

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

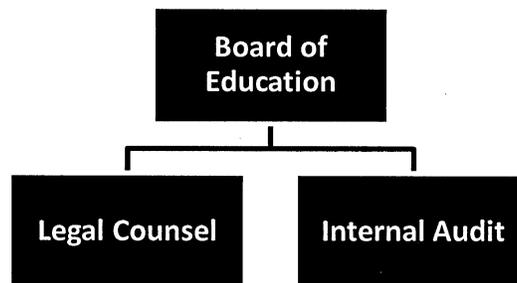
- **Goal 1:** To prepare every student for success in postsecondary education and a career.
- **Goal 2:** To encourage and monitor engagement between the school system and the community to support student achievement.
- **Goal 3:** To hire and support skilled staff who are committed to increasing student 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 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2016 Budget	FY 2017 Budget	Change
Board of Education	\$ 615,890	\$ 573,815	\$ 629,338	\$ 675,319	\$ 685,935	\$ 10,616
Board of Education Services	226,221	196,032	228,786	271,661	275,753	4,092
Internal Audit Services	155,936	156,160	178,555	177,660	181,585	3,925
Legal Services	233,733	221,623	221,997	225,998	228,597	2,599
Business Services	\$ 32,726,564	\$ 33,649,740	\$ 34,881,745	\$ 35,384,567	\$ 35,767,422	\$ 382,855

Summary Report

Board of Education

By Object Code	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$403,499	\$391,557	\$396,628	\$401,072	\$10,616	\$411,688
Contracted Services	\$123,016	\$91,008	\$133,993	\$163,290	\$0	\$163,290
Supplies	\$9,485	\$10,457	\$9,486	\$13,000	\$0	\$13,000
Other Charges	\$78,711	\$79,993	\$82,689	\$97,457	\$0	\$97,457
Equipment	\$1,178	\$800	\$6,542	\$500	\$0	\$500
Total:	\$615,889	\$573,815	\$629,338	\$675,319	\$10,616	\$685,935

Budgeted Full Time Equivalent Positions

	FY14	FY15	FY16	16-17	FY17
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	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget	FY17 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	\$123,016	\$91,008	\$133,993	\$163,290	\$0	\$163,290	
Equipment	\$1,178	\$800	\$6,542	\$500	\$0	\$500	
Other Charges	\$78,711	\$79,993	\$82,689	\$97,457	\$0	\$97,457	
Salaries	\$323,627	\$309,559	\$313,433	\$317,874	\$9,576	\$327,450	
Supplies	\$9,485	\$10,457	\$9,486	\$13,000	\$0	\$13,000	
TOTAL:	\$536,018	\$491,817	\$546,142	\$592,121	\$9,576	\$601,697	4.2
SPECIAL EDUCATION							
Salaries	\$79,872	\$81,998	\$83,196	\$83,198	\$1,040	\$84,238	
TOTAL:	\$79,872	\$81,998	\$83,196	\$83,198	\$1,040	\$84,238	0.8
Grand Total:	\$615,889	\$573,815	\$629,338	\$675,319	\$10,616	\$685,935	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.
- Determine student attendance areas.

FY 2017 Funding Adjustments

The changes to Board of Education Services for fiscal 2017 are:

Wage Adjustments of \$4,092:

- Proposed salary/wage adjustments of \$4,092.

The increase in expenditures from the fiscal 2016 budget for the Board of Education is \$4,092.

