charter school legal matters.

Goals - FY 2015

- 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; 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.
- 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 2015 Funding Adjustments

The changes to the Office of Legal Counsel for fiscal 2015 are:

Wage Adjustments of \$10,450:

- Align salary accounts with actual expenditures, \$10,450.

The increase in expenditures from the fiscal 2014 budget for the Office of Legal Counsel is \$10,450.

Legal Services

By Object Code	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget
Salaries	\$186,627	\$191,351	\$217,873	\$189,908	\$10,450	\$200,358
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$8,993	\$9,488	\$8,525	\$10,750	\$0	\$10,750
Other Charges	\$5,525	\$5,252	\$6,158	\$6,752	\$0	\$6,752
Equipment	\$245	\$90	\$1,178	\$500	\$0	\$500
Total:	\$201,391	\$206,181	\$233,733	\$207,910	\$10,450	\$218,360

Budgeted Full Time Equivalent Positions

	FY12	FY13	FY14	14-15	FY15
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	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget	FY15 FTE
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ADMINISTRATIVE SERVICES

Equipment	\$245	\$90	\$1,178	\$500	\$0	\$500	
Other Charges	\$5,525	\$5,252	\$6,158	\$6,752	\$0	\$6,752	
Salaries	\$112,476	\$115,380	\$138,001	\$113,944	\$7,552	\$121,496	
Supplies	\$8,993	\$9,488	\$8,525	\$10,750	\$0	\$10,750	
TOTAL:	\$127,240	\$130,210	\$153,861	\$131,946	\$7,552	\$139,498	1.2

SPECIAL EDUCATION

Salaries	\$74,151	\$75,971	\$79,872	\$75,964	\$2,898	\$78,862	
TOTAL:	\$74,151	\$75,971	\$79,872	\$75,964	\$2,898	\$78,862	0.8

Grand Total:	\$201,391	\$206,181	\$233,733	\$207,910	\$10,450	\$218,360	2.0
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