

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

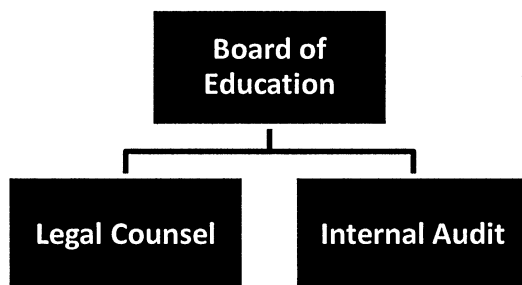
- **Goal 1:** To prepare every student for success in postsecondary education and a career.
- **Goal 2:** To encourage and monitor engagement between the school system and the community to support student achievement.
- **Goal 3:** To hire and support skilled staff who are committed to increasing student 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 2013 Actual | FY 2014 Actual | FY 2015 Actual | FY 2015 Budget | FY 2016 Budget | Change |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Board of Education | 591,173 | 615,890 | 573,815 | 652,668 | 683,384 | 30,716 |
| Board of Education Services | 230,006 | 226,221 | 196,032 | 273,377 | 271,661 | (1,716) |
| Internal Audit Services | 154,986 | 155,936 | 156,160 | 157,796 | 185,725 | 27,929 |
| Legal Services | 206,181 | 233,733 | 221,623 | 221,495 | 225,998 | 4,503 |

Summary Report

Board of Education

| By Object Code | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget |
|---------------------|------------------|------------------|------------------|------------------|-----------------|------------------|
| Salaries | \$374,493 | \$403,499 | \$391,557 | \$390,286 | \$10,366 | \$400,652 |
| Contracted Services | \$131,010 | \$123,016 | \$91,008 | \$148,430 | \$24,100 | \$172,530 |
| Supplies | \$11,187 | \$9,485 | \$10,457 | \$13,350 | (\$750) | \$12,600 |
| Other Charges | \$74,394 | \$78,711 | \$79,993 | \$100,102 | (\$3,000) | \$97,102 |
| Equipment | \$90 | \$1,178 | \$800 | \$500 | \$0 | \$500 |
| Total: | \$591,173 | \$615,889 | \$573,815 | \$652,668 | \$30,716 | \$683,384 |

Budgeted Full Time Equivalent Positions

| | FY13 | FY14 | FY15 | 15-16 | FY16 |
|-------------------|------|------|------|-------|------|
| 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 | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget | FY16 FTE |
|-------------------|----------------|----------------|----------------|----------------|-----------------|----------------|-------------|
|-------------------|----------------|----------------|----------------|----------------|-----------------|----------------|-------------|

ADMINISTRATIVE SERVICES

| | | | | | | | |
|---------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------|
| Contracted Services | \$131,010 | \$123,016 | \$91,008 | \$148,430 | \$24,100 | \$172,530 | |
| Equipment | \$90 | \$1,178 | \$800 | \$500 | \$0 | \$500 | |
| Other Charges | \$74,394 | \$78,711 | \$79,993 | \$100,102 | (\$3,000) | \$97,102 | |
| Salaries | \$298,522 | \$323,627 | \$309,559 | \$308,289 | \$9,165 | \$317,454 | |
| Supplies | \$11,187 | \$9,485 | \$10,457 | \$13,350 | (\$750) | \$12,600 | |
| TOTAL: | \$515,202 | \$536,018 | \$491,817 | \$570,671 | \$29,515 | \$600,186 | 4.2 |

SPECIAL EDUCATION

| | | | | | | | |
|---------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|------------|
| Salaries | \$75,971 | \$79,872 | \$81,998 | \$81,997 | \$1,201 | \$83,198 | |
| TOTAL: | \$75,971 | \$79,872 | \$81,998 | \$81,997 | \$1,201 | \$83,198 | 0.8 |

| | | | | | | | |
|---------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------|
| Grand Total: | \$591,173 | \$615,889 | \$573,815 | \$652,668 | \$30,716 | \$683,384 | 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 2016 Funding Adjustments

The changes to Board of Education Services for fiscal 2016 are:

Wage Adjustments of \$2,034:

- Salary/wage adjustments of \$2,034.