Board of Education Services

By Object Code

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$44,500	\$44,747	\$46,777	\$46,781	\$4,092	\$50,873
Contracted Services	\$111,249	\$79,141	\$106,335	\$136,030	\$0	\$136,030
Supplies	\$0	\$45	\$127	\$750	\$0	\$750
Other Charges	\$70,471	\$72,099	\$75,547	\$88,100	\$0	\$88,100
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$226,221	\$196,032	\$228,786	\$271,661	\$4,092	\$275,753

Budgeted Full Time Equivalent Positions

	FY14	FY15	FY16	16-17	FY17
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
Total:	1.0	1.0	1.0	0.0	1.0

By State Category

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
FTE: 1.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 CLERICAL Board of Education 101-XXX-021-005 51110 FTE: 1.0	\$44,500	\$44,747	\$46,777	\$46,781	\$4,092	\$50,873
Total Salaries	\$44,500	\$44,747	\$46,777	\$46,781	\$4,092	\$50,873
Contracted Services						
2 AUDITING Board of Education 101-XXX-021-005 52185	\$49,366	\$42,416	\$52,732	\$55,030	\$0	\$55,030
3 LEGAL FEES Board of Education 101-XXX-021-005 52195	\$54,383	\$36,725	\$40,353	\$75,000	\$0	\$75,000
4 CONSULTANTS Board of Education 101-XXX-021-005 52205	\$7,500	\$0	\$13,250	\$6,000	\$0	\$6,000
Total Contracted Services	\$111,249	\$79,141	\$106,335	\$136,030	\$0	\$136,030
Supplies						
5 OFFICE Board of Education 101-XXX-021-005 53440	\$0	\$45	\$127	\$500	\$0	\$500
6 BOOKS, SUBS, PERIODICALS Board of Education 101-XXX-021-005 53475	\$0	\$0	\$0	\$250	\$0	\$250
Total Supplies	\$0	\$45	\$127	\$750	\$0	\$750
Other Charges						
7 OTHER Board of Education 101-XXX-021-005 54170	\$981	\$891	\$1,716	\$2,000	\$0	\$2,000

By State Category	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
ADMINISTRATIVE SERVICES						
Other Charges						
8 BOARD MEMBERS ALLOWANCE Board of Education 101-XXX-021-005 54640	\$33,400	\$33,400	\$33,400	\$34,400	\$0	\$34,400
9 MILEAGE, PARKING, TOLLS Board of Education 101-XXX-021-005 54720	\$895	\$940	\$0	\$2,000	\$0	\$2,000
10 PROFESSIONAL DUES Board of Education 101-XXX-021-005 54730	\$28,188	\$29,442	\$30,670	\$39,700	\$0	\$39,700
11 INSTITUTES, CONFERENCES, MTGS. Board of Education 101-XXX-021-005 54750	\$7,007	\$7,426	\$9,761	\$10,000	\$0	\$10,000
Total Other Charges	\$70,471	\$72,099	\$75,547	\$88,100	\$0	\$88,100
Total ADMINISTRATIVE SERVICES	\$226,221	\$196,032	\$228,786	\$271,661	\$4,092	\$275,753
Report Total:	\$226,221	\$196,032	\$228,786	\$271,661	\$4,092	\$275,753

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 2015

- Performed 16 comprehensive school audits (focused on school activity funds and procurement card transactions) for the period July 1, 2013 – June 30, 2014.
- Performed departmental procurement card transaction audits for each department.

Goals – FY 2017

- Perform assurance and consulting services with integrity to help HCPS and the Board of Education achieve the highest levels of effectiveness and efficiency.
- Promote compliance with laws, regulations, policies and procedures through reviews and analyses of the HCPS activities.
- Provide ongoing technical and procedural assistance related to school activity funds and the corresponding accounting program.
- Deliver accurate, relevant, timely and quality services.
- Engage in strategic efforts to maximize overall effectiveness and efficiency while maintaining a strong system of internal controls.

Objectives – FY 2017

- Perform 19 comprehensive school audits.
- Perform departmental procurement card transaction audits for each department.

FY 2017 Funding Adjustments

The changes to Internal Audit for fiscal 2017 are:

Wage Adjustments of \$3,925:

- Proposed salary/wage adjustments of \$3,925.

The increase in expenditures from the fiscal 2016 budget for Internal Audit is \$3,925.

