



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

Meeting Minutes of January 10, 2018

Call to Order

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

Committee Members Present

Scott Bachman	Dion Guthrie
Donald Beynon	Joseph Lambdin
Dick Calvert	John Santora
Michelle Francis	Bill Securro

HCPS Staff Members Present

Dr. Susan Brown, Executive Director of Curriculum, Instruction and Assessment
Andrew Moore, Director of Technology
Eric Clark, Director of Budget for Business Services

Approval of Previous Meeting Minutes

A motion was made by Mr. Lambdin and a second by Mr. Calvert to accept the 11/8/17 meeting minutes. Ms. Francis will submit the approved minutes to Ms. Schmid for posting for public review.

Old Business

A. Report to the Board of Education: Recommendations

- Mr. Securro sent the revised recommendations to Mr. Voskuhl
- Mr. Securro will follow up to ensure it has been distributed to the rest of the BOE and determine next steps

B. Sub-Committee Activities: Transportation Meeting

- Mr. Securro will look to have meeting rescheduled at the Transportation Department so the group can also tour the facility
- The visit will hopefully allow the Sub-Committee to determine if there are any additional recommendations prior to the next meeting

C. Next Committee meeting will be on April 11, 2018

New Business

A. Board of Education Budget Work Sessions: Dates and Times

- Mr. Securro reviewed the BOE FY19 Budget Sessions schedule and will reach out to Ms. Schmid to see if there are any incremental dates

B. Additional Recommendations: Discussion

- Mr. Guthrie suggested looking into a format that is currently in place in California for new schools....1st floor of the building is occupied by businesses/offices that pay rent (which are the operating expenses to run the school for a year). The actual school is on 2nd and 3rd floors of the building and the offices have no access to the school (mitigates security issues).
- Mr. Calvert suggested offering some type of incentive or bonus to departments that reduce costs.
- Mr. Santora also agreed to look for areas of Operations that could get bonus' for exceptional cost savings each year
- Mr. Calvert also asked about recent findings from the Audit Committee that several jobs have not been put out for the bidding process. Mr. Securro suggested to follow up to ensure the Board of Education auditor is handling this topic.

- Mr. Bachman suggested researching the Heating and Cooling systems in the schools as it appears the temperature controls may be off or behind at some of the schools. Johnson Controls manages the thermostats for HCPS, but some of the HVAC technology in the school system is behind the times.

C. Additional Business

- Mr. Securro attended the Economic Development Advisory Board Meeting which focuses on the diversity of Businesses in Harford County. The September 30th HCPS Enrollment Report was reviewed (Bill will request an electronic version so he can distribute to Committee Members):
 - a. There was an increase of about 300 students (total enrollment at 37,796 – 85% capacity)
 - b. First gain in last 6 years
 - c. Increase could be partly attributed to recent apartment buildings construction
 - d. There are 6,618 empty seats throughout the county
 - e. Significant potential for a handful of schools to exceed capacity over the next 3-5 years
- Adequate Public Facilities meeting also occurred and new construction is not shut down in any of the school districts

Presentation: Textbooks, Adoption, Approvals and Purchasing.
Online Books and Materials

Guest Presenters: Dr. Susan Brown, Executive Director of Curriculum, Instruction and Assessment
Mr. Andrew Moore, Director of Technology

- There is a digital transformation in process
 - Convertible / hybrid devices (Dell 3189) were provided to each student in the 5th and 8th grade across HCSP this fall. Rollout is as follows for remaining grades:
 - Year 2 – 4th and 6th grades
 - Year 3 – 3rd and 7th grades
 - Year 4 – 1st and 2nd grades
- A detailed review of the Textbook Selection Process was provided to the Committee Members
 - General Curriculum Committee (GCC) must approve purchases/requests (via monthly meetings)
 - Content Office Supervisor oversees selection process and ensures everything is routed to the GCC for review/approval
 - Some items do also go to the Board of Education for review
 - Textbooks typically fall under the Capital Budget (which is managed by Dr. Brown's office) so purchases are done centrally and budget is requested annually
 - Some items are purchased at the school level and are under the Operating Budget (based on enrollment)
 - Some of the HCPS Media Centers to cross county sharing/purchasing (to help with cost savings)
 - Online textbooks are as expensive as traditional hardcover books (they typically are interactive)
 - EBooks and instructional novels are typically much cheaper
- Desire to purchase technology instead of leasing (for an increase in cost savings)
- Mr. Moore will send information he has regarding surrounding counties (leasing versus purchasing technology and devices they are currently using - and student ratios)

Adjourn

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