Cost Saving Measures of (\$3,750):

- Reduction in office supplies, (\$500).
- Reduction in books/periodicals, (\$250).
- Reduction in other expenses, (\$3,000).

The decrease in expenditures from the fiscal 2015 budget for the Board of Education is (\$1,716).

Board of Education Services

| By Object Code | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget |
|-----------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|
| Salaries | \$42,177 | \$44,500 | \$44,747 | \$44,747 | \$2,034 | \$46,781 |
| Contracted Services | \$119,505 | \$111,249 | \$79,141 | \$136,030 | \$0 | \$136,030 |
| Supplies | \$286 | \$0 | \$45 | \$1,500 | (\$750) | \$750 |
| Other Charges | \$68,038 | \$70,471 | \$72,099 | \$91,100 | (\$3,000) | \$88,100 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total: | \$230,006 | \$226,221 | \$196,032 | \$273,377 | (\$1,716) | \$271,661 |

Budgeted Full Time Equivalent Positions

| | FY13 | FY14 | FY15 | 15-16 | FY16 |
|-------------------|-------------|-------------|-------------|--------------|-------------|
| 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 | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget | FY16 FTE |
|--------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|---------------------|
| ADMINISTRATIVE SERVICES | | | | | | | |
| Contracted Services | \$119,505 | \$111,249 | \$79,141 | \$136,030 | \$0 | \$136,030 | |
| Other Charges | \$68,038 | \$70,471 | \$72,099 | \$91,100 | (\$3,000) | \$88,100 | |
| Salaries | \$42,177 | \$44,500 | \$44,747 | \$44,747 | \$2,034 | \$46,781 | |
| Supplies | \$286 | \$0 | \$45 | \$1,500 | (\$750) | \$750 | |
| TOTAL: | \$230,006 | \$226,221 | \$196,032 | \$273,377 | (\$1,716) | \$271,661 | 1.0 |
| Grand Total: | \$230,006 | \$226,221 | \$196,032 | \$273,377 | (\$1,716) | \$271,661 | 1.0 |

Internal Audit

Program Overview

The Internal Audit Office reports administratively to the Assistant Superintendent of Business Services and in an advisory capacity to the Board of Education's Audit Committee. The Internal Audit Office performs independent, objective assurance and consulting activities designed to support HCPS and the Board in achieving system wide goals, specific activities include:

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

Accomplishments – FY 2014

- Performed 23 comprehensive school audits (focused on school activity funds and procurement card transactions) for the period July 1, 2012 – June 30, 2013. (Board Goal 4)
- Performed departmental procurement card transaction audits for each department. (Board Goal 4)

Goals – FY 2016

- Perform assurance and consulting services with integrity to help HCPS and the Board of Education achieve the highest levels of effectiveness and efficiency. (Board Goal 4)
- Promote compliance with laws, regulations, policies and procedures through reviews and analyses of the HCPS activities. (Board Goal 4)
- Provide ongoing technical and procedural assistance related to school activity funds and the corresponding accounting program. (Board Goal 4)

Objectives – FY 2016

- Evaluate and implement a web-based school activity funds accounting solution to replace the current outdated server based accounting solution. (Board Goal 4)
- Perform 19 comprehensive school audits. (Board Goal 4)
- Perform departmental procurement card transaction audits for each department. (Board Goal 4)

FY 2016 Funding Adjustments

The changes to Internal Audit for fiscal 2016 are:

Wage Adjustments of \$3,829:

- Salary/wage adjustments of \$3,829.

Cost of Doing Business for \$24,100:

- In order to upgrade to a new web-based school activity funds software program, \$14,100 is requested. The current program will no longer be supported by the manufacturer. In addition, \$10,000 is requested for consulting services related to the training required to implement the software program.

The increase in expenditures from the fiscal 2015 budget for Internal Audit is \$27,929.