Internal Audit Services

By Object Code

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$141,126	\$141,189	\$141,862	\$146,295	\$3,925	\$150,220
Contracted Services	\$11,767	\$11,867	\$27,658	\$27,260	\$0	\$27,260
Supplies	\$961	\$1,399	\$1,226	\$1,500	\$0	\$1,500
Other Charges	\$2,082	\$1,705	\$1,268	\$2,605	\$0	\$2,605
Equipment	\$0	\$0	\$6,542	\$0	\$0	\$0
Total:	\$155,936	\$156,160	\$178,555	\$177,660	\$3,925	\$181,585

Budgeted Full Time Equivalent Positions

	FY14	FY15	FY16	16-17	FY17
Administrator	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
Total:	2.0	2.0	2.0	0.0	2.0

By State Category

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
FTE: 2.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Internal Audit 101-XXX-022-016 51100 FTE: 1.0	\$96,412	\$96,412	\$96,325	\$98,837	\$2,612	\$101,449
2 CLERICAL Internal Audit 101-XXX-022-016 51110 FTE: 1.0	\$43,604	\$43,604	\$44,546	\$45,008	\$1,313	\$46,321
3 OTHER Internal Audit 101-XXX-022-016 51170 FTE: 0.0	\$1,110	\$1,173	\$990	\$2,450	\$0	\$2,450
Total Salaries	\$141,126	\$141,189	\$141,862	\$146,295	\$3,925	\$150,220
Contracted Services						
4 CONSULTANTS Internal Audit 101-XXX-022-016 52205	\$0	\$0	\$6,098	\$0	\$0	\$0
5 SOFTWARE MAINTENANCE Internal Audit 101-XXX-022-016 52380	\$11,767	\$11,867	\$21,560	\$27,260	\$0	\$27,260
Total Contracted Services	\$11,767	\$11,867	\$27,658	\$27,260	\$0	\$27,260
Supplies						
6 OFFICE Internal Audit 101-XXX-022-016 53440	\$919	\$1,399	\$1,226	\$1,500	\$0	\$1,500
7 PRINTING Internal Audit 101-XXX-022-016 53445	\$42	\$0	\$0	\$0	\$0	\$0
Total Supplies	\$961	\$1,399	\$1,226	\$1,500	\$0	\$1,500

By State Category	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
ADMINISTRATIVE SERVICES						
Other Charges						
8 MILEAGE, PARKING, TOLLS Internal Audit 101-XXX-022-016 54720	\$173	\$85	\$23	\$350	\$0	\$350
9 PROFESSIONAL DUES Internal Audit 101-XXX-022-016 54730	\$800	\$895	\$920	\$755	\$0	\$755
10 INSTITUTES, CONFERENCES, MTGS. Internal Audit 101-XXX-022-016 54750	\$1,109	\$725	\$325	\$1,500	\$0	\$1,500
Total Other Charges	\$2,082	\$1,705	\$1,268	\$2,605	\$0	\$2,605
Equipment						
11 SOFTWARE Internal Audit 101-XXX-022-016 55460	\$0	\$0	\$5,362	\$0	\$0	\$0
12 COMPUTERS/BUSINESS EQUIPMENT Internal Audit 101-XXX-022-016 55805	\$0	\$0	\$1,180	\$0	\$0	\$0
Total Equipment	\$0	\$0	\$6,542	\$0	\$0	\$0
Total ADMINISTRATIVE SERVICES	\$155,936	\$156,160	\$178,555	\$177,660	\$3,925	\$181,585
Report Total:	\$155,936	\$156,160	\$178,555	\$177,660	\$3,925	\$181,585

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 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.

Goals - FY 2017

- 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 high quality procedures including analyzing, development and drafting.

FY 2017 Funding Adjustments

The changes to the Office of Legal Counsel for fiscal 2017 are:

Wage Adjustments of \$2,599:

- Salary/Wage adjustments of \$2,599.

The increase in expenditures from the fiscal 2016 budget for the Office of Legal Counsel is \$2,599.

Legal Services

By Object Code

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$217,873	\$205,621	\$207,989	\$207,996	\$2,599	\$210,595
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$8,525	\$9,014	\$8,134	\$10,750	\$0	\$10,750
Other Charges	\$6,158	\$6,188	\$5,874	\$6,752	\$0	\$6,752
Equipment	\$1,178	\$800	\$0	\$500	\$0	\$500
Total:	\$233,733	\$221,623	\$221,997	\$225,998	\$2,599	\$228,597

Budgeted Full Time Equivalent Positions

	FY14	FY15	FY16	16-17	FY17
Administrator	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
Total:	2.0	2.0	2.0	0.0	2.0

By State Category

				FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
FTE: 1.2				ADMINISTRATIVE SERVICES					
Salaries									
1	PROFESSIONAL			\$101,203	\$86,803	\$88,073	\$88,074	\$1,100	\$89,174
	Legal Services								
	101-XXX-021-011	51100	FTE: 0.6						
2	CLERICAL			\$36,798	\$36,194	\$36,720	\$36,724	\$459	\$37,183
	Legal Services								
	101-XXX-021-011	51110	FTE: 0.6						
3	CLERICAL SUBSTITUTES			\$0	\$627	\$0	\$0	\$0	\$0
	Legal Services								
	101-XXX-021-011	51111	FTE: 0.0						
Total Salaries				\$138,001	\$123,623	\$124,793	\$124,798	\$1,559	\$126,357
Supplies									
4	OFFICE			\$1,555	\$1,488	\$1,177	\$1,500	\$0	\$1,500
	Legal Services								
	101-XXX-021-011	53440							
5	POSTAGE/COURIER SERVICE			\$135	\$214	\$126	\$150	\$0	\$150
	Legal Services								
	101-XXX-021-011	53450							
6	BOOKS, SUBS, PERIODICALS			\$6,835	\$7,312	\$6,830	\$9,100	\$0	\$9,100
	Legal Services								
	101-XXX-021-011	53475							
Total Supplies				\$8,525	\$9,014	\$8,134	\$10,750	\$0	\$10,750
Other Charges									
7	OTHER			\$4,128	\$4,198	\$4,308	\$4,350	\$0	\$4,350
	Legal Services								
	101-XXX-021-011	54170							

By State Category		FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
8	MILEAGE, PARKING, TOLLS Legal Services 101-XXX-021-011 54720	\$902	\$740	\$404	\$702	\$0	\$702
9	PROFESSIONAL DUES Legal Services 101-XXX-021-011 54730	\$540	\$591	\$640	\$650	\$0	\$650
10	INSTITUTES, CONFERENCES, MTGS. Legal Services 101-XXX-021-011 54750	\$588	\$659	\$522	\$1,050	\$0	\$1,050
Total Other Charges		\$6,158	\$6,188	\$5,874	\$6,752	\$0	\$6,752
Equipment							
11	COMPUTERS/BUSINESS EQUIPMENT Legal Services 101-XXX-021-011 55805	\$1,178	\$800	\$0	\$500	\$0	\$500
Total Equipment		\$1,178	\$800	\$0	\$500	\$0	\$500
Total ADMINISTRATIVE SERVICES		\$153,861	\$139,625	\$138,801	\$142,800	\$1,559	\$144,359
FTE: 0.8							
SPECIAL EDUCATION							
Salaries							
12	PROFESSIONAL Spec. Ed. - Legal Services 106-XXX-016-011 51100 FTE: 0.4	\$56,279	\$57,868	\$58,715	\$58,716	\$734	\$59,450
13	CLERICAL Spec. Ed. - Legal Services 106-XXX-016-011 51110 FTE: 0.4	\$23,593	\$24,129	\$24,480	\$24,482	\$306	\$24,788
Total Salaries		\$79,872	\$81,998	\$83,196	\$83,198	\$1,040	\$84,238
Total SPECIAL EDUCATION		\$79,872	\$81,998	\$83,196	\$83,198	\$1,040	\$84,238
Report Total:		\$233,733	\$221,623	\$221,997	\$225,998	\$2,599	\$228,597