Internal Audit Services

| By Object Code | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget |
|-----------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|
| Salaries | \$140,964 | \$141,126 | \$141,189 | \$142,046 | \$3,829 | \$145,875 |
| Contracted Services | \$11,505 | \$11,767 | \$11,867 | \$12,400 | \$24,100 | \$36,500 |
| Supplies | \$1,413 | \$961 | \$1,399 | \$1,100 | \$0 | \$1,100 |
| Other Charges | \$1,104 | \$2,082 | \$1,705 | \$2,250 | \$0 | \$2,250 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total: | \$154,986 | \$155,936 | \$156,160 | \$157,796 | \$27,929 | \$185,725 |

Budgeted Full Time Equivalent Positions

| | FY13 | FY14 | FY15 | 15-16 | FY16 |
|-------------------|-------------|-------------|-------------|--------------|-------------|
| 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 | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget | FY16 FTE |
|--------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|---------------------|
| ADMINISTRATIVE SERVICES | | | | | | | |
| Contracted Services | \$11,505 | \$11,767 | \$11,867 | \$12,400 | \$24,100 | \$36,500 | |
| Other Charges | \$1,104 | \$2,082 | \$1,705 | \$2,250 | \$0 | \$2,250 | |
| Salaries | \$140,964 | \$141,126 | \$141,189 | \$142,046 | \$3,829 | \$145,875 | |
| Supplies | \$1,413 | \$961 | \$1,399 | \$1,100 | \$0 | \$1,100 | |
| TOTAL: | \$154,986 | \$155,936 | \$156,160 | \$157,796 | \$27,929 | \$185,725 | 2.0 |
| Grand Total: | \$154,986 | \$155,936 | \$156,160 | \$157,796 | \$27,929 | \$185,725 | 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 2016

- 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 2016 Funding Adjustments

The changes to the Office of Legal Counsel for fiscal 2016 are:

Wage Adjustments of \$4,503:

- Salary/wage adjustments of \$4,503.

The increase in expenditures from the fiscal 2015 budget for the Office of Legal Counsel is \$4,503.

Legal Services

| By Object Code | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget |
|-----------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|
| Salaries | \$191,351 | \$217,873 | \$205,621 | \$203,493 | \$4,503 | \$207,996 |
| Contracted Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Supplies | \$9,488 | \$8,525 | \$9,014 | \$10,750 | \$0 | \$10,750 |
| Other Charges | \$5,252 | \$6,158 | \$6,188 | \$6,752 | \$0 | \$6,752 |
| Equipment | \$90 | \$1,178 | \$800 | \$500 | \$0 | \$500 |
| Total: | \$206,181 | \$233,733 | \$221,623 | \$221,495 | \$4,503 | \$225,998 |

Budgeted Full Time Equivalent Positions

| | FY13 | FY14 | FY15 | 15-16 | FY16 |
|-------------------|-------------|-------------|-------------|--------------|-------------|
| 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 | FY13 Actual | FY14 Actual | FY15 Actual | FY15 Budget | 15-16 Change | FY16 Budget | FY16 FTE |
|--------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|---------------------|
|--------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|---------------------|

ADMINISTRATIVE SERVICES

| | | | | | | | |
|---------------|------------------|------------------|------------------|------------------|----------------|------------------|------------|
| Equipment | \$90 | \$1,178 | \$800 | \$500 | \$0 | \$500 | |
| Other Charges | \$5,252 | \$6,158 | \$6,188 | \$6,752 | \$0 | \$6,752 | |
| Salaries | \$115,380 | \$138,001 | \$123,623 | \$121,496 | \$3,302 | \$124,798 | |
| Supplies | \$9,488 | \$8,525 | \$9,014 | \$10,750 | \$0 | \$10,750 | |
| TOTAL: | \$130,210 | \$153,861 | \$139,625 | \$139,498 | \$3,302 | \$142,800 | 1.2 |

SPECIAL EDUCATION

| | | | | | | | |
|---------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|------------|
| Salaries | \$75,971 | \$79,872 | \$81,998 | \$81,997 | \$1,201 | \$83,198 | |
| TOTAL: | \$75,971 | \$79,872 | \$81,998 | \$81,997 | \$1,201 | \$83,198 | 0.8 |

| | | | | | | | |
|---------------------|------------------|------------------|------------------|------------------|----------------|------------------|------------|
| Grand Total: | \$206,181 | \$233,733 | \$221,623 | \$221,495 | \$4,503 | \$225,998 | 2.0 |
|---------------------|------------------|------------------|------------------|------------------|----------------|------------------|------